

**Commonwealth Information Security Council  
Making Information Security an Executive  
Management Priority (MISEMP) Meeting Summary  
August 18, 2008  
2:00 pm -3:00 pm  
Teleconference**

**MISEMP Committee members attending:**

John Karabaic (Department of Medical Assistance)  
Shirley Payne (University of Virginia)  
Nakita Albritton (Virginia Information Technologies Agency)

**MISEMP Committee members absent:**

Joe Hubbell (Virginia Lottery)  
Judy Napier (Secretary of Technology)

**Also attending:** Peggy Ward (Virginia Information Technologies Agency)

**Topic – Commonwealth Management Institute (CMI) Luncheon presentation**

Peggy Ward  
John Karabaic  
Shirley Payne  
Nakita Albritton

Dr. Burke will allow time for a presentation at the CMI luncheon in the spring. The presentation will be approximately 30-45 minutes with time for Q/A. The presenter will be either the CISO, committee Chair or Co-Chair.

**Topic-Transition Book**

Peggy Ward  
John Karabaic  
Shirley Payne  
Nakita Albritton

Consider having an information security section included in the transition plan for incoming administration (orientation). Judy Napier should be contacted to see if she can assist. Agencies that use a transition book would be provided a template to include information security into their books. The information that will be included will be more granular than the presentation (such as, what the security program consists of and emergency response team information) and short for executive level.

**Topic-Virginia Review Article**

Peggy Ward  
John Karabaic  
Shirley Payne  
Nakita Albritton

There is a standard pricing for article submissions. VITA may have some money in the budget to assist with funding. The VA Review theme for Nov-Dec is Education in Technology. The submittal is due by the end of Oct.

There is an IT column in every issue. VA Review may pay the author of the article. John will verify. Consider submitting for IT column for Cyber Security month. John will check submittal date.

MS-ISAC toolkit includes a PowerPoint on executive management training. Peggy will send it to the committee.

**Topic-Leadership Communiqué Topics**

John Karabaic  
Shirley Payne  
Nakita Albritton

During the IS Council meeting there was a discussion of soliciting topic ideas from the IS Council. The committee will provide the IS Council with the list of topics from last year and set a deadline for the IS Council's topic recommendations for this year.

Communiqués from last year are not on the website. John will check into it.

**Topic-Agency Head Meeting**

John Karabaic  
Shirley Payne  
Nakita Albritton

Consider having an agency head Information Security meeting at the Library of Virginia (LVA). An agency head meeting has successfully been held at LVA previously. There will likely be a better response if the request for agency head participations comes from a high level.

**Topic-Security Practices Template (Web Form)**

John Karabaic  
Shirley Payne  
Nakita Albritton

A Security Practices template will be created for the IS Council to approve for agencies to submit effective security practices. Consider giving an award or public mention of agencies that participate. Shirley will work developing a draft of the template.