

Information Technology Policy Advisory Committee (ITPAC) Meeting Summary

March 24, 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	
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	At Large Member	X	
VACANT	Braddock District		
VACANT	Fairfax County Public Schools		

County Staff Present:

DIT – Greg Scott, (CTO); Mike Dent (CISO), George Coulter; Nate Wentland; Rob Barr; Michelle Breckenridge; Simran Dhami; Debra Dunbar; Charles Gore; Brian Heffern; Mike Liddle; Linda Moore; Mike Palacios; Maura Power; Anita Rao; Kim Satterthwaite; Randhir Singh; Afsaneh Tibbs; Velma Dessuit (Admin Support)

DMB – Mark Thomas

DCEX – Ellicia Seard-McCormick

March 24, 2022 Meeting Agenda:



ITPAC agenda March
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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 8:01 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/86470993926?pwd=YnFVU3hhRVVPSmttZjhhamg2SzNVQT09>

The meeting can also be accessed by entering the meeting code **864 7099 3926** and passcode **184180**. In addition, live audio of the meeting may be accessed by dialing: **1-877-411-9748** and entering the conference code: **2909363**.

The motion was seconded by Anne Cahill 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 Anne Cahill and approved unanimously.

Minutes

- A motion to approve the minutes from the 1/20/22 meeting was moved by Kathy Walsh, seconded by Sue Hoffman, and approved unanimously.

Membership Matters

- Since the last ITPAC meeting on 1/20/22:
 - The Board re-affirmed **Anne Cahill (LWV)** at their meeting on 1/25/22
 - The Board approved two new ITPAC members, **Ms. Kendall Holbrook, representing the Fairfax Chamber of Commerce and Mr. Brian McMahon, representing the Hunter Mill District**
- Ms. Holbrook and Mr. McMahon gave brief self-introductions and were welcomed to ITPAC
- There are two remaining vacant ITPAC seats, the Fairfax County Public School Board and the Braddock District. Both have been notified and are working to fill the seats.

Updates from the CTO:

- CTO Greg Scott provided a quick summary on the February 15, 2022 Board IT Committee meeting. Topics discussed included the data framework and cloud strategy.
- Noted that the wireless coverage in County facilities is in the process of being expanded
- Noted that a unified communications strategy being implemented, with expansion of 311 in the near future
- CISO Mike Dent provided a brief update on security-related concerns coming out of the Russian invasion of Ukraine. Focus is on protecting the County's infrastructure and perimeters. His team is monitoring closely and following federal recommendations
- Greg Scott noted that the County has entered into an agreement with a consultant to deliver a broadband digital equity assessment and environment scan. Results of this work will be reported to the Board in June 2022
- Noted recent DIT promotions of Charmaine Reed and Anita Rao. Congratulations!

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.

- The first topic of discussion is whether to hold future ITPAC meetings in person or remotely. Brian Heffern notes that the County is still under a locally declared State of Emergency; therefore, ITPAC is authorized to continue meeting remotely as long as it wishes during the declared State of Emergency. The expiration timeframe of that declaration is unknown. Also of note, HB444, which passed the General Assembly during the 2022 session, allows public bodies (with the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license) to conduct wholly virtual public meetings where all the members who participate do so remotely and that the public may access through electronic communications means. Definitions, procedural requirements, and limitations for all-virtual public meetings are set forth in the bill, along with technical amendments. What this bill means for ITPAC is it allows ITPAC to hold up to two non-consecutive fully remote meetings per year even when there is no local or state declared State of Emergency (with certain limitations). This bill is awaiting the Governor's signature, so it is not yet law. If signed, it would become effective on September 1, 2022. Discussion ensues including a question about the legality/viability of holding hybrid meetings. Brian notes that for now ITPAC must essentially choose to continue holding remote meetings or commit to holding an in-person meeting where at least a quorum of the group are physically assembled in one location. Different sections of the law pertain to each type of meeting. After further discussion, it was decided to hold the May 19, 2022 meeting remotely unless the locally-declared State of Emergency is rescinded.
- The next topic was a lengthy and multi-faceted discussion about the merits of hiring a Chief Data Officer (CDO) position in the County. Anne Cahill introduces the topic stating that such a position is a critical need if the County is to maximize its investments in this area. Typically, a CDO not only has a deep understanding of the culture of their organization, but are also well versed in a number of technical areas such as data structure, data security, and advanced data analytics and data literacy. The Executive level position she advocates would have the authority to respond quickly to data needs and changing priorities and would lead the County's efforts in determining what innovative tools and directions should be pursued so the county can benefit from its' current and sizeable amount of data. A CDO should be able to lead the county into advanced data maturity and analytics, using its data to understand patterns and trends, understand cause and effect, look into the future, and drive organizational learning and data innovation. She advocated (with concurrence from many other

ITPAC members) that support for a CDO position be clearly articulated in ITPAC's FY 2023 Letter to the Board of Supervisors.

Though the discussion of the 2023 ITPAC letter was slated for later in the agenda, discussion turned to that issue at this point. The circulated draft of the letter (on page 2) included the following statement: "As this area gains further importance, ITPAC further recommends that the Board consider establishing a Chief Data Officer to oversee and coordinate this multi-agency activity." Several ITPAC members expressed a desire to expand that statement and make it a larger focus of the letter.

In addition, it was noted that recruiting a CDO, while a difficult challenge and one that can be especially difficult for local government to compete, might be a good opportunity for a program seeking IT professionals who could maintain their private sector employment while realizing long-term career benefits by working on assignment for a time with local government helping residents and businesses and influencing positive change in the community for an initial or transitional period. It was decided to add two additional sentences to the letter - making it very clear that this is an area of substantial interest to ITPAC and additional input and expertise would be provided to county leadership on this topic soon.

Further discussion ensues on steps DIT is taking in this area. The difficulty of securing talent is noted. Greg Scott discusses a Gartner study that concluded CDO is one of the hardest positions for which to recruit. These positions usually come with a bonus structure that local government can't match. Many different perspectives are shared including an inquiry about whether the County envisioned hiring a CDO primarily to manage internal county data or to create a "data as a service business." The answer to that question has a significant impact on the type of individual one would seek - if you're looking to aggregate data and use it more effectively across the county - this is more of an IT/technical function; however, if you're looking to do that and build out a data as a service business (share the data externally, license the data for revenue, etc.), the issues are significantly different and expand beyond the realm of IT. In this case, the CDO would need to be a senior person that understands the implications of compiling and sharing the data externally.

A "training with industry" program that has been successfully utilized with Fort Belvoir is mentioned. In addition, DoD has a program called Skillbridge for military members who are transitioning out of the military <https://skillbridge.osd.mil/>

Brian Heffern noted that due to the schedule for the upcoming Board Budget Committee meeting, the letter needed to be completed today (March 24), so in addition to the two additions to the letter noted above, it was decided to compile all the feedback on this topic, circulate it to ITPAC and add it to the agenda for the May 19 meeting for additional comment and discussion.

AGENDA:

The next topic of discussion is a presentation is entitled "**Low Code Application Adoption.**" *The main presenter is Maura Power.*

- Current state is primarily using Microsoft Low Code tools, while investigating and researching other tools as needed
- The County is acquiring and enabling low code tools within the enterprise to address all sizes of business needs - including leveraging tools for analytics, robotic process automation, and application awareness. This is a collaborative effort across DIT in which many branches have roles to ensure success. Agencies also have roles and responsibilities to fulfill.
- Why are we doing this? To connect development across the enterprise; to better manage and shorten development time; to empower users to address business needs; to realize efficiencies and

better manage our technology portfolio; to realize cost efficiencies and reduce redundant applications; and to take a step towards a larger team-based application governance approach

- Governance – The proposed application governance board team consists of technical SMEs – Developers from eGOV, HHS, Enterprise Client Technology, and Analytics. Leadership would include: Platform Technologies, Enterprise Business Applications (Multiple areas;) eGov, GIS, and Security...as well as representatives from Agency IT Managers
- Priority issues include: Environment Provisioning, Data Loss Prevention Policies, Email Integrations, Gateways, Document Storage, and Application Inventory Tracking
- Discussion ensued, including Kendall Holbrook noting that her company had been very active in this area, and she would be willing to sit down with the County team and discuss lessons learned and best practices. Deputy Director Nate Wentland indicated he was very interested in further discussions on this topic.

The Legislative Update was not completed due to time and ITPAC members were referred to the presentation and asked to reach out to Brian Heffern with any questions.

The meeting adjourned at 10:00 A.M. The next regular ITPAC meeting is currently scheduled for May 19, 2022 at 8:00 A.M. Unless the locally-declared State of Emergency is lifted before this date, ITPAC will hold this meeting remotely.