

**City of Alexandria, Virginia**  
**Commission on Information Technology**

**October 16, 2024 IT Commission Meeting Minutes**  
**7:00 – 8:30 PM**

In attendance: Ricardo Alfaro, Sara Crifasi (virtual), Steve Davidson, Jay Chauhan (virtual), Catherine Page, Rhonda Syler, Stephen Morris, Tim Casey, Brandon Mosoriak, Heather Barrows

ITS and ACPS Staff: Vanetta Pledger, Stacey Campbell, Yemisrach Demeke, Elizabeth Hoover, Emily Dillard

Public/Other: Nick Reese, Tom VanAntwerp, Orin Mith (sp?)

**1. Call to Order**

**2. Minutes**

(a) Approval of the September 26, 2024 meeting minutes

(b) Approval of the August 28, 2024 meeting minutes

- Voted on a motion to revise September minutes.
- Approved September minutes as revised.
- Approved August minutes as revised.

**3. Administrative Discussion**

- Proposed Meeting Schedule (Tentative)
  - Wednesday, November 13 (virtual)
  - Wednesday, December 18
  - Wednesday, January 15
  - Wednesday, February 19
  - Wednesday, March 19
  - Wednesday, April 9 (maybe virtual?)
  - Wednesday, May 21

November 20 and April 16 are issues. Voted to change to November 13 (virtual) and April 9 (maybe virtual).

- Upcoming Events
  - October 18: Reception for CyberArts (Torpedo Factory)
  - October 19: AI & Artists (Torpedo Factory)
  - October 22: Cybersecurity Proclamation (Council Chambers)
  - October 26: Cybersecurity Awareness Event (Del Pepper Community Center)

- Open data update and the Commission's advisory role

- o Vanetta: ICS made a few changes, wanting the ITC to work with IT Staff. She briefed the City Manager to go over docket, why included. When he saw the update, he said we don't need to put this before City Council, go forth and do it. Now discussing for her to put information into an oral report for him to give to City Council. She sees it as a win.
- o Ricardo says let's go, will revisit in next meeting.
- o SC: What is the plan with regards to communicating this to other boards and commissions?
- o Ricardo to make an announcement, can direct other boards and commissions to a website with more info.
- o Tim: another significant objective was setting out the principles, was he on board with that?
- o Vanetta: The City Manager asked her what she needs to pursue this. She said support, no funding, and later would set up info on investment needed and process for requesting budget.
- o Orin (member of public): Is there a formal process for making the public aware of the outcome of the risk assessment for how this data is being used, stored, potential impact on citizen privacy?
- o Ricardo: at this point no, that's part of the exercise we want to go through. But each department has data privacy policy for this objective with regard to what they do. What we're trying to do is set sense of uniformity for publicly available datasets and their mgmt.
- o Vanetta: this project will only be focused on currently available, publicly accessible data. No financial data or PII.

#### **4. Annual Report and Priorities 2024-2025 Memo**

- We received an extension to submit this later so we could approve with quorum.
- Approved two grammatical errors.
- Revised to 'Open Data Project' from 'Open Data Initiative'.
- Motion to approve as amended unanimously approved.

#### **5. FY 2026 Budget Priorities Memo**

- City Manager requested this information by Nov 1.
- Discussion of priorities.
- Ricardo suggests we put together a google doc, but due to timing we're stuck. We can submit as a draft but we need to revise it based on feedback.
- Vanetta: should I ask for an extension?
- Ricardo: looks as though that isn't possible based on text in memo.
- Ricardo to put together a google doc and distribute, we'll finalize it at next meeting and submit a final version.
- Vanetta is asking for an extension until Nov 15.

#### **6. Cybersecurity Awareness Event**

- Steve D. previewed the agenda.
  - Introduction by Sheriff
  - Panel on privacy and digital self-protection (3 panelists, professionals)
  - Break
  - JD Maddox – lecture on misinformation
  - Wrap up and discussion on resources
  
- The facility is in use until 7 PM Friday night. Steve D. wants volunteers to help set up and photograph.

**7. Adjournment at 8:15 pm. The next meeting is November 13 (virtual).**