

CYBERSECURITY PLANNING COMMITTEE

Virtual Meeting
Friday October 21, 2022 at 3:00 p.m.

MINUTES

1. Welcome & Call to Order -

Melissa called the meeting to order at 3:02 pm and welcomed everyone to the meeting.

2. Roll Call –

Peter Mantos – Secretary of DOIT
Dr. Lorie M. Liebrock – Director of NM Cybersecurity Center of Excellence
Nathan C. Brown – Secretary of Homeland Security & Emergency Management.
Raja Sambandam – State Chief Information Officer
Carlos S. Lobato – New Mexico State University Chief Information Officer
Michael W. Good – IT Director for Los Lunas School District
Todd Glanzer – Managing Director, Deloitte Cybersecurity
William A. York – Acting Security Officer, NM Department of Health
Robert (Bobby) L. Benavidez – Chief Information Officer, Bernalillo County
Dr. Bradley K. Purdy – City of Santa Fe
Brigadier General Miguel Aguilar – Adjutant General of the NM National Guard
William (Tim) Presley – Director of IT, Tesuque Development Corporation

Dr. Srinivas Mukkamala was excused.

Others who were present:

Todd Baran, General Counsel, NM DOIT
Renee Roybal, Executive Assistant for DOIT Executive Team
Melissa Gutierrez, Law Clerk for NM DOIT
Tracy Lopez – new member = Sec. of State Security Program Manager
Thomas Flores
Jessica Hitzman, LFC
Chris Keller

3. Approval of Agenda –

On motion by Mr. Lobato and second by Mr. Sambandam, the agenda was approved without opposition as presented.

4. Approval of Meeting Minutes

Dr. Liebrock moved, seconded by Mr. Sambandam, to approve the minutes of October 14, 2022, as presented. The motion was approved without objection.

5. Open Meeting Act Resolution Review and Adoption

The Open Meetings Act (OMA) Resolution was built from the AG Office template with the virtual option incorporated and the Governor's Executive Order requirements and those of IJJA. Mr. Baran welcomed recommended amendments.

He reviewed and commented on the following sections of the Resolution and noted that all "Whereas" statements were boilerplate.

1. Regular Meetings scheduled on Fridays at 3 pm in virtual only format as a perpetual notice. The Agenda is posted the same as the Zoom notice.
2. Special Meetings notice is as prescribed in the OMA and
3. Emergency Meetings are also from the OMA
4. Notice of Regular Meeting – DOIT has the notices for this Committee on their website. One physical notice is posted at DOIT offices 72 hours in advance, and perpetually in the lobby. The notices are published in the DOIT subscription newsletter at www.Omnilert.net@nmdoit.
5. Special Meeting Notices.
6. Accessibility Notices.
7. Closed Meetings. Security issues are not one of the exceptions so there would be very few opportunities for closing the meetings. Subcommittees did allow for meetings non-public discussions.
8. Committee Governance were taken from the Executive, OMA mandate and Robert's Rules of Order.

In response to Mr. Mantos, more contact information would be included in meeting notices and Friday meetings not held would be noticed as a meeting cancellation. Dedicated address will be set up.

Mr. Baran said the Committee can change the weekly schedule to less frequent meetings after November 15.

Dr. Liebrock moved, seconded by Mr. Aguilar, to approve the OMA Resolution as amended. The motion was approved without objection.

6. Subcommittee Reports –

- a. Charter Subcommittee -
Mr. Sambandam said the members were Todd Baran, William Pressley, William York, and himself. They met yesterday and were working on the Charter. They have decent participation, and more members would possibly create a quorum. They have good momentum going.

b. Plan Subcommittee –

Mr. Lobato said the Subcommittee is working on the Plan and meeting on Monday and Thursday mornings around 8:00 for the foreseeable future. They are determining who should be included in the Plan and determining the objectives, and presently focusing on Objectives 1 and 2. The members of the Plan Subcommittee are Michael Good, Lorie Liebrock, Nathan Brown, Brad Purdy, and himself.

c. Engagement Subcommittee –

Mr. Benavidez reported for Dr. Mukkamala. Their regular meeting schedule is on Fridays at 11 am. They contacted the Association of Counties this week and will contact the Municipal League next week to recruit representatives for participation. He said the Subcommittee could use more members.

In consideration of Subcommittee memberships, Tracy Lopez volunteered to be on the Engagement subcommittee. Dr. Liebrock would also participate after November 14.

7. Subcommittee Assignments – Chair

Mr. Baran pointed out each Subcommittee cannot exceed six Committee members which would constitute a majority and become subject to the OMA. He added that the Committee will avoid a rolling quorum with emails. He asked everyone to please not respond to those emails and help us not violate OMA.

8. Discuss Expanding the Cybersecurity Planning Committee

a. Legislative Representative

Mr. Mantos noted the Executive Order provides for flexibility. In securing State Government, we should invite representation from the Legislative and Judicial branches on this Committee. He would ask the Chair of the Science and Technology Interim Committee to suggest appropriate representation. He invited responses from the Committee.

Dr. Liebrock suggested Senator Michael Padilla as one to ask.

Mr. Baran said it would be best for the Governor to request a volunteer from those branches but could not appoint anyone without them volunteering.

Jessica Litzman said she could help with that outreach and asked to know how to be of assistance. She would communicate with them and join these meetings as much as possible.

Mr. Mantos thanked her.

b. Judicial Representative

Mr. Baran thought for Judicial to consider reaching out to Ms. Khoury and would invite her.

9. Discuss IJJA Application Strategy

Mr. Mantos said in general, anyone can apply, including some of the local governments.

Mr. Brown clarified that not everyone can apply. Only one state entity can apply. But all local and tribal entities apply to the FSA as local controls. He agreed the funds would go to the state agency who would then make 80% of the funds available to local and tribal entities that were in accord with the Plan.

Peter explained that for strategy, it is a broad category. What we hoped to accomplish today, is a strategy respecting consultants and a proposed scope of work with Deloitte that could be shared and how Deloitte is aligned with our expectations and goals.

Ms. Gutierrez screen-shared the scope of work and added Exhibit A that gave the deliverables section.

Mr. Glanzer explained this was basically for the long-term project for the tactical work to get all artifacts to support the Committee in the submission of the initial plan and ongoing after that with plan development with detailed milestones for the next three weeks.

He described Deloitte's work in the whole effort in other states and New Mexico by leveraging other support and how they could use those teams with accelerators and templates to get the work done quickly.

Mr. Sambandam reported on the national conference on the strategies other states were undertaking in response to the funding opportunity. Most states would not have a full plan by November 15 and were choosing the option allowing for development of the full plan by September 30, 2023.

Mr. Brown supported that strategy for New Mexico. He recommended to come up with leverage to get it moving asap.

Mr. Baran agreed with Mr. Brown. And if the Committee agrees, DOIT can contract with Deloitte and move forward.

Mr. Sambandam described how the funding could be allocated with \$2.5 million for this year in which 20% was for year one, 30% for year two and 10% for the third year. Out of the total, 20% was for program support, 5% was for grant administration and of the rest, 25% was reserved for rural New Mexico.

The Committee posed several questions about the contract that were answered. Mr. Brown – agreed. And also 5% to administer the grant and the rest needs 25% to rural.

Mr. Brown moved, seconded by Mr. Lobato, to recommend the contract with Deloitte be approved. The motion was approved without objection.

Mr. Baran said as soon as they have the approved scope of work, the PO would be put in place by next week.

10. Public Comment –

Ms. Gutierrez said no public comment was requested.

11. Adjournment

Upon motion by Dr. Liebrock and second by Mr. Lobato, the meeting was adjourned without objection at 4:16 p.m.

DocuSigned by:

Peter Mantos

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Peter Mantos, Chair

10/28/2022

Date