STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

BROM STIBITZ
ACTING DIRECTOR

April 24, 2020

Rick Lowe, Director
Office of Internal Audit Services
State Budget Office
George W. Romney Building
111 South Capitol, 6th Floor
Lansing, Michigan 48913

Dear Mr. Lowe,

In accordance with the State of Michigan, Financial Management Guide, Part VII, following are a summary table identifying our responses and corrective action plans to address recommendations contained within the Office of the Auditor General's audit report of the Department of Technology, Management and Budget, Michigan Cyber Civilian Corps (MiC3) Audit.

Questions regarding the summary table or corrective action plans should be directed to me.

Sincerely,

Signature Redacted

Brom Stibitz, Acting Director DTMB

c: Representative Shane Hernandez, Chair, House Appropriations
Senator Jim Stamas, Chair, Senate Appropriations
Mary Ann Cleary, House Fiscal Agency
Christopher Harkins, Senate Fiscal Agency
Melissa Schuiling, Office of the Auditor General
JoAnne Huls, Executive Office
Jay Rising, Executive Office
Chris DeRusha, DTMB
Laura Clark, DTMB
Michelle Lange, DTMB
Caleb Buhs, DTMB
Mike Williams, SBO
John Juarez, SBO

Summary of Agency Responses to Recommendations

1. Audit recommendations DTMB agrees with and will comply: 1, 2
2. Audit recommendations DTMB fully complied with: None
3. Audit recommendations DTMB disagrees with: None

Agency Responses to Recommendations

1. Audit finding #1 – Further adherence to volunteer requirements needed.

DTMB agrees with the recommendation and will comply by September 2020. Going forward, DTMB will require all members to sign a volunteer agreement. A revised volunteer agreement that includes an attestation clause has been reviewed and approved by the Department of Attorney General. DTMB is now using the revised agreement to on-board all new MiC3 members and has commenced a process to have all current members re-sign the new agreement.

As of May 14, 2019, the Attorney General provided DTMB with an updated volunteer agreement that is compliant with Public Act 132 and approved DTMB's updated employer agreement. As of September 3, 2019, DTMB has communicated documentation and background check requirements to members and is currently in the process of reviewing member's submitted information to ensure compliance with DTMB policy and Public Act 132. As of October 1, 2019, DTMB has started the web application enhancement project. The enhancements will replace manual processes and improve security. Specifically, the improvements include:

- Enabling uploads of resumes and other required documentation by applicants and current volunteers, replacing the cumbersome email process.
- Additional administrative capabilities to allow for quicker turnaround of new volunteer's applications and current volunteer review processes.
- Improving data security to meet current DTMB standards.
- Utilizing MiC3 volunteer geolocation information to improve incident response capability.

2. Audit finding #2 - DTMB should improve its training program to ensure that MiC3 volunteers receive beneficial and cost-effective training.

DTMB agrees with the recommendation and will comply by December 2020. DTMB will complete and implement the following to remediate audit finding #2:

- Write a formal training policy that outlines the methodology used for determining training needs, procuring a vendor, evaluating a training provider, and keeping thorough records.

- Revise the program charter to include a requirement for establishing annual program goals.
- Update the roles and responsibilities to include new training documentation requirements.
- Write a formal cyber incident deployment policy.