



Technology and Communications Commission
September 3, 2024, 7:00 p.m.
Council Chamber, Town Hall
Agenda

- Call to Order
- Establish Quorum
- Pledge of Allegiance
- Approval of Minutes
 - August 6, 2024, Meeting Minutes
- Petitioners
- Old Business
 - Digital Town Hall Technology and Communications Commission Public Input – Update
- New Business
 - Technology and Communications Commission Annual Report December 10, 2024
 - IT Department Projects Update – Presentation
 - IT Director Search - 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
August 6, 2024

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

Commission Members Absent: Katherine Johnson
Chris Grandjean

Council Liaison Absent: Neil Steinberg

Staff Present: Owen Snyder
Jakub Jedrzejczak
John Callahan

1. Call to Order 7:00PM

2. Establish Quorum

Quorum present.

3. Pledge of Allegiance

4. Approval of Minutes – July 2, 2024

Motion to approve Jackson, 2nd Whyne, Motion Passes 5-0.

5. Petitioners – None

6. Old Business

Digital Town Hall Technology and Communications Commission Public Input – Update
Mr. Jedrzejczak indicated that he has a meeting with the consultants next week and that his understanding is that the survey should be released shortly after the meeting with the consultants.

Cyber Security Council and CISO – Update

Mr. Nadler asked about the two recommendations that were put together for last month.

Mr. Jedrzejczak confirmed it is for the Cyber Security Council and Chief Information Security Officer and that the documents that were passed back and forth between Mr. Nadler and Mr. Jedrzejczak were looking fine. Next step is to send the documents to Town Leadership.

Mr. Binkley Do you want that recommendation to come from the Commission?

Mr. Jedrzejczak affirmed that it should come from the commission and that he will provide the email addresses for Town Leadership to send the recommendation.

Mr. Nadler asked if the commission should vote on the recommendation?

Mr. Jedrzejczak suggested that the commission did not have to as the recommendation for the Cyber Security Council and CISO after working with the CISA and that the Town should consider adopting.

Mr. Jackson (Inaudible)

Mr. Callahan Response (Inaudible)

7. New Business

IT Accomplishments 2019-2024 Presentation

Mr. Jedrzejczak opened by expressing his deep gratitude for the opportunity to serve as the Director of the Information Technology Department, a position he has held for the past five and a half years. His tenure caps off a remarkable 19-year career in public service, during which he has dedicated himself to improving the technological infrastructure and services of the town. He announced that he will be stepping down from his role, driven by the need to spend more time in Poland with his family and pursue personal interests.

Reflecting on his time as director, Mr. Jedrzejczak proudly recounted the significant milestones achieved by the IT department under his leadership. He highlighted the department's progress in enhancing cybersecurity measures, which has been a top priority given the increasing threats in the digital landscape. The department's efforts in securing the town's data and systems have been complemented by the successful creation of a digital town hall, streamlining access to municipal services for residents and businesses.

Another cornerstone of his leadership has been the emphasis on IT training programs. Recognizing the rapid pace of technological change, Mr. Jedrzejczak championed initiatives that equipped town employees with the skills needed to navigate and utilize new systems effectively. These programs have not only improved internal efficiencies but also empowered staff to better serve the public.

Mr. Jedrzejczak also highlighted several key projects that the department successfully completed. These include the migration to Office 365, which enhanced communication and collaboration across departments, and significant upgrades to the town's network systems, ensuring they are robust, secure, and capable of supporting future growth. One of the most notable accomplishments was the cloud migration of various critical systems, including those used by the police department, which has increased reliability and accessibility while reducing operational risks.

He emphasized the collaborative spirit within the IT department, praising his team's dedication, expertise, and ability to meet the evolving technological needs of the town. The department's achievements, he noted, were not possible without the collective efforts of his colleagues, who have consistently risen to the challenge of delivering high-quality IT services.

Mr. Jedrzejczak also acknowledged the importance of partnerships with external organizations, such as Loudoun County and Homeland Security. These collaborations have been instrumental in strengthening the town's cybersecurity posture and expanding the range of IT services available to the community.

In his closing remarks, Mr. Jedrzejczak reflected on the strong relationships and sense of camaraderie that have defined his time in the department. He expressed pride in the department's accomplishments, particularly in the areas of training, system development, and maintaining a secure and reliable IT environment. He noted that the work done by his team has not only advanced the town's technological capabilities but has also had a positive and lasting impact on the local community.

He concluded by thanking his team for their unwavering support and hard work, which have been critical to the department's success, and expressed confidence that they will continue to build on this foundation in the years to come.

8. Closed Session – Town of Leesburg Incident Response to Global Outage.

Binkley MOTION: I move pursuant to § 2.2-3711(A)(19) of the Code of Virginia that the Leesburg Technology and Communications Commission convene in a closed meeting for the purpose of receiving a staff briefing regarding actions taken to respond to specific cybersecurity threats or vulnerabilities to the Town of Leesburg as a result of the recent global outage.

2nd Jackson Motion Passes 5-0

Time in closed session: 7:33AM

Binkley MOTION: In accordance with Section § 2.2-3712 of the Code of Virginia, I move that the Leesburg Technology and Communication Commission certify to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act and such public business matters for the purpose identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Commission Council.

2nd Jackson
Roll Call Vote
Binkley - Yea
Jackson - Yea
Nadler - Yea
Grandjean - Yea
Garay - Yea
Whyne - Yea

Time out of Closed Session 8:02

9. Introduction of Owen Snyder

Mr. Jedrzejczak introduced Owen Snyder the Assistant Town Manager.

Mr. Snyder the assistant town manager, introduced himself and highlighted his responsibilities in finance, IT, and HR. He acknowledged that although he's only been in his role since April 22nd, he's been impressed by the contributions of Cuba, the outgoing IT director, and his team. Snyder praised Cuba's leadership, particularly during challenging situations like a cyber incident and the transition to remote work during COVID-19. He expressed that Cuba will be greatly missed and appreciated the support Cuba provided him during his short tenure.

Mr. Snyder mentioned that he plans to regularly attend meetings with the IT Director to maintain open communication. He shared that the town is actively searching for Cuba's replacement, with a search firm engaged and the process set to begin soon. He invited the Tech Commission to think about the qualities they would like to see in the new IT Director and to provide input when the time comes.

Mr. Snyder mentioned that the town manager has initiated a management assessment of the IT department, with a draft report expected in the next few months. He concluded by expressing his appreciation for his time in Leesburg so far and welcomed any questions.

Mr. Binkley welcomed Mr. Snyder and offered the help of the commission with any technology assistance.

Mr. Snyder was appreciative of the offer.

Mr. Jedrzejczak expressed his appreciation for Clark, the former finance director, who served the town for about ten years. He acknowledged Clark's significant contributions and leadership, emphasizing how much Clark will be missed. Jedrzejczak noted that Clark always supported him and that he felt fully backed by him during their time working together. He also shared personal memories, mentioning that some colleagues joked about Clark being his "older twin brother" because of their similar appearance. Finally, Jedrzejczak recognized the importance of building on Clark's legacy as he continues to lead the IT department.

Mr. Snyder informed the Commission that Mr. Callahan will be serving as interim director until a replacement has been made.

10. Commissioner Comments

Mr. Jackson expressed his deep appreciation for Huba, who has been a key figure for nearly four years. He mentioned that Huba has been very informative, and Jackson has learned a lot from him, despite their interactions being only once a month. Jackson emphasized that Huba will be greatly missed. He also expressed relief that John is still on board, considering him an anchor for the team. Finally, he offered a heartfelt thank you to Kuba.

Mr. Binkley was very appreciative of his work over the last five years and that Mr. Jedrzejczak made a big impact on the Town and was very engaging with the commission.

Mr. Nadler reflected on his experience with the Commission, noting that he joined just a month or two after the person he was addressing. He recalled the early meetings and how much progress has been made over the past five years, which he said feels like ten. Nadler expressed admiration for how far they've come, especially in handling ideas and navigating challenges like COVID-19. He remarked that when he first joined the Commission, he didn't think they would have been able to manage it, but by the time COVID hit two and a half years later, he found their achievements truly impressive.

Mr. Garay thank Mr. Jedrzejczak personal and echo all the sentiments and appreciates all the work Mr. Jedrzejczak did on behalf of the Town.

Mr. Whyne thanked Mr. Jedrzejczak and wished him well in all of his future endeavors.

11. Council Rep Comments – None

12. IT Director Comments

Mr. Jedrzejczak expressed gratitude, stating that the best gift he received was the trust placed in him. He emphasized the importance and difficulty of the job, sharing that he had mentioned this to Kai as well. He thanked everyone again for their trust and support.

13. Adjourn 8:13PM Motion to adjourn Jackson, 2nd Garay, Motion Passes 5-0

Next Meeting, September 3, 2024, 7:00 pm.

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