Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

December 9, 2021
8:00 A.M. – 10:00 A.M.
Remote Video Conference Meeting During Local COVID-19 Emergency Declaration

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	
William Berg	Braddock District		X
Anne Cahill	League of Women Voters	X	
Dennis Carlton	Sully District	X	
Rajni Goel	Dranesville District	X	
John Hanks	Federation of Citizens Association	X	
Susan Hoffman	Mason District	X	
Richard Kostro	Mt. Vernon District	X	
Mark Lay	NOVA Technology Council	X	
Andie Powell	Fairfax County Public Schools		X
VACANT	Chamber of Commerce		X
Sean Rastatter	Springfield District	X	
Kathryn Walsh	At Large Member	X	

County Staff Present:
DIT – Greg Scott, (CTO); George Coulter; Nate Wentland; Rob Barr; Simran Dhami; Debra Dunbar; Adam Eldert; Brian Heffern; Mike Liddle; Mike Palacios; Jeff Porter; Maura Power; Anita Rao; Kim Satterthwaite; Randhir Singh; Jai Singhal; Greg Thomas; Sean Plunkett; Velma Dessuit (Admin Support)
DMB – Kim Panzer; Mark Thomas
Planning and Development: Maura Brooks; Daniel Creed
CEX - Ellicia Seard-McCormick

December 9, 2021 Meeting Agenda:

PDF
ITPAC agenda
December 9 FINAL.pd

Note: Meeting materials were posted online at www.fairfaxcounty.gov/informationtechnology/itpac and were sent to ITPAC members via email. This Meeting Summary document will be posted on the ITPAC website.

ITPAC COMMITTEE MATTERS: Today's meeting was called to order at 8:05 A.M.

Brian Heffern read through a detailed script required to hold a meeting electronically. In order to conduct this meeting wholly electronically and to effectuate the emergency procedures authorized by FOIA, ITPAC needed to make certain findings and determinations for the record.

Audibility of Members' Voices

First, because each member of ITPAC is participating in this meeting from a separate location, it was necessary to verify that a quorum of members is participating, and that each member's voice is clear, audible, and at an appropriate volume for all of the other members. Accordingly, a roll call was conducted, and each ITPAC member participating in this meeting was asked to state their name and the district/group they represent.

Vice Chair Kathy Walsh then made the following motion: "I move that each member's voice may be adequately heard by every other member of ITPAC on the call." The motion was seconded and approved unanimously.

Need for an Electronic Meeting

The next step was to establish the nature of the emergency that compels these emergency procedures, the fact that ITPAC is meeting electronically, what type of electronic communication is being used, and how we have arranged for public access to this meeting.

Vice Chair Walsh moved the following: "the State of Emergency caused by the COVID-19 pandemic makes it impractical for ITPAC to physically assemble and for the public to physically attend such a meeting, and that as such, FOIA's usual procedures, which require the physical assembly of ITPAC and the physical presence of the public, cannot be implemented practically….and further moved that ITPAC is conducting this meeting electronically through a dedicated Zoom video conference, and that the public may access this meeting by following this link:

https://us06web.zoom.us/j/83586218233?pwd=ek5kak1PRWRGWnRobFF3ZW9ENk5xQT09

The meeting can also be accessed by entering the meeting code **835 8621 8233** and passcode **321860** or via phone.

The motion was seconded and approved unanimously.

Need to Dispense with FOIA's Usual Procedures to Assure Continuity in Govt./Continue Operations

Finally, Vice Chair Walsh moved the following: "It is required that all of the matters addressed on today's agenda address the Emergency itself, are necessary for continuity in Fairfax County government, and/or are statutorily required or necessary to continue operations and the discharge of ITPAC's lawful purposes, duties, and responsibilities." The motion was seconded and approved unanimously.

Minutes
- A motion to approve the minutes from the 10/19/21 meeting was moved by Vice Chair Walsh, seconded, and approved unanimously.

Introduction of New Deputy County Executive (DCEX) for Administration
- Ellicia Seard-McCormick, who was recently appointed DCEX for Administration is introduced to ITPAC. Elicia takes a few minutes to introduce herself and looks forward to working with DIT and ITPAC moving forward.

2022 ITPAC Meeting Calendar

- After discussion on some concerns about the gap between the September 22nd and December 1st meetings, a motion to approve the 2022 Meeting Calendar was moved by Vice Chair Walsh, seconded, and approved unanimously. ITPAC will meet six times in CY 2022, on the following dates:
  - January 20th, March 24th, May 19th, July 21st, Sept. 22nd, December 1st
- CTO Greg Scott will also work with Supervisor Alcorn to incorporate an ITPAC presentation into a 2022 Board IT Committee meeting at a mutually approved upon time.
- It is noted that the first meeting of 2022, scheduled for January 20, will need to be remote due to non-availability of suitable meeting space in the Government Center.

Updates from the CTO:

- Updates to the County website are underway. These will primarily be service-oriented changes and include an increased use of BOT technology
- Positive meeting with Public Safety agencies (Police/Fire) on technology enhancements in those areas
- Greg Scott is the recipient of a 2021 State Scoop awards for CIOs. The awards recognize the top people and projects from across the local government technology community over the past year. Mr. Scott thanks ITPAC for their support
- Chairman Blum mentions federal infrastructure bill (PL 117-58). Encourages the County to actively seek funds through this funding source, especially as it pertains to broadband equity

Membership Matters

- Andie Powell (FCPS) departing ITPAC after 3 years of service. FCPS reached out to Brian Heffern about the process of filling her vacancy and has started looking for a candidate.
- Five memberships expire on December 31, 2021: Sadaqat Ahmad (Hunter Mill); Michael Aschenaki (Lee); Anne Cahill (LWV); Andie Powell (FCPS); and Kathy Walsh (At Large). It is noted that it is allowable for current members to continue to serve while awaiting re-appointment or a new appointee to be identified.
- It is noted that ITPAC members have been working with their member/group towards re-nomination. Anne Cahill (LWV) is all set. Others are actively working with their Board member.

DISCUSSION:

The **"Issue of the Day."** segment was next on the agenda. This interactive discussion is placed on the agenda prior to any formal DIT presentations, to encourage meaningful discussion and conversation on IT topics of interest.

- The first topic raised by Dennis Carlton pertains to the potential uses of Blockchain technology in local government. He goes over a one-page summary at a high level and then Sean Rastatter goes over some of the points in more detail and discusses some potential use cases for government. Greg Scott mentions the health and social services area may have the most potential for application. This is something that he will be circling back with Supervisor Alcorn on this topic as it was something the Board showed interest in pre-pandemic. It is noted that Blockchain is not especially useful for historical records, or records that are changing. It appears more useful for new or one time data transactions. Additional discussion ensues on topics such as what would be a good safe test of this technology; and identifying current issues where this could be effectively and safely applied.

AGENDA:

The first primary presentation is an **Update on Land Development Modernization /PLUS Project.** *There are multiple presenters including Randhir Singh and Daniel Creed.*

- PLUS is a multi-year project to replace multiple legacy land use systems with a consolidated modern enterprise solution that supports the county's zoning and development plan review, development tracking, building and environmental health permit/license issuance, code enforcement, inspection, and cashiering. 13+ major interfaces
- Benefits include: consolidated and fully integrated system; transitions to digital plan and application submission/distribution; centralized system for internal and external agency review and comments; reduced reliance on paper; increased transparency; real-time tracking and updates; user friendly, integrated with GIS
- Randhir Singh provides an update on the status of rollout. Two modules released, two on schedule for CY 2022
- Significant training and outreach is ongoing
- Daniel Creed provides a system demonstration, walking through many of the features showcasing citizen access and GIS features
- Discussion ensues with ITPAC, with questions and answers on several topics of interest including concerns about ongoing funding requirements to maintain the system once it transitions from initial project phase

The second topic on the agenda is a **Discussion on the FY 2023 Budget Letter to the County Executive.** *The main presenter is Brian Heffern.*

- Kathy Walsh has drafted an initial letter for review and discussion in late November. That version was edited by Chairman Blum, whose changes included adding a bullet point on the federal infrastructure bill (PL 117-58).
- Discussion of that version of the letter ensues. A few other changes are recommended by ITPAC members, especially as it pertains to the "Staffing Challenges" bullet point. These were made immediately after the meeting and circulated back to ITPAC for final review by close-of-business Friday December 10, 2021.
- Once finalized, the letter will be forwarded to the Department of Management and Budget for inclusion in their County Executive Budget materials binder.

The meeting adjourned at 10:10 A.M. The next regular ITPAC meeting is currently scheduled for January 20, 2022 at 8:00 A.M. This will be a remote meeting as meeting space in the Government Center is not available for that time slot. Space in Conference Rooms 9-10 on the 2nd floor of the Government Center has been identified and reserved for future 2022 ITPAC meeting dates, so determination of remote/in-person status for those meetings will be determined at a future time.