Information Technology Policy Advisory Committee (ITPAC) Meeting Minutes
January 26, 2017

	ITPAC Member	District /Organization	Present	Not Present
1.	Aschenaki, Michael	Lee District	✓	
2.	Blum, Edward	Providence District	✓	
3.	Carlton, Dennis	Sully District	✓	
4.	Chung, Luke	Fairfax County Schools	✓	
5.	George, John	NOVA Tech Council		✓
6.	Hanks, John	Federation of Citizens Assoc.	✓	
7.	Hoffman, Susan	Mason District	✓	
8.	Kanter, Anne	League of Women Voters		✓
9.	Kuppusamy, Bhaskar	Hunter Mill District		✓
10.	Lam, Steven	Braddock District	✓	
11.	Lehman, Robert	Chamber of Commerce		✓
12.	Shenoy, Nikhil Suresh	Dranesville District		✓
13.	Skudlarek, John	Mount Vernon District	✓	
14.	Walsh, Kathryn M.	At Large	✓	
15.	Yeatman, John M.	Springfield District	✓	

County Staff Present: Department of Information Technology (DIT): Wanda Gibson –Director, Greg Scott, George Coulter, Mike Dent, Matt Dowd, Debra Dunbar, Gordon Jarratt, Linda Moore, Anita Rao, Afsaneh Tibbs, Hilde Kjersgard, Elliott Stroud, Kim Satterthwaite, Krystalyn Smith, Lourdes Umana, Velma Dessuit. **Department of Budget Management (DMB):** Brian Heffern, Mike Franks. **Office of Public Affairs (OPA):** Greg Licamele, Lindsey Culin.

ITPAC COMMITTEE MATTERS

The meeting was called to order at 8:11 a.m. Minutes from December 1, 2016 meeting were approved.

Membership: Members whose appointments expired at the end of 2016 include: Mr. John Skudlarek (Mount Vernon District).

Elections: Mr. Edward Blum was re-elected as ITPAC Chairperson and Ms. Kathryn Walsh was elected as Vice-Chairperson.

AGENDA

Web Content Management – Web Site Redesign: Anita Rao, Director of e-Gov in the Department of Information Technology, and Greg Licamele from the Office of Public Affairs and their teams presented ITPAC with an overview and demonstration of the redesign of the County's web site, and new enterprise Web Content Management System. This project is a collaborative effort between DIT and the Office of Public Affairs, with governance oversight by the County e-Gov Steering Committee.

Project activities include refining the current site's information architecture, development of a contemporary design aesthetic and navigation, and improving search functionality. Initial work involved a comprehensive review of current web content of 55 county agencies' pages and published documents, reorganizing information for a more user centric experience promoting ease of use, and expanded online services. Goals include achieving a more topic oriented web presence with an improved business delivery model, refined information indexing, elimination of data silos, improved search engine optimization, and enhanced transparency.

ITPAC members recognized the importance of this effort; it was discussed that in 20 years, a comprehensive redesign had only been done twice, with a smaller home page only redesign

completed a few years ago. ITPAC provided input in on the new design principles, look and feel and feature functionality. ITPAC advocated for content management policies, strong change management processes, WEB-GIS integration, enhanced search functionalities for specific constituent information, and the importance of public input. Several members noted the value of maintaining consistency, and the challenge of keeping agency content relevant and current. The committee also acknowledged the importance, challenges, and resource requirements associated with coordinated agency user communities, and updating pages on a continuous basis to ensure coherent and reliable information delivery via the site.

DIT and OPA developed an outreach strategy to County agencies' web developers and business staff, and established user groups responsible for their agency's content and collaboration with related agency user clusters to review, update, and consolidate redundant content. The project team also visited each BOS office for input about the effort, and is reaching out to the community for input via the County's web site, social media channels, and web surveys for public feedback.

Ms. Gibson noted that this initiative supports the Board of Supervisors goals for Public Engagement and User Experience, Land Use Accessibility, LOBS Phase II, and other policy and IT initiatives for CRM and Mobility. Go live is currently planned for the summer of 2017.

SAP Software Upgrade: Mr. George Coulter, DIT's Deputy Director, updated ITPAC on the recent successful SAP software upgrade, the first since the product was implemented in 2010. Fairfax County is one of the largest public sector users of SAP in the United States, and only one a few with a joint County-Schools implementation on a shared, high-availability infrastructure.

Tax Portal - Update: Mr. Greg Scott, DIT's Deputy Director, updated the Committee on the Department of Tax Administration (DTA) tax portal. He noted that taxpayers may enroll for periodic Car Tax payments and Real Estate payments. Funds may be automatically deducted from taxpayer's Checking accounts via DTA's **current** Electronic Fund Transfer (EFT) program.

http://www.fairfaxcounty.gov/dta/pdf_files/eftform.pdf

With the new capability, once the taxpayer completes the new on-line form received by DTA staff in the Revenue Collection Division, the taxpayer is set for Scheduled Payment application. EFT withdrawals are typically scheduled to occur on either the 1st or 15th of the month.   The project team is developing new functionality to schedule a future payment date and enhancing current functionality to allow recurring or installment-based payment plans. In addition to the current "Pay Now" button on the payment sites, in the future, there will be an additional "Schedule Payment" button. Committee members inquired about the number of people signed up for electronic billing and number of people who have used the system to pay their taxes in 2016. Mr. Scott said he'd provide the data to the Committee after the meeting.

VA Legislation Update – IT Impact: Gordon Jarratt, DIT Division Director, presented a summary of the 2017 Virginia General Assembly Legislation and the bills related to Information Technology. About 20 of the current IT bills were briefly discussed with ITPAC members. All bills are just legislative proposals for now. They become law only after they are passed by both Houses of the General Assembly and subsequently signed by the Governor. New bills typically take effect on July 1 of each year.   General Assembly session began on January 11 and ends on February 25 (46 days). Over 2,400 total bills have been submitted by both the House of Delegates and State Senators combined; the County is tracking approximately 1,400 of those bills (about 58%).

Approximately 110 bills are related to information technology (computer, systems, Internet, website, telecommunications, databases, Freedom of Information Act, records management, HIPAA and personal information, Information Security, VITA CIO, etc.). DIT reviews these bills and provides feedback to the County's legislative team for clarification, support, neutral or to not support with reason.   Of particular interest related to IT which DIT provides advice:

- HB2196 that would dilute the ability of a locality to regulate and approve wireless telecommunications equipment and installation.
- HB1888 is to allow school bus drivers to utilize modern push-to-talk (PTT) capability via cellular service providers in a safe manner that closely resembles existing two-way radios. If passed, this is will allow transition from expensive legacy radios to modern devices, a significant cost savings and communications range enhancement if FCPS bus drivers are eventually migrated to PTT vs. continuing to use the old two-way public service radios.

- Multiple police surveillance bills still limit the police to store only 7 days of license plate reader (LPR) records – unless there is a specific warrant or criminal investigation. The Police say the 7-day retention of LPR data is too short for them to properly conduct investigations.

- There are about 15 Freedom of Information Act bills, some with new proposed harsh penalties for state and local government public bodies and staff who do not comply with certain FOIA provisions.

- GIS bill that would require localities to have a licensed photogrammetric position, an additional unnecessary cost overhead and productivity burden in the face of modern GIS technology. This is getting a lot of concern for many localities and professionals GIS state-wide.

DIT will report out on final results at the concerning IT related legislation next ITPAC meeting.

ITPAC FY 2018 Budget Letter to the Board: DIT will provide concepts and issues for ITPAC's consideration as the Committee prepares their annual budget letter to the Board of Supervisors. Katheryn Walsh will be coordinating development of the letter. The final letter is due in late March.

The meeting was adjourned at 10:04 a.m.

Next ITPAC meeting is February 23, 2017.