Meeting Agenda

1:00 PM  **Call to Order, Welcome and Announcement of Council Members**
The Honorable Karen R. Jackson, Secretary of Technology
Mr. Nelson Moe, Chief Information Officer of the Commonwealth

1:10 PM  **Administration of the Oath of Office**
Ms. Kelly Thomasson Mercer, Deputy Secretary of the Commonwealth

1:15 PM  **Purpose and Scope of the Advisory Council**
Mr. Gregory Richards, Assistant Attorney General, Office of the Attorney General

1:30 PM  **Advisory Council Membership Responsibilities and FOIA Overview**
Mr. Gregory Richards, Assistant Attorney General, Office of the Attorney General

1:45 PM  **Review and Recommendation of Advisory Council Charter**
Ms. Nicole Helmantoler, IMSAC Staff Administrator
Virginia Information Technologies Agency
1:55 PM  Commonwealth Travel Reimbursement Policies and Procedures
Ms. Nicole Helmantoler, IMSAC Staff Administrator
Virginia Information Technologies Agency

2:00 PM  Designation of the Advisory Council Chairman
Ms. Nicole Helmantoler, IMSAC Staff Administrator
Virginia Information Technologies Agency

2:15 PM  Advisory Council Work Plan
Mr. Michael Watson, Chief Information Security Officer of the Commonwealth

2:50 PM  Public Comment

3:00 PM  Adjournment
Council Members

- **Nelson P. Moe** - Chief Information Officer of the Commonwealth, Virginia Information Technologies Agency
- **Dave Burhop** - Deputy Commissioner/CIO, Department of Motor Vehicles
- **Katie Crepps** - Vice President, Card Tech, Capital One
- **Jeremy Grant** - Managing Director, The Chertoff Group
- **Lisa E. Kimball** - Vice President, Identity Management Solutions, Telos Corporation
- **Tom Moran** - Executive Director, All Hazards Consortium
- **Jeffrey Zubricki** - Director, Public Affairs and Government Relations, Walmart
- **Michael Watson** - Chief Information Security Officer of the Commonwealth of Virginia, Virginia Information Technologies Agency
Administration of the Oath of Office

- Ms. Kelly Thomasson Mercer, Deputy Secretary of the Commonwealth
Purpose/Scope/Responsibilities

- Mr. Gregory Richards, Assistant Attorney General, Office of the Attorney General
Advisory Council Responsibilities (§ 2.2-437.A; § 2.2-436.A)

The Identity Management Standards Advisory Council (the Advisory Council) advises the Secretary of Technology on the adoption of identity management standards and the creation of guidance documents pursuant to § 2.2-436.

The Advisory Council recommends to the Secretary of Technology guidance documents relating to (i) nationally recognized technical and data standards regarding the verification and authentication of identity in digital and online transactions; (ii) the minimum specifications and standards that should be included in an identity trust framework, as defined in § 59.1-550, so as to warrant liability protection pursuant to the Electronic Identity Management Act (§ 59.1-550 et seq.); and (iii) any other related data standards or specifications concerning reliance by third parties on identity credentials, as defined in § 59.1-550.
Membership and Governance Structure (§ 2.2-437.B)

1. The Advisory Council consists of seven members, to be appointed by the Governor, with expertise in electronic identity management and information technology. Members include a representative of the Department of Motor Vehicles, a representative of the Virginia Information Technologies Agency, and five representatives of the business community with appropriate experience and expertise. In addition to the seven appointed members, the Chief Information Officer of the Commonwealth, or his designee, may also serve as an ex officio member of the Advisory Council.

2. The Advisory Council designates one of its members as chairman.

3. Members appointed to the Advisory Council serve four-year terms, subject to the pleasure of the Governor, and may be reappointed.

4. Members serve without compensation but may be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in § 2.2-2825.

5. Staff to the Advisory Council is provided by the Office of the Secretary of Technology.
Charter

Meeting Frequency and Location

The Advisory Council will meet on a quarterly basis, the first Monday of March, June, September and December, for a minimum of two hours, 1:00-3:00 p.m. Meetings of the Advisory Council will be held as a public meeting, open to the public, and comply with all governing provisions for public bodies pursuant to the Code of Virginia. Meeting locations will be in facilities open and accessible to the public.

Interested Persons and Organizations

The Advisory Council will develop methods for the identification and notification of interested parties and specific means of seeking input from interested persons and groups pursuant to § 2.2-437.C. The Advisory Council will identify and register with the Staff Administrator interested persons and groups for task areas identified on the Advisory Council’s Work Plan. The Advisory Council will hear testimony and comments from registered interested persons and groups in designated times and agenda items during its quarterly meetings. The Advisory Council will send a copy of such notices, comments, and other background material to the Joint Commission on Administrative Rules pursuant to § 2.2-437.C.
Travel Reimbursement

- Advisory Council Members will serve without compensation but may be reimbursed for travel expenses incurred in the performance of their duties as provided in § 2.2-2825
- Members will be required to submit to the Staff Administrator *originals* of their signed Commonwealth/VITA Travel Reimbursement Forms and receipts
- Travel reimbursement will be limited to those costs and amounts allowed pursuant to the Commonwealth Accounting Policies and Procedures (CAPP) Manual, published by the Department of Accounts
  
Designation of Chairman

• § 2.2-437.B The Advisory Council designates one of its members as chairman
Council Work Plan

• National Strategy for Trusted Identities in Cyberspace (NSTIC)
• Potential Work Plan Task Areas
  – Communities of Interest - Analysis
  – Trust Frameworks
  – Specifications for Identity Participants
  – Interoperability and Specifications for Secure Transactions
  – Assurance Program and Certification Process
  – Trust Marks
  – Operational/Administrative
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