

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

**October 19, 2023 IT Commission Meeting Minutes**  
**7:00 – 8:30 PM**

In attendance: Ricardo Alfaro, Sara Crifasi, Jay Chauhan, Steve Davidson, Rhonda Syler, Catharine Rice, Stephen Morris, Ella Graf

City Staff: Vanetta Pledger, Stacey Campbell, Yemisrach Demeke

Others: Karen Graf

1. **Call to Order**
2. **Approval of September 21, 2023 Minutes** (unanimous approval)
3. **Announcements, Meeting Schedule and Projects**
  - (a) **Introductions**
  - (b) **Meeting Schedule**
    - Thursday, October 19, 2023
    - Thursday, November 16, 2023 (Thursday, November 23 is Thanksgiving)
    - Thursday, December 21, 2023
    - Thursday, January 18, 2024
    - Thursday, February 15, 2024
    - Thursday, March 21, 2024
    - Thursday, April 18, 2024
    - Thursday, May 16, 204
    - Thursday, June 20, 2024
    - Thursday, July 18, 2024
    - Thursday, August 15, 2024
4. **October 2023 Cybersecurity Awareness Event**
  - (RA) Thanks to all involved who helped put this together.
  - (SC) Special thanks to Ricardo Alfaro.
  - (RA) Challenges: Generating word-of mouth, marketing, figuring out the roles for future events.
  - (RA): Event-planning subcommittee?
  - (CR): Take it out of the context of the IT Committee, attach to another group?
  - (SD): More partnership is needed, less of a one-man show. PR approval from the City was slow. No notices in local newspapers of event.
  - (RA): Other Commissions do their own marketing.
  - (RA): Steps to plan any future events is laid out in the agenda.
5. **City Deliverables**
  - FY 2025 Budget and Capital Improvement Projects Priorities (Vanetta Pledger)**
    - Priorities for FY25**
      - Modernization and State of Good Repair
      - Alexandria Justice Information System (AJIS)
        - o Certain components of this may be in the cloud.
      - Cybersecurity
      - Municipal Fiber

- o Conduit is 80% constructed.
  - o Update will be given at November meeting.
- Discussion around Comcast contract franchise fees and termination
- Draft memo will be created, put on Google Drive for discussion
- Motion for memo creation based on recommendations passed unanimously
  
- (JC): Considering next steps re: AI subcommittee, more to come.
- (VP): Suggested bringing in an expert to talk about AI.
- (RA): A speaker could come to a regular IT Commission meeting to present; a separate event isn't necessary.

**6. Adjournment by unanimous approval at 8:30pm. The next meeting is scheduled for November 16, 2023.**