



MEETING MINUTES

Call to Order and Welcome:

The meeting was called to order at 1:20pm by Ms. Kozanas. Ms. Kozanas welcomed back the members and welcomed guest speaker Dan Wolf.

Mr. Heslinga noted as follows:

This meeting of the ITAC is occurring during a declared state of emergency, pursuant to Governor Youngkin's Executive Order 34 (effective August 6, 2024). ITAC includes members at considerable distance from the central, physical meeting location. It is impracticable or unsafe due to the nature of the emergency to require physical attendance to assemble a quorum in the physical location. And the purpose of this meeting is to provide for the discharge of ITAC's lawful purposes, duties, and responsibilities.

All meeting materials are available through the Agenda link on the page for this meeting on the Virginia Regulatory Town Hall. Necessary information to attend the meeting virtually is also available there. Both were fully available to the public on Monday, August 5. The public has had an opportunity to join this meeting virtually (as with all ITAC public meetings), and there was an opportunity to provide public comment during the customary times (virtually by email as well as in-person today).

Accordingly, the requirements of Virginia Code § 2.2-3708.2 are met, and this meeting is being held without the requirement for a physically assembled quorum.

Presiding:

Dena Kozanas, Vice Chair

Members present in-person:

Secretary of Administration Lyn McDermid

Chief Information Officer of the Commonwealth
Bob Osmond

Commissioner Melis (designee of Sec. Slater)

Phea Ram

Delegate Michael Feggans

Adam Lee

Members participating remotely:

Dena Kozanas

Delegate Marty Martinez

Senator Saddam A. Salim

Senator Bill DeSteph

Delegate Kannan Srinivasan
Delegate Joshua Thomas
Sam Nixon

Senator Jennifer Boysko
James Kraemer
Anthony Gitalado

Members Not Present:

Robert Turner
Dr. Timothy Tillman
John Craft

Cherif Kane

VITA Personnel Present

Naveen Abraham, Chief of Core Infrastructure Services, Virginia IT Agency
Mike Watson, Deputy CIO & Chief Information Security Officer, Virginia IT Agency
Melinda Stewart, Chief of Enterprise Solutions, Virginia IT Agency
Richard Matthews, Chief of Customer Experience, Virginia IT Agency
Chris Hinkle, Director, Oversight and Governance, Virginia IT Agency
Stephen Smith, Acting Director, Enterprise and Security Architecture, Virginia IT Agency
Amy Braden, Director, Security Governance, Virginia IT Agency
Jessica Sudduth, Director, Customer Relationships, Virginia IT Agency
Joshua Heslinga, Director, Legal and Legislative Services, Virginia IT Agency
Sam Taylor, PR & Marketing Specialist, Virginia IT Agency
Patrick Disney, Coordinator, Virginia IT Agency
Amy Judd, Records Management and Compliance Specialist, Virginia IT Agency

Review of Agenda

Mr. Disney provided an overview of the agenda.

Approval of Minutes

The December and April meeting minutes were displayed on the screen. Upon a motion by Mr. Lee, seconded by Mr. Ram, the Council unanimously voted to adopt the meeting minutes.

Approval of Electronic Participation Policy

The policy was displayed on the screen. Upon a motion by Commissioner Melis, seconded by Mr. Lee, the Council unanimously voted to adopt the updated electronic participation policy.

IT Modernization in Other States

Dan Wolf, Director of State Programs at the Alliance for Digital Innovations, presented on IT modernization in the federal government and on the state level. (A copy of his presentation is available in the meeting materials.) He discussed the benefits of modernization, public sector IT funding mechanisms, federal grant funding, and the US Tech Mod Fund. He covered multiple states, describing what they are currently doing to modernize IT and how the states provide for funding modernization. Key takeaways were that there is no “one size fits all” approach, stakeholder involvement and commitment are essential (including both legislative and executive), and strategic planning is a must. Questions included whether there is any current state collaboration in effort to save money, and whether there is always a blank slate or is there an ongoing product backlog list of issues.

Project Management Governance

Chris Hinkle presented on governance and oversight of projects for executive branch agencies. (A copy of his presentation is in the meeting materials.) The presentation addressed governance models, risk management, and strategic planning steps from start to finish. Defining processes, good relationships with agencies, and development programs were all mentioned as accomplishments. High risk projects, understaffing, and improving risk management were mentioned as areas for improvement. Questions included how state project managers are certified, alignment with private project management programs, and mechanisms for projects not to fail.

Enterprise Architecture Governance

Stephen Smith presented on the EA standards, roadmaps, and governance. (A copy of his presentation is in the meeting materials.) He described what EA does and the core standards. Areas mentioned as going well included overall governance (direct (AI registry, exceptions, architecture review, refresh and currency plans) and indirect (supplier architecture review, IT strategic plans, investment business cases, procurement governance request and procurements)). For what can be done better, he discussed making governance more automated, data-driven and proactive, including by taking data from source systems and combining them together to build technical stories of each agency with application information, risk management information, PM information, and a software asset management tool to provide a complete picture that gives insight into technical debt, shows connections, and helps make informed technology decisions. Questions addressed the governance approach, what VITA seeks to accomplish through the standards, and what significant standards haven't been developed by VITA.

Cybersecurity Governance

The meeting thus far having run long, the cybersecurity governance presentation was postponed to the next meeting.

Public Comment Period

There were no public comments in-person or by email in advance of the meeting.

Other Business

Ms. Kozanas opened the floor for other business. Mr. Disney discussed travel forms and the next meeting. (Shortly after the meeting, due to scheduling conflicts, the next meeting was moved to December 11th at 1pm.)

Adjourn

The Council adjourned the meeting at 3:00pm.

DRAFT