



Technology and Communications Commission
Tuesday, August 2, 2022, 7:00 p.m.
Council Chamber, Town Hall
Agenda

- Call to Order
- Establish Quorum
- Pledge of Allegiance
- Approval of Minutes
 - July 5, 2022, Meeting Minutes
- Petitioners
- Old Business
 - None
- Subcommittee Reports
 - Economic Development/Mason Enterprise Center Partnership, Binkley
- New Business
 - Phone System Project Update
 - Enterprise Video Server Update
- Commissioner Comments
- Council Member Comments
- Information Technology Director Comments
- Adjourn

If you require any type of reasonable accommodation as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Jakub Jedrzejczak, Director of Information Technology, 703-771-2708. Three days' advance notice is requested.

Technology & Communications Commission
DRAFT MINUTES
July 5, 2022

Commission Members Present: Peter Hill, Chair
John Binkley Vice Chair
Aaron Nadler
Richard Jackson
Katherine Johnson
Ben Taylor
Chris Grandjean

Commission Member Absent: None

Council Liaison Absent: Neil Steinberg

Staff Present: Jakub Jedrzejczak
John Callahan

1. Call to Order 7:00 PM
2. Establish Quorum
3. Pledge of Allegiance
4. Approval of Minutes

May 3, 2022, Mr. Jackson Motion to approve. Ms. Johnson 2nd, motion passes 5-0

5. Petitioners – None.
6. Old Business
7. Subcommittee Reports

Economic Development/Mason Enterprise Center Partnership – None

8. New Business

Information Technology Road Map – Presentation

Mr. Jedrzejczak provided a quick overview of the changes in the new fiscal year by reviewing the departments three-year technology road map.

He gave an overview of the changes in technology because of Covid and how that accelerated the Town through the changes in Technologies offered by the Town. However, the cyber threats have increased since the beginning of Covid as well. Cyber security investments have increased 300% and now 14% of Information Technology budgets are dedicated to cyber security. Cyber insurance is changing too and if certain cyber security policies are not in place, the insurance companies are increasing cost of coverage and decreasing what is covered or dropping those that do not meet a standard cyber security policies and practices.

Mr. Jedrzejczak share that some of the items on the Town road map are identified on a list of technology priorities from the National Association of State Chief Information Officers (NASCIO) and State Chief Information Technology Officers (CITO) top ten policy and technology priorities for 2022. First on the list is Cyber Security, and number two Digital Government and Services.

The IT team is complete, and we can play soccer. There are eleven IT staff now employed in the department. We can attack and play defense. Our help desk staff, Dana and Kyle are the attack and first line of defense. Matthew and Andrew are our Senior Systems Analyst and are also close to the customers, they streamline process, build electronic forms and do much of the development. The IT leadership is Jesse GIS Manager, Annie is Budget and Project Manager and training coordinator, the Senior System Architect, Bill McIntyre, John Callahan Deputy, and on the side Matthew and David, are our senior system engineers to make sure the network is working. The goalie is the goalie.

Jesse the Enterprise GIS Manger gave an overview of the initiatives for the Town GIS Program for the next year. The first is the public facing Town Geo Portal site. This is a centralized GIS platform and includes web maps, story maps, dashboards applications community information static map gallery and potentially open data. Loudoun County has a similar Geo Portal in place, but the Town would have more Town specific items. Jesse is looking to town staff and eventually the public for input. This will make GIS readily available for all town residents and public on the same page in regard to data and maps. Geo portal enables staff to view and analyze data and be less reliant on software or the cloud platform. The story maps are a cool way to highlight items around Leesburg. Some examples of story maps are the tree walking maps for walking around town including Ida Lee and downtown. Another enhancement is the ability to integrate the GIS and other Town applications and systems including Laserfiche. Also making GIS cloud database enhancements, including, improving functionality, and house cleaning with the ArcGIS online portal. Start to organize training sessions related to the ArcGIS Pro application and navigating the Town's ArcGIS Enterprise and communicate to the Town's GIS user group.

Mr. Jedrzejczak followed up the presentation on the GIS initiatives with the improvements that the Town has made to the GIS system over the past year.

Training is a main focus for Mr. Jedrzejczak and the department this fiscal year.

Mr. Jedrzejczak cannot forget about the foundation which first is cyber security. A reminder cyber security is public safety, critical infrastructure, clean water and the function of everyday government operations.

Mr. Jedrzejczak and Mr. Callahan reviewed and gave updates on the past, current and future projects on the roadmap for the next three years.

Mr. Jackson asked who takes the penalty kicks? Mr. Jedrzejczak said the help desk people deliver the smile, the senior system analysts those that build the solutions.

Mr. Hill has seen most things that are more evolutionary and not revolutionary which is good. Think about the help that is needed from the commission for example where the upgrading of switches, the commission can help is securing funding for the that from council.

Mr. Hill comments that what the town is doing is not revolutionary, but projects like the phone system will have a big impact.

Mr. Jedrzejczak says training in Technology is very important because 31% has few or no technical skills and 43% are employed in jobs that required to have moderate technical skills. That is a challenge, and the Towns part is to put staff in place where they can be successful.

Mr. Hill, you are right on the training, most people have a smart phone and training will be critical for the applications that people will be using on them as they are not just phones anymore.

9. Commissioner Comments –

Mr. Hill welcome to the new members and that the Tech Commission works well with IT staff and the commission is able to sell to the council and highlight the importance of the technology.

Mr. Hill mentions that you will receive an email and you will need to take the security training that the town has for cybersecurity.

Mr. Hill asked from a personal comment and If Covid is not gone, please be considerate to the other commission members and stay home if you are sick.

Mr. Jackson let the commission know that if you are ill, you can participate electronically.

Mr. Hill indicated that we cannot have a meeting if you do not have a quorum in the room physically. There are rules that you cannot miss so many meetings a year.

Mr. Callahan review the rules of meeting attendance with the commissioners.

Mr. Binkley extended a welcome to new members.

10. Council Liaison Comments –

Mr. Steinberg corrected that administratively if you miss the third meeting it is an administrative removal from the Town Manager and Town Clerk, not Council.

Welcome to the new members and get familiar with the rules and regulations of what is expected and to get with the Clerk, Eileen Boeing.

Mr. Steinberg was thinking during the meeting that there are twelve commissions in Town and that this commission has the greatest and most comprehensive responsibility, and this commission needs to understand the complexity of all of the components of this town and how everything fits together and why it is critical and why we have all of the things we have here. It hard to appreciate the communication required between three departments for the fourth of July festivities and how flawless it was because of the work of the commission and the decisions that the commission brings to the council.

11. Director of Information Technology Comments-none

Mr. Jedrzejczak says that technology unites us, and the objective is for the town to work together and there is no politics in the room and that we all work together. He is available for Commissioners to stop by Town Hall and talk. No more than two commissioners at a time though.

12. Adjourn 8:07 PM Jackson *Motion to adjourn*, Binkley2nd. *Motion to adjourn passes -0.*

Next Meeting: August 2, 2022