

**Commonwealth Information Security Council Meeting**  
**April 11, 2008**  
**9:00 -11:00 a.m.**  
**Commonwealth Enterprise Solutions Center**  
**Summary**

**COV IS Council members & designees(\*) attending:**

<b>Mike Garner (Tax)</b>	<b>Robert Jenkins (DJJ)</b>
<b>Marie Greenberg (SCC)</b>	<b>Aaron Mathes (OAG)</b>
<b>Ken Magee* (APA)</b>	<b>Steve Werby (DOC)</b>
<b>Joel McPherson* (DSS)</b>	<b>Cathie Brown (VITA ex-officio)</b>
<b>John Willinger (DMHMRSAS)</b>	
<b>Peggy Ward (VITA ex-officio)</b>	

**COV IS Council members absent:**

**John Palese (DSS) (Sent designee\*)**  
**Goran Gustavsson (APA) (Sent designee\*)**

**Michael McDaniel (VRS)**  
**Shirley Payne (UVA)**  
**John Karabaic (DMAS)**

**Also attending: David Hines (Supreme Court), Judy Napier (Deputy Secretary of Technology), Tripp Sims (VITA), Don Drew (VITA), John Kissel (VITA), and**

**Confidentiality Notice – Joel McPherson**

The Council discussed creating a confidentiality notice/email disclaimer to be placed at the bottom of COV emails – perhaps just external to the COV or on all! Joel and Marie will take the lead on gathering draft language for the notice; other Council members will forward example language to Joel and Marie. Cathie will check into how other states handle this issue. Joel will work towards finalizing this by 10 days from today and share a draft with the Council. The draft will then be included in the revised Standard and put on ORCA for public comment. Additionally, Marie will check with the Virginia Enterprise Applications Program (VEAP) to see if they are interested in championing a standard Email signature for state employees as suggest by Steve Werby.

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

John Kissel reported that the delivery date for the Commonwealth Information Security Collaboration Portal, has been delayed from April 8 to April 30<sup>th</sup>. John is hopeful that the Request for Service will be completed by next Friday, and then it will be sent out to the Council for review. He apologized for the delay in service.

**Messaging in Transformation – Don Drew, VITA**

Don Drew reviewed the options for log-on ids for standard network access. There are two choices: a user's email address, or a randomly generated alpha-numeric combination ( we later learned it is a randomly generated 8 character designator comprised of 3 letters and five numbers). The Council weighed the advantages and disadvantages of each option, with input from Don Drew and Tripp Sims. Since this log-on is going into affect as agencies are transformed, the Council needs to reach a decision as soon as possible to allow it to be included as part of the Commonwealth Standard. Council members will poll other ISO's within their Secretariat by next week as to whether they would prefer using an email address or a numeric combination for the log-on id. Judy asked all Council members to communicate this issue to their

Agency Head's also. Peggy will reach out to the Commerce & Trade, and Education Secretariats. Don also suggested contacting the Department of Health, since they have been operating with the email address log-on. Mike Garner will survey Administration and Finance and Rob Jenkins will work with Public Safety and Transportation.

### **IT Security Audit SOW – Cathie Brown, VITA**

Cathie explained the draft of the IT Security Audit Existing Contract Alternatives, which provides agencies with information for using existing Commonwealth contracting alternatives to meet the requirements of SEC 502-00. There are two existing contract methods that can be used: Supplier Managed Staff Augmentation or Advanced IT Resources Contracts. The first option, Supplier Managed Staff Augmentation, is based on an hourly rate and augments the agencies staff on an as-needed basis without overall project management being provided. Supplier Managed Staff Augmentation is geared towards more well-defined projects, and agencies that have someone who can manage the project. The second option, Advanced IT Resources Contracts, is a contract for rates based on specific deliverables and is suggested for more complex audits or when an agency has no auditing expertise available. Rob suggested expanding this document to include any alternatives for agencies, such as a single auditor working with multiple agencies. This draft will be sent out soft copy to Council members for their comment and review.

### **System Security Guideline Plan – Cathie Brown, VITA**

Cathie reviewed the System Security Guideline, to assist agencies with creating a System Security Plan. The System Security Plan had not been part of this guideline in the past, but is now included. The Guideline encourages using documents the agency should already have in place as part of its System Security Plan. The Guideline also contains a template of the System Security Plan. The Standard requires both the Agency Head and the ISO to approve the System Security Plan. The Council will send comments on the Guideline by next Wednesday or Thursday, and it will then be placed on ORCA.

### **Final notes – Peggy Ward, VITA**

Peggy asked the Council to think about the focus of their committee's for the upcoming year and to update their deliverables for the IS Council website.