

PWDB
Cybersecurity Council
Meeting Agenda
May 13, 2022



NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board's Cybersecurity Council will be held at 11:45 a.m. on Friday, May 13, 2022. Due to the COVID-19 crisis, this meeting will be held in hybrid format with videoconference available pursuant to Texas Government Code Section 551.127.

Under the hybrid format, Council members and individuals from the public may access the meeting in person at 3120 Eddy Street, Amarillo, Randall County, Texas. Lunch will be served to Council members beginning at 11:30 a.m.

Council members and individuals of the public interested in attending this meeting by videoconference may do so by logging onto:

<https://us02web.zoom.us/j/87271446193?pwd=ZlhZa0ZjdCtBTlp5Vi92RjBVdzhOQT09>
(Meeting ID: 827 7144 6193 - Passcode: bukB0x);

Or may participate by phone (346) 248-7799 (Meeting ID: 827 7144 6193 - Passcode: bukB0x);

A copy of the agenda for this meeting can be found on the PRPC's website at <http://www.theprpc.org>

The Cybersecurity Council shall provide an opportunity for oral comments from the public during the meeting. Each person wishing to make a public comment shall be limited to three (3) minutes and limited to speaking once per comment period. Comments shall be directed to the Council as a whole. Individual Council members will not respond to questions. In the event that a group of persons supporting/opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's position.

AGENDA

1. CALL TO ORDER

2. INITIAL PUBLIC COMMENT PERIOD

3. MINUTES

Members will be asked to consider approval of the minutes from the Council's meeting held on November 15, 2021.

4. CURRENT CYBERSECURITY COUNCIL MEMBERSHIP LIST

5. CYBERSECURITY COUNCIL MEMBERSHIP FOR 2022-2023

Members will be asked to volunteer/select Cybersecurity Council members for the upcoming year.

6. **AMENDMENT TO CYBERSECURITY COUNCIL BYLAWS**

Members will be asked to consider an update to its set of bylaws governing the Council.

**** AT THIS POINT IN THE MEETING, MEMBERS WILL ENTER A BRIEF CLOSED SESSION ****

as per Texas Government Code §551.089, which does not require a governmental body to conduct an open meeting to deliberate:

- (a) security assessments or deployments relating to information resources technology;*
- (b) network security information as described by §2059.055(b) ; or*
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.*

7. **PANHANDLE WORKFORCE DEVELOPMENT BOARD (PWDB) CYBERSECURITY POLICIES**

Members will be presented with seven (7) proposed PWDB Cybersecurity policies for discussion and input. No action by the Council will be taken in the closed session.

- a) Information Security
- b) Acceptable Use of Information Technology Resources
- c) Incident Response
- d) Information Logging Standard
- e) Secure Configuration
- f) Account Management / Access Control Standard
- g) Virtual Private Network

**** AT THIS POINT IN THE MEETING, MEMBERS WILL RETURN TO THE OPEN SESSION****

8. **VOTE ON PWDA CYBERSECURITY POLICIES**

Members will be asked to vote on the seven (7) PWDA Cybersecurity Policies described in the previous item. The results of the discussion, input and subsequent vote will be reported to the full PWDB at its May 25, 2022 meeting.

9. **OPEN DISCUSSION**

Members have the opportunity to discuss topics of interest. No action by the Council is required.

10. **FINAL PUBLIC COMMENT PERIOD**

11. **ADJOURN**

PUBLIC NOTICE

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 10th day of May 2022, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 11:00 a.m.



Leslie Hardin



ITEM 3



PANHANDLE WORKFORCE DEVELOPMENT BOARD

Cybersecurity Council

Minutes

November 15, 2021

A meeting of the Panhandle Workforce Development Board's Cybersecurity Council was held at 11:45 a.m. on Monday, November 15, 2021. Due to the current COVID-19 crisis this meeting was held in hybrid format by videoconference pursuant to Texas Government Code Section 551.127. Board members and individuals from the public who desired to attend in person, accessed the meeting at 3120 Eddy Street, Amarillo, Randall County, Texas.

Marin Rivas called the meeting to order; Mr. Michael Wright, presided.

COUNCIL MEMBERS PRESENT:

- Texas "Tex" Buckhaults, Clarendon College
- Michael Wright, Moore County News - Press
- Magi York, Panhandle Community Services

STAFF CYBERSECURITY COMMITTEE PRESENT:

Leslie Hardin, Heather Reid, Marin Rivas, and Samantha Roybal, Panhandle Regional Planning Commission (PRPC); Ben Glover, Trent Morris, and Anthony Solis, Workforce Solutions Panhandle (WSP).

OTHERS PRESENT:

Dennis Garvey, Panhandle Community Services.

1. CALL TO ORDER

Marin Rivas called the meeting to order noting that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members noted the minutes from the September 22 and the September 23, 2021 meetings of the Panhandle Workforce Development Board and the Panhandle Workforce Development Consortium's Governing Body, respectively, establishing the Cybersecurity Council and appointment of its members.

4. CURRENT CYBERSECURITY COUNCIL MEMBERSHIP LIST

Four Panhandle Workforce Development Board members volunteered to serve on the Panhandle Workforce Development Board's Cybersecurity Council: Mr. "Tex" Buckhaults, Ms. Shawna Elliott, Mr. Michael Wright, and Ms. Magi York. At the meeting, the Council attendees were informed of the departure, prior to the meeting, of Ms. Elliott from the Board and thus, from the Cybersecurity Council.

5. ELECTION OF CYBERSECURITY COUNCIL OFFICERS

Members considered the election of officers for the current year covering July 1, 2021 through June 30, 2022. Ms. York moved to elect Mr. Wright to serve as the Council's Chair. Mr. Wright seconded; the motion carried. Mr. Wright moved to elect Mr. Buckhaults as the group's Vice-Chair. Ms. York seconded the motion; the motion carried.

6. CYBERSECURITY COUNCIL BYLAWS

Members were asked to consider the adoption of a set of bylaws governing the Council. Mr. Buckhaults moved to adopt the bylaws and forward them to the Panhandle Workforce Development Board for approval. Mr. Wright seconded; the motion carried.

**** AT THIS POINT IN THE MEETING, MEMBERS ENTERED A BRIEF CLOSED SESSION ****
as per Texas Government Code §551.089, which does not require a governmental body to conduct an open meeting to deliberate:

- (a) security assessments or deployments relating to information resources technology;*
- (b) network security information as described by §2059.055(b) ; or*
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.*

7. PANHANDLE CYBERSECURITY ASSESSMENT

Members were presented with a review of a Texas Workforce Commission (TWC) Cybersecurity Assessment of the Panhandle Workforce Development Area. No action by the Council was required.

8. PANHANDLE WORKFORCE DEVELOPMENT AREA CYBERSECURITY PLAN

Members were presented with the proposed Panhandle Workforce Development Area Cybersecurity Plan, PY 2021-2022. Mr. Buckhaults recommended several edits to the Plan. No action by the Council was taken in the closed session.

**** AT THIS POINT IN THE MEETING, MEMBERS RETURNED TO THE OPEN SESSION****

9. VOTE ON SUBMISSION OF PANHANDLE WORKFORCE DEVELOPMENT AREA CYBERSECURITY PLAN

Members were asked to vote on the submission of the Panhandle Workforce Development Area Cybersecurity Plan, PY 2021-2022 to TWC by the deadline of November 19, 2021. Ms. York made a motion to submit the Plan, with edits, to TWC prior to the deadline. Mr. Buckhaults seconded the motion; the motion carried.

10. OPEN DISCUSSION

Members had the opportunity to discuss topics of interest. No action by the Council was required.

11. FINAL PUBLIC COMMENT PERIOD

None.

12. ADJOURN

There being no further business to come before the Board, Ms. York moved that the meeting adjourn. Mr. Buckhaults seconded the motion; the meeting adjourned.



ITEM 4

The Cybersecurity Council will be comprised of the Chairperson, Vice Chairperson and, at least one additional member with an interest and/or expertise in IT and cybersecurity-related issues, who are willing to serve on the Cybersecurity Council, and are elected by the Panhandle Workforce Development Board (PWDB) in an Open Public Meeting. At the discretion of the Chairperson, the Council may act on behalf of the PWDB on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.

PANHANDLE WORKFORCE DEVELOPMENT BOARD
CYBERSECURITY COUNCIL

FOR JULY 1, 2021 – JUNE 30, 2022

POST-SECONDARY EDUCATION

Mr. Texas D. “Tex” Buckhaults **
President
Clarendon College
Clarendon, Texas

**PRIVATE SECTOR (AREA I - DALLAM, HARTLEY,
MOORE, OLDHAM AND SHERMAN COUNTIES)**

Mr. Michael Wright *
Publisher
Moore County News - Press
Dumas, Texas

COMMUNITY-BASED ORGANIZATIONS

Ms. Magi York
Executive Director
Panhandle Community Services
Amarillo, Texas

* Denotes the member selected to serve as Chairperson

** Denotes the member selected to serve as Vice Chairperson



ITEM 6

**BYLAWS OF THE
PANHANDLE WORKFORCE DEVELOPMENT BOARD's
CYBERSECURITY COUNCIL
Amendment 1**

ARTICLE I

Name

The name of this body will be the Panhandle Workforce Development Board's Cybersecurity Council, hereinafter referred to as the "Cybersecurity Council" or "Council".

ARTICLE II

Authority

In 1993, Senate Bill (S.B.) 642 created the State's Human Resource Investment Council called the Texas Council on Workforce and Economic Competitiveness ("State Council"), and charged it with planning, developing, and evaluating an integrated workforce system. House Bill (H.B.) 1863 was originally intended to encourage an increased emphasis on employment, training, temporary assistance, and support services. When finally enacted, however, it had become much broader in scope, touching nearly every facet of workforce development, and mandated the integration of workforce development programs, creating the Texas Workforce Commission (TWC).

The State's "One-Stop" strategic vision, for a statewide system of Career Centers, is one in which customers can conveniently access information and services tailored to their specific needs. The strategy emphasizes local initiative and control in the planning and operation of local Workforce Development Boards, responsible for the design and operation of local One-Stop centers.

The Panhandle Workforce Development Board (PWDB) has been certified by the governor in the exercise of his authority under the Texas Workforce and Economic Competitiveness Act (S.B. 642, as amended, H.B. 1863). This Act established a framework for decentralized planning through the Board, which is to be made up of representatives from the business, labor, and education sectors, as well as community based-organizations and the general public. Although the State expects that the Board will be the most prevalent system of local governance, the local area retains the option to maintain distinct advisory and governing bodies such as Private Industry Councils (PICs), Job Service Employer Committees (JSECs), Quality Workforce Planning Committees (QWFPCs), or other multi-agency management teams. In the case of these bylaws presented here, the PWDB, in its scheduled quarterly meeting on September 22, 2021, voted to form a Cybersecurity Council, as an advisory body to the Board.

ARTICLE III

Purpose

The purpose of the Cybersecurity Council is to provide policy and procedural guidance for, and exercise oversight with respect to, all programs and activities regarding Information Technology (IT), cybersecurity, equipment security, and the protection of Personally Identifiable Information (PII), as specified in authorizing legislation.

ARTICLE IV

Support Staffing

A staff cybersecurity committee, consisting of at least two (2) PWDB staff, at least ~~two (2)~~ **one (1)** Service Delivery Contractor staff, and the current Systems Administrator(s)/Cybersecurity Officer(s) with Workforce Solutions Panhandle (WSP), will support and assist the Cybersecurity Council in the capacities of preparation, administrative and facilitation tasks of scheduled meetings, as well as providing technical assistance and support of content, information, products and activities to be considered by the Council and, ultimately, presented to the PWDB.

ARTICLE V

Budget

Funding for the operation of the Cybersecurity Council will be provided through resources made available through the State of Texas as specified in authorizing legislation.

ARTICLE VI

Council Membership

Membership of the Cybersecurity Council will consist of at least three (3) currently-serving PWDB members, with an interest and/or expertise in IT and cybersecurity-related issues, who are willing to serve on the Cybersecurity Council, and are elected by the PWDB in an Open Public Meeting.

ARTICLE VII

Officers

1. Chairperson

The Chairperson of the Cybersecurity Council will be elected from among members with the term of office for one year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Chairperson.

2. Vice Chairperson

The Cybersecurity Council members will select a Vice Chairperson who will, in the absence of the Chairperson, preside at meetings and perform such additional duties as are required of the Chairperson. The term of office of the Vice Chairperson will be for one (1) year, from July 1 through June 30. A member may serve for no more than two (2) consecutive terms as Vice Chairperson.

ARTICLE VIII

Meetings

1. Regular Meetings

- a. The Cybersecurity Council will meet at least quarterly, unless determined otherwise by the Chairperson. The time and place of all meetings will be determined by the Chairperson, in conjunction with Board staff.
- b. Members will be notified of meetings not less than five (5) working days in advance, in coordination with members' schedules/availability. Meetings will be publicly announced and open and accessible to the general public.
- c. At any meeting, a quorum will be required for the final and official transaction of business. A quorum will exist when more than fifty percent (50%) of the members are present. Any actions taken in the absence of a quorum will be subject to ratification at the next meeting of the Cybersecurity Council, or of the PWDB, at which a quorum is present, whichever occurs first. No votes will be taken by proxy.

2. Special Meetings

Special meetings of the Cybersecurity Council may be called by the Chairperson, upon notice to the membership, three (3) working days prior to such meeting. Notice of each special meeting will state the date, time and location, and an agenda will be included, stating the purpose of the meeting. No business other than that stated in the agenda will be transacted at any special meeting.

3. Executive or Closed Session of a Meeting

Texas Government Code §551.089, does not require a governmental body to conduct an open meeting to deliberate:

- (a) security assessments or deployments relating to information resources technology;
- (b) network security information as described by §2059.055(b) ; or
- (c) the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

Due to the sensitive nature of cybersecurity, occasions may arise when the members may be asked to leave a public open meeting to discuss a matter regarded as posing a security risk, if presented to non-members of the Cybersecurity Council. In such an instance, members will temporarily move into a brief, closed session and then return to the public open meeting to

continue. Any closed session will be scheduled on the meeting agenda and the occurrence will be recorded in the minutes of the meeting.

4. Minutes of Meetings

Minutes of the proceedings of each Cybersecurity Council meeting will be prepared and distributed to the membership prior to the next scheduled meeting. The minutes, agendas and supporting materials from all meetings of the Cybersecurity Council, will be maintained on permanent file, and will be made available to the public upon request.

5. Report of Activities at Cybersecurity Council Meetings

All activities of the Cybersecurity Council meeting will be reported at the next meeting of the PWDB and PWDB members will be asked to consider the activities and concur with any Cybersecurity Council votes taken.

6. Expenses

- a. Members will not receive any salary or wages for their service, but will be reimbursed for reasonable and necessary expense incurred in the performance of authorized official business of the Cybersecurity Council.
- b. Members attending regular, or special, meetings of the Cybersecurity Council, outside the municipality where they reside, will be paid mileage.

ARTICLE IX

Conflict of Interest

1. Members of the Cybersecurity Council will declare in writing all substantial business interests and representational interests that they, or their immediate family members, have with a business or organization which has received, currently receives, or is likely to receive funding which falls under the purview of the Cybersecurity Council. For the purposes of this determination:

- a. A “substantial business interest” is defined as:
 - ownership of ten percent (10%) or five thousand dollars (\$5,000) or more of the fair market value of the business;
 - receipt of ten percent (10%) or more of gross income during the previous or current year from the business; or
 - ownership in real property of the business valued at two thousand five hundred dollars (\$2,500) or more.
- b. An “immediate family member” is defined as:
 - a father, mother, brother, sister, daughter, or son of the member, and/or;
 - the spouse of the member, and/or
 - a father, mother, brother, or sister of the member’s spouse

- c. A “representational interest” is defined as:
 - employed by the organization, and/or
 - a member of the board of directors, commission, council, or other direct governing body of the organization.
2. Members will be responsible for updating their written declarations in the event of change. Responsibility for reviewing this information and advising the Chairperson on potential conflicts will be assigned to Board staff.
3. In the event that a member or immediate family member has a substantial interest in a business or organization that would be primarily affected by any official Cybersecurity Council action, that member will disclose the nature and extent of the interest before any discussion or decision and will abstain from voting on that matter. All abstentions will be recorded and reflected in the minutes of the meeting.
4. Failure by any member to adhere to the above requirements will be grounds for expulsion from the Cybersecurity Council.

ARTICLE X
Amendments

These Bylaws may be altered, amended, or repealed at any regularly scheduled meeting of the PWDB by a majority vote of the members present.

ARTICLE XI
Period

These Bylaws become effective upon approval by the PWDB, and will remain in effect until the membership acts to amend or rescind this document, or until statutory authority ceases.

Ms. Michelle Griffin, Chairperson
Panhandle Workforce Development Board

Date