



Technology and Communications Commission
Tuesday, March 2, 2021, 7:00 p.m.
Virtual Meeting
Agenda

REMOTE PUBLIC PARTICIPATION

WebEx Event Address:

<https://leesburg.webex.com/leesburg/onstage/g.php?MTID=e0c4cd7feeded5ff0dad82ad1bfb4c286>

Phone: 1-415-655-0001

Access code: 177 697 4277

- Call to Order
- Establish Quorum
- Approval of Minutes
 - February 2, 2021 Meeting Minutes
- Verizon Franchise Agreement Public Forum
- Petitioners
- Old Business
 - By Laws – Discussion
 - Subcommittee Reports
 - ◆ Strategic and Disaster Plans, Hill
 - ◆ Innovation and Capability, Curtis
 - ◆ Economic Development/Mason Enterprise Center Partnership, Binkley
- New Business
 - Discussion of Council Goals
- Commissioner Comments
- Council Member Comments
- Virtual or in person meeting decision for April 6, 2021 meeting
- Adjourn

If you require any type of reasonable accommodation as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Jakub Jedrzejczak, Director of Information Technology, 703-771-2708. Three days' advance notice is requested.

Technology & Communications Commission
DRAFT MINUTES
February 2, 2021

Commission Members Present: Peter Hill, Chair (Virtual)
John Binkley Vice Chair (Virtual)
Aaron Nadler (Virtual)
Ahmad Cheema (Virtual)
Jack Curtis (Virtual)
Katherine Johnson (Virtual)
Richard Jackson (Virtual)

Commission Members Absent: None

Council Liaison Present: Neil Steinberg (Virtual)

Staff Present: Jakub Jedrzejczak (Virtual)
John Callahan (Virtual)

1. Call to Order 7:00PM
2. Establish Quorum

Virtual Meeting Statement – Hill, Amended Ordinance to Ensure the Continuity of Government during the State of Emergency Caused by the COVID-19 Pandemic, adopted by the Leesburg Town Council on January 12, 2021. As set forth on the agenda for this meeting, members of the public who wish to participate or to provide comments during the public comment portion of the meeting may do so by:

Webex Telephone number - 1-415-655-0001

WebEx Access Code - 177 108 3914

Additionally, comments may be emailed to TechComm@leesburgva.gov.

The following commissioners are present:

Commissioners:

- Peter Hill - Chair
- Ahmad Cheema
- Jack Curtis
- Richard Jackson
- Katherine Johnson
- Aaron Nadler

And

- Council Liaison Neil Steinberg
- are participating in this meeting by WebEx.

3. Pledge of Allegiance
4. Approval of Minutes
 - a. November 17, 2020. Motion to approve, passes 5-0.
5. Petitioners - None
6. Staff Report – See Agenda Packet
7. Old Business
 - a. Verizon Franchise Agreements – Callahan Approval from Town Attorney to hold a virtual public forum on the Verizon Franchise Agreement on March 2, 2021. Will get with Public Information Officer to get information about the forum to the public, over social media.
 - b. By-Laws – Callahan By-laws are in legal review.

8.
 - a. Annual Report – Hill Presentation to Town Council was presented at December 8, 2020 Council Meeting. Council comments were appreciative of the work by the Technology and Communications Commission and IT Department.
 - b. Security – Binkley Is Town using SolarWinds?
 1. Jedrzejczak Yes the Town is using Solarwinds and took appropriate actions to shut down the application and appropriately apply the correct patches.
 - ii. Steinberg Question about outages with Segra in January staff report.
 1. Jedrzejczak Outages related to firewall maintenance, which resulted in the interruption in services.
 - iii. Binkley What is the compromised host?
 1. Jedrzejczak, Town’s Firewall application monitors the PC’s and traffic from the PC’s and if there are cookies that are identified it will be flagged as a compromised host and the application alerts IT Staff. IT Staff tries to maintain the compromised host to zero.
 - c. Strategic and Disaster Plans - none
 - d. Innovation and Capability - none
 - e. Economic Development/Mason Enterprise Center Partnership - none
9. New Business
 - a. Election of Officers
 - i. Chair – Hill elected 5-0
 - ii. Vice Chair Binkley elected 5-0
 - b. FY2022 Information Technology Budget Preparations – Jedrzejczak If the Commission has any ideas for the next two years in regards to technology to please share them with your Town Council Member.
 - i. Curtis As a commission come up with goals and go back to the Council member to discuss. Everyone on the commission should come back with an idea or two to bring back to the next meeting.
 - ii. Hill Think about technology goals and the commission can start discussing it at the next meeting.
 - iii. Steinberg This is a good idea and to share ideas over the emails and put something together (information or goals) to discuss at the next meeting.
 - c. Technology and Communications Commission Overview – Hill Tech Commission reports to Town Council and provides advisory and guidance to the Town Council on Technology items for the Town.
 - i. Jedrzejczak Please consider keeping the staff report as confidential.
 - ii. Hill Business should be done over the Town email and not on personal email.
 - d. Evaluation of subcommittees
 - i. Callahan Time to review and clean the subcommittees as there have not had any action from them.
 - ii. Binkley Not sure we need a standing subcommittee for security. I reached out to the Economic Development Commission for a meeting. I wish to keep the Economic Development/Mason Enterprise Center subcommittee.
 - iii. Hill Should keep the incubator committee. The annual report committee and security could be removed.
 - iv. Curtis Can take on Innovation and Capability committee.

- v. Curtis Motion to remove annual report and Security Subcommittees. Cheema, Second, Motion passes 7-0.

10. Commissioner Comments –

- a. Curtis welcome new members and likes that the commission can meeting virtually and looking forward to ideas from members at the March meeting.
- b. Jackson honored to be on the commission. Looking forward to the next year or two.
- c. Johnson Looking forward to getting to know everyone and working for the Town.
- d. Cheema Welcome all.
- e. Hill Welcome new members and if you need information feel free to send Peter an email.

11. Council Liaison Comments – Steinberg Welcome Richard and Katie to the commission. Any help that Neil can offer you can reach out to him.

12. Virtual Meeting for March 2, 2022 Binkley moves going virtual for next meeting, Jackson second. Motion passes 7-0

13. Adjourn 8:18PM. Motion to adjourn, passes 6-0.

Next Meeting: March 2, 2021, 7:00 pm.