



## **Cybersecurity Planning Committee**

### **Special Meeting Minutes**

OMES IS Data Center, Conference Room 2024  
3115 N. Lincoln Blvd., Oklahoma City, OK 73105  
October 26, 2022, 1:00 PM

A meeting notice was filed with the Secretary of State and an agenda posted in accordance with the Open Meetings Act.

**MEMBERS PRESENT:** Curtis Coleman  
Cameron Gray  
Eric Hileman  
Scott Houck  
Jo Lord  
Jerry Moore  
Bo Reese  
Troy Rhoads  
Scott White

**MEMBERS ABSENT:** Craig Buchanan (1:30p arrival)  
Quince Fennell  
Jonathan Kimmitt  
Jon Love  
Mike Redden  
Dianna Warren

Guests: Jason Lawson, OMES IS, Deputy General Counsel  
Cooper Catlege, OMES IS, Deputy General Counsel  
Susan Stout, OMES  
Matt Watson, Guernsey  
Richard Jackson, City of Tulsa  
Fred Tschirgi, Guernsey  
Brandon Bussell, OMES  
Jillian Welch, OMES  
Amber Mangham, OMES  
Hannah Kopisch, Homeland Security

#### **I. Call Meeting to order and establish quorum**

Jerry Moore, Acting Chairman, called the meeting to order at 1:06 p.m. A roll call was taken, and a quorum established.

## **II. Opening Remarks**

Mr. Moore welcomed everyone, and introductions were made by each of the members as well as the guests. Mr. Moore explained that this was the initial meeting of the Cybersecurity Planning Committee (CPC), a requirement for a cyber grant program from the federal government.

## **III. Report of OKOHS and possible discussion**

Mr. Houck provided an overview of the grant program which will provide Oklahoma with approximately \$13.3mil. He explained that this committee will determine how to allocate those funds. One of the responsibilities will be to build, prioritize and implement a cybersecurity plan in collaboration with the Office of Management and Enterprise Services and the Oklahoma Office of Homeland Security.

### **Grant funding report by the State Administrative Authority (SAA) (Report/discussion)**

#### **1. Current grant application status and outstanding requirements for application (including future date requirements of the FY22 SLCGP)**

The grant application is due November 15, 2022.

#### **2. Funding availability by investment justification**

Once the grant award is received, the funds will be put on hold until the state submits a cybersecurity plan, and it is approved by DHS.

Mr. Houck explained the **next steps**:

1. Submit application
2. Get cybersecurity plan developed and approved
3. Determine projects through the cybersecurity plan
4. Track and report all results

He explained the four (4) main objectives but only the first three (3) are required with the application and they are:

1. Planning and organization
2. Threat and hazard identification
3. Cybersecurity risk reduction
4. Investments justification (In review process)

Mr. Houck explained the period of award began on September 16<sup>th</sup> and will be for a four (4) year period with annual NOFOs being released after the first year.

He stated the following items were outstanding for submission:

1. Investments justification – completed but will be modified as a result of the cybersecurity plan
2. Certification by the state that the funds will be utilized appropriately – in process
3. Cybersecurity Plan Waiver – this will extend the plan build period to the end of Sept. 2023

Note: Mr. Rhoades left the meeting at 1:15 p.m. and returned at 1:17 p.m.

#### **IV. New Business**

**A. Nominate, discuss, and elect CPC interim officers** (Possible action item. Motion and vote required.)

**i. Chairman**

Mr. Hileman moved to elect the CIO, or equivalent, as the Chairman. Mr. Houck seconded the motion and the motion passed with the following votes being recorded:

Mr. Coleman, yes; Mr. Gray, yes; Mr. Hileman, yes; Mr. Houck, yes; Mr. Lord, yes; Mr. Moore, abstain; Mr. Reese, yes; Mr. Rhoads, yes; Mr. White, yes.

**ii. Vice Chairman**

Mr. Moore moved to elect Mr. Houck as the Vice Chairman. Mr. Reese seconded the motion and the motion passed with the following votes being recorded:

Mr. Coleman, yes; Mr. Gray, yes; Mr. Hileman, yes; Mr. Houck, abstain; Mr. Lord, yes; Mr. Moore, yes; Mr. Reese, yes; Mr. Rhoads, yes; Mr. White, yes.

**iii. Secretary**

Mr. Rhoads moved to elect Mr. Coleman as the Secretary. Mr. Hileman seconded the motion and the motion passed with the following votes being recorded:

Mr. Coleman, abstain; Mr. Gray, yes; Mr. Hileman, yes; Mr. Houck, yes; Mr. Lord, yes; Mr. Moore, yes; Mr. Reese, yes; Mr. Rhoads, yes; Mr. White, yes.

**B. Present, adopt and sign the CPC Charter (Possible action item. Motion and vote required.)**

The Charter was presented with explanation of modifications that were made to the previously distributed version. Discussions occurred regarding designees and their need to meet the qualification requirements.

Mr. Coleman moved to adopt the presented CPC Charter. Mr. Reese seconded the motion and the motion passed with the following votes being recorded:

Mr. Coleman, yes; Mr. Gray, yes; Mr. Hileman, yes; Mr. Houck, yes; Mr. Lord, yes; Mr. Moore, yes; Mr. Reese, yes; Mr. Rhoads, yes; Mr. White, yes.

### **C. Short overview of State of Local Cybersecurity Grant Program**

Previous overview was provided in agenda item III.

### **D. Discussion of next meeting's agenda items and discussion and possible action taken adopting meeting schedule**

The timing and frequency of the committee meetings was discussed, and it was noted that the Charter states the committee must meet once a month for the first year of the award period. The next meeting date was not determined.

Agenda items were presented for the next committee meeting, and they are as follows:

- Full list of requirements and status of each
- Discussion of outsourcing opportunities for the building of the plan along with a list of qualified vendors
  - Process for selecting vendors
- Open Meetings Act education

### **V. Adjournment**

Mr. Hileman moved for the meeting to be adjourned and Mr. Lord seconded the motion. There were no objections and the meeting adjourned at 1:37p.m.

Note: Mr. Buchanan entered the meeting at approximately 1:30p.m.