

Technology Services Board (TSB) Security Subcommittee CHARTER

PURPOSE AND OBJECTIVES:

Purpose:

To work together with a shared dedication to enhancing Washington state's security posture as outlined in RCW 43.105.291. Address information security risks with urgency and regularly assess tools and services in the State of Washington ecosystem to achieve the objectives and safeguard the state's data and infrastructure.

Objectives:

As defined in [RCW 43.105.291](#), the subcommittee will work to achieve the following objectives.

- Advise the Technology Services Board (TSB) on concerns related to information security within the State of Washington.
- Collaborate on mitigating current and future security risks based on external and internal security sources and alerts.
- Review emergent cyberattacks and threats to critical infrastructure sectors to identify gaps in state agency cybersecurity policies.
- Assess emerging risks to state agency information technology.
- Recommend activities and solutions to minimize the state's threat landscape and attack surface.
- Recommend a reporting and information-sharing system to notify state agencies of new risks, risk treatment opportunities, and projected shortfalls in response and recovery.
- Recommend tabletop cybersecurity exercises, including data breach simulation exercises.
- Assist the Office of Cybersecurity (OCS) created in RCW 43.105.450 in developing cybersecurity best practice recommendations for state agencies.
- Review the proposed policies and standards developed by the OCS and recommend their approval to the board.
- Review information relating to cybersecurity incidents to determine commonalities and develop best practice recommendations for public agencies.
- Assist the OCS and the Military Department's Cybersecurity Advisory Committee in creating the annual State of Cybersecurity report required in subsection (6) of this section.

ROLES AND RESPONSIBILITIES:

Membership:

The Membership will consist of nineteen (19) members. The State Chief Information Security Officer (CISO) chairs the TSB Security Subcommittee.

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Membership shall consist of the following:

- State Chief Information Officer - Cochair
- Chair of the Military Department's Cybersecurity Advisory Committee
- (3) Technology Service Board Members
- WaTech Executive Team Representative
- Military Department Representative (in addition to the Chair of the Cybersecurity Advisory Committee)
- Deputies from the Office of Cybersecurity
- Local Government Representatives
- Industry Representatives
- Agency CIO/CISO Representatives
- Representative from the Attorney General's Office

Member Responsibilities:

- Committee members will make every effort to attend meetings.
- Come to meetings prepared to discuss topics from an informed position.
- Review materials provided and conduct any necessary inquiry or research before scheduled meetings.
- Keep sensitive information within the group. Value the confidentiality associated with meeting discussions.
- Display professional courtesy during meetings:
 - Respect all participants.
 - Listen while others speak and seek to understand each other's point of view.
 - Provide members with an equal opportunity to speak on a topic.
 - Be positive and constructive.
 - Engage in strategic and creative thinking to make good decisions.

PROCEDURES:

Meetings:

Meetings will be held quarterly and scheduled for two hours unless otherwise designated.

The subcommittee will hold at least one joint meeting annually with the Military Department's Cybersecurity Advisory Committee.

Each meeting will discuss important security topics and events occurring in the state.

Meeting Attendance:

Attendance at quarterly meetings may be in person or remote.

Public Comment During Meetings:

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The subcommittee's meeting agenda will provide for a public comment period of up to 15 minutes. The Chair will set and monitor time limits during the public comment period. The subcommittee may also take public comments during the meeting at the discretion of the Chair.

Decision-making:

Consensus is the preferred method of decision-making. If the Chair determines that a consensus cannot be reached, the Chair may call for a majority vote of the subcommittee. A majority of voting members of the subcommittee, regardless of how many voting members are present. Only voting members present at the meeting (either in person or participating by electronic means) may vote; no proxies will be allowed. Voting members are indicated in the membership list above.

The Chair, as a representative member of the subcommittee, may participate in all discussion and debate, express opinions, and vote where necessary.

Meeting Minutes:

Meetings will be recorded and made available to the public via the WaTech website for public access.

PROCEDURES:

Travel and other Reimbursement:

Members of the subcommittee, except federal and state employees, may be reimbursed for their travel expenses in accordance with RCW 43.03.050 and 43.03.060.

Ethics, Preventing Conflicts of Interest, and Recusal:

The requirements of the state ethics laws apply to all subcommittee members operating in their TSB subcommittee member role. (See RCW 42.52 and the reference resources at the Website for the Executive Ethics Council, <http://ethics.wa.gov>). The laws include prohibitions against conflicts of interest, acceptance of most gifts, and release of confidential information. State law also restricts use of state facilities and resources, solely for official public business. The subcommittee and its members will strive to maintain full awareness and compliance with these requirements in the conduct of its work.

All Technology Services Board Security Subcommittee members must comply with the state ethics laws. These laws prohibit conflicts of interest, accepting most gifts, and releasing confidential information. State law also restricts the use of state facilities and resources solely for official public business. For more information, please refer to RCW 42.52 and the reference resources available on the Executive Ethics Council website at <http://ethics.wa.gov>. The subcommittee and its members will make every effort to maintain complete awareness of and compliance with these requirements while conducting their work.

If any member of the subcommittee believes that they may have a conflict of interest related to any item on the agenda, they are required to inform the Chair or the Director of External Affairs and Policy immediately. To do so, the member should follow these steps:

- Acknowledge the potential conflict of interest. Choose not to participate in or attend the meeting; or
- Recuse from the discussion - that is, voluntarily excuse him/herself, vacate their seat, leave the meeting room, and refrain from discussing and voting on the item. If possible, where there is a known conflict of interest, it will be located on the agenda in such a manner that the member can participate in other action items and then be excused.

If any member of the subcommittee believes that they do not have any prohibited conflicts of interest but have a personal or professional interest that the public might misconstrue in the situation, they should inform the Chair or Director as soon as possible. The member can choose too either:

- Voluntarily recuse themselves, or
- If the member feels they can impartially participate in an issue or decision, they shall fully disclose the circumstances at the beginning of the discussion, state their commitment to deal with the matter fairly and impartially and offer subcommittee members and the public in attendance the opportunity to seek clarification as needed.

Open and Public Meetings Act:

The subcommittee is subject to the Open and Public Meetings Act.

Media:

The Chair is the primary spokesperson for the Subcommittee; however, each member may answer media questions representing the positions of the Subcommittee without personal opinions or opinions representing personal constituencies. Subcommittee members shall refer to the Governor’s Boards and Commissions Membership Handbook for guidelines.

Charter Review:

The membership will review, modify, and validate this charter annually or more frequently as necessary.

Confidentiality:

Subcommittee members are prohibited from discussing matters covered during executive sessions with any other person or entity outside the subcommittee or Technology Services Board.

RESOURCES AND SUPPORT:

Web-based collaboration tools will be used for communication and collaboration. These resources will be managed under the supervision of WaTech’s Board and Committee Program Administration.

ACKNOWLEDGEMENT:

Chair – State CISO Signature

Date

DRAFT