Technology and Communications Commission
May 7, 2024, 7:00 p.m.
Council Chamber, Town Hall
Agenda

- Call to Order

- Establish Quorum

- Pledge of Allegiance

- Approval of Minutes
  - April 2, 2024, Meeting Minutes

- Petitioners

- Old Business
  - Digital Town Hall Technology and Communications Commission Public Input - Update

- New Business
  - Network Assessment Project – Update
  - Video Enterprise Server Project – Update
  - Backup Server Project - 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
April 2, 2024

Commission Members Present: John Binkley Chair
Richard Jackson, Vice Chair
Aaron Nadler (Electronic Participation)
Katherine Johnson
Brandon Garay
Eric Whyne

Commission Member Absent   Chris Grandjean

Council Liaison Present: Neil Steinberg

Staff Present: Jakub Jedrzejczak
John Callahan

1. Call to Order 7:00PM

2. Establish Quorum
    a. Quorum present.
        Binkley Motion - Pursuant to VA Code § 2.2-3708.2 and the Town's Remote
        Electronic Participation Policy, Commissioner Nadler has informed me, as the Chair
        that he/she is unable to attend the meeting due to personal matter. Arrangements have
        been made for his voice to be heard by everybody. Commissioner Nadler is
        participating Frisco, Texas."

        2nd Jackson, Motion Passes 5-0.

3. Pledge of Allegiance
4. Approval of Minutes – March 5, 2024, Motion Johnson, 2nd Jackson, Motion Passes 6-0 .
5. Petitioners – None

6. Old Business
    a. Digital Town Hall Technology and Communications Commission Public Input
        Mr. Jedrzejczak apologized for the delay in completing a survey, citing a busy budget
        season and a series of annexation meetings. He mentioned a scheduled meeting with
        the town manager to discuss potential additions or suggestions for the survey. He
        acknowledged that progress has been slow but assured that everyone is doing their best
        to move forward with the project.
        Mr. Binkley indicated that this would be tabled until the next meeting.

7. New Business
    a. Boards and Commission Network Event
        Mr. Jedrzejczak mentioned that he won't be able to physically attend an upcoming event,
        but Mr. Callahan will attend. He suggested Mr. Binkley prepare 2-3 slides for the event. Mr.
        Jedrzejczak emphasized the importance of networking opportunities with this event. He

mentioned that Mr. Binkley has participated in the event in the past and encouraged attendance by Commissioners. He also highlighted the presence of food at the event as an important aspect.

Mr. Binkley expressed that attending the event is enjoyable, moves quickly, and is interesting to see what other commissions are doing. He highly recommends it, emphasizing the value of interacting with other commissioners after the short presentations.

b. Town Cyber Security Council – Discussion

Mr. Jedrzejczak discussed the importance of establishing a Cyber Security Council based on CISA recommendations. He proposed creating a document outlining the council's purpose, membership, and meeting frequency, which would be presented to the town leadership and eventually approved by the town council. He emphasized the need for clarity in envisioning the council's role and suggested potential meeting frequencies. He welcomed discussion and offered suggestions on how the council could assist in cybersecurity efforts, highlighting the importance of collaboration across departments. He mentioned recent discussions on password management and highlighted recommendations from organizations such as NIST and CIS for using password managers.

Mr. Jedrzejczak emphasized the importance of establishing a Cyber Security Council to promote cybersecurity practices across the organization. He highlighted the need for a body that specializes in cybersecurity and involves key members, such as the Chief of Police and Director of Utilities. He stressed that cybersecurity is everyone's responsibility and shared examples of recent cybersecurity incidents, underlining the increasing threat. He proposed that the Council draft a document outlining the purpose, membership, and meeting frequency, which would be presented to town leadership and the council. He opened the floor for suggestions on additional members and offered to work with two individuals from the Commission to develop the document, emphasizing its importance for the IT department.

Mr. Binkley suggested developing a draft charter for the Cyber Security Council, comparing it to the three lines of defense concept used in the financial world. He offered to work on the document and encouraged others to join in. He emphasized the importance of buy-in and leadership involvement to effectively promote cybersecurity practices throughout the organization.

Mr. Jedrzejczak suggested including someone from the Emergency Management Office in the Cyber Security Council. He highlighted the importance of considering the potential impact of cyber incidents on physical infrastructure and mentioned that they are working with the Emergency Management Office on cybersecurity scenarios. He emphasized the joint responsibility of both IT and Emergency Management in preventing and reacting to cyber threats. He suggested that having representation from the Emergency Management Office in the council would be beneficial and mentioned that he already has three people in mind for the council but is open to suggestions for additional members. Mr. Jedrzejczak indicated that he should be a liaison as a Chief Information Security Officer (CISO).

Mr. Jackson suggested that there could be 4 or 5 members, including Tow Employees, or regular citizens.

Mr. Jedrzejczak indicated that members of the Town Council that represented the citizens and some representation from the Technology and Communications Commission too.

Mr. Binkley What should the CISO play a important active role?

Mr. Jedrzejczak suggested that the Chief Information Security Officer (CISO) should facilitate discussions within the Cyber Security Council. He emphasized the importance of the

council's input on cybersecurity policies and priorities, rather than the CISO dictating decisions. He mentioned that the council's opinions could influence policy advocacy and priorities, providing a more collaborative approach to cybersecurity management.

Mr. Jedrzejczak mentioned the importance of working with decision-makers within the organization, such as the town manager and their deputies. He highlighted that the town manager has three deputies who oversee various departments and play a crucial role in executing certain initiatives.

Mr. Binkley indicated that it could be the Town Manager or his designee with proxy.

Mr. Steinberg suggested a different approach to department representation within the Cyber Security Council. He proposed that department heads might delegate attendance to someone within their department rather than attending themselves, as they are often busy with other tasks. He also mentioned that members of the Commission could fill out the council, offering a public face to the initiative. He suggested that these positions could be assigned by someone at a high level, such as the deputy town managers, Keith Markel or Kate Trask.

Mr. Jedrzejczak agreed with the suggestion of involving individuals from utilities and the chief of police department in the Cyber Security Council. He emphasized the importance of flexibility in the document they are developing, ensuring that it provides clarity on the council's purpose while allowing for individual departments to designate representatives. He expressed the need for the council itself to have autonomy in developing its mission and focus, with his guidance as needed.

Mr. Binkley asked if there was a position description for the CISO yet.

Mr. Jedrzejczak indicated that he does have a general description and role of a CISO.

Mr. Jackson indicated that there was a handout last month that defined the role of the CISO and if that could be sent out and used as a starting point.

Mr. Jedrzejczak suggested he needed two Commissioners, and Mr. Binkley and Mr. Nadler will participate in developing the Cyber Security Council charter.

Mr. Jedrzejczak emphasized that there is no immediate time pressure, but he would like to have a draft within the next two months. He suggested that the draft would be presented to the town leadership and town council as a single document, indicating that both groups should be included. He highlighted that the Commission initiated the idea and seeks support, emphasizing that it's a valuable endeavor that doesn't require additional funding, only volunteer time. He concluded by stating that was all for his comments, but mentioned he had one surprise question at the end.

c. FY25 Information Technology Budget Update

Mr. Jedrzejczak provided an overview of the budget process, mentioning a shift towards a more conservative budget approach due to current financial constraints. He highlighted the importance of cybersecurity and outlined investments made in enhancing cloud security and expanding network infrastructure. Additionally, he discussed the need for additional licenses for various software tools, including the enterprise financial system and public information office software. He mentioned physical relocations of departments, necessitating network expansion, and the need for a security training program. Despite budget constraints, he emphasized the continuation and expansion of key projects, including a digital Town Hall initiative and the hiring of positions such as a business analyst and GIS analyst to support these initiatives. He expressed a deliberate approach to minimize unnecessary spending given the current circumstances.

Mr. Binkley asked what the unfunded requests are. Are they likely to get funded later?

Mr. Jedrzejczak indicated that the unfunded requests do reach the Council and that the town leadership supports the requests.

Mr. Jedrzejczak discussed the need for more information regarding potential budget line items before the Council can approve them, particularly in relation to the digital foundry. He expressed his willingness to provide additional information when asked, either to explain the reasoning behind budget requests or to address financial constraints. He emphasized the relevance of the GIS analyst position, highlighting the increasing demand for GIS services and its value in various areas such as cybersecurity and AI. He mentioned the implementation of a community development program and the need for additional personnel in the GIS department. He expressed confidence in the budget process, citing past successes in obtaining funding for necessary projects from both the Commission and the Council.

8. Commissioner Comments –
   Mr. Nadler awesome about the training room.

9. Council Rep Comments.
10. **Mr. Steinberg** is looking forward to the tour.

11. IT Director Comments
    Mr. Jedrzejczak invited everyone to join him outside the door and tour the last floor of the building, which has been recently renovated due to their support and hard work. He highlighted their accomplishments, including their emphasis on tech training over the past three years. Despite initial skepticism about space constraints, they now have a dedicated training room, fulfilling a request he made years ago. He expressed his excitement to show the room, which he sees as essential for in-person training, especially given his background in education. He emphasized that the room will not only be for IT training but also for safety training and other purposes. He concluded by inviting everyone to join him for a tour after the meeting and expressed his gratitude.

12. Adjourn 7:44 PM Motion to adjourn, Jackson, 2nd Johnson, Motion Passes 6-0

Next Meeting, May 7, 2024, 7:00 pm.