

Commonwealth Information Security Council
January 22, 2008
12:00 -2:00 p.m.
Commonwealth Enterprise Solutions Center

Meeting Summary

COV IS Council members attending:

Michael McDaniel (VRS)	Robert Jenkins (DJJ)
Steve Werby (DOC),	John Karabic (DMAS)
Marie Greenberg (SCC)	Cathie Brown (VITA ex-officio)
John Willinger (DMHMRSAS)	Peggy Ward (VITA ex-officio)

COV IS Council members absent:

Aaron Mathes, OAG
Mike Garner, Tax
Goran Gustavsson, APA
Shirley Payne, UVA
John Palese, DSS

Also attending: Maria Batiste (DMV), Tripp Simms (VITA) and John Kissel (VITA)

Data Removal Policy and Procedure – Vernard Brown

The data removal policy and procedure was distributed for review by the council. Vernard Brown from the Service Management Organization was unable to attend the meeting to present the process and answer questions due to car trouble. The overview and questions pertaining to data removal will be discussed at the next meeting.

Communication Portal – John Kissel

Communication portal requirements were discussed. The Council stated they would like a secure messaging feature that allows you to email members securely generating an email to their regular account notifying them to check the portal as well as share documents. The intended audience are the 200+ persons on the ISOAG list whom are from all branches of Commonwealth government and localities. The portal should be ssl. Other features were discussed. John stated he would have a draft set of requirements by the end of this week to send to both the Council and the IT Partnership. He stated a Rough Order of Magnitude pricing would be available in 1-2 weeks and the full RFS pricing process completed within a month. After John left, the Council also expressed an interest in having a subcompartment to the portal for the IS Council members only.

Non-Disclosure Contract Terms - Peggy Ward, VITA

The Council agreed to review again and provide comments by Thursday, January 31.

BIA Templates - Peggy Ward, VITA & Cathie Brown, VITA

The BIA model will continue to be reviewed by the committee members and comments will be submitted in one week Thursday, January 31.

Security Survey – Michael McDaniel, VRS

The total number of security surveys submitted were about 71 with about 54 separate entities (agencies, localities, etc.) reporting. Michael will send each member the link to the reports. Each Committee will analyze their results. At the March ISOAG, Michael will present the intro to the survey and each Committee will present their analysis of the results.

Customer Council Work Plans - Peggy Ward, VITA

Peggy presented on the Customer Council Work Plans which were to be reviewed by members of the council. John Karabic commented that in the Making Information Security an Executive Management workplan, the word "collect" should be replaced with "develop" presentations should be made singular ("a presentation"). This is necessary as no entity has provided any presentations to the Committee so they will need to craft their own.

Wireless Standard – Cathie Brown, VITA

Cathie discussed the wireless standard that will be in place for the IT Partnership with the help of Tripp. Tripp answered questions regarding the wireless hotspots, LAN connections, and Peer-to-Peer communication. Soon a Commonwealth Wireless Standard will be drafted based on this Partnership policy.

Blue Coat Logs – Tripp Simms, VITA

Tripp advised that Commonwealth Security will be collecting the BlueCoat log files on internet usage for all agencies using the transformed network or purposes of monitoring trends and detecting anomalies in the traffic. He advised that he had been told an agency had expressed concern that Commonwealth Security could "see" what their agency users are doing. Tripp stated the intent is security monitoring not Internet policing as each agency has it's own standards for filtering and acceptable use. Marie discussed how non-COV devices have the potential to harm provide data leakage due to the risk of keystroke

Telecommuting Policy for Non-COV Devices – Marie Greenberg, SCC

Marie discussed how non-COV devices have the potential to harm provide data leakage due to the risk of keystroke logging. John Willinger discussed avenues taken by his agency to prevent the use of non-COV devices. The Council agreed to discuss this issue in more depth at the next meeting.

Agencies use of Employee Number – Steve Werby, DOC

Steve stated that DOC was considering using the employees' id numbers in active directory to assist them in terminating access rights timely. He evoked discussion among the Council members as to whether or not the Employee Number was a sensitive item. Marie offered to provide a link to some legislation submitted that would address this issue. Peggy agreed to contact DHRM to assess their view.

There was no time left for Committee Reports. Next meeting is Tuesday, February 19 from 12-2:00 p.m.