

City of Alexandria, Virginia
Commission on Information Technology

December 15, 2022 IT Commission Meeting Minutes
7:00 – 8:30 PM
City Hall Room 2000

In attendance: Ricardo Alfaro (RA), Steve Davidson (SD), Stephen Morris (SM), Timothy Casey (TC), Brandon Mosoriak (BM), Sara Crifasi (SC), Sundar Kanagarajan (SK)

Staff: Stacey Campbell, Patrick Eze, Steve Chozick, Bryan Smith, Dana Wedeles

1. Call to Order

2. Approval of November 17, 2022 Minutes: unanimous (motion by SD, seconded by SM).

3. Announcements, Meeting Schedule and Projects

(a) Commission Vacancies

- There are currently four vacancies on the Commission: Chamber of Commerce, city council appointment, institution of higher education and ACHS student.

(b) Meeting Calendar

- Meeting dates confirmed through May 2023

(c) Vietnam Delegation Visit

- Commission invited to speak to Vietnam delegation visiting the City
- Delegation also heard from ITS, P&Z and TES re: broadband in the City

4. Digital Equity Action Plan (Dana Wedeles)

- Survey has been out for approx. three weeks.
- PRR has attended many pop-up events throughout the City.
- Survey closes on 12/22.
- RA: How has survey been going with non-English speakers? We don't have numbers yet but haven't heard of any issues.
- SD: How are we getting phone numbers to call for survey? From the partner organizations.
- PRR has asked us for assistance with two items: review the list of questions for the participant screener and review the focus group moderator guide.

Participant Screener

- SD: Should we not dismiss people who have good internet access, use them as a control group? DW: PRR recommended taking these people out, there are other ways to hear from them.
- TC: How does PRR differentiate between the City of Alexandria and the other Alexandria addresses? DW: Using zip codes and community organization knowledge.

- RA: Will calls be placed in all four languages? DW: Yes. Spanish calls will be handled by PRR, Arabic and Amharic calls will be handled by Computer CORE.
- SK: Why are they asking how they identify? DW: To get a proper mix of diverse individuals.
- Discussion around 'household' vs. 'family unit'.
- TC: Are we looking to make distinction between literacy vs. technology? DW: Yes, this will be valuable information.
- SK: Is it necessary to ask for income before taxes? This can be confusing. DW: Agrees that this is confusing.
- A Google doc will be set up to take input/comments

Focus Group Mediator Guide

- A working session will be held on January 12, 2023 to discuss this guide. A Google doc will also be available beforehand to take input/comments.

5. Open Data

- TC created a draft resolution re: open data.
- Staff and committee members share some feedback.
- There was a conversation around social impact, user anonymity and data availability.
- TC will take the info from the discussion and edit the draft.

6. City Council Referrals

- None at this time.

7. Other Business

- SD: Commission charter rewrite to better reflect what the Commission does.
- Some simple grammar fixes, but also some rewrites also about the Commission's relationships with Council and ITS and the Commission's duties.
- A Google doc will be created for comments.
- Will be followed up in February meeting.

Adjourn by unanimous vote at 8:30 pm (next meeting January 19, 2023).