

GO Committee #2
July 9, 2012

Worksession

MEMORANDUM

July 5, 2012

TO: Government Operations and Fiscal Policy Committee
FROM: Dr. Costis Toregas, Council IT Adviser *CT*
SUBJECT: Review: Structure and Functions of Interagency Technology Policy and Coordination Committee (ITPCC)

The following are expected to attend:

Sherwin Collette, MCPS Chief Technology Officer and Chair, Chief Information Officers Subcommittee, ITPCC
Gary Thomas, ITPCC Staff
Naeem Mia, Office of Management and Budget (OMB)

Members of the ITPCC and ITPCCC CIO Subcommittee may also be available for detailed questions.

Staff Recommendation:

1. Request that the Executive branch include the Interagency Technology Fund as part of the FY2014 budget planning process, and reflect the priority projects from the ITPCC workplan as part of the ITF allocation strategy.

Overview

The Council Resolution establishing the ITPCC is on © 1-2. Lists of the Principals, who guide the ITPCC forward, and the CIO Subcommittee, who carry out the various projects, are on © 3.

The 2013 work program for the ITPCC was presented to the ITPCC Principals for adoption, after the budget process for the County and Agencies was completed and each agency knew what resource capabilities for 2013 were available. In a meeting of ITPCC Principals on June 26, 2012, it was unanimously adopted. This workplan is presented on © 4-5. It includes many important and necessary interagency projects.

The ITPCC projects have moved forward through funding from the Interagency Technology Fund (ITF). This fund has been zeroed out and left at zero level over the last three years because of fiscal pressures. Two reasons for re-examining the relationship between the ITF and the ITPCC projects have surfaced: the priority of new, citizen-oriented projects articulated in the workplan; and the constantly improving fiscal condition of the County and of specific funds, such as the Cable Fund, to provide support in the technology arena.

Discussion

For ITPCC projects to move to implementation status, funding that can span the multiple agencies involved must be found and made available. A mechanism for such interagency funding was created through an Interagency Technology Fund by Council Resolution 16-475, adopted on March 11, 2008 (© 4-6).

It is time to consider the replenishment of this fund so that the worthwhile and high priority projects identified by the ITPCC in their 2013-14 workplan can move from planning to implementation stage. The Executive branch should consider reviving this currently dormant fund on a priority basis and work with the ITPCC leadership to match ITF levels to the workplan priorities that the ITPCC Principals decide to put forward for implementation.

Resolution No.: 12-1758
Introduced: July 19, 1994
Adopted: July 26, 1994

COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND

By: Councilmember Praisner

Subject: Reconstitution of Interagency Technology Policy and Coordination Committee

Background

1. The County Council recognizes the importance of all forms of technical innovation, especially those rapidly changing electronic technologies such as computer mapping, telecommunications, and automated information services.
2. The County Council established the Interagency Technology Coordination Committee by resolution on July 27, 1984.
3. The efforts of the Interagency Technology Coordination Committee and its subcommittees since 1984 fostered the coordination of county computer systems, information processing and purchase of computer hardware and software, and the committee provided valuable budget recommendations to the County Council.
4. The Council desires that these activities continue to expand to keep pace with the need for planning and coordination, especially in the areas of computer mapping and telecommunications, with their emerging opportunities for interagency linkage and economies of scale.

Action

The County Council for Montgomery County, Maryland, approves the following resolution:

The Interagency Technology Coordination Committee is hereby reconstituted with broader responsibilities as the Interagency Technology Policy and Coordination Committee.

This Committee shall have the following general duties and responsibilities:

- (a) to promote and enhance the coordination of technological innovation among and within the various agencies of government in Montgomery County, with particular emphasis on electronic technologies relating to telecommunications, computer mapping, and automated information systems.
- (b) to create a communication vehicle by which the various agencies of government can assist the County Council and each other to develop sound and efficient public policies to evaluate alternative uses of these technologies as they proliferate and become more important to the cost and operations of government.
- (c) to facilitate the coordinated implementation of such countywide policies through the mutual development of practical plans, proposals, and recommendations concerning individual agency expenditures for electronic hardware, software, equipment, and related issues.
- (d) to provide a discussion forum for the sharing and evaluation of information pertaining to such new technologies, including their various economic, social, and operational costs and benefits.

This Committee shall begin fiscal year 1995 with the following specific duties and responsibilities:

- To recommend, by September 30, the appropriate relationship between the ITPCC and the Technology Innovation Fund Committee.
- To recommend a procedure for the selection of the ITPCC Chairperson and the Chairpersons of the subcommittees.
- To develop a proposed committee work program for fiscal year 1995, based on perceived needs and priorities.
- To review this work program with the Management and Fiscal Policy Committee within three months from the adoption of this resolution, and to maintain general liaison with the Council through its MFP Committee and thereafter.
- To request the commitment of resources from each member agency sufficient to show significant progress in implementing this work program, with an approximate schedule of meetings of the full committee, and such similar meetings of the subcommittees as are necessary to accomplish the objectives of the work program.
- To recommend joint ventures to research and implement automation solutions, such as document imaging.
- To recommend a standard data collection spreadsheet that can collect the costs of all computing, telecommunications, and GIS activities of all agencies into standard classifications.
- To recommend a mechanism for soliciting appropriate non-agency, private sector support and input in these efforts.

The Committee shall be composed of the following government officials:

- The Montgomery County Chief Administrative Officer
- The Superintendent of Montgomery County Public Schools
- The President of Montgomery College
- The Chairman of the Montgomery County Planning Board
- The General Manager of the Washington Suburban Sanitary Commission
- The Staff Director of the Montgomery County Council, who shall serve as an ex officio, non-voting member

Initially, there shall be established also three standing subcommittees, called respectively the GIS Subcommittee, the Telecommunications Subcommittee and the Computer Subcommittee, which shall take direction from the Interagency Technology Coordination Committee, and which shall be composed of one member from, and designated by, each of the voting agencies represented on the Interagency Coordination Committee.

The Chairman of the Montgomery County Planning Board shall be the Chairperson of the Committee for FY95 and shall be responsible for the normal duties of a committee chairman, including the appointment of chairs to subcommittees, and such other tasks as may be appropriate from time to time.

The funds placed in the Montgomery County Department of Information Systems and Technology (DIST) FY95 budget shall be used to provide appropriate support to the Committee and its subcommittees.

This is a correct copy of Council action.

Kathleen A. Freedman, CMC
Secretary of the Council

ITPCC Principals

Dr. Joshua Starr (MCPS) and current ITPCC Chair
Tim Firestine (MCG)
Francoise Carrier (M-NCPPC)
Jerry Johnson (WSSC)
Stacy Spann(HOC)
Dr. DeRionne Pollard (MC)
Stephen Farber (Council)

ITPCC CIO Subcommittee

Sherwin Collette, MCPS and current Chair
Sonny Segal, MCG
Henry Mobayeni, M-NCPPC
Mujib Lodhi, WSSC
Scott Ewart, HOC
Donna Schena, MC

July 2012

Resolution No.: 16-475
Introduced: March 4, 2008
Adopted: March 11, 2008

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Interagency Technology Fund (ITF)

Background

1. On June 30, 1994, in Resolutions No. 12-1712 and No. 12-1713, the Montgomery County Council authorized the creation of a Technology Innovation Fund program (TIF) to stimulate and fund technological investments to increase the productivity of tax-supported County agencies.
2. On July 26, 1994, in Resolution No. 12-1758, the Council established the Interagency Technology Policy and Coordination Committee (ITPCC).
3. On July 29, 1997, in Resolution No. 13-994, the Council recognized the critical nature of the Year 2000 problem and amended Resolution No. 12-1713 to be responsive to the Year 2000 problem in coordination with the ITPCC.
4. The Council recognizes that technology is essential infrastructure for provision of public services and that there may be potential technology projects in the ITPCC agencies that present opportunities to improve the quality, quantity, availability, and value of services on behalf of County residents.
5. The Council wishes to provide incentives for the ITPCC agencies to engage in interagency collaborative opportunities using information technology, enhance long range visioning and planning, explore and test emerging technologies, leverage and enhance uses of existing technologies, present opportunities to enhance productivity through IT applications, promote innovation and share information learned to improve service delivery and enhance the value of government.

Action

The County Council for Montgomery County, Maryland, amends Resolution No. 13-994, the Technology Investment Fund (TIF), and approves the following resolution:

The Technology Investment Fund (TIF) is amended and renamed the Interagency Technology Fund (ITF) and will have the following characteristics:

General Fiscal Guidelines

1. The primary funding source for the ITF will be General Fund current revenue designated for the ITF. These funds may be used to supplement or leverage other funding sources for ITF projects.
2. The TIF designated current revenue reserves will be the initial funding source for the ITF.
3. The ITF will not be used to fund ongoing operating budget expenditures beyond project closeout.
4. Large IT projects will not generally be eligible for ITF funding and should be requested through the regular budget process. A waiver may be granted by unanimous vote of the ITPCC.
5. Projects may be recommended for supplemental appropriation in either the CIP or the Operating Budgets of the agencies as determined by the Montgomery County Office of Management and Budget (OMB).
6. Unencumbered project balance and liquidated encumbrances in closeout ITF projects will be credited to the General Fund for possible appropriation to future ITF projects.
7. OMB will recommend the amount of ITF funds to be designated as reserves in the annual County Executive Recommended Operating Budget.
8. OMB will monitor and report the fiscal status of the ITF to the Council as required.
9. The Council will approve the ITF designated reserves in the appropriation resolution for the annual Operating Budget for Montgomery County Government.
10. The Council may increase contributions to ITF to support additional investments in technology.
11. Requests for appropriations for projects are subject to review and approval by the Council.

General Guidelines. Criteria and Responsibilities

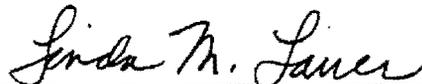
1. The ITPCC will establish and may periodically revise the agency priorities for ITF projects.
2. The ITPCC will establish the general ITF eligibility criteria and application guidelines for ITF project requests.
3. The ITPCC will review and approve modifications to guidelines and criteria as appropriate.
4. Modifications of ITF criteria and guidelines may be approved by the ITPCC.
5. The ITPCC will review and approve projects recommended by the CIO Staff Subcommittee for submission for appropriation actions.
6. The ITPCC may delegate approval authority to the CIO Staff Subcommittee for projects meeting criteria prescribed by the ITPCC.
7. The ITPCC may grant exceptions to eligibility criteria for certain projects.
8. The ITPCC will report the status of ITF projects to the Council at least annually.
9. The CIO Staff Subcommittee will periodically review and, if necessary, recommend modifications of ITF criteria and guidelines to the ITPCC.

10. The CIO Staff Subcommittee will review ITF project applications and will recommend projects to the ITPCC that meet eligibility criteria and application guidelines.
11. The CIO Staff Subcommittee may request a waiver of the eligibility criteria from the ITPCC for certain projects, specifying the reasons for the waiver request.
12. Agency project applications will be solicited and coordinated through the offices of the agency CIOs, or functional equivalents, in preparation for review by the CIO Staff Subcommittee.
13. The CIO Staff Subcommittee will report status of ITF projects to the ITPCC as required.
14. OMB will process projects for appropriation actions after approval by the ITPCC. OMB will coordinate with agencies and staff to assist with preparation and submission of the required materials for Council appropriation actions, insuring consistency with County budget and fiscal requirements and policies.

Miscellaneous

1. The multiple governmental entities that comprise Montgomery County ITPCC agencies for purposes of this resolution are: Montgomery County Public Schools (MCPS), Montgomery College (MC), Montgomery County Government (MCG), Maryland-National Park and Planning Commission (M-NCPPC), Washington Suburban Sanitary Commission (WSSC), and Housing Opportunities Commission (HOC). These are collectively referred to as the ITPCC agencies.
2. The ITPCC Principals are represented by the following: Superintendent, Montgomery County Public Schools (MCPS); President, Montgomery College (MC); Chief Administrative Officer, Montgomery County Government (MCG); Chairman, Maryland-National Park and Planning Commission (M-NCPPC); General Manager, Washington Suburban Sanitary Commission (WSSC); Executive Director, Housing Opportunities Commission (HOC); Staff Director, Montgomery County Council (Council).
3. The ITPCC CIO Staff Subcommittee reports to the ITPCC Principals. It consists of representatives from each member agency who hold either the title or role of a Chief Information Officer (CIO).
4. Approval actions by the ITPCC and CIO Staff Subcommittee will require a unanimous vote.
5. Voting by electronic means such as email may be used when required.
6. Agencies may designate an alternate attendee to represent the agency if exceptional circumstances require it.
7. A meeting quorum shall consist of the majority of the tax-supported agencies of the ITPCC.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council