City of Alexandria, Virginia
Commission on Information Technology

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MINUTES

July 19, 2010 Meeting

Meeting called to order at 7:15 PM

Members present: Daniel Brooks, Steve Cooper, Catherine Hogan, Kostas Liopiros, Page Moon, Deb Roepke (for Del Pepper), Lynda Rudd, Marie Schuler

Excused: Nina Baliga, Helen Morris, Alicia Hughes

Absent: Philip Acosta

City Staff present: Tom Trobridge

Approval of Minutes

The minutes of the May 10 meeting were approved unanimously.

Resignation

Bob Soltys resigned from the Commission on July 16, effective that date. Kostas Liopiros, the Chair, forwarded Bob's resignation to Jackie Henderson, Clerk of Council, requesting that the now vacant position be advertised.

Policy Recommendation on Broadband Internet Access

Helen Morris submitted for Commission review a draft policy recommendation on broadband. The draft captures the discussions of the Commission over the past year and incorporates contributions, edits and comments to date from Commission members. Helen was unable to attend the meeting due to previous Alexandria City Public School commitments and Kostas Liopiros led the review and discussion of the draft distributed at the meeting.

There was general agreement among the members present regarding the general direction and thrust of the recommendations to City Council: (1) adopt a policy goal of affordable access to broadband for all Alexandrians; (2) establish a broadband initiative to increase the availability of affordable broadband and adoption and usage of broadband; and (3) conduct a survey to determine the availability, adoption and usage patterns of broadband in Alexandria.

Commission members suggested that instead the draft stress affordability and accessibility of broadband rather than availability, which was too vague a term. Commission members suggested also that survey efforts by the Federal Communications Commission and the Commonwealth be recognized and incorporated into any survey efforts by the City.

Since the recommendations deal primarily with citizen access, it was recommended also that the memorandum be coordinated and transmitted to City Council through Rose Boyd, Office of Citizen Assistance.

Comments and edits will be incorporated into a final draft for consideration at the next meeting.

Report of the Working Group on Planning Priorities

Deb Roepke chaired a working group to develop and recommend goals for the coming fiscal year, for inclusion in the Commission's annual report, as required by City Council. The report was distributed to Commission members for review prior to the meeting.

The working group report recommended three general goals for consideration by the Commission: (1) bolster citizen on-line access; (2) develop and document internal operations for the Commission; and (3) take on a specific IT project, in support of the Alexandria Economic Development partnership, to promote economic development in Alexandria (identified as a long term goal).

The Chair will consider the recommendations in identifying goals and activities for next year in the Commission's annual report to City Council. The Chair will also include in the agenda for the September meeting an item addressing implementation of the specific recommendations for improving the internal operations of the Commission.

Report of the Working Group on Recruitment

Steve Cooper chaired a working group to review the IT Commission's current recruitment plan and processes and to develop and recommend a recruitment plan for inclusion in the Commission's annual report, as required by City Council. The working group did not meet and the recruitment plan was not ready for the July meeting.

The Chair stressed the importance of developing a realistic and achievable recruitment plan for inclusion in the annual report, especially since the current recruitment plan has not been implemented. The Chair asked Deb Roepke to work with Steve to draft a recruitment plan, incorporating recommendations from the report on planning priorities, as appropriate.

A special meeting of the Commission will be scheduled for August 9 at 6:00 PM to review and approve the recruitment plan, among other business. The working group shall

provide a draft report to the Chair by August 2, a week prior to the August 9 meeting.

Annual Report to City Council

The Commission's annual report to City Council includes a statement of goals for the coming year and the Commission's leadership plan and recruitment plan. The report will be submitted after a recruitment plan is developed and approved by the Commission.

Nominations for Chair, Vice-chair and Secretary

Marie Schuler chaired the nominating committee to provide a slate of candidates for Chairperson, Vice-Chairperson and Secretary for next fiscal year. Since a Commission member had to leave early, there was no quorum to vote on the slate. Therefore, the slate will be presented and voted on at the next meeting scheduled for August 9, 2010.

New Business

Catherine Hogan recommended that the Commission check with the City attorney regarding any City ruling on quorums.   Specifically, once a quorum is established, does the quorum dissolve if a member leaves and reduces the number of members present to below that required to establish a quorum.

Steve Cooper raised a similar question whether the physical presence of all members is required to establish a quorum and conduct a meeting. The Chair suggested that the Commission should research the City's rules and procedures regarding quorums and the conduct of City Board and Commission business.

Meeting adjourned at 8:45 PM.