

Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

November 5, 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; Robert Barr; Adam Eldert; Michelle Breckenridge; Kim Satterthwaite; Alazar Haile; Mittal Patel; Velma Dessuit (admin support)

DMB – Mark Thomas; Kim Panzer; OSM – Lisa Potter; Maura Power

November 5, 2020 Meeting Agenda:



ITPAC agenda
November 5.pdf

Note: Meeting materials were posted online at www.fairfaxcounty.gov/informationtechnology/itpac and were sent to ITPAC members via email. An audio recording of this meeting will be posted on the ITPAC website and 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 multiply seconded 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/92456191312?pwd=dkhTZVAvZ1YvRk9ONjBsb04wbGJTdz09>

The meeting can also be accessed by entering the meeting code **924 5619 1312** and passcode **341629** or via phone.

The motion was seconded by Kathy Walsh 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 multiply seconded and approved unanimously.

Minutes

A motion to approve the minutes from the 9/24/20 meeting was moved by Kathy Walsh and multiply seconded. It was approved unanimously.

Membership Matters

- The Springfield District seat remains vacant. Brian Heffern has reached out to the Springfield office and they are working on identifying a replacement.
- 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 copying the Clerk to the Board 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:

- A proposed meeting schedule for Calendar Year 2021 is shared with ITPAC. It includes seven meetings spread throughout the year.
- Brian Heffern presents a summary of the 2020 Special Legislative session, including an update on legislation of IT interest.
 - Of the bills noted at the previous ITPAC meeting, HB 5148 (Delegate Scott) allowing for increased earned sentencing credits passed both houses and was amended by the Governor to delay implementation by six months to give the State DOC sufficient time to implement the program. This was being monitored closely as passage will have a workload impact on DIT's Public Safety Branch in terms of revised coding that will be required.
 - The other bill of interest (SB 5052) did not receive a hearing in the House Appropriations Committee, and thus is dead for the special session.
- CTO Greg Scott notes several recent accomplishments/highlights, including:
 - The recent implementation of a countywide Daily Health Check App.
 - Recent panels in which CISO Mike Dent and himself have participated.
 - The first module of the Planning Land Use System (PLUS) has gone live. Great progress being made, and additional modules are being prepared for rollout.
 - Business process re-engineering projects and products are being looked into, including the power platform.

AGENDA:

The first main agenda topic was a brief summary by CTO Greg Scott on the recent election, which overall went well. There were some initial issues in getting additional rooms set up to handle the significant increase in early voting that was experienced this year, but DIT's tams were up to the challenge to get the necessary wiring and technology in place to accommodate. Election day itself was fairly smooth. Kudos on a job well done was received from the Chair of the Electoral Board, Kate Hanley.

The second main agenda topic was **Diversion First Data Warehouse Strategy** – *Main Presenters: Linda Moore, Director DIT Public Safety Branch and Lisa Potter, Office of Strategic Management (OSM)*

- Linda Moore introduces topic and guest speaker, Lisa Potter for main presentation
- Lisa Potter provides an overview of the Diversion First program
- Discusses the challenges and importance of data. Numerous disparate data systems.
- Mentions DIT's assistance in developing a Data Warehouse to begin process of collecting and aggregating many different forms of data.
- One example of excellent collaboration was in the assistance in automating a form that has now become a very useful business process automation tool
- Greg Scott notes that the data-related work on Diversion First dovetails neatly with where we are going with Data in a larger scale in Fairfax County
- Linda Moore mentions that One Fairfax is primary in thoughts in this work. Also serving in a lead role on the 911 Board Matter that is being developed on the issues posed by those with Mental Health episodes calling 911.

The third main agenda topic was an **Update on the Tax System** – *Main Presenter: Robert Barr, Branch Chief, DIT Tax Branch*

- Greg Scott provides a brief overview of the need for a one-day extension of the personal property tax deadline, due to unanticipated system issues requiring some downtime on the final day.
- Robert Barr notes that online volume was significantly higher than previous year experience due to numerous factors, including COVID-19. Online usually represents about 22%. This year was significantly higher, at 49% - with 50% of that total processed in the last four days prior to October 5 deadline. An additional 12,250 payments were made on the one day extension.
- New Personal Property Tax system is being rolled out. Two modules active. Overall, project is about 74 complete and looking to be fully up within one year. Major accomplishment. Significant upgrade.

The fourth main agenda topic was **Initial Discussion on FY 2022 Budget Letter to the County Executive -**
Main Presenter: Brian Heffern, Director DIT Policy, Planning, and Administration (PP&A) Division

- Brian Heffern provides an overview of recent “Not In Package (NIP)” correspondence with the Board of Supervisors in response to a request from the Board for additional information about what barriers, including budget, personnel, and local enabling legislation, exist for implementing the DIT Strategic Roadmap.
- Significant information from previous ITPAC letters was used in the completion of this response.
- This letter can be used a launching point for ITPAC’s FY22 Letters to the County Executive and the Board.
- Areas to focus on in FY22 include data, business process transformation, county security, and ensuring the letter highlights technology’s role as a key component of the county’s strategic plan.
- Dennis Carlton notes the importance of mentioning importance of FCPS/County collaboration on IT-related matters and the importance of developing and fostering partnerships with big IT companies with a footprint in Northern Virginia. Greg Scott agrees and notes that he has already had meetings of this nature and anticipates more moving forward.
- Brian Heffern to provide bullet points to ITPAC for consideration. Goal is to discuss further at meeting on December 3, 2020 and have the interim letter to the County Executive ready by mid-December.

The meeting adjourned at 9:20 A.M. The next regular ITPAC meeting is currently scheduled for December 3, 2020 at 8:00 A.M. It is anticipated that this meeting will be held remotely.