

Commonwealth Information Security Council Meeting
November 17, 2008
12:00 -2:00 p.m.
Commonwealth Enterprise Solutions Center
Summary

COV IS Council members attending:

Marie Greenberg (SCC)
David Hines (SCV)
Steve Werby (VCU)
Peggy Ward (VITA ex-officio)

Goran Gustavsson (APA)
Aaron Mathes (OAG)
John Willinger (DMHMRSAS)

COV IS Council Members Via Teleconference:

Shirley Payne (UVA)

COV IS Council members absent:

Mike Garner (TAX)
John Karabaic (DSS)

Robert Jenkins (DJJ)
Michael McDaniel (VRS)

Also attending: Maria Batiste (DMV); Chris Nicholl (DMV); John Kissel (VITA); Don Drew (VITA); Michael Watson (VITA); Thomas Weber (NG); Hans Lohmar (NG).

Collaboration Portal Status – John Kissel, VITA

John Kissel provided an update on the Collaboration Portal stating that they have missed the External Access requirement. He followed up with a brief description of the SharePoint solution which has additional security features. Peggy Ward stated that John was working to have some items changed such as the “minimum of 3000 users to be a “maximum” and listing who the Administrators are.

Enterprise Messaging Account Administration – Don Drew, VITA

Don Drew introduced the Email Mailbox and Account Request form as a standard way to request add/changes or deletes to email mailbox accounts once an agency has been undergone messaging transformation. This form is also used to request permission to transmit large attachments. To date there have been 25 kick-off meetings to introduce the form and receive feedback.

Don asked the IS Council members for any suggestions they may have to improve this form. John Willinger suggested the ability to ‘tab’ thru the entire form to answer the questions. Marie Greenberg suggested that a drop down menu be used for updates to existing accounts that need to be submitted. Don said he would submit this suggestion. Peggy Ward asked that the term “Quasi-Full Time Employee” be changed to “Wage” and “Full Time” to “Classified.” Don agreed with this suggestion.

Chris Nicholl questioned Don about verification of the managers signatures. Don explained that the AITR or ISO for each agency would perform the verification and sign off.

Paladin D3 Device Demo – Tom Smith & Jim Findlayson, Capital Business Dev. Assoc.

A demonstration given on the Paladin D3 showed a portable device that secures data via AES 256/FIPS 140-2 encryption. Paladin D3 works with Windows 03 and Vista; has 2 factor authenticated, uses a 10 character password and can read up to 5 fingerprints.

Security Dashboard – Thomas Weber, NG; Hans Lohmar, NG

Thomas Weber presented a short PowerPoint preview on the Security Dashboard. He noted that this is not the final version. Security Information Event Management (SIEM) collects the data for the reports/metrics within the dashboard. This dashboard will allow agencies to view metrics in the reports. These reports/metrics are available in 1 hour near real time. Hans Lohmar explained that there will be Pre-live and Post-live testing performed next on the Dashboard. The testing time-frame will range from 60 days or shorter for each test.

John Willinger questioned if the Web Filtering will be covering the same information that BlueCoat provides. Hans said that it will but, the Enterprise view will allow for more thorough metrics compared to the Agency view which is based on IP range. The Enterprise view allows for NG/VITA designated personnel to view a more complete report/metrics and the Agency view is for agency ISO designees to view only their agency reports/metrics. Tom noted that the reports are only able to identify the IP address. Hans added that the dashboard is not a tool for resolving security incidents.

2008 Commonwealth Information Security Report – Peggy Ward, VITA

Peggy Ward outlined that the CIO report to the General Assembly and Governor is due in December and that she will issue the report based on existing data points. Peggy will send the IS Council members a draft report with comments due back as quickly as possible.

Security Guidelines – Peggy Ward, VITA

Peggy is re-working the guidelines currently and hopes to have them completed shortly.

Library of Virginia Electronic Record Schedule – Peggy Ward, VITA

Peggy Ward asked if the IS Council members had a comment on the Record Schedule which will be forwarded to Siri Berdahl (LVA). Shirley Payne recommended the following changes:

1. p.2 of 4; Software License Records - It is unclear whether the intent of this category was to address the acquisition of software licenses (which we believe would be covered in the procurement record series for contracts) or the distribution of software licenses.
2. p. 3 of 4; System Maintenance Records: Component Repair or Service - The category may be clearer if the word "component" were replaced with the word "hardware."
3. A category for Information Technology Disaster Recovery Planning records is recommended. For buildings, these types of records are addressed in GS 108, #012274.

COV IS Council 2009 Calendar – Peggy Ward, VITA

It was agreed upon that the January and February 2009 meeting should be moved to the 4th Monday of the month due to holidays on the 3rd Monday.