

**Information Technology Policy Advisory Committee (ITPAC) Meeting Minutes  
February 22, 2018**

	<b>ITPAC Member</b>	<b>District /Organization</b>	<b>Present</b>	<b>Not Present</b>
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.	Grams II, Richard	Mount Vernon District		✓
7.	Hanks, John	Federation of Citizens Assoc.	✓	
8.	Hoffman, Susan	Mason District	✓	
9.	Kanter, Anne	League of Women Voters	✓	
10.	Kuppusamy, Bhaskar	Hunter Mill District		✓
11.	Lam, Steven	Braddock District	✓	
12.	Vacant	Chamber of Commerce		
13.	Shenoy, Nikhil Suresh	Dranesville District		✓
14.	Walsh, Kathryn M.	At Large	✓	
15.	Yeatman, John M.	Springfield District	✓	

**County Staff Present: Department of Information Technology (DIT):** Wanda Gibson –DIT Director/CTO, George Coulter, Matt Dowd, Brian Heffern, Melanie Quinn, Debra Dunbar, Linda Moore, Michelle Breckenridge, Hilda Kjersgard **Department of Management and Budget (DMB):** Christina Jackson, Kimberly Panzer, Devi Ogden. **Office of Public Affairs (OPA):** Greg Licamele.

**ITPAC COMMITTEE MATTERS:** The meeting was called to order at 8:15 a.m. Minutes from January 25, 2018 meeting were approved.

**MEMBERSHIP:** The ITPAC Chamber of Commerce seat remains open pending nomination from the organization. DIT reached out to the President of the Chamber and forwarded copies of ITPAC’s charter and 2018 meeting calendar. The Chamber is searching for a new ITPAC representative.

**Agenda**

**Fairfax County FY2019 Advertised Budget –** Kim Panzer, DMB Senior Budget Analyst, presented highlights of the County Executive’s FY2019 Advertised Budget. Christina Jackson, DMB Deputy Director attending to support the discussion with explanation about the various revenues sources and distribution of expenditures among county program groups, and responded to questions. One discussion point was regarding the pension plan, which will meet its goals with no anticipated shortfalls, and it was noted that a Board Retirement Work Group is reviewing pension options for new employees which may result in future changes.

**FY2019 DIT agency and IT Operating Advertised Budget:** Brian Heffern, DIT Director of Policy, Planning and Administration, presented highlights of DIT’s operating budgets. Together with Wanda Gibson, they briefed ITPAC on FY2019 an beyond IT strategic considerations including dynamics such as continuing demand for IT infrastructure, cloud, cybersecurity, wireless capabilities, and data (retention, policies, expansion of visual data, etc.) DIT notes increasing demand across agencies for technical work associated with Building Automation Systems (BAS) and IoT, Web and public engagement platforms with the integration of cloud and social media apps with the County’s IT enterprise. Ms. Gibson and Brian Heffern noted significant strategic initiative with substantial IT impact including the PLUS Project, Human Services Initiatives, Public Safety projects (NG9111, CAD, Body Cameras, etc.) and expanded need for Video Teleconferencing and AV countywide.

Brian Heffern reviewed high level funding and budget data for each of DIT’s funds. The FY2019 Advertised budget includes \$35.1M for DIT’s General Fund, \$9.9 M for the County’s Document Services

fund managed by DIT (MFDs and copiers, print shop, mail room, archives and records management), and \$44 M for the Enterprise Technology Infrastructure Fund (IT utilities including HW, SW, maintenance support, telecom, networks (including I-Net refresh), data center, radios, and PC replacement).

A discussion ensued about new PCI compliance standards (Payment Card Industry Data Security Standard (PCI DSS) for all enterprises that accept, process, store or transmit credit card information, and future costs for the technology upgrades to meet compliance.

**FY 2019 Advertised County IT Investment Portfolio:** Afsaneh Tibbs, DIT Director Project/Portfolio Management, presented the FY2019 Advertised budget for IT Projects in the IT Investment Portfolio. This year an innovative funding strategy using available dollars at FY2018 3<sup>rd</sup> Q will supplement the FY2019 Advertised Budget for IT projects. The mix of funding provides \$10.14M at FY2018 3<sup>rd</sup> Q, and \$5.13M in the FY2019 Advertised Budget. Assuming Board approval, a total of \$15.27M will be provided for IT Projects in Fund 10040 (104). Of 23 funding requests 20 projects or 87% of the requests received by DIT will be funded. The portfolio also includes \$8.50 M funding for the E-911 public safety projects. Afsaneh Tibbs, briefly reviewed the projects using a detailed handouts.

**ITPAC Budget Letter to Board of Supervisors:** The Committee discussed the annual letter to the Board of Supervisors supporting the FY 2019 budget process. DIT and ITPAC again noted that much of the information contained in the ITPAC FY2019 Budget letter to the CEX is useful and informative for the Board of Supervisors in their budget consideration. The committee recommended highlighting technology that makes the county more nimble, agile, and customer friendly. DIT also noted that high profile strategic IT initiatives need to be included in ITPAC's letter, even if they were highlighted in the past. These initiatives align with County strategic plans. The following items were discussed for potential inclusion in the letter:

- Support for the IT Investment portfolio, highlighting some key strategic projects:
  - The PLUS project
  - HS Integrative Strategy
- Cyber Security Support
- Cost of DIT staff time should be included as part of the total expense for a project
- Future Strategic technology goals - 2020-2021
- And,
- Highlight the success of the County Web site and successful migration

With the new dynamics for smart buildings and building automation systems (BAS) on the county network, it was noted a need for improved synergy and increased understanding in the county agencies that implement and manage BAS and industrial systems regarding IT and cyber impacts, and that this should be included in principles associated with building county facilities and utilities.

The letter should be finalized by April 3<sup>rd</sup>, 2018. DIT will provide ITPAC with a bulleted list of items and key themes.

The meeting was adjourned at 10:11 a.m.