Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

January 20, 2022
8:00 A.M. – 10:00 A.M.
Remote Video Conference Meeting During Local COVID-19 Emergency Declaration

Committee Members:

Name	District/Organization	Present	Not Present
Edward Blum, Chairman	Providence District	X	
VACANT	Hunter Mill District		X
Michael Aschenaki	Lee District		X
VACANT	Braddock 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	
Mark Lay	NOVA Technology Council	X	
VACANT	Fairfax County Public Schools		X
VACANT	Chamber of Commerce		X
Sean Rastatter	Springfield District	X	
Kathryn Walsh	At Large Member	X	

County Staff Present:
DIT – Greg Scott, (CTO); George Coulter; Nate Wentland; Simran Dhami; Debra Dunbar; Alazar Haile; Brian Heffern; Mike Liddle; Linda Moore; Mike Palacios; Jeff Porter; Maura Power; Anita Rao; Kim Satterthwaite; Randhir Singh; Afsaneh Tibbs; Velma Dessuit (Admin Support)
DMB – Christina Jackson (CFO); Michelle Gregory; Mark Thomas
DCEX – Ellicia Seard-McCormick
CEX – Bryan Hill

January 20, 2021 Meeting Agenda:

ITPAC agenda
January 20.pdf

Note: Meeting materials were posted online at www.fairfaxcounty.gov/informationtechnology/itpac and were sent to ITPAC members via email. This Meeting Summary document will be posted on the ITPAC website.

ITPAC COMMITTEE MATTERS: Today's meeting was called to order at 8:01 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 John Hanks 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 impractical for ITPAC to physically assemble and 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 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://us06web.zoom.us/j/86302126571?pwd=VlFvNEhaWkZ0WHRDSkt5UGpZN1pTUT09

The meeting can also be accessed by entering the meeting code **863 0212 6571** and passcode **258373** or via phone.

The motion was seconded by John Hanks and approved unanimously.

Need to Dispense with FOIA's Usual Procedures to Assure Continuity in Govt./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 John Hanks and approved unanimously.

Minutes
- A motion to approve the minutes from the 12/9/21 meeting was moved by Kathy Walsh, seconded by Mark Lay, and approved unanimously.

Updates from the CTO:
- CTO Greg Scott discusses the recent Microsoft patches and LogJ4 updates that have been implemented. He reiterates the importance of protecting County assets and keeping current with all updates and patches.

Membership Matters
- Due to a change in employment, *William Berg (Braddock)* resigned from ITPAC on 1/17/22
- At their December 7, 2021 meeting, the Board re-affirmed *Michael Aschenaki (Lee) and Kathy Walsh (At Large)* through December 31, 2024

- At their January 25, 2022 meeting, it is anticipated that the Board will re-affirm *Anne Cahill (LWV)*
- At their January 25, 2022 meeting, it is anticipated that the Board will approve a new ITPAC member, *Ms. Kendall Holbrook, CEO of Dev Technology Group of Reston representing the Fairfax Chamber of Commerce*
- That leaves three vacant ITPAC seats, the Fairfax County Public School Board, the Hunter Mill District, and the Braddock District. All have been notified and are working to fill the seats.

DISCUSSION:

The **"Issue of the Day."** segment is next on the agenda. This interactive discussion is placed on the agenda prior to any formal DIT presentations, to encourage meaningful discussion and conversation on IT topics of interest.

- Chairman Blum asks for additional comment about DIT's ongoing efforts to plan for and mitigate Security threats. CTO Greg Scott mentions the County's participation in a tabletop exercise today with MWCOG as a good example of planning in this area.
- Mike Dent, CISO, offered detailed comments, highlighting patch management and noting several of the other products the county uses to help secure County systems. He compliments County leadership for always choosing to err on the side of safety. Additional conversation ensues on this important topic, with one ITPAC member noting that despite the frustration of the Log4J issue, it can also be framed as a success story. A vulnerability was found and the world community was able to address it without being completely taken down. This is going to occur again in the future and we are going to need to remain vigilant. It is noted that there is a human element to this as well. The constant vigilance takes a toll.
- A follow up question is posed on the recent General Assembly ransomware issue. Lack of communication from the State during the initial period is highlighted as an issue. This situation directly Impacted the County as we had to disconnect our legislative monitoring system from the State system for over three weeks. It was noted that the County is in the process of upgrading its legislative monitoring system but is working through some business process change reluctance.

AGENDA:

The first primary presentation is an **Update on County Efforts on Data Sharing/Open Data/Data Analytics.** *Introductions by Greg Scott and Nate Wentland. Main presenters are Simran Dhami, Michelle Gregory, and Maura Power.*

- Greg Scott and Nate Wentland provide a brief overview focusing on the strong partnership between DIT, DMB and partner agencies in this effort.
- After introductions and setting the stage, the Countywide Data Analytics unit is introduced. Its role is to develop policies, practices, data products and tools that increase the routine use of data for planning, problem solving and decision making. It is also charged with collaborating with county partners and other stakeholders.
- A "Data Analytics Framework" is discussed, including guidelines and structure for consistent, repeatable data analytics. This framework includes:
    - Developing a data management plan
    - Establishing enterprise data governance, and
    - Creating the technological infrastructure and environment required (architecture, security, software etc.)
- Both operational and technical aspects of supporting the analytics framework are discussed as well building/sustaining partnership for data analytics, and the importance of enterprise agreements/legal requirements.

- Part of the Data Analytics/Data Sharing piece is Outcome Evaluation. This is critical as the County seeks to implement the countywide Strategic Plan. Indicators and metrics are critical to inform on progress being made.
- After main presentation, County Executive (CEX) Bryan Hill and Chief Financial Officer (CFO) Christina Jackson provide comments on the presentation focusing on the value/importance of this work and the strong partnerships that exist.
- ITPAC members follow up with several questions. Responses from presenters, the County Executive and CTO Greg Scott provide valuable context and additional insight into the critical role data will play in the County's future. For example, it is noted that the use of AI will be a critical component
- Additional conversation ensues on topics such as linkages between this effort and FCPS data-related efforts as well as the reluctance of some entities that are very protective of their data.
- The County Executive notes the extensive strategic planning process the County has undertaken and notes that a broad goal is for the county to move towards being an organization that makes data informed decisions in lieu of strictly data driven decisions.
- A follow up question is asked on whether consideration of a Chief Data Officer has been considered. ITPAC offers to do some research in this area if requested. The CEX responds broadly, noting that a lot of work is being done to build up the County's data team capacity and offers a future discussion on the topic.
- Additional discussion ensues on topics including centralization versus decentralization, with ITPAC noting that the burden on the "originator of the data" increases considerably with centralization. CTO Greg Scott responds with the example of collecting Opioid data. The County had to overcome hurdles during that process including concerns about what data could be shared and what could not. He feels this is a repeatable process/template that can be used in the future.
- It is noted with multiple concurrence that laws are often a moving target and the need to stay current is necessary and a challenge.

The second topic on the agenda is a **Discussion on the FY 2023 Budget Letter to the Board of Supervisors.** *The main presenter is Brian Heffern.*

- A brief summary of the Budget process timeline is given. The County Executive's Advertised Budget is scheduled for Tuesday, 2/22/22. The Board then holds several committee meetings in March to review different aspects of the budget.
- The basic process that was used to produce the County Executive's letter in December will be replicated for the Board letter. Brian Heffern agreed to provide bullet points to ITPAC for consideration. Goal is to discuss further and finalize immediately after the ITPAC meeting on 3/24/22, for inclusion in Budget Committee materials for 3/29/22.
- Topics for the letter will include the major ones discussed today: IT Security and Data. The letter should also focus on IT-related future opportunities in the 3 to 5-year time range.

The meeting adjourned at 10:00 A.M. The next regular ITPAC meeting is currently scheduled for March 24, 2022 at 8:00 A.M. While still not confirmed, it is likely this will be a remote meeting due to ongoing issues with the COVID-19 pandemic. If conditions improve, space in Conference Rooms 9-10 on the 2nd floor of the Government Center has been identified and reserved for this meeting as well as future 2022 ITPAC meeting dates.

The Board IT Committee is scheduled to meet on Tuesday February 15, 2022 from 9:30-11:00 AM.