

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.