

City of Alexandria, Virginia
Commission on Information Technology

August 28, 2024 IT Commission Meeting Minutes (VIRTUAL)
7:00 – 8:30 PM

In attendance: Ricardo Alfaro, Sara Crifasi, Brandon Mosoriak, Timothy Casey, Steve Davidson, Jay Chauhan, Catherine Page, Heather Barrows, Stephen Morris, Elizabeth Hoover, Heather Wojton, Rhonda Syler

City Staff: Stacey Campbell, Steve Chozick, Yemisrach Demeke

Others: Samuel Nixon Jr., Melanie Kay-Wyatt (ACPS), Donna Turnage Spencer

1. Call to Order

2. Minutes

(a) Approval of the May 24 meeting minutes

All minutes approved unanimously.

3. Election of Officers

Chair: Ricardo Alfaro

Vice-Chair: Sara Crifasi

Secretary: Brandon Mosoriak

Motion to ratify slate approved unanimously.

4. Administrative Discussion

● **Electronic Policy Resolution**

Discussion about updated electronic policy: 60-mile radius and how that may affect participation, phone line backup for meetings and timing of the public receiving documentation for meetings.

● **Attendance and Participation/Proposed Meeting Schedule**

Discussion about when our meetings should be scheduled. An online poll will be sent out to choose the week/day preference of meetings moving forward.

● **Annual Report**

Discussion of draft of annual report. The draft report was created using Committee meeting minutes and a ChatGPT prompt. The final version of the report will be voted on at the September meeting.

● **Discussion on priorities for 2024-2025**

- Open Data
- Digital Equity

- Outreach efforts

Can the default franchise agreement be modified to a standard template so there is less to review so only modifications would need to be reviewed? City IT will reach out to the City Attorney's office re: this.

SD: Can the Committee be an independent reviewer on cyber and other technology plans for the City/school system. RA: We are not an oversight board, outside of the Commission's scope.

SM: It is a good idea to add objectives to each priority.

Steve Chozik: Open Data plan: There is an agreement that everybody is comfortable with to get it in front of Council. Targeting an October council meeting for the resolution. There is a directive in the resolution geared towards development of a plan.

Stephen Morris will formulate goals for this priority.

Discussion about when minutes are posted to the Commission's site.

Digital Equity: Sara Crifasi will formulate goals for this priority.

Outreach efforts:

SD: Build on our efforts, use the Committee's site to host info/resources

SM: Quarterly newsletter through eNews?

TC: Would like to see AI as a priority, its tangible uses for the City:

Catherine Page and Jay Chauhan will formulate goals for this priority.

5. Cybersecurity Awareness Event

Scheduled for Saturday, October 26 at the Del Pepper Community Center, Computer Core will assist.

Looking for panel members. We have possible connections for speakers/panel members from the FBI and IDA.

Ask the Sheriff's office to attend and speak re: scams.

It was decided to drop youth as a target audience and add parents. It was felt this isn't the right venue for youth. The two target audiences will be parents and seniors.

Topics: scams/phishing, misinformation.

6. Municipal Fiber Update

Update delayed until September meeting due to time constraints.

7. Adjournment at 8:45 pm. The next meeting is TBA in September.