

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

**January 15, 2025 IT Commission Meeting Minutes  
7:00 – 8:30 PM**

In attendance: Ricardo Alfaro, Sara Crifasi, Steve Davidson, Stephen Morris, Timothy Casey, Heather Barrows, Emily Dillard, Catherine Page, Rhonda Syler (virtual), Jay Chauhan, Councilman Abdel-Rahman Elnoubi

ITS and ACPS Staff: Vanetta Pledger, Steve Chozick, Stacey Campbell, Patrick Eze (virtual), Elizabeth Hoover

Public/Other: Tom VanAntwerp, Daniel Green

**1. Call to Order**

**2. Minutes**

(a) Approval of the November 13, 2024 meeting minutes

- Minutes approved unanimously

**3. Public Discussion (as needed)**

- Daniel Green had a comment regarding looking at AI in the public sector
- RA: Memo of accomplishments was generated using ChatGPT and publicly available meeting minutes notes on the Commission's website
- Daniel Green: Legally we need to be careful if government employees are using it for official government business

Motion to go into closed session approved unanimously

**4. Closed Session (as needed)**

**5. City Information Technology Services Updates**

(a) Municipal Fiber Construction Update (Patrick Eze)

- All conduit and fiber are in the ground, finishing up the final phases of splicing, testing phase will begin soon
- Schedule update:
  - Splicing and testing estimated completion August 2025
  - System acceptance estimated completion August 2025
  - System provisioning estimated completion October 2026
- Current fiber contract with Comcast ends October 2026

- Next steps:
  - Develop RFP for locates and restorations contract
  - Develop RFP for 24/7 network monitoring
  - Commission new network
  - Decommission old network

SC: Will the City be partnering for contracts? Vanetta: Yes, we will partner with third party.

SC: Will there be a transition period? Vanetta: The 'system provisioning' is the transition period.

Daniel Green: Is the vendor Ting? Is the fiber government-owned or leased? Vanetta: The fiber is government owned.

Daniel Green: Who is the vendor? Jones Construction

RA: Any conversation about the utilization of excess fiber? Vanetta: Not at this point.

RA: If any support is needed on this project from the commission please let us know.

## 6. Policy Discussion

### (a) AI (Jay Chauhan)

- We should connect with the State task force when they are ready.
- ACPS has an impact team going through professional learning series.
- ACPS professional learning for staff on ethics and policy.
- Currently focused on high school students.
- CP: What components of AI are being used? ED: Common sense education: have built out curriculum pieces regarding AI. Looking at policies regarding honor code. For staff, when AI can be used and in what capacity.
- CP: Is there a student survey piece of how AI is currently being used? ED: Have asked staff if they're using AI, how, and if they know if students are. There are plans for student focus groups this spring.
- ED: Instead of creating an AI specific policy, other existing policies are being modified if needed.
- SD: Will you be using AI to detect student assignments. Dillard: We are very cautious, there are false positives in these detectors.
- EH: We want our students to be able to use AI, to be set up for the future.
- Vanetta: AI is the next 'digital divide'.
- JC: Should the commission be doing anything to assist you? EH: Not currently, possibly as we move forward.
- RA: Key thing we may need to address is the scope of what we look at re: AI as a Commission (branch, implementation)

## **7. Outreach**

- SD: One event on the scale of last October's event per year is right, we should have smaller scale items: email newsletter, speaker series, presence on city website, use social media.
- CP: Possibly a workshop, something more hands-on. Run the same workshop twice a day.
- RA: Any movement on policy re: Commissions and social media?
- SM: Instead of hosting event like this, could we create a repository of publicly available materials? Leverage social media to reference these materials.
- HB: Host a listening session, ask the community to see what they're looking for?
- CP: Possibly collaborate with Computer Core?
- RA: If not IT Commission, who do we partner with? Homework for the next meeting: what could this look like?

## **8. Schedule**

Proposed meeting schedule (tentative)

- Wednesday, February 19
- Wednesday, March 19
- Wednesday, April 9
- Wednesday, May 21

## **9. Adjournment at 9:00 pm. The next meeting is February 19.**