

DRAFT V2

**Commonwealth Information Security Council  
Making Information Security an Executive  
Management Priority (MISEMP) Meeting Summary  
September 15, 2008  
2:30 pm -3:00 pm**

**MISEMP Committee members attending:**

John Karabaic (Department of Medical Assistance) Co-chair  
Nakita Albritton (Virginia Information Technologies Agency) – via teleconference  
Judy Napier (Secretary of Technology) –via teleconference

**MISEMP Committee members absent:**

Shirley Payne (University of Virginia) Co-chair

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

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

Peggy Ward  
John Karabaic  
Judy Napier  
Nakita Albritton

Discussed time line for this presentation. It was agreed that a presentation should be readied no later than February for use in spring period. The presenter will be either the CISO, committee Chair or Co-Chair.

**Topic-Transition Book**

Peggy Ward  
John Karabaic  
Judy Napier  
Nakita Albritton

Discussed the information security section to be included in the transition plan for incoming administration (orientation). This should include Data Points currently used by VITA in reporting at monthly ISOAG meetings and reference legislation and/or VITA Policy and Standards. Another idea was to frame this as a checklist, in an “*Ask Your Agency These Questions*” model. This has to be simple, one-page at most and ready by next spring (2009).

**Topic-Virginia Review Article**

Peggy Ward  
John Karabaic  
Judy Napier  
Nakita Albritton

We have confirmed that there is an IT column in every issue and DMAS (Bonnie Atwood) is drafting/writing an article for submission as an IT column.

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### **Topic-Leadership Communiqué Topics**

John Karabaic  
Judy Napier  
Nakita Albritton  
Peggy Ward

There was discussion about content for the first two articles; ideas discussed were about

- (1) Action Items for Agency Heads – reporting requirements (security incidents, security audits, responsibilities of Agency heads)
- (2) ISO Designation - what is an ISO, what to look for in an ISO, include optimal organizational placement.

Peggy will also ask the IS Council for their ideas when she communicates the minutes from the September 2008 IS Council meeting.

### **Topic-Agency Head Meeting**

John Karabaic  
Judy Napier  
Nakita Albritton  
Peggy Ward

Discussion about this determined that this is best put “on hold” until after the election(s) and current budget discussions.