

# STATE OF MONTANA

## STATE AND LOCAL CYBERSECURITY GRANT PROGRAM



## MONTANA CYBERSECURITY

## PLANNING COMMITTEE

## CHARTER

## State of Montana Cybersecurity Planning Committee Charter

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### Record of Change

| DATE       | DESCRIPTION OF CHANGE      | INITIALS |
|------------|----------------------------|----------|
| 2022.11.07 | Initial Version – Draft    | BSH      |
| 2022.11.09 | Formatting updates – Draft | AMH      |
| 2022.11.10 | Final Review Update        | MT-CPC   |

### Record of Distribution

| DATE       | RECEIVING PARTNER AGENCY / ORGANIZATION |
|------------|---|
| 2022.11.10 | MT-CPC members & delegates              |

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## MT-CPC Charter

### 1. Official Designation

Montana Cybersecurity Planning Committee (MT-CPC)

### 2. Authority

Pursuant to the statute authorizing the State and Local Cybersecurity Planning Grant Program (SLCGP), Section 2220A of the Homeland Security Act of 2002, as amended (Pub. L. No 107-296) (6 U.S.C. § 665g) and appropriated by the Infrastructure Investments and Jobs Appropriations Act (IIJA) (Pub. L. No. 117-58), requiring the State Administrative Agency (SAA) to establish a Cybersecurity Planning Committee. The State Administrative Agency for Montana is the Disaster and Emergency Services Division (MT DES).

### 3. Purpose and Scope of Activities

The purpose of the MT-CPC is to conduct the following activities in support of the SLCGP requirements:

- Assist with the development, implementation, and revision of the Cybersecurity Plan of the eligible entity
- Formally approve the Cybersecurity Plan in coordination with the Chief Information Officer (CIO) and or State Chief Information Security Officer (CISO)
- Assist with the determination of effective funding priorities for a grant

The MT-CPC shall take a whole-of-state approach focusing on the priorities and objectives in the SLCGP Notice of Funding Opportunity (NOFO). The MT-CPC will leverage other governing bodies for expertise and guidance as applicable. The overall goal of the plan, and the projects that are funded, is to improve the cybersecurity of resources and services in Montana.

### 4. Description of Duties

**MT-CPC:** The primary duties of the committee are to assist Montana's Chief Information Officer and Chief Information Security Officer to develop a Statewide Cybersecurity Plan and supporting projects that meet the objectives documented in the plan.

**State Information Technology Services Division (SITSD):** The CIO or CISO serving as MT-CPC Chair conduct meetings, approve the final plan for submission, work with the committee on executing the priority projects within the plan, coordinating with the SAA for grant management and administration.

**MT DES:** oversight of all grant management administrative activities including but not limited to application submission, subrecipient monitoring, and closeout. Ensuring all grant activities

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performed by the committee comply with the requirements set forth in the SLCGP and relevant federal and state laws.

### 5. Committee Membership

State and Local Cybersecurity Grant program outlines the following composition and membership requirements:

- **COMPOSITION.** A committee of an eligible entity established under paragraph (1) shall—  
“(A) be comprised of representatives from “(i) the eligible entity; “(ii) if the eligible entity is a State, counties, cities, and towns within the jurisdiction of the eligible entity; and “(iii) institutions of public education and health within the jurisdiction of the eligible entity; and  
“(B) include, as appropriate, representatives of rural, suburban, and high-population jurisdictions.
- **CYBERSECURITY EXPERTISE.** Not less than one-half of the representatives of a committee established under paragraph (1) shall have professional experience relating to cybersecurity or information technology.
- **RULE OF CONSTRUCTION REGARDING CONTROL OF INFORMATION SYSTEMS OF ELIGIBLE ENTITIES.** Nothing in this subsection shall be construed to permit a cybersecurity planning committee of an eligible entity that meets the requirements of this subsection to make decisions relating to information systems owned or operated by, or on behalf of, the eligible entity.

Members may be voting or non-voting advisory members. Members may provide a proxy from their organization if they are unable to attend. Designated alternates can vote in the absence of the primary member and should come from the same organization or organization type (City, County, Law Enforcement, Public Education, or Public Health) and with similar skillsets. See Appendix A for the complete membership list in compliance with requirements above. Subject matter experts may be invited to participate as non-voting members as requested.

### 6. Committee Chairs

- The State CIO will serve as the Chair of the MT-CPC with the State CISO serving as the Vice Chair of the MT-CPC.
- The Vice Chair will assume the responsibilities of the Chair if the Chair is not present.
- The Chair is a voting member.
- The Vice Chair is only a voting member if the Chair is not present or if there is a tie vote.
- The Chair will review committee member composition and ensure it is aligned with the law and Notice of Funding Opportunity by appointing or replacing committee members.

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7. Meetings and Procedures

- The MT-CPC shall meet at a minimum quarterly or more frequently at the direction of the Chair to effectively carry out the required duties and responsibilities as set forth in this Charter.
• MT-CPC meetings will not be open to the public nor recorded due to the sensitive nature of security controls and projects being discussed.
• When practical, the time and place of the MT-CPC meetings will be communicated to members a minimum of two weeks prior to the meeting.
• Meeting agendas will be provided to members prior to the meeting.
• The committee will use a modified version of decision making based on Roberts Rules of Order.
• A quorum is established with the Chair or the Vice Chair, and 50% of voting members or their delegates must be present.
• For voting measures, a simple majority is 51% of present members or their delegates.

8. Subcommittees

- Subcommittees may be created as needed to support the MT-CPC.
• Subcommittees must be chaired by MT-CPC member who is appointed by the MT-CPC Chair.

9. Recordation

Agenda, meeting notes, and results from all regular and special meetings will be summarized and approved by the voting members at the next regular meeting. Information about security controls, weaknesses, or other sensitive details will not be disclosed publicly.

10. Amendment of Charter

This Charter may be amended by a simple majority vote of the MT-CPC after a proposed amendment has received one reading at a regular MT-CPC meeting. Each voting member has provided charter approval and agree to the terms of the charter.

This charter is hereby enacted by the MT-CPC this 14th day of November 2022.

DocuSigned by: Kevin Gilbertson 11/14/2022
Kevin Gilbertson, MT CIO
MT-CPC Chair DATE

DocuSigned by: Andy Hanks 11/14/2022
Andy Hanks, MT CISO
MT-CPC Vice Chair DATE

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Appendix A – Committee Membership<sup>i</sup>

| NAME              | ROLE          | ORGANIZATION & TITLE   |
|-------------------|---------------|--|
| Kevin Gilbertson  | Chair         | Montana Department of Administration, State Information Technology Services Division (State Chief Information Officer)                 |
| Andy Hanks        | Vice Chair    | Montana Department of Administration, State Information Technology Services Division (State Chief Information Security Officer)        |
| Burke Honzel      | Administrator | Montana Department of Military Affairs, Division of Emergency Services (Bureau Chief) & State Administrative Agency (Point of Contact) |
| Joe Frohlich      | Advisor       | Department of Homeland Security, Cybersecurity and Infrastructure Security Agency (Cyber Security Advisor)                             |
| Anne Dormady      | Voting Member | Montana Department of Justice, Division of Criminal Investigation (Crime Information Bureau Chief)                                     |
| Buel Dickson      | Voting Member | Montana Department of Military Affairs / National Guard (Brigadier General, Assistant Adjutant General)                                |
| Carol Phillips    | Voting Member | Elder Grove School District (Technology Director) & Montana Educational Technologists Association (President)                          |
| Eric Bryson       | Voting Member | Montana Association of Counties (Executive Director)   |
| Erika Billiet     | Voting Member | City of Kalispell (Information Technology Director)  |
| Jacob Hammersmith | Voting Member | Billings Clinic (Chief Information Security Officer)   |
| Jason Emery       | Voting Member | Missoula County (Chief Information Officer)  |
| Jason Hecock      | Voting Member | Kalispell Public Schools (Information Technology Director)   |
| Jody Faircloth    | Voting Member | Partnership Health Center (Director of Infrastructure)   |
| Kelly Carrington  | Voting Member | Carbon County Sheriff's Office (Sergeant)  |
| Neil Cardwell     | Voting Member | City of Belgrade (City Manager)  |
| Victoria Lowe     | Voting Member | Sheridan County (IT Manager)   |

<sup>i</sup> Note: Appendix A will be updated as committee candidates accept appointment to the Cybersecurity Planning Committee.