



**MINUTES**  
**Commonwealth of Virginia**  
**Identity Management Standards Advisory Council (IMSAC)**  
**Dedicated Meeting for Public Comment**  
**Monday December 5, 2016**

Commonwealth Enterprise Solutions Center  
Multipurpose Room 1222  
11751 Meadowville Lane  
Chester, VA 23836

**ATTENDANCE**

**Members Present:**

Nelson Moe (Chairperson *pro tempore*)  
Dave Burhop  
Katie Crepps  
Jeremy Grant (Remote)  
Michael Watson  
Jeffrey Zubricki (Remote)

**Staff Present:**

Joseph W. Grubbs, VITA/IMSAC Staff

**Members Absent:**

Lisa Kimball, Chairperson

**Call to Order**

Mr. Nelson Moe, *ex officio* IMSAC member and Chief Information Officer (CIO) of the Commonwealth, was elected by consent to serve as Chairperson *pro tempore* in Chairperson Kimball's absence. Mr. Moe called the meeting to order at 11:05 a.m. in multipurpose room 1222 at the Commonwealth Enterprise Solutions Center in Chester, VA.

Roll Call was taken for IMSAC members. All members were present in person, except Mr. Grant and Mr. Zubricki, who participated remotely, pursuant to the IMSAC Remote Participation Policy. Chairperson Kimball was absent due to illness. Quorum was not met. However, based on previous guidance from Greg Richards, Office of the Attorney General, since the meeting was dedicated to IMSAC receiving public comment on guidance documents, and IMSAC would take no formal action during the meeting, the meeting was able to proceed pursuant to the *Code of Virginia*.

*Note: The IMSAC meeting agenda packet including all presentation materials may be accessed on the VITA website at: <https://www.vita.virginia.gov/About/default.aspx?id=6442474173>*

**Dedicated Meeting for Public Comment**

Dr. Joseph W. Grubbs, IMSAC Staff Analyst, VITA, presented the two subject guidance documents open for public (verbal) comment:

1. *Identity Management Standards Advisory Council Guidance Document: Digital Identity Assertions*
2. *Identity Management Standards Advisory Council Guidance Document: Federation and Participant Requirements*

Dr. Grubbs indicated the two guidance documents had been posted on the Virginia Regulatory Town Hall, and the General Notice published in the Virginia Register of Regulations, for the 30-day public comment period, as required by § 2.2-437.C, *Code of Virginia*. He added the documents had been prepared to align with the National Institute of Standards and Technology (NIST) Special Publication 800-63-3, and the companion documents in the NIST 800-63 series, as directed by IMSAC.

### Public Comment

Chairperson *pro tempore* Moe introduced the two guidance documents and opened the floor for public comment.

Mr. Moran asked if other states were engaged in the type of work being conducted by IMSAC. Dr. Grubbs said staff had been tracking activities within other states but had not identified any other state completing the type of work on minimum specifications and standards currently being completed by the Commonwealth. Dr. Grubbs deferred to Mr. Grant and Mr. Watson, both confirmed that no other states were engaged in developing minimum specifications or standards. Mr. Burhop agreed and encouraged the Commonwealth to share its insights with other states.

Chairperson *pro tempore* Moe asked whether written comments had been received on the subject guidance documents, and Dr. Grubbs said that no written comments had been received. Dr. Grubbs then discussed next steps in the review and adoption process for the guidance documents, as well as for ongoing review of guidance documents upon adoption by the Secretary of Technology.

Mr. Grant asked whether the guidance documents, as drafted, addressed the issue of liability protection, pursuant to the Electronic Identity Management Act, Chapter 50 of Title 59.1, *Code of Virginia*. Dr. Grubbs clarified the purpose of guidance documents, as defined under § 2.2-4001 of the Administrative Process Act, and said the documents did not extend liability protection.

Mr. Burhop raised the question of how liability protection, and the notice of liability protection, would be handled. Dr. Grubbs said he would coordinate with Mr. Greg Richards, Office of the Attorney General, to address these issues and incorporate into the next phase of the IMSAC work plan an analysis of the processes, mechanisms, and protocols for extending liability protection.

Chairperson *pro tempore* Moe again opened the floor for public comment then recognized Mr. Timothy Reiniger from FutureLaw, LLC. Mr. Reiniger noted the thorough work completed on the guidance documents and said that the European Commission had expressed an interest in collaborating with the Commonwealth on IMSAC efforts. Mr. Reiniger said he would raise this opportunity during the regular meeting.

Chairperson *pro tempore* Moe kept the floor open for public comment for the required time period documented in the agenda, but no additional comment on the guidance documents was provided.

### Adjournment

Chairperson *pro tempore* Moe for remaining public comment and, hearing none, adjourned the meeting without objection at 12:00 p.m. IMSAC remained in the meeting location for a working lunch session, which was also open to the public.



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Meeting Purpose: IMSAC is seeking public comment on two proposed guidance documents developed pursuant to § 2.2-437, *Code of Virginia*. This meeting will be dedicated to the receipt of verbal comment, as required by §2.2-437.C. See attached General Notice for the publication of the draft guidance documents in the Virginia Regulatory Town Hall and the Virginia Register of Regulations.

The two guidance documents and their purpose statements:

*Identity Management Standards Advisory Council Guidance Document:*

*Digital Identity Assertions*

Purpose: The purpose of this document is to establish minimum specifications for Assertions within a Digital Identity System. Draft available online at:

[https://www.vita.virginia.gov/uploadedFiles/VITA\\_Main\\_Public/About/IMSAC/DLSIMSACGuidanceAssertions.pdf](https://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/About/IMSAC/DLSIMSACGuidanceAssertions.pdf)

*Identity Management Standards Advisory Council Guidance Document:*

*Federation and Participant Requirements*

Purpose: The purpose of this document is to establish minimum specifications for electronic Federation and Participant Requirements within a Digital Identity System. Draft available online at:

[https://www.vita.virginia.gov/uploadedFiles/VITA\\_Main\\_Public/About/IMSAC/DLSIMSACGuidanceFederationParticipantReqs.pdf](https://www.vita.virginia.gov/uploadedFiles/VITA_Main_Public/About/IMSAC/DLSIMSACGuidanceFederationParticipantReqs.pdf)