City of Alexandria, Virginia
Commission on Information Technology

August 17, 2023 IT Commission Meeting Minutes
7:00 – 8:30 PM
Virtual Meeting

In attendance**:** Ricardo Alfaro (RA), Sara Crifasi (SC), Timothy Casey (TC), Jay Chauhan (JC), Stephen Morris (SM), Steve Davidson (SD), Rhonda Syler (RS), Brandon Mosoriak (BM), Catharine Rice (CR), Amy Jackson (AJ) Heather Wojton (HW), Elizabeth Hoover (EH)

City Staff: Stacey Campbell, Steve Chozick, Bryan Smith

Others: Donna Walker-James

1. **Call to Order**

2. **Approval of June 15, 2023 and July 20, 2023 Minutes** (motion to approve CR, seconded by SD, unanimous approval)

3. **Announcements, Meeting Schedule and Projects**

   (a) **Election of officers**

   - Slate of current officers are all willing to server another term. There are no other nominations.
   - Unanimous vote of approval for the current officers.

   (b) **Definition of working subgroups**

   - Current existing groups are Digital Equity and Open Data. Are there other ideas for working subgroups? If there are any ideas please let the Commission know.

   (c) **Council and legislative priorities**

   - Request from City Manager's office to start putting together legislative priorities for Richmond will come to us by the September meeting.
   - Request for priorities for City Council will come to us by the September meeting.
   - AJ: If we want a proclamation for October for Cybersecurity Awareness Month we need to get it in the docket soon. We asked for a space in the docket and we received it during the meeting.

4. **October 2023 Workforce/Cybersecurity Awareness Event**

   Proposed date with Computer Core:
   October 14, 2023 from 10:00am – 12:00pm

   - Discussion/lessons learned re: ACP event at library.
   - Discussion about scope and audience of event.
   - Discussion about content and order of event sessions.
   - This event will be the first of many that Commission is planning.
   - Finalized on two sessions: 'Staying safe while online' and 'Cybersecurity essentials for job seekers'.

5. **City Council Referrals**

- Annual Report for the Commission is due at the end of August.
- Discussion of the annual report request.
- We will have a new student representative, hopefully in time for the September meeting.
- Thank you from the Commission to City IT staff for supporting the Commission.

6.   **Adjournment by unanimous approval at 8:45pm. The next meeting is scheduled for September 21, 2023.**