**Information Technology Policy Advisory Committee (ITPAC) Meeting Summary**

September 22, 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 |

*Anne Cahill had technical issues at the beginning of the meeting but was able to get them worked out and fully participated for the last 1.5 hours of the meeting.
**Kathryn Walsh was online for the entire meeting and able to hear all the presentations; however, she was having audio issues (her voice could not be heard) that prevented full participation

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

***September 22, 2022 Meeting Agenda:***



ITPAC agenda
September 22 REVISE

***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. As noted on page one, Anne Cahill and Kathryn Walsh were having technical issues at this stage of the meeting and their voices could not be heard during roll call.

As a quorum of nine could be heard, the decision was made to proceed, and Chairman Blum made the following motion: "I move that each member's voice (Ms. Cahill and Ms. Walsh excepted) 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 Microsoft Teams video conference, and that the public may access this meeting by using Teams meeting number **295 391 949 943** and enter passcode **9rAPwo** or live audio of the meeting may be accessed by dialing: **1-571-429-6328** and entering the conference code **859 523 334 followed by the # sign.**

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 7/21/22 meeting was moved by Ed Blum, seconded by John Hanks, and approved unanimously.

**Discussion and Vote on Revised Remote Meeting Policy and New All Virtual Meeting Policy**
- As part of the meeting materials for this meeting, ITPAC members were provided with two documents to review.  ITPAC is reminded that HB444, which passed the General Assembly during the 2022 session, allows certain public bodies 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. 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 law became effective on September 1, 2022; however, it requires a written policy and vote by the BAC to implement.

A separate section of the bill also sets some revised standards for remote call-in to *in-person* meetings. The major changes are that if an individual resides more than 60 miles from the meeting location, that is now considered a legitimate reason for call-in (in addition to illness, family illness, or personal reason (up to 2 times per year).  Second, written pre-approval must be obtained prior to calling-in to an in-person meeting. ITPAC previously determined that the best way to handle is to send an email to Chairman Blum ([eblum@blumandco.com](mailto:eblum@blumandco.com), copying Brian Heffern ([brian.heffern@fairfaxcounty.gov](mailto:brian.heffern@fairfaxcounty.gov)) providing the reason for needing to call in. This revised policy also requires review and a vote by the BAC to implement.

Therefore, a motion is made by John Hanks to approve both the new all-virtual meeting policy and the revised remote meeting policy. It was seconded by Sue Hoffman and approved unanimously.

## 2023 Schedule Discussion

- A discussion on the 2023 ITPAC meeting schedule was held, with the draft calendar having six meetings, largely mirroring the 2022 schedule.  It is noted that DIT also has to staff 3 Board IT Committee meetings in 2023 and thus having six spaced meetings allows staff to properly prepare for all meetings.  ITPAC is encouraged to review over the next two months and then a final decision will take place at the December 1, 2022 meeting.

## Membership Matters

- There was no additional update on the vacant Fairfax County Public School Board ITPAC seat. FCPS staff liaison continues to work with leadership to identify a candidate.
- It was noted that the following memberships expire on December 31, 2022: Dennis Carlton (Sully), Rajni Goel (Dranesville), Rich Kostro (Mt. Vernon), Mark Lay (NoVA Technology Council)

## 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.

   o  Greg Scott noted that the Clerk's Office is working on a webpage dedicated to BACs that will include basic information and bios of members. This is supplemental to DIT's ITPAC webpage.
   o  Ed Blum asks if there are any concerns in the security arena given recent reports in the media. Greg Scott and Charlie Gore respond that the County remains vigilant and has made significant investments in this area but has not noted a specific increase in targets over the recent short term.
   o  Michael Aschenaki asks about the long-term outlook for the county as it pertains to remote work. Greg Scott responds that the County is currently hybrid with 40% in person and up to 60% remote work allowed for job functions that can be done remotely.  Does not see that changing in the short term. It is mentioned that this may put the county as a disadvantage compared to private sector IT companies that allow full remote work.
   o  Michael Aschenaki asks a follow up about the difficulty of recruiting in the current "insane" market. A discussion ensues on this topic including many participants, with the general theme being the county is in a very challenging situation. Greg Scott notes that the Board is aware of this and has asked staff to come back to the Board with an updated list of job classes that are having significant recruitment issues, so consideration to providing enhancements such as signing bonuses can be considered. Even given that, recruitment is anticipated to remain a difficult issue for governments at all levels for the foreseeable future.

**AGENDA:**

The first presentation is entitled **Planning and Land Use System (PLUS) Update.** *The main presenters are Greg Scott, Nate Wentland, Randhir Singh, and Jill Huff:*

- Greg Scott provides an overview of the PLUS project including progress to date and introduces the presentation on the topic.
- Nate Wentland, assisted by Randhir Singh and others go through the presentation. A focus is made on the upcoming 10-day cutover, which is required due to significantly high data volume, related to the size of the county; sequencing of data loads; voluminous data export/import from supporting systems; and the complexity from moving files and data from a system that is over 10 years old to a more modern system. Mr. Wentland compares the scope of the work to Arlington County, noting that Fairfax has approximately 180 forms to convert, which is exponentially larger than Arlington, which utilized a 7-day cutover.
- Jill Huff from Land Development Services provided ITPAC with an extensive demo of the new system, walking through its many capabilities and features.
- Dennis Carlton asks about the number of forms to convert and were efforts made to consolidate. Greg Scott and Jill Huff respond that efforts were made to consolidate and streamline as much as possible. The volume of forms has been reduced by more than half.
- Anne Cahill asked about how many years of historical data is being moved to the new system. The response is that it depends on the business area. Some historical data needs to be held in perpetuity, while in other areas it is far less. The goal is to make sure to meet retention requirements in each business area.

The second presentation is entitled **Upgrade to Wi-fi and Future Network Upgrades.** *The main presenters are Greg Scott, Mike Palacios, and Mubashir Ahmed.*

- Greg Scott provides an overview of the Wi-fi Upgrade project including progress to date and introduces the presentation on the topic
- Mike Palacios provides a detailed presentation and notes up front the goal is to upgrade the County's aged wired and wireless network infrastructure to meet today's network demands as well as position that infrastructure to enable future technology demands
- Juniper Mist Access Points (APs) and cloud-based software defined management platform was selected after a successful 90-day evaluation of 40 APs at 2 major county buildings
- Phase 1 – 100% complete: Upgrade old Wi-fi APs with new Wi-fi-6 APs
- Phase 2 – 66% complete: Expand Wifi & CAT6a cabling at entire Government Center Complex
- Phase 3 – 40% complete: Expand Wi-fi and install new Wi-fi cabling at other large county buildings (South County, Merrifield, Courthouse, MPSTOC, and PSHQ)
- Summarizes Project Outcomes on Slide 9

**CONCLUSION:**

Before adjourning, a brief discussion on holding the December 1, 2022 ITPAC meeting in person or remotely occurred. The situation will continue to be monitored and a decision made closer to the actual date. Brian Heffern will monitor whether the locally declared state of emergency is still in place as that will be one factor to consider. It will likely be necessary to continue having these discussions at the end of each meeting.

The meeting adjourned at 9:55 A.M.

The next regular ITPAC meeting is scheduled for December 1, 2022 at 8:00 A.M.