

**Commonwealth Information Security Council Meeting**  
**July 21, 2008**  
**12:00 -2:00 p.m.**  
**Commonwealth Enterprise Solutions Center**  
**Summary**

**COV IS Council members attending:**

Marie Greenberg (SCC)	Goran Gustavsson (APA)
David Hines (SCV)	Robert Jenkins (DJJ)
John Karabaic (DMAS, teleconference)	Aaron Mathes (OAG, teleconference)
Michael McDaniel (VRS)	Shirley Payne (UVA, teleconference)
Steve Werby (VCU)	John Willinger (DMHMRSAS)
Peggy Ward (VITA ex-officio)	

**COV IS Council members absent:**

Cathie Brown (VITA ex-officio)                      Mike Garner (Tax)

**Also attending: Maria Batiste (DMV), John Kissel (VITA), Michael Watson (VITA), Kevin Ferlazzo (DJJ, teleconference), Kathryn Merhout, (VITA), Tiffany Erbach (Booz Allen Hamilton), and Kimberly Maskell (Booz Allen Hamilton)**

**Collaboration Portal Status – John Kissel, VITA**

John Kissel reported that the Collaboration Portal has been delayed but he assured the council that he will have a more information today. **He plans to have an update by COB TODAY and hopefully a demonstration prepared for the August IS Council meeting.**

**Monitoring Internet Use – Kevin Ferlazzo, DJJ**

Kevin reported that Blue Coat has all capabilities other than compiling time. Language may need to be written to compile information in particular ways. He plans to ask about interest at the August ISOAG. John Willinger asked for the Blue Coat manual. **Kevin will send us the manual in PDF and Michael will work with the Partnership to make certain the manual is provided during network transformation kick-off.**

**COV IT Security Policy, Standard Revisions, and Guideline – Peggy Ward, VITA**

COV IT Security Policy was approved by the Board last week and the time for Board comment on the Standard ends tomorrow. The IT System Security Guideline is final but not yet published. The IS Council asked for the revised Policy and Standard in word format. Also discussed expanding next year to more clearly include all information not just electronic. **Peggy will provide and publish on the web in Word.**

**SSN JCOTS Survey Legislation – Peggy Ward, VITA**

Peggy reminded that House Bill 634 and Senate Bill 132 requires all executive branch agencies, including higher education, and localities with more than 15,000 people to complete a survey as to whether they collect social security numbers, what legal mandate requires that they collect social security numbers, and if no legal mandate requires it, then explain why they are collecting. This survey will be due by October 2008, and by July 2009, agencies will be required to discontinue collecting social security numbers, unless they have a legal mandate. The forms and instructions are on the JCOTS website.

## **List of Minimum Security Policies - Marie Greenberg, SCC**

Marie Greenberg has received two offers to assist. Steve Werby stated that all of VCU's are on the web. The Council agreed that collection will be easier if the portal is implemented. any recommendations for creating a list of minimum security policies.

## **Customer Council Survey – Peggy Ward, VITA**

Peggy asked that the Council members complete the Customer Council Survey and return to Kathryn Merhout for compilation. John Willinger turned his in at the meeting.

## **Cyber Security Awareness Month - Peggy Ward, VITA**

**Governor Kaine has signed the proclamation designating October, 2008 as Cyber Security Awareness month! The Council discussed a variety of ways to celebrate – trivia quizzes with prizes, puzzles, word games, how to secure your home network sessions, release of a security video etc. Shirley and John Karabaic's committee will write awareness articles for the Leadership Communiqué and may have an article for the Virginia Review published. Michael McDaniel will send in his word games and links to awareness videos.**

## **Telework - New DOA, revised DHRM, CIO, CAO mtg & ISOAG – Peggy Ward, VITA**

DOA has released a new Telework Expense Policy and DHRM has released an revised Telecommuting Policy. Both have been invited to present at the August ISOAG. Department of Corrections may also present their Firepass solution.

## **Norfolk State University Suggestion: Technical Controls Committee**

The Council discussed a suggestion from Andrea di Fabio regarding having a technical controls committee. There was discussion regarding whether it was practical given the partnership with Northrop Grumman Corporation. **Shirely Payne will work with Andrea to better understand the suggestion.**

## **Committee Staffing & Commonwealth Security Team – Cathie Brown, VITA**

Peggy read the bios for the assigned staff members –

Nakita Albritton – Making IT Security an Exec Mngmnt Priority Committee

Bill Freda – Encryption Committee

Mauri Shaw – Small Agency Outreach Committee

Jon Smith – Identity and Access Management

## **New ITIB Member – Peggy Ward, VITA**

Peggy announced that Dr. Patricia Cormier, President of Longwood University, had been appointed to the Information Technology Investment Board by Governor Kaine.

## **Exceptions – John Willinger, DMHMRSAS**

John asked that a program whereby ISO's who had met certain data points (attending IS Orientation, etc) be given delegated authority to approve at least some exceptions. **After much discussion it was decided to look at the Standard for areas where the authority could be at the ISO level. John will lead this effort.**