Delaware Cyber Security Advisory Council
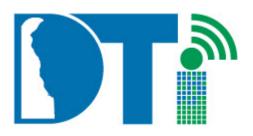**04/17/2019 01:30 PM**
DTI, Conference Room A, 801 Silver Lake Blvd, Dover, DE 19904

Meeting Minutes
Printed : 6/7/2019 2:37 PM EST

Delaware Cyber Security Advisory Council (CSAC) Mission Statement

The Delaware Cyber Security Advisory Council (CSAC) is a statewide, cross-sector, multi-disciplinary group focused on mitigating the impact of cyber disruptions in the state and maintaining critical services for our citizens.

The CSAC will focus on cyber threats to prevent, respond, and promote resiliency across all sectors in Delaware to facilitate:

- Cross-industry collaboration and cooperation
- Effective communication and dialogue, and
- Coordination of training, resources, and awareness

Location: DTI, Conference Room A, 801 Silver Lake Blvd, Dover, DE 19904

Type of Meeting: CSAC Meeting

Meeting Facilitator: CIO James Collins

Attendees

Present Committee Members

James Collins	Department of Technology and Information (DTI)
Solomon Adote	Department of Technology and Information (DTI)
Nii Attoh-Okine	Delaware State University (DSU)
David Bell	Exelon
Michael Hojnicki	New Castle County Government
Daniel Meadows	Delaware State Polic
Georgia Simpson	Middlesex Water Company
Kenneth Kelemen	Court
Stephen McDonald	Department of Justice
Lisa Morris	Department of Justice
Eric Smith	JP Morgan Chase

Also Present

Larry Trunfio	DHR
Sandra Alexander	DTI
Claudette Martin-Wus	DTI
George Truitt	DTI
Shelley Turner	DTI
Liam Rafferty	Wilmington University
Jen Coulbourne	DEMEC

I. Welcome and Introductions

a. The meeting commenced at 1:34 p.m. J. Collins welcomed committee members and directed attendees to re-introduce themselves as there were new committee members in attendance.

b. Committee members introduced themselves and spoke briefly about one area of cyber security that they are currently working on and that is of concern to their agency.

II. Review and Approval of Last Meeting Minutes

a. The committee reviewed the Committee Meeting minutes and the Executive Meeting minutes from the previous meeting held on February 27, 2019.

b. Committee members had no revisions or comments.

Motion made by: Solomon Adote
Motion seconded by: Daniel Meadows
Voting:
Unanimously Approved

III. Chairperson Update

a. J. Collins gave an update on cybersecurity conferences occurring nationally.

b. The National Governor's Association (NGA) is hosting a cybersecurity Conference in Shreveport, Louisiana. Delaware will be represented by J. Collins, CIO; S. Adote, CSO; Colonel S. Solomon, National Guard and Captain W. Crotty, DIAC.

c. The conference will offer briefings from the FBI, Homeland Security and multiple panels. Our Delaware delegates will report out on the event when they return.

d. The first NGA meeting occurred a few years ago. As a result, DCSAC was formed.

IV. Public Comment

a. J. Collins opened the floor for public comment. There were no comments.

V. Review of Previous Strategic Planning for Council

a. J. Collins reviewed the committee's current mission statement.

b. Purpose of Strategic Planning Session is to better define committee goals and objectives.

c. Areas of focus -

    1. Cybersecurity exercises across industries.
    2. Mechanism for evaluating and sharing threat information.
    3. Capability to share classified cyber intelligence through a cleared group of individuals.
    4. Improved and integrated cyber awareness training for Delaware residence.
    5. Separate SCADA and business security.
    6. It was determined that the final subcommittees would be training and best practices which includes SCADA that should also fall under best practices.
    7. Exercises and threat information sharing which included both the mechanism for our sharing threat information and capability of separating classified information to cleared professionals versus unclassified information throughout the State.

d. In 2017 a tabletop exercise was conducted with the council to identify strengths and lessons learned relevant to the communication of cyber breaches and communications across the different sectors.

e. Findings included –

    1. The need to interconnect across industries.
    2. Develop best practices.
    3. Determine the gaps in communications which was included in the after-action report.

VI.   **Strategic Planning Activity for Revised Council Objective**

a. J. Collins introduced the facilitator of the Strategy Planning Session, Larry Trunfio, DHR.

b. Committee members were asked to revisit/reevaluate the plans of the past and to collectively engage in the strategic planning session for revised council objectives.

    1. Staying in line with the mission.
    2. Discussion should focus on achievable/deliverables objectives.
    3. Focus on Aspirational goals.
    4. Identify short-term, mid-term and long-term objectives.
    5. Include in the discussion the needs and resources of the small business with respect to cybersecurity.
    6. Discuss best practices and the visibility of threats and sharing information.
    7. The committee wrapped up with what will happen after the strategic planning session.
    8. Developed an action plan.

c. L. Trunfio provided a summary of the Strategic Planning Session.

d. S. Adote, D, Meadows and E. Smith formed a group to revise the mission statement.   A revised draft of the Mission Statement will be available prior to the next meeting.

e. J. Collins suggested the use of Doodle Poll when scheduling the committee's next meeting.

VII.   Electronic Meeting Document Portal

a. C. Martin-Wus gave a tutorial on the eBoard tool.

b. Credentials were distributed to each committee member. Credentials are unique to each committee member.

c. Reviewed how to safely store your password and print items located on eBoard.

d. Members were advised that moving forward all meeting minutes and agendas would be posted to eBoard.

e. Meeting dates and all information related to meetings will be listed on eBoard.

f. eBoard users will be able to link presentation files and create sticky notes within the tool.

g. Meeting minutes can be reviewed, discussed and approved using the eBoard tool.

h. Committee members were asked to bring their mobile devices to all future meetings as paper copies will no longer be provided.

i. Executive Meeting Minutes will not be put into the eBoard tool. Executive Meeting Minutes will be encrypted and emailed to committee members.

j. eBoard will allow the public to view public meeting information. Eventually, the public will be able to review other material on eBoard.

VIII.   Old Business

a. None

IX.   Adjourn

a. J. Collins thanked all attendees. The meeting was adjourned at 3:37 p.m.

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