Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

December 1, 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	
Michael Aschenaki	Lee District	X	
Carter Bates	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	
Kendall Holbrook	Chamber of Commerce	X	
Richard Kostro	Mt. Vernon District	X	
Mark Lay	NOVA Technology Council	X	
Brian McMahon	Hunter Mill District		X
Sean Rastatter	Springfield District	X	
Kathryn Walsh, Vice Chair	At Large Member	X	
VACANT	Fairfax County Public Schools		X

County Staff Present:
DIT – Greg Scott, (CTO); George Coulter; Nate Wentland; Mike Dent; Mubashir Ahmed; Rob Barr; Michelle Breckenridge; Simran Dhami; Debra Dunbar; Adam Eldert; Charles Gore; Brian Heffern; Mike Liddle; Phubinh Nguyen; Mike Palacios; Jeff Porter; Maura Power; Anita Rao; Charmaine Reed; Kim Satterthwaite; Randhir Singh; Velma Dessuit (Admin Support)
DMB – Kim Panzer
Clerk – Carmen Djelloul

December 1, 2022 Meeting Agenda:

ITPAC agenda
December 1 final.pdf

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

ITPAC COMMITTEE MATTERS: Today's meeting was called to order at 8:02 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 using meeting number **850 1930 7523** and enter passcode **999260** or live audio of the meeting may be accessed by dialing: **1-877-411-9748** and entering the conference code **2909363.**

The motion was multiply seconded 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 9/22/22 meeting was moved by Kathy Walsh, multiply seconded, and approved unanimously.

2023 Meeting Schedule Discussion
- A follow-up discussion on the 2023 ITPAC meeting schedule was held, with the 2nd draft calendar having six meetings, largely mirroring the 2022 schedule. Four in-person and two remote meetings are proposed to be consistent with State law passed during the 2022 General Assembly session. One change was made since the first draft was presented at the September ITPAC meeting, moving the 9/28 meeting to 9/21 to space it out a little from the 10/3 BOS IT Committee meeting.
- As of this writing, the locally declared state of emergency is still in place; however, it is unknown how much longer that will remain. The 2023 schedule assumes that the state of emergency is no longer in place. The situation will continue to be monitored and if circumstances dictate, ITPAC will continue to be flexible, and pivot as needed.

- ITPAC proposed two changes to the "2nd Draft" calendar:
  - First, move the January meeting from January 26 to January 12 to allow for discussion and final approval of the FY 2024 ITPAC Letter to the County Executive.
  - Second, have the January 12 meeting be one of ITPAC's remote meetings in 2023 and have the March 23 meeting be in person in Room 232.
- After additional discussion focusing on the FY 2024 Letter to the County Executive, a motion to approve the calendar with the changes noted above was made by Kathy Walsh, multiply seconded, and approved unanimously.

<u>**Membership Matters**</u>
  - There was no additional update on the vacant Fairfax County Public School Board ITPAC seat. The FCPS staff liaison continues to work with leadership to identify a candidate.
  - Dennis Carlton (Sully) was reappointed to a new 3-year term on 11/1/22
  - Rich Kostro (Mt. Vernon) is being reappointed to a new 3-year term on 12/6/22
  - Rajni Goel (Dranesville) and Mark Lay (NoVA Technology Council) still require reappointment.

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.

- First topic raised is about fiscal challenges for IT. Director Greg Scott responds that DIT has built a good partnership with the Department of Management and Budget (DMB) and they have been largely funding new IT needs out of balances that materialize throughout the fiscal year (quarterly reviews). He also mentions one challenge area for the near-term future is Department of Tax Administration (DTA) system requirements.
- A discussion ensues on making sure DIT accomplishments, such as the standing up of the new PLUS system, are added to FY 2024 Letter to the County Executive (the letter).
- Another topic for inclusion in the letter is the graying out the IT workforce, and policies that may inhibit the full implementation of telework. Greg Scott responds that current IRS regulations limit hiring to Virginia, Maryland, DC, and West Virginia. It is also mentioned that current County policy is that telework is allowed for a maximum of 60% of time. ITPAC thinks it may be prudent to review policies that limit options given hiring challenges in the IT field.
- Greg Scott discusses PLUS rollout. He noted there were some performance issues identified in the initial seven days that required some work and fine tuning but that things are working better now. Specifically, "clean up" in five areas were identified, and now they are on the 5th area. Overall, the system is working as intended and trending in right direction.
- An update is given on the chat bot usage. Anita Rao mentions that they are tracking it closely and a major push right now is making the chat feature bilingual.
- ITPAC inquires on the status of the Chief Data Officer (CDO) discussion. Greg Scott notes that the data group has been expanded and discussions with the County Executive are ongoing. Dr. Goel reminds that it is important to keep data ethics and cyber ethics in mind as part of this discussion.
- Greg Scott notes that DIT is working with a consultant to update its strategic plan for the next five years. Members of the management team will be meeting with the consultant in January. Mr. Scott states that he will reach out to ITPAC members through a survey or some similar mechanism to get their feedback as part of this process. This may be an opportunity to note ITPAC's position on the CDO issue.
- Feedback on the website refresh is requested through the following link: https://www.fairfaxcounty.gov/take-website-refresh-survey

AGENDA:

The first presentation is a **GIS Update.** *The main presenter is Mike Liddle*

- Mike Liddle goes through a presentation that provides updates in three specific areas
  - GIS modernization, including a discussion of how GIS is integrated into the new Planning and Land Use (PLUS) system
  - The many uses and benefits of Remotely Sensed Data Acquisition Convergence (orthophotography, planimetric, oblique photography, 3D modeling, LIDAR surface imaging, and land cover)
  - GIS Excellence in Fairfax County. Highlights dozens of examples from the GIS Excellence Gallery [Mapping the Stories of Fairfax County | GIS and Mapping Services](#), including:
    - Pivot Business Recovery Grant Program used as an example of dashboard use
    - PLUS System integration with GIS
    - Resilient Fairfax – Office of Environmental and Energy Coordination
    - Redrawing Precinct Boundaries
    - Park Authority – Equitable Access to Parks
    - FRD Rescue Vision – real time situational awareness and decision support

- ITPAC inquired about how do we ensure this impressive amount of data and resources aren't used against us by nefarious actors. Mike Liddle responds that we do hide certain data such as fire hydrant information and do not display personal information, such as HIPAA data. It is noted that this is largely open data, but we do follow security best practices recommended by the County's Information Security Office.
- ESRI, a global market leader in geographic information system (GIS) software, location intelligence, and mapping recognized Fairfax County with its inaugural *Enterprise Approach to GIS Award* at its 2022 CIO Summit in April. This award recognizes achieving excellence in advancing the power of geography for business, government, and society through an enterprise-wide approach.

The next presentation is an **Elections Update.** *The main presenter is Kim Satterthwaite*

- Kim Satterthwaite goes through a presentation that included a recap of the November 8th election, including a summary of the staff support required. The presentation also noted several upcoming election-related projects and updates, including:
  - A summary on the expanded and reconfigured Office of Elections space in the Government Center and warehouse
  - Special Election on 1/10/23 for the District 35 Delegate seat that impacts 20 precincts
  - Renaming of the Lee District to the Franconia District. A public hearing is scheduled 12/6
  - Voting equipment upgrades. A multi-year project has commenced
- ITPAC notes that they have heard there are going to be substantial changes to the state system and asks if there are plans in place to provide funding to the Office of Elections for any changes that result from this. Kim Satterthwaite and Brian Heffern respond that costs are unknown at this point, so no specific funds have been identified to date; however, it is anticipated that if funding is required, the Office of Elections will make the request at the appropriate time to DMB.
- Chief Information Security Officer Mike Dent discusses a workgroup on which he has served from which new state security standards for conducting elections will emerge. Mr. Dent states that it is likely going to result in a significant unfunded mandate for local jurisdictions, some of which are not equipped or funded to implement. On the good side, the State is largely using Fairfax County as a model, but there will likely be some funding requirements for Fairfax out of this work.

Planned presentations on the New Central BAC Web Page and the Upgrade to Wi-fi and Future Network Upgrades were not presented due to time constraints. They will be added to the agenda for the January 12, 2023, meeting.

CONCLUSION:

The meeting adjourned at 9:58 A.M.

The next regular ITPAC meeting is scheduled for January 12, 2023, at 8:00 A.M. It will be a remote meeting.