

## Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

September 24, 2020

8:00 A.M. – 10:00 A.M.

Remote Video Conference Meeting During Governor's 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	
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	
Matthew Ragan	Chamber of Commerce	X	
Kathryn Walsh	At Large Member	X	
VACANT	Springfield District		NA

### County Staff Present:

DIT – Greg Scott, Chief Technology Officer (CTO); George Coulter; Nate Wentland; Simran Dhani; Matt Dowd; Debra Dunbar; Brian Heffern; Linda Moore; Mike Palacios; Jeff Porter; Anita Rao; Afsaneh Tibbs; Adam Eldert; Michelle Breckenridge; Kim Satterthwaite; Velma Dessuit (admin support)

DMB – Mark Thomas; Kim Panzer

### September 24, 2020 Meeting Agenda:



ITPAC agenda  
September 24 final.pc

**Note:** Meeting materials were posted online at [www.fairfaxcounty.gov/informationtechnology/itpac](http://www.fairfaxcounty.gov/informationtechnology/itpac) and were sent to ITPAC members via email. An audio recording will be posted on [www.soundcloud.com/fairfaxcounty](http://www.soundcloud.com/fairfaxcounty)

**ITPAC COMMITTEE MATTERS:** Today's meeting was called to order at 08:00 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. Chairman Blum 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 by Kathy Walsh 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.

Chairman Blum moved the following: “the State of Emergency caused by the COVID-19 pandemic makes it unsafe for ITPAC to physically assemble and unsafe 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 safely or 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://zoom.us/j/96589253297?pwd=LOE1Q0VRcW1KaGRxNDVLUTZwNG5TZz09>

The meeting can also be accessed by entering the meeting code **965 8925 3297** and passcode **341629**.

The motion was seconded by Rich Kostro and approved unanimously.

### **Need to Dispense with FOIA’s Usual Procedures to Assure Continuity in Government/Continue Operations**

Finally, Chairman Blum 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 by Rich Kostro and approved unanimously.

### **Minutes**

A motion to approve the minutes from the 6/25/20 meeting was moved by Kathy Walsh and seconded by Chairman Blum. It was approved unanimously.

### **Membership Matters**

- Due to moving out of the County, John Yeatman resigned his seat as ITPAC’s representative from the Springfield District
- Five other memberships (Ed Blum, John Hanks, Sue Hoffman, Steve Lam, Matt Ragan) expire on December 31, 2020.
  - ITPAC members nominated by Board members should coordinate with their Board office.
  - ITPAC members nominated by other groups (assuming they are continuing their service) should send a brief email to [brian.heffern@fairfaxcounty.gov](mailto:brian.heffern@fairfaxcounty.gov) copying the Clerk to the Board [jill.cooper@fairfaxcounty.gov](mailto:jill.cooper@fairfaxcounty.gov) asking to be re-appointed to a three-year ITPAC term (January 1, 2021 – December 31, 2023). Typically, the Board will then reappoint at a meeting in late 2020 or early 2021.

### **ANNOUNCEMENTS:**

- CTO Greg Scott briefly discussed the FCPS ransomware attack. DIT has offered its support to FCPS and is working to ensure that a similar attack does not occur in County systems

- Greg Scott announced the Fairfax County was chosen as one of the top ten digital counties in the recent Digital County Survey sponsored by Government Technology Magazine and the National Association of Counties (NACO).
- Brian Heffern presents a summary of the 2020 Special Legislative session. DIT has been asked to comment/review 20 bills to date, of which 7 have passed their initial chamber. Of the 7, they are all on topics which either have no significant impact and/or which DIT is neutral; however, one is being monitored closely as passage would have a workload impact on DIT's Public Safety Branch and one is being watched for potential fiscal implications for the Body Worn Camera program. Also monitoring re-districting legislation as that will have an impact on DIT, especially GIS.

## **AGENDA:**

The first main agenda topic was a presentation on **Archiving in the Future – Compliance 2.0** – *Main Presenter: Simran Dhami, County Archivist*

- Presentation highlights the case for enterprise-led, end-to-end management of county records and information. Notes what compliance requires, what it applies to, and why is it important.
- Compliance 1.0 - what is currently happening
- Compliance 2.0 – where we need to be; compliance as a function; compliance is a team sport; compliance is colorblind. Objectives: Strengthen Compliance Framework; Enhanced Compliance Capacity; Change Compliance Culture
- Greg Scott notes this presentation was given to the SMT and it was noted that AI (Artificial Intelligence) is something we are going to look at using in this area.
- No questions from ITPAC

The second main agenda topic was an **Update on the County Phone System** – *Main Presenter: Adam Eldert, Director Wireless Technologies*

- Presentation first highlights the pre-pandemic Telephony Modernization Plan
- Discusses COVID-19 Impacts to County Workforce Communications. Microsoft Teams implemented on an accelerated schedule. In-person meeting transitioned to video technologies.
- New Strategy – Both Avaya Pods FX and Microsoft Teams to be implemented. Certain specialized business needs require the Avaya enterprise solution. IVR solution to be transitioned to the Avaya platform.
- Full Teams functionality will be introduced to employees in second quarter of FY21. This will be mainly implemented after election and tax season. Training/user impact anticipated to be minimal.
- Mark Lay – notes many different platforms being used and asks about future direction. Adam Eldert, Jeff Porter and Matt Dowd respond that this is a topic of regular communication and as products continue to expand their technology the goal is to consolidate and focus on fewer options. Looking for a system that brings everything together. Current workarounds noted.

CTO Scott also notes that PLUS is starting to go live in early October. Will be rolled out in numerous stages. Also notes that DIT is working with Libraries for expanded wifi options outside certain library buildings. This is one of DIT's focus areas pertaining to One Fairfax. Also notes health check-related work which DIT developed and is a participating entity.

The meeting adjourned at 9:20 A.M. The next regular ITPAC meeting is currently scheduled for November 5, 2020 at 8:00 A.M. It is anticipated that this meeting will be held remotely.