Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

December 5, 2019
8:00 A.M. – 10:00 A.M.
Government Center – Conference Room 232

Committee Members:

Name	District/Organization	Present	Not Present
Edward Blum, Chairman	Providence District	X	
Sadaqat Ahmad	Hunter Mill District	X	
Michael Aschenaki	Lee District	X	
Anne Cahill	League of Women Voters	X	
Dennis Carlton	Sully District	X	
John Hanks	Federation of Citizens Association	X	
Susan Hoffman	Mason District	X	
Richard Kostro	Mt. Vernon District	X (phone)	
Steven Lam	Braddock District	X	
Mark Lay	NOVA Technology Council	X	
Andie Powell	Fairfax County Public Schools		X
Matthew Ragan	Chamber of Commerce	X	
Nikhil Suresh Shenoy	Dranesville District		X
Kathryn Walsh	At Large Member	X	
John Yeatman	Springfield District	X	

County Staff Present:
DIT – Greg Scott, Chief Technology Officer (CTO); George Coulter; Matt Dowd; Debra Dunbar; Afsaneh Tibbs; Anita Rao; Linda Moore; Brian Heffern; Kim Satterthwaite; Mike Palacios; Michelle Breckenridge; Rabi Dhakal; Kelli Faxio; Velma Dessuit (admin support)
DMB – Kim Panzer

December 5, 2019 Meeting Agenda:

ITPAC agenda
December 5 2019 Fir

Note: Meeting Materials were distributed at the meeting and were sent electronically to ITPAC members.

ITPAC COMMITTEE MATTERS: Today's meeting was called to order at 8:10 A.M. Minutes from the 11/7/19 meeting were approved.

MEMBERSHIP:

- Brian Heffern reminded ITPAC that four member terms expire on 12/31/2019: Dennis Carlton (Sully); Richard Kostro (Mt. Vernon); Nikhil Shenoy (Dranesville); Mark Lay (NoVA Technology Council). Brian reiterated that the Board approved a policy in January 2019 states that no BAC reappointments would occur during November and December 2019. The County's "Holdover Policy" states that BAC members remain in position until they choose to end service or are replaced by their nominating entity. ITPAC has agreed that it would revisit reappointments for the four members noted above in January 2020.

ANNOUNCEMENTS:

- A brief summary on the status of the data center move is provided by Matt Dowd. Planning for January 2020 to have circuits up and running; following December 2019 monitoring. Greg Scott provided additional status on Data Center move.

- A brief summary on the strategic planning process is provided by Greg Scott. County Executive has announced that the strategic plan will be presented to the Board simultaneous with the FY 21 Advertised Budget Plan on February 25, 2020. One Fairfax overview provided by Brian Heffern; links to strategic plan; DIT has submitted Agency Equity Plan to One Fairfax leadership.

- Greg Scott acknowledged media reports of data that left the County and ended up in the Purcellville Police Department; however, he stated clearly that it was not a data breach. As this is an active investigation, Greg was not able to share additional details at this time.

AGENDA:

- **Discussion of IT Project Plan for Upcoming Period:** *Introduction by CTO Greg Scott; Main Presenter: Afsaneh Tibbs*

  o Advised that project funding numbers are all preliminary
  o Discussed the project submission process
  o FY 2020 IT Project Funding Strategy – anticipate $17.3 million for 23 projects
  o Discussion on how DIT addresses project submissions that are not selected for funding – issues of alternate budget funding, deferred for additional preparation, recommended for redirection to alternate funding sources, etc.
  o Provided high-level overview of vetted projects submitted by business area category
  o Discussion on limited funding for IT Technical Training; After concerns raised by ITPAC as it pertains to security training, Greg said he would have Mike Dent and/or Charlie Gore present additional information at a future ITPAC meeting
  o George Coulter briefly introduced two new Technology Infrastructure projects – HANA and FIORI Mobile (FOCUS)
  o Debra Dunbar briefly discussed Health and Human Services IT project planning
  o Matthew Ragan inquired about the benefit of managing two different CRM enterprise systems – Microsoft Dynamics and Service Now. Greg and George Coulter addressed.
  o Dennis Carlton initiated discussion on the stability and solidity of justification of the PLUS project. Greg responded that the project is under control; the current $5M in funding is actually funding that had been deferred from last year; and a new Implementer is in place. The project is on track.
  o John Yeatman asked about DTA Modernization project and if it will be moving from the mainframe as part of the upgrade; BPOL and personal property data is critical. Greg addressed concerns and reassured that the project is taking all vulnerabilities into consideration.

- **Discussion of ITPAC Letter to the County Executive:** *Introduction by CTO Greg Scott; Main Facilitator: Brian Heffern*

  o As mentioned previously, the December ITPAC meeting is traditionally the timeframe for finalizing ITPAC's letter to the County Executive. A set of themes/draft bullets based on the initial conversation on the letter from the November ITPAC meeting were sent to members electronically on November 19.
  o The letter will be included in a package of materials to the County Executive at a Senior IT Committee Meeting on December 11, 2019.
  o Ed Blum reiterated that the letter is from ITPAC and should be largely written by ITPAC members and encouraged ITPAC members to volunteer to provide comments and edits.

- Kathryn Walsh complimented the detail in the 11/7 minutes. She suggested making the letter more concise; organizing in priority order. That comment reflected the general consensus of ITPAC.
- Matthew Ragan noted that the letter is a great tool to assist DIT's in putting its priorities before the County Executive; suggested reordering some of the priorities as written
- George Coulter explained that cybersecurity is a big umbrella, but as applications are made current, supporting networks and databases must be current; and infrastructure has to be solid – otherwise no cybersecurity will suffice.
- Greg Scott identified his top two priorities: cybersecurity and digital transformation and explosion of data
- Ed Blum recommended all members send their edits via email to him, copying all members of ITPAC and Brian. In order to help facilitate, Brian will electronically re-send a list of everyone's email addresses without using the central ITPAC distribution list.
- Recommendation to strengthen the "Specific' FY21 Recommendations" to clarify and justify these 'highlights' for greatest impact. Prompted more discussion on the specific nature of the licensing issues.
- Dennis Carlton advised adding examples, 'such as' to support priorities.
- Susan Hoffman added editorial suggestions – focusing on using short, affirmative statements.
- ITPAC requested that Greg Scott provide supporting comments on his two priorities (cybersecurity and digital transformation and explosion of data).
- Mark Lay, Matthew Ragan, and Anne Cahill offered additional suggestions including reordering and focusing on highest priorities as it is critical to make ones point as directly and concisely as possible in letters of this nature. It was noted the draft provided a good foundation and was lengthy enough to allow ITPAC the chance to pare down and focus more directly on priorities.
- Chairman Blum to work with Kathy Walsh and Rich Kostro to pull together comments and edits from all ITPAC members and submit revised and final memo to DIT/Brian no later than Tuesday December 10.

The meeting adjourned at 10:06 A.M. The next regular ITPAC meeting is currently scheduled for January 23, 2020 at 8:00 A.M. in Room 232.