

**CHARTER
OF
CONNECTICUT STATE AND LOCAL CYBERSECURITY PLANNING
SUB COMMITTEE (SLCPC)
OF THE STATE CYBER SECURITY COMMITTEE
NOVEMBER, 2022**

1. Committee’s Official Designation

The State and Local Cybersecurity Planning Committee (“SLCPC”) is a subcommittee of the Connecticut Cyber Security Committee of the CT Division of Emergency Management and Homeland Security (DEMHS) Advisory Council, established under bylaws dated July 29, 2019.

2. Introduction

The Congress of the United States passed into law the Infrastructure and Investments and Jobs Appropriations Act (IIJA) (Pub. L. No. 117-58¹) which authorized the State and Local Cybersecurity Grant Program (SLCGP).

3. Objectives and Scope of Activities

The State and Local Cybersecurity Grant Program (SLCGP) includes the following requirement:²

“An eligible entity that receives a grant under this section shall establish a cybersecurity planning committee to –

- (A) Assist with the development, implementation, and revision of the Cybersecurity Plan of the eligible entity.
- (B) Approve the Cybersecurity Plan of the eligible entity; and

¹[Text - H.R.3684 - 117th Congress \(2021-2022\): Infrastructure Investment and Jobs Act | Congress.gov | Library of Congress](#)

²Subtitle B—State and Local Cybersecurity Improvement Act - ‘SEC. 2218. STATE AND LOCAL CYBERSECURITY GRANT PROGRAM - (g) PLANNING COMMITTEES. —

(C) Assist with the determination of effective funding priorities for a grant under this section in accordance with subsections (d) and (j). (See Appendix A for specific language)

Per the Notice of Funding Opportunity (NOFO), the eligible entity for purposes of this charter is the State of Connecticut.

The purpose of this charter is to establish an SLCPC to comply with the requirements in the federal law and to bring together stakeholders from varying points of view to provide a broad perspective on building cybersecurity capabilities across the State of Connecticut.

4. Description of Duties

The primary purpose of SLCPC is to assist the State of Connecticut to develop a Statewide Cybersecurity Plan in accordance with the NOFO and to identify and support projects that meet the objectives documented in the plan. The Statewide Cybersecurity Plan will be presented by the SLCPC for review by the full Connecticut Cyber Security Committee of the DEMHS Advisory Council.

5. Agency Responsible for Providing Necessary Support

The Connecticut Department of Administrative Services Bureau of Information Technology Solutions (DAS BITS) and the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) will provide necessary support for the SLCPC.

6. Estimated Number and Frequency of Meetings

SLCPC meetings will be scheduled as needed for the initial period of the grant program and the meeting schedule will be updated based on the decision-making criteria documented in **Section 12**.

7. Duration

Each meeting will be regularly scheduled for 1.5 hours. Depending on Agenda items, specific meetings may be scheduled for up to a maximum of 2.5 hours.

8. Termination

Committee will be dissolved at the end of the grant program period of performance by a vote of the committee detailed in **Section 12**, and may be reconvened as needed by the Chair.

9. Officers

The SLCPC officers will include:

- Chair - will provide administrative resources for the committee, schedule and lead meetings, and provide oversight.
- Vice-Chair – will preside if the Chair is unable to attend a meeting or can perform certain duties that are delegated.

10. Membership and Designation

Subtitle B – State and Local Cybersecurity Improvement Act in subsection (g) specifies the makeup of the Cybersecurity Planning Committee.

“(2) 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.

“(3) 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.

“(4) RULE OF CONSTRUCTION REGARDING EXISTING PLANNING COMMITTEES.—Nothing in this subsection shall be construed to require an eligible entity to establish a cybersecurity planning committee if the eligible entity has established and uses a multijurisdictional planning committee or commission that— “(A) meets the requirements of this subsection; or “(B) may be expanded or leveraged to meet the requirements of this subsection, including through the formation of a cybersecurity planning subcommittee.

“(5) 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.

Table 1 contains the listing of members and is compliant with the subsection above.

Table 1: The Members of Cybersecurity Planning Committee

Name	Role	Organization / Title	Email
<i>Committee Leadership and Support</i>			
Mark Raymond	Chair/Voting Member	State of Connecticut, DAS BITS Chief Information Officer	Mark.raymond@ct.gov
Jeff Brown	Vice Chair/Voting Member	State of Connecticut, DAS BITS Chief Information Security Officer	Jeff.brown@ct.gov
Eric Snowden	Vice Chair/Voting Member	Municipal representative	esnowden@crcog.org
Kendall Bobula Ian Alexander	Project Management	CT DESPP/DEMHS	Kendall.bobula@ct.gov Ian.alexander@ct.gov
Same	SAA	CT DESPP/DEMHS	
<i>Voting Members</i>			
Brenda Bergeron	Voting Member	CT DESPP/DEMHS Deputy Commissioner	Brenda.bergeron@ct.gov
William Turner	Voting Member	CT DESPP/DEMHS State Emergency Management Director or designee	William.h.turner@ct.gov
Alvin Schwapp	Voting Member	CT DESPP/DEMHS State Fusion Center Director or designee	Alvin.schwapp@ct.gov
Clayton Northgraves	Voting Member	CT DESPP Division of Statewide Emergency Telecommunications	Clayton.northgraves@ct.gov

Name	Role	Organization / Title	Email
Major General Fran Evon	Voting Member	The Adjutant General or designee CT National Guard	francis.j.evon.mil@army.mil cameron.m.sprague2.mil@army.mil
Sheena Hodges	Voting Member	CT Secretary of the State or designee	Sheena.hodges@ct.gov
	Voting Member	Department of Public Health	Francesca.provenzano@ct.gov
Joe DeLong Donna Hamzy (alt) Mike Muszynski (alt)	Voting Member	Executive Director or designee CT Conference of Municipalities (CCM)	mmuszynski@ccm-ct.org
Paul Russell	Voting Member	CT GMIS	prussell@enfield.org
Betsy Gara	Voting Member	Executive Director or designee CT Organization of Small Towns (COST)	bgara@ctcost.org
William Chin	Voting Member	DEMHS Region 1 REPT ESF 17 Chair or designee	wchin@trumbull-ct.gov
Rick Fontana	Voting Member	DEMHS Region 2 REPT ESF 17 Chair or designee	rfontana@newhavenct.gov
Andrew Bifolck	Voting Member	DEMHS Region 3 REPT ESF 17 Chair or designee	abifolck@manchesterct.gov andy@manchesterct.gov
Chief Michael T. Finkelstein	Voting Member	DEMHS Region 4 REPT ESF 17 Chair or designee	mfinkelstein@eastlymepolice.org
Andrew Neblett	Voting Member	DEMHS Region 5 REPT ESF 17 Chair or designee	itsupport@ridgefieldct.org
	Voting Member	CT State University System, Information Technology	
Christopher Bernard	Voting Member	University of Connecticut Information Technology	Chris.bernard@uconn.edu

Name	Role	Organization / Title	Email
Dennis Leber, PhD	Voting Member	University of Connecticut Health Center CISO	leber@uchc.edu
Lucio DeLuca Ratish Nair (alt)	Voting Member	CT Judicial Branch Chief Court Administrator or designee	lucio.deluca@jud.ct.gov ratish.nair@jud.ct.gov
Paul Varsanik Paul Alderucci (alt)	Voting Member	CT Legislative Management Chief Information Officer	Paul.varsanik@cga.ct.gov Paul.alderucci@cga.ct.gov
	Voting Member	Representative of CT Tribal Nations	
Ryan Kocsondy	Voting Member	CT Education Network (CEN)	rk@uconn.edu
Mark Boughton Steve Nocera (alt)	Voting Member	CT Bipartisan Infrastructure Law Team (BILT)	Mark.boughton@ct.gov Stephen.Nocera@ct.gov
James McGennis	Voting Member	Criminal Justice Information System (CJIS)	James.McGennis@ct.gov
<i>Advisory Members</i>			
	Advisory	DHS Intelligence and Analysis Officer	
	Advisory	DHS CISA Cybersecurity Advisor	
	Advisory	DHS CISA Protective Services Advisor	

11. Subcommittees

Subcommittees may be created as needed.

12. Decision Making

The committee will use a modified version of decision making based on Roberts Rules of Order³ – Motion will be made, Seconded, any more discussion, vote taken, and results recorded.

13. Recordkeeping

Meeting agendas will be prepared 48 hours in advance of any SLCPC meeting and distributed to members of the committee.

Meeting action items, risks and issues will be documented and tracked by committee support personnel.

Records of the committee will be created and stored on a site hosted by DAS BITS.

14. Committee Authority

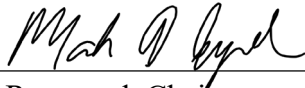
The SLCPC will have the authority to:

1. Assist with the development, implementation, and revision of the Cybersecurity Plan, including approving the Plan;
2. Identify and recommend approval of projects and/or categories of projects that meet objectives of the Cybersecurity Plan and the Cybersecurity Grant NOFO by ensuring investments support closing capability gaps or sustaining capabilities;
3. Assist with the determination of effective funding priorities;
4. Coordinate with the State Cybersecurity Committee and like entities with the goal of maximizing coordination and reducing duplication of effort;
5. Coordinate and participate in a cohesive planning network that builds and implements cybersecurity preparedness initiatives using FEMA resources, as well as other federal, SLT, private sector, and faith-based community resources;
6. Request resources from member agencies to support activities approved by the committee;
7. Seek input as needed from outside organizations and cybersecurity subject matter experts, and;
8. Ensure local government members provide input and consent on behalf of all local entities across the eligible entity for services, capabilities, or activities provided by the eligible entity through this program.

15. Committee Charter Approval

³[Robert's Rules of Order](#)

The undersigned approves the SLCPC Charter with the unanimous support of the SLCPC members outlined in **Table 1**.



Mark Raymond, Chair,
Cybersecurity Planning Committee,
State of Connecticut Chief Information Officer

11/10/2022

Date

Appendix A – Specific Language in the IJA

Subsection “d”

“(d) USE OF FUNDS.—An eligible entity that receives a grant under this section and a local government that receives funds from a grant under this section, as appropriate, shall use the grant to— “(1) implement the Cybersecurity Plan of the eligible entity; “(2) develop or revise the Cybersecurity Plan of the eligible entity; “(3) pay expenses directly relating to the administration of the grant, which shall not exceed 5 percent of the amount of the grant; “(4) assist with activities that address imminent cybersecurity threats, as confirmed by the Secretary, acting through the Director, to the information systems owned or operated by, or on behalf of, the eligible entity or a local government within the jurisdiction of the eligible entity; or “(5) fund any other appropriate activity determined by the Secretary, acting through the Director.

Subsection “j”

“(j) LIMITATIONS ON USES OF FUNDS.— “(1) IN GENERAL.—Any entity that receives funds from a grant under this section may not use the grant— “(A) to supplant State or local funds; “(B) for any recipient cost-sharing contribution; “(C) to pay a ransom; “(D) for recreational or social purposes; or “(E) for any purpose that does not address cybersecurity risks or cybersecurity threats on information systems owned or operated by, or on behalf of, the eligible entity that receives the grant or a local government within the jurisdiction of the eligible entity. “(2) COMPLIANCE OVERSIGHT.—In addition to any other remedy available, the Secretary may take such actions as are necessary to ensure that a recipient of a grant under this section uses the grant for the purposes for which the grant is awarded. “(3) RULE OF CONSTRUCTION.—Nothing in paragraph (1)(A) shall be construed to prohibit the use of funds from a grant under this section awarded to a State, local, or Tribal government for otherwise permissible uses under this section on the basis that the State, local, or Tribal government has previously used State, local, or Tribal funds to support the same or similar uses.