Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

June 25, 2020
8:00 A.M. – 10:00 A.M.
Remote Audio 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	
John Yeatman	Springfield District		X

County Staff Present:
DIT – Greg Scott, Chief Technology Officer (CTO); George Coulter; Nate Wentland; Michael Dent; Simran Dhami; Matt Dowd; Debra Dunbar; Brian Heffern; Mike Liddle; Linda Moore; Mike Palacios; Jeff Porter; Anita Rao; Randhir Singh; Afsaneh Tibbs; Michelle Breckenridge; Krystalyn Smith; Kim Satterthwaite; Velma Dessuit (admin support)
DMB – Mark Thomas

June 25, 2020 Meeting Agenda:

ITPAC agenda June
25 2020.pdf

Note: Meeting materials were posted online at www.fairfaxcounty.gov/informationtechnology/itpac and were sent to ITPAC members via email. An audio recording will be posted on 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.

<u>**Audibility of Members' Voices**</u>

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 location from which they were participating. 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 Anne Cahill 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 audio conferencing line, and that the public may access this meeting by calling 1-866-434-5269 and entering the code 3743216." The motion was seconded by Anne Cahill and approved unanimously.

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

Finally, Chairman Blum move the following: "It is required that all of the matters addressed on today's agenda must 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 Anne Cahill and approved unanimously.

A motion to approve the minutes from the 2/27/20 meeting was moved by Chairman Blum and seconded by Anne Cahill. It was approved unanimously.

ANNOUNCEMENTS:

- 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 in conformance with state law to do so. At ITPAC's last meeting on 2/27/20, Brian Heffern stated that he was working with the County Attorney's office on drafting such a policy for ITPAC. That draft policy was provided to ITPAC on Friday June 12 and is posted on ITPAC's web page www.fairfaxcounty.gov/informationtechnology/itpac. After discussion on specifics of the policy, Chairman Blum moved that the policy be approved for future ITPAC meetings held during normal, non-emergency conditions. The motion was seconded by Anne Cahill and approved unanimously.

AGENDA:

The first main agenda topic was an **Update on Activities DIT has Undertaken in Response to the COVID-19 Pandemic –** *Main Presenter: Greg Scott, Chief Technology Officer*

- Pre-COVID: Primarily traditional missions and support activities

- DIT has pivoted with a primary focus on mobility and conducting business remotely and securely

- Ongoing Response – continue to enhance flexibility/capacity to provide essential county functions
- Discussed work on specific areas such as contact tracers, elections, and public safety areas (such as body worn cameras and in car video)
- Transition of work from roughly 30% remote to over 60% remote
- Discussion of BOT Technology

Update on the Data Center Move: *Jeff Porter, Mike Palacios, Matt Dowd*
- Testing proceeding. Looking to move in October
- Essentially a "Private Cloud" that will have access to the information highway
- Fifteen racks being reduced to three racks
- Extend I-Net to Ashburn facility. Working with Equinix, Cox, Verizon to effectuate. Hope to complete by December
- Additional details provided on the I-Net circuits. Provides redundancy and expanded options

Update on Body Worn Cameras: *Greg Scott, Matt Dowd, Brian Heffern*
- Stations currently with cameras: Mt. Vernon, Reston, Mason (Phase 1)
- Phase 2 was going to be funded as part of the upcoming FY21 budget but was removed from the final approved FY21 budget due to the reduced revenue impacts of COVID-19. This would have expanded BWC's to Sully, McLean, and West Springfield stations
- On 6/9/20, Board voted to direct staff to provide options (by June 30) to fund both Phase 2 and Phase 3 (Fair Oaks, Franconia and new 9th district station) in FY21
- Significant IT network cabling work will be required on Phase 2 and Phase 3 stations
- In Car Video: Panasonic to Axon is desire of Police Department. Allow for additional interoperability with BWC.

- **Moving Forward – Discussion on Becoming More Mobile in the Future:** *Greg Scott and Others*
  - Digital First mindset – both public and employees
  - DIT needs to provide tools to allow this
  - Discussion of public meetings / remote testimony / multiple options / accommodate all types of individuals. Some love remote and others prefer face-to-face
  - ITPAC encourages DIT to keep a list of all activities undertaken for future inclusion in budget letters
  - Support for IT budgets going forward

The meeting adjourned at 9:40 A.M. The next regular ITPAC meeting is currently scheduled for September 24, 2020 at 8:00 A.M. It is not yet determined whether this will be an in-person or remote meeting.