

Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

February 27, 2020
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	
Rajni Goel	Dranesville District	X	
John Hanks	Federation of Citizens Association		X
Susan Hoffman	Mason District		X
Richard Kostro	Mt. Vernon District		X
Steven Lam	Braddock District	X	
Mark Lay	NOVA Technology Council	X	
Andie Powell	Fairfax County Public Schools	X (phoned in from home)	
Matthew Ragan	Chamber of Commerce		X
Kathryn Walsh	At Large Member	X	
John Yeatman	Springfield District	X	

County Staff Present:

DIT – Greg Scott, Chief Technology Officer (CTO); George Coulter; Nate Wentland; Debra Dunbar; Afsaneh Tibbs; Anita Rao; Linda Moore; Brian Heffern; Kim Satterthwaite; Mike Palacios; Simran Dhani; Adam Eldert; Rabi Dhakal; Kelli Faxio, Hilde Kjersgard, Lourdes Umana; Velma Dessuit (admin support)
DMB – Christina Jackson, Kim Panzer, Mark Thomas

February 27, 2020 Meeting Agenda:



ITPAC agenda
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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 08:03 A.M. Minutes from the 1/23/20 meeting were approved.

MEMBERSHIP:

- Brian Heffern notes that the memberships of three ITPAC members were extended through 12/31/22 at the Board meeting on 1/28/20: Dennis Carlton (Sully); Rich Kostro (Mt. Vernon); Mark Lay (NoVA Technology Council).
- Dr. Rajni Goel (Dranesville District) was introduced as a new member of ITPAC, as approved by the Board on 1/28/20. After a brief welcome, Dr. Goel introduced herself and briefly discussed her background and experience.

- Nominations for Chair and Vice Chair of the Committee for Calendar Year 2020 were opened to the floor. John Yeatman nominated the reappointment of Ed Blum for Chairman and Rich Kostro for Vice Chairman. The nomination was seconded by Dennis Carlton and approved unanimously.

ANNOUNCEMENTS:

- CTO Greg Scott provided a brief update on the status of the new payment vendor for PCI compliance, Virginia Interactive. The goal is to facilitate improved resident access/ability to make payments.
- At a recent BAC Coordinators meeting, the Office of the County Attorney noted that in order to be fully compliant with FOIA requirements, BAC's who wish to allow remote meeting participation should have a formal, approved policy to do so. Brian Heffern stated that he is working with the County Attorney's office on drafting such a policy for ITPAC. This will be brought to ITPAC for discussion and a vote at a future ITPAC meeting.
- Updating a discussion from last meeting, Brian reached out to the County's legislative office to raise ITPAC's concern that the memo dated 12/18/19 entitled "Annual Memorandum — State and Federal Lobbying by County Agencies, Boards, Authorities and Commissions - 2020 General Assembly, 116th Congress" could be a little more clear on the topic of contacting one's legislator as a citizen (not in an official county capacity). The legislative office was open to the feedback.

AGENDA:

The first main agenda topic was a presentation on the FY 2021 County Executive Proposed (Advertised) Budget – **Main Presenters: Christina Jackson and Kim Panzer, DMB**

- Christina Jackson, Director of the Department of Management and Budget gave a brief overview of the FY2021 Advertised Budget Plan by walking through the *Citizens Guide to the Budget*.
- Christina noted that the Proposed Countywide Strategic plan document was also released in concert with the Advertised Budget. The proposed budget includes a three-cent tax rate increase from \$1.15 to \$1.18 per \$100 of assessed value, with one of the three cents dedicated to affordable housing.
- The Advertised Budget includes a proposal to implement a 4% Admissions tax in October 2020 on the sale of movie, theater and concert tickets. The funds would be used to support arts, cultural and tourism activities. Extended discussion with ITPAC members occurred on the proposed admissions tax.
- A discussion ensues on how IT demand has increased and is being served at the same cost. ITPAC raises some concern about lack of IT funding for projects in the baseline budget; however, it is noted that the current practice of funding a small amount in baseline and larger amounts at quarterly reviews provides significant funding for IT Projects and can be more appropriately targeted to those projects requiring immediate funding.
- A discussion ensues on the strategic plan including the funding and especially staff time that has been dedicated to the cause.
- A discussion on tax system-related projects ensues. It is noted that there is still significant postage cost associated with mailing out assessments. It is also noted that the personnel property system – still in mainframe – needs attention.

This was followed up by a presentation on the FY 2021 DIT proposed budgets for the General Fund, Document Services, and Technology Infrastructure Services – **Main Presenter: Brian Heffern**

- Brian provides a brief overview of strategic considerations that were made when developing the IT budget requests for FY21. Themes were very consistent with those included in the ITPAC Letter to the County Executive written in December 2019.

- Brian then does a brief overview of the General Fund Budget, the Document Services (Fund 60020) budget and the Technology Infrastructure budget (Fund 60030).
- In follow up to a question, Brian explains that the increase associated with Body Worn Cameras in the General fund is to support 4 positions in DIT, primarily to address increased Court workload.
- On the Technology Infrastructure budget, Brian walks through the request for additional Third Quarter funding. CTO Greg Scott follows up with additional information as it pertains to the audit findings and subsequent negotiation process that has led to the figure shown in the presentation.
- It is also noted that an amount of \$400K is being requested to address technical changes needed to implement the proposed admissions tax.
- Chairman Blum requests that electronic copies of this presentation be forwarded to ITPAC.

This was followed up by a presentation on Fund 10040, IT Projects – **Main Presenter: Afsaneh Tibbs**

- Afsaneh goes over the IT Projects Request Process in detail and discusses the IT Project funding strategy. 26 of 33 projects that requested funding were funded at some level. After questioning from ITPAC, Afsaneh, Greg, George Coulter, and Brian note reasons why certain projects did not receive funding at this time.
- Discussion ensues on maintenance and operating costs after the initial project horizon is complete.
- Afsaneh summarizes the Projects by planning area (Technology Infrastructure, Human Services, Planning and Development, Public Safety, Corporate Enterprise) and then discusses the Fund 10040 Budget History Chart.
- A discussion ensues on the proposed budget for IT Technology Training. ITPAC suggests coming up with some data to show that this is a very small investment in this area. Their main point is that if you are not constantly training IT staff, you are losing ground and not maximizing your investment.
- CTO Greg Scott also discusses the Enterprise Data Analytics and Innovation project as a critical long-term investment that will be used to help implement targeted facets of the County Strategic Plan as it moves forward.

The next main agenda topic was a 2020 Legislative session update – **Main Presenter: Brian Heffern**

- Mr. Heffern provides an overview of the 2020 Legislative session which is scheduled to conclude on March 7. A total of 78 bills reviewed by DIT have passed through their initial chamber by the crossover date of 2/11/20.
- There are 33 bills of particular interest - of these, DIT supports 20, are neutral but have some interest on 10, and are closely monitoring 3.
- The three bills being closely monitored (SB378 – Provider Notice of Activities; SB794 – Broadband Deployment; and SB919 – Broadband Tax Exemption) are highlighted. Additional input and comments on SB 794 are provided by Deputy Director Nate Wentland.

The next main agenda topic was a discussion of the ITPAC budget letter to the Board of Supervisors – **Main Presenter: Brian Heffern**

- The timeline is discussed up front. The ITPAC letter to the Board needs to be completed so it can be included in the package that will be presented to the Board at their Budget Committee meeting on March 31, 2020.
- Many of the bullets and topics included in the December 2019 letter to the County Executive are still relevant. Brian will work to incorporate the feedback received from ITPAC at today's meeting and will forward an initial draft in bulleted format by the end of next week (March 6, 2020).
- Finalize letter at March 26th meeting

The presentation and discussion on BOT Technology on the Web was deferred to the next ITPAC meeting due to time concerns.

The meeting adjourned at 09:58 A.M. The next regular ITPAC meeting is currently scheduled for March 26, 2020 at 8:00 A.M. in Room 232.