



Technology and Communications Commission
March 5, 2024, 7:00 p.m.
Council Chamber, Town Hall
Agenda

- Call to Order
- Establish Quorum
- Pledge of Allegiance
- Approval of Minutes
 - February 6, 2024, Meeting Minutes
- Petitioners
- Meeting Calendar – November Meeting Date

- Old Business
 - Digital Town Hall Technology and Communications Commission Public Input

- New Business

- Closed Session - Cybersecurity Plan Updates

MOTION: I move pursuant to § 2.2-3711(A)(19) of the Code of Virginia that the Leesburg Technology and Communications Commission convene in a closed meeting for the purpose of presenting Town cyber security plan updates.

MOTION: In accordance with Section § 2.2-3712 of the Code of Virginia, I move that Commission certify to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act and such public business matters for the purpose identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Council.
(ROLL CALL VOTE)

- Commissioner Comments
- Council Member Comments
- Information Technology Director Comments

- 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 6, 2024

Commission Members Present: John Binkley Chair
Richard Jackson, Vice Chair
Chris Grandjean
Eric Whyne

Absent Aaron Nadler

Katherine Johnson
Brandon Garay

Council Liaison Present: Neil Steinberg

Staff Present: Jakub Jedrzejczak

1. Call to Order 7:01PM
2. Establish Quorum
 - a. Quorum present.
3. Pledge of Allegiance
4. Approval of Minutes – January 2, 2024
Motion to approve Jackson, 2nd Whyne Motion Passes 4-0.
5. Petitioners – None
6. Meeting Calendar November Move Date
Mr. Jackson asked if the meeting is on election day.
Mr. Jedrzejczak indicates that the commission can have nine meetings a year.
Mr. Jackson indicated that Monday the 11th is Veterans Day.
Mr. Binkley Find a day for rescheduling the meeting in November.
Mr. Jackson, we will push the decision to the March meeting to change the date of the November meeting.
7. Old Business
 - a. Digital Town Hall Technology and Communications Commission
Mr. Jedrzejczak, Where are we with the survey. Is the commission comfortable with the survey is the commission waiting for any further comments.
Mr. Binkley was good with the questions,
Mr. Jackson was fine with the questions as written,
Mr. Jedrzejczak will send the email to the commission confirming that the survey is ok to be released.
 - b. AI Use Policy – Information
Mr. Binkley Would push the discussion to after closed session.

Mr. Jedrzejczak sent the policy to the Town Attorney and revised the document to make the points clearer. Mr. Jedrzejczak. agree with all the Town Attorney changes. One more time with commission, one more time with Town Attorney and send it to Town Leadership.

8. New Business – None

9. Closed Session Cyber Security Plan

Binkley MOTION: I move pursuant to § 2.2-3711(A)(19) of the Code of Virginia that the Leesburg Technology and Communications Commission convene in a closed meeting for the purpose of presenting Town cyber security information including some input from two representatives from the Department of Homeland Security regarding the status of the Town's cybersecurity.

Jackson 2nd, Closed Session motion passes 4-0.

Closed Session Start time: 7:10 PM

Binkley MOTION: In accordance with Section § 2.2-3712 of the Code of Virginia, I move that Commission certify to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act and such public business matters for the purpose identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Council.

Jackson 2nd

Roll Call Vote:

Jackson aye
Binkley aye
Grandjean aye
Whyne aye

Closed Session End time: 8:31PM

10. Commissioner Comments.

Mr. Jackson Clarifying for his notes the names of the CISA staff in the Closed Session. First was Eric Goldstein.

Mr. Jedrzejczak Raul Mittal

Mr. Jackson November 11th is Veteran's Day, but Tuesday is the 12th, Commission could meet on the 12th.

Mr. Binkley Thanks for the presentation and that the Town has gone light years beyond when he first joined the commission.

11. Council Rep Comments. - None

12. IT Director Comments

Mr. Jedrzejczak Thank you. Cybersecurity is an ongoing effort and will continue to give reports and updates on the Town cybersecurity and that the funding for cybersecurity is well used to keep the government up and running.

13. Adjourn 8:35 PM Motion to adjourn, 2nd, Motion Passes 5-0

Next Meeting, March 5, 2024, 7:00 pm.

DRAFT