

City of Alexandria, Virginia
Commission on Information Technology

January 19, 2023 IT Commission Meeting Minutes
7:00 – 8:30 PM
City Hall Room 2000

In attendance: Ricardo Alfaro (RA), Sara Crifasi (SC), Catharine Rice (CR), Steve Davidson (SD), Stephen Morris (SM), Timothy Casey (TC), Jay Chauhan (JC)

City Staff: Stacey Campbell, Dana Wedeles, Steve Chozick, Yemisrach Demeke, John Crites

Others: Bruce Brown (PRR)

- 1. Call to Order**
- 2. Approval of December 15, 2022 Minutes:** There were two suggested wording changes by SD. These were accepted by the Committee (motion by CR, seconded by SC). Unanimous approval of modified minutes (motion by CR, seconded by SD).
- 3. Announcements, Meeting Schedule and Projects**
 - (a) Welcome to Jay Chauhan, Citizen Member**
 - Mayor's representative position is still open
 - (b) Meeting Calendar**
 - Meeting dates confirmed through May 2023
- 4. Digital Equity Action Plan (Dana Wedeles and Bruce Brown)**
 - Survey deadline was extended in order to receive more paper submissions.
 - Focus groups scheduled to begin the week of February 6.
 - General groups, 65+ group, Spanish group, Amharic group, Arabic group.
 - Groups will be held throughout the City.
 - Focus group moderator guide is ready for translation.
 - Breakdown of survey submissions: 85% English, 14% Spanish, 0.5% Amharic, 0.5% Arabic.
 - PRR has attended many pop-up events throughout the City.
 - RA: How has survey been going with non-English speakers? We don't have numbers yet but haven't heard of any issues.
 - ~500 surveys in the database.
 - Demographics of surveys
 - 70% homeowners
 - 74% 2-4 people in family
 - 30% have someone under 18, 14% have someone 60+
 - 21% HS or less, 23% postgraduate degree
 - 68% White (non-Hispanic), 10% African-American, 7% Asian-American, 36% Hispanic
 - Income: 25% <\$50K
 - Challenges people are having
 - Complaints about internet provider
 - Speed/bandwidth of service
 - Cost

- Limited choice of providers
- Which would be helpful for your household?
 - 25% more affordable/discounted internet
 - 22% faster service
 - 14% more reliable service
 - 19% free public internet
- A new category, 'cable', will be added to the moderator guide.
- Some ACPS parents were sent a link for the survey through ParentSquare.
- Any results from non-City residents will not be tabulated in the results.

5. Open Data

- Discussion deferred until next month.
- TC crafting recommendation for a draft resolution for City Council.
- SM: can we get input from other municipalities on their work in this area? RA: we have done that in the past, can do informal outreach.

6. City Council Referrals

- None at this time.

7. City Deliverables

- Focus group moderator guide feedback complete.

8. Other Business

- Draft of electronic participation policy for virtual meetings.
 - City IT Commission, as a body, needs to adopt a policy for participation in virtual meetings.
 - The draft language was forwarded from City Attorney's office.
 - Policy approved unanimously (motion by JC, seconded by SM)

Adjourn by unanimous vote at 8:15 pm (motion by AJ, seconded by SD). The next meeting is scheduled for February 16, 2023.