



SUBMISSION FORM

All submission forms must include the following information. Separate submission forms must be turned in for each eligible program. **Deadline: Friday, April 3, 2026.** Please include this submission form as the first page of your electronic entry. Contact **Gage Harter** with any questions.

PROGRAM INFORMATION

County: Hanover County Virginia

Program Title: Boards, Committees, and Commissions Tracker

Program Category: Technology

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

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Title: Deputy County Administrator

Signature: 

Boards, Committees, and Commissions Tracker

Hanover County, Virginia
Information Technology Department

Program Description

Hanover County manages more than 55 boards, committees, and commissions that support critical government functions and citizen engagement. Historically, each group's membership, terms, vacancies, and contact information were tracked through manually updated spreadsheets maintained separately across multiple departments. This decentralized approach created challenges: outdated or incomplete records, duplicated data entry, limited reporting capabilities, and a time-consuming process for keeping the public website current.

To address these issues, the County Administrator's Office partnered with the Information Technology Department to develop an innovative, custom application using Microsoft Power Apps. Instead of purchasing an expensive commercial board-management system, Hanover built a tailored, database-driven platform that aligns precisely with the County's governance structure and operational needs.

The resulting solution includes two integrated components: an internal interface for managing all aspects of committee administration, and a [public-facing portal](#) that automatically displays current information, vacancies, and an online interest form for residents. This modernized system replaces fragmented manual processes with a unified, accurate, and transparent platform for both staff and the public.

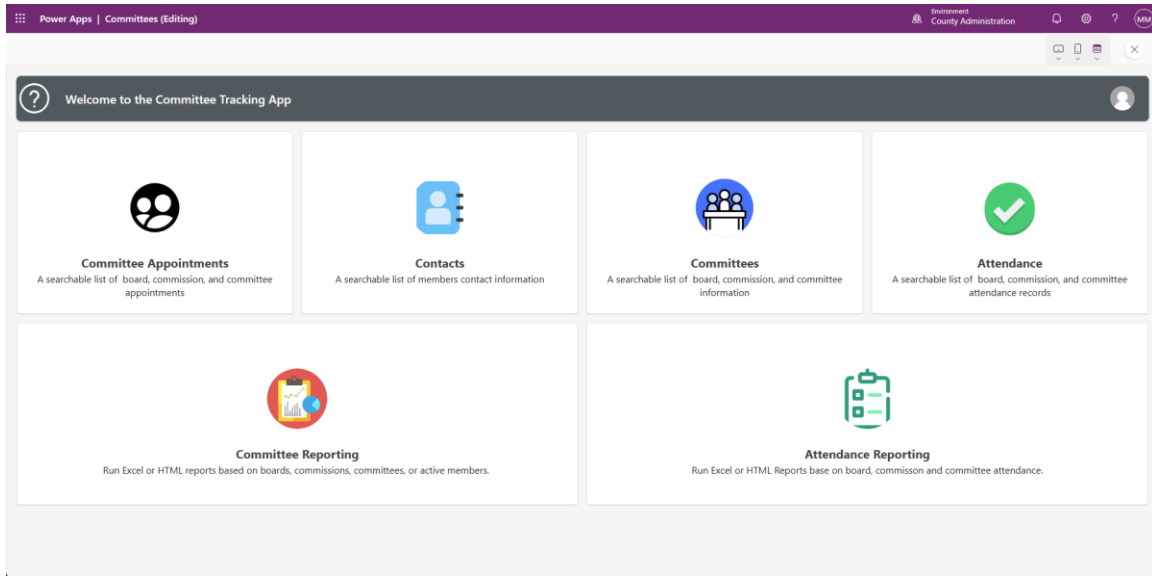


Figure 1. Committee Tracker App – Home Screen: Shows the application’s main dashboard, providing a centralized entry point for managing committees and viewing key information.

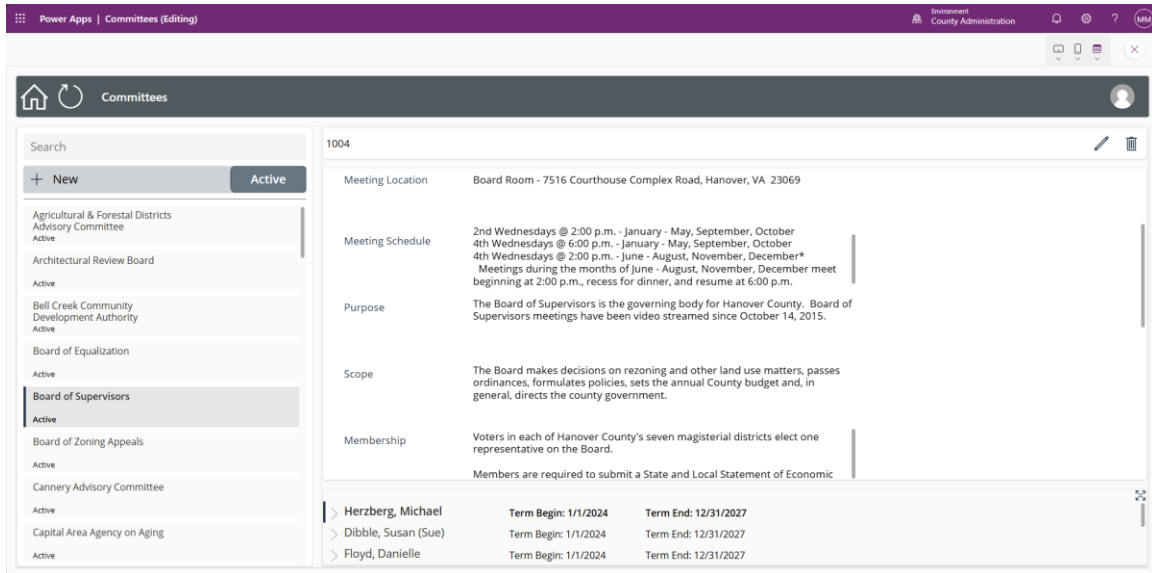


Figure 2. Internal Interface – Committee Information View: Displays the internal management screen where staff can review and update membership details, terms, and appointment data.

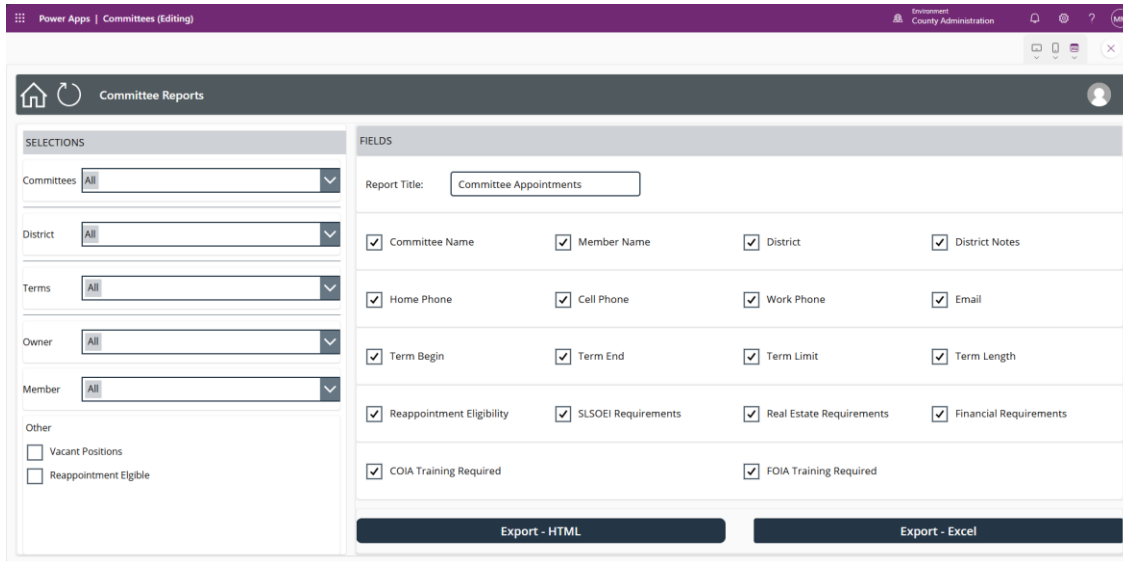


Figure 3. Internal Interface – Report Request Screen: Illustrates how staff generate real-time reports, including vacancy summaries and committee data exports.

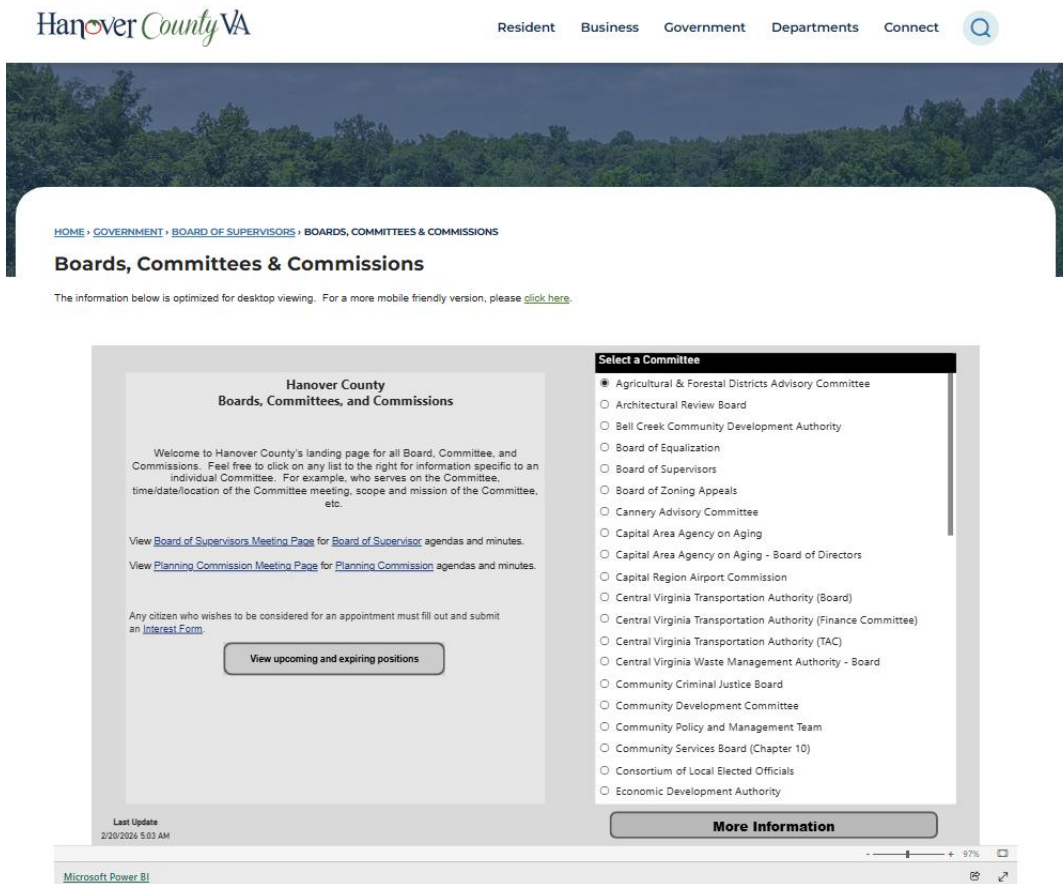


Figure 4. Public-Facing Committee List: Shows the automatically updated public page where residents can browse committees, view vacancies, and access the online interest form.

Innovation

This project represents a fundamental transformation in how Hanover County manages its boards, committees, and commissions. Rather than simply improving an existing workflow, the initiative replaced an entirely decentralized, manual operating model with a centralized, automated system built on the Microsoft Power Platform. By leveraging existing Microsoft licensing and in-house staff expertise, the County developed a fully customized, low-code application that unifies all processes into a single, authoritative environment.

The modernized solution provides automated real-time website updates, dynamic reporting and dashboards, proactive vacancy forecasting, and integrated tools for attendance tracking, disclosure forms, and training records. These capabilities streamline a once-complex administrative process, eliminate redundancy, reduce risk, and deliver a level of consistency and transparency that would have been difficult — and far more costly — to achieve with proprietary systems.

Program Impact

Since deploying the Boards, Committees, and Commissions Tracker, Hanover County has achieved measurable improvements in accuracy, efficiency, and transparency. Prior to implementation, staff spent an estimated 8–12 hours per month reviewing spreadsheets, verifying data, coordinating updates, and re-entering information for the public website. The new system eliminates these manual steps, freeing staff to focus on higher-value work.

The unified database ensures that appointment dates, terms, and membership information remain current across departments. Vacancy identification—previously requiring lengthy manual review—now occurs instantly through automated filtering and dashboards. Real-time website integration ensures residents always see accurate information about committees and opportunities to serve.

In addition to these operational gains, the system centralizes information for all 55 County boards, committees, and commissions—a volume that previously made consistent management difficult and time-intensive. Consolidating this many bodies into a single, unified tracking environment has significantly strengthened organizational coherence, reduced duplication of effort, and improved the County’s ability to support staff, leadership, and the community with timely, reliable information.

Replicability

The solution was built using standard components from Microsoft’s Power Platform—Power Apps, automated workflows (Power Automate), structured forms, and Power BI reports. By relying on these widely available tools, the system achieves scalability without custom code or proprietary dependencies. Each element plays a clear role: Power Apps provides the user interface for data entry and management; workflows automate updates, notifications, and vacancy tracking; forms ensure consistent data collection; and Power BI unifies the information into interactive dashboards for reporting and oversight.

These components work together through a shared data environment, allowing updates made in one area—such as board membership, terms, or vacancies—to flow instantly across the entire system, including public-facing information. Because the architecture uses standard, configurable building blocks rather than custom integrations, other localities can readily replicate or adapt the model using their own Power Platform environments. This approach demonstrates how local governments can modernize complex administrative functions efficiently, affordably, and at a scale appropriate to their organization.

Cost Effectiveness

By using existing Microsoft 365 licensing and internal development resources, Hanover County avoided the significant subscription and implementation costs of commercial board-management systems. The project required no additional software purchases and minimal ongoing maintenance, delivering a modern solution at effectively no new cost.

Conclusion

The Boards, Committees, and Commissions Tracker demonstrates how local governments can leverage low-code technology to streamline operations, improve data integrity, and strengthen public transparency. By transforming a fragmented, error-prone manual process into a unified digital system, Hanover County created a scalable, sustainable model for managing advisory bodies—one that other jurisdictions can readily replicate to enhance community engagement and administrative efficiency.