

City of Alexandria



Docket

Thursday, October 19, 2023

7:00 PM

COMMISSION ON INFORMATION TECHNOLOGY

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The Commission on Information Technology docket is subject to change.

The Commission on Information Technology reserves the right to vary the order of the meeting or reopen the public hearing on specific items, if so announced. The Commission on Information Technology reserves the right to recess and continue the public hearing to a future date, if so announced.

This meeting will be held in person at City Hall, 301 King Street, Alexandria, Virginia 22314 and electronically. General public may sign up to watch the proceedings over Zoom at <https://apps.alexandriava.gov/Calendar/Detail.aspx?si=53519>

1 Call to Order**2 Minutes**

Approval of the September 21, 2023 minutes

[Click here to read the minutes](#)

3 Announcements, Meeting Schedule, and Projects**(a) Meeting Schedule**

- (i) *Thursday, October 19, 2023*
- (ii) Thursday, November 16, 2023
(Thursday, November 23 is Thanksgiving)
- (iii) Thursday, December 21, 2023
- (iv) Thursday, January 18, 2024
- (v) Thursday, February 15, 2024
- (vi) Thursday, March 21, 2024
- (vii) Thursday, April 18, 2024
- (viii) Thursday, May 16, 2024
- (ix) Thursday, June 20, 2024
- (x) Thursday, July 18, 2024
- (xi) Thursday, August 15, 2024

4 October 2023 Cybersecurity Awareness Event

Summary of actions taken:

- (1) **May 18, 2023** - Discussion at the regular meeting about doing an outreach event, in alignment with the responsibilities established by City Code, as a result of the Digital Equity Workgroup survey
- (2) **June 15, 2023** - Discussion at the regular meeting about partnering with Computer CORE
- (3) **June 23, 2023** - Public presentation about the Digital Equity Workgroup at the City Council Legislative meeting
- (4) **July 20, 2023** - Brainstorming about event scope and expected outcome

- (5) **August 15, 2023** - Event scope draft discussion with Computer CORE
- (6) **August 16, 2023** - Shared event scope draft with the City's Communication Director, Ebony Fleming
- (7) **August 17, 2023** - Discussion on event scope draft with all the members of the Commission; define potential panelists, schedule, and venue
- (8) **August 25, 2023** - Meeting with the City's Communication Director, Ebony Fleming, to discuss event scope draft, clearance for usage of the City Seal, and next steps
- (9) **September 12, 2023** - Go-ahead from the City's Communication Director, Ebony Fleming; began to coordinate Del Pepper Community Center with Elaine Scott, support staff for the City's Office of Communications and Public Information
- (10) **September 13, 2023** - Meeting with Commission members Heather Wojton and Elizabeth Hoover to lock down panelists
- (11) **September 15, 2023** - Submission of original artwork to the City's Clerk, Gloria Sitton, with a request to use the City Seal
- (12) **September 18, 2023** - Approval from the City's Clerk, Gloria Sitton, to use the City Seal
- (13) **September 25, 2023** - Confirmation of the room at the Del Pepper Community Resource Center by Elaine Scott
- (14) **September 29, 2023** - In-Person visit to the Del Pepper Community Resource Center with the help of Araceli Cruz
- (15) **October 2, 2023** - Submission of social media artwork to Ebony Fleming
- (16) **October 2, 2023** - Logistics coordination with Computer CORE about distribution of responsibilities for coffee and snacks
- (17) **October 4, 2023** - Artwork cleared for usage by Ebony Fleming
- (18) **October 4, 2023** - Listing the event at the Zebra and ALXnow community calendars
- (19) **October 11, 2023** - Final coordination with Araceli around access to the Del Pepper Community Resource Center
- (20) **October 11, 2023** - Final coordination with Commission members Heather Wojton and Elizabeth Hoover, including photo/video release forms for panelists
- (21) **October 13, 2023** - Room setup at the Del Pepper Community Resource Center

Total time for planning: 5 months

- Summary of the October 14 event outcomes
- Brief discussion on challenges and lessons learned





5 **City Deliverables**

FY 2025 budget and capital improvement projects priorities

POC: James Parajon, City Manager (through Vanetta Pledger, CIO)

Deadline: Friday, November 3rd

[Click here to read the City Manager's request letter](#)

[Click here to see our FY 2023 submission](#)

6 **Adjournment**