

Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

December 3, 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	
Sean Rastatter	Springfield District	X	
Kathryn Walsh	At Large Member	X	

County Staff Present:

DIT – Greg Scott, Chief Technology Officer (CTO); George Coulter; Nate Wentland; Simran Dhani; Matt Dowd; Debra Dunbar; Brian Heffern; Judy Lamey-Doldorf; Mike Liddle; Linda Moore; Mike Palacios; Jeff Porter; Anita Rao; Afsaneh Tibbs; Michelle Breckenridge; Randhir Singh; Adam Eldert; Hilde Kjersgard; Kim Satterthwaite; Lourdes Umana; Velma Dessuit (admin support)

DMB – Mark Thomas; Kim Panzer

December 3, 2020 Meeting Agenda:



ITPAC agenda
December 3 final.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://us02web.zoom.us/j/89332853135?pwd=bDRxM1k2THFiUUJKYnErZEROV2IVZz09>

The meeting can also be accessed by entering the meeting code **893 3285 3135** and passcode **664658** or via phone.

The motion was multiply seconded 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 11/5/20 meeting was moved by Chairman Blum and seconded by Anne Cahill. It was approved unanimously.

Approval of Revised 2021 Meeting Calendar

A motion to approve the 2021 Meeting Calendar with meeting dates on January 28, 2021; March 11, 2021; April 22, 2021; June 10, 2021; September 9, 2021; October 21, 2021; and December 9, 2021 was moved by Chairman Blum and seconded by Kathy Walsh. It was approved unanimously.

Membership Matters

- Sue Hoffman, Mason District, was reappointed to a 3-year term at the 11/17/20 Board Meeting and Ed Blum, Providence District, was reappointed to a 3-year term at the 12/1/20 Board Meeting
- Three other memberships (John Hanks, 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 early 2021.

- New Springfield District ITPAC member Sean Rastatter was welcomed and introduced himself. Mr. Rastatter was appointed at the 11/17/20 Board meeting to a 3-year term.

ANNOUNCEMENTS:

- CTO Greg Scott recognizes Matt Dowd, who is retiring on December 11, 2020 for over 35 years of service. Mr. Scott also notes several other retirements in DIT including Lisa Dowd, Brendan Ford, and Dat Nguyen.
- Greg Scott notes that additional work is being done on DIT's strategic roadmap. Regular meetings are being scheduled with the County Executive and Chief Financial Officer to move this process forward.
- Greg also notes that January 12, 2021 is the next IT Board Committee meeting. Supervisor Walter Alcorn is the Chair.

AGENDA:

The first main agenda topic was a **GIS Update** – *Main Presenters: Mike Liddle, Director DIT GIS Branch and Judy Lamey-Doldorf, DIT-GIS Public Safety Branch Chief*

- Mike Liddle and Judy Doldorf provide an overview of GIS Directions for FY21. Summarizes recent activity including work in support of COVID-19 response.
- GIS modernization is highlighted. Provides substantial additional capabilities and a significant architecture refresh. Notes migration to SQL. Also discusses GIS-Centric Business Systems, such as PLUS, IPLS, and several others.
- The planimetric data update is about 75% complete. Satellite multispectral imagery is also being updated. Aerial photography program flight will take place in March/April 2021. Mike Liddle shows some examples of the LiDAR Resources.
- Anne Cahill asks about GIS role on redistricting. A little more time to complete this year's process compared to last time. Mike Liddle provides a brief overview of the process and technology issues that will need to be addressed. Anne Cahill raises a concern about completely opening up to the public. Can become difficult to manage. Mike Liddle shares concern from perspective of licensing concerns. Greg Scott notes that the County has set up a workgroup to manage this process. Nate Wentland is DIT's representative.
- Mark Lay asks about PII (personally identifiable information) and is that an issue for the GIS-related work. Mike Liddle responds that they absolutely need to keep that in mind. There sometimes needs to be data isolated and in some cases not shared publicly.

The second main agenda topic was an **Infrastructure Update** – *Main Presenter: Jeff Porter, IT Program Director – Infrastructure/Platform Technologies*

- Jeff Porter begins by using the analogy of building a house that was very secure and safe, but due to COVID much has changed as now many county workers who used to be "in the house" are now working remotely.
- Provides high level overview of Networking issues; Wi-Fi/Wired expansion requirements; Telephony/Radio projects; Operations Projects (servers/storage, Citrix replacement, oracle to SQL migration, remote access etc.); Data Center-related Projects; Mail Services Modernization; and Document Services/Multi-Functional Device projects.
- Provides a high-level summary of DIT infrastructure challenges, including COVID-19, shifting priorities, training the workforce, retirements, technology shifts, and increasing call volume, among others.

- Kathy Walsh compliments the team for its work. Greg Scott notes that these presentations really give an overview of DIT's vision for the future. Touchless services. Moving forward in this digital, mobile world.

The third main agenda topic was **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 provided bullet points to ITPAC for consideration on November 13, 2020
- Kathy Walsh circulated a draft letter for ITPAC's consideration on November 20, 2020, which received significant positive feedback.
- ITPAC members agreed to provide any further suggested edits by COB Monday December 7. Chairman Blum will then review and approve with the goal of finalizing on Tuesday December 8.
- Letter will then be forwarded to DMB for inclusion with budget materials provided to the County Executive in mid-December.
- Brian Heffern will provide a link to presentations and video stream for the January 12, 2020 Board IT Committee meeting to ITPAC members.

The meeting adjourned at 9:50 A.M. The next regular ITPAC meeting is currently scheduled for January 28, 2021 at 8:00 A.M. It is anticipated that this meeting will be held remotely.