Special Meeting Minutes
Civic Information Systems Commission (CISC)
April 17, 2019, 7:00 p.m.
Village Hall – Room 102

1. **Call to Order**
   The meeting was called to order by Interim Chair David Baker at 7:05 p.m.

2. **Roll Call**
   Present: Commissioners Carl Urness, Sharon Newton, Matthew Knight, and Interim Chair David Baker
   Absent: Commissioners Brian Turnbull and Cory Wesley
   Also present: Village Communications Director David Powers, and IT Director Alvin Nepomuceno.

3. **Agenda Approval**
   Commissioner Knight motioned to approve the agenda for April 17, 2019. The motion was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

4. **Review/Approval of Minutes**
   Commissioner Knight motioned to approve the minutes from March 14, 2019 with a corrected typo. The motion was seconded by Commissioner Urness. A voice vote was taken and the motion was approved unanimously.

   Interim Chair David Baker welcomed new commissioner Carl Urness. Mr. Urness introduced himself and his background.

5. **Old Business**
   a. **Cable Contract Updates**
      No new updates. David Powers provided the history of the Villages relationship with Comcast and AT&T. Comcast is currently operating without a franchise agreement with the Village. AT&T has a State contract. Comcast pays the Village 5% for access to the right-of-way for services and provides support for public access TV. AT&T pays an access fee of 5% +1%. Members of the Commission questioned whether the Village is operating at risk by not entering into a franchise agreement with Comcast. Discussion is ongoing between the Village and Comcast, although not aggressively. Commissioner Knight requested CISC have the opportunity to review the terms of the current expired agreement as well as the standard contract typical of Comcast at a future meeting.
   b. **ERP Project Update**
      Alvin provided the history and an update of BS&A, the Village's finance system. It is desired to integrate data from Kronos, the Village's HR system, into BS&A to assist with processing of payroll. Commissioner Newton shared it is ideal to have HR and payroll data in one system.

c. CityView/VillageView Update

CityView is a permit and licensing processing system, referred to as VillageView in Oak Park. CityView was implemented in 2016 as part of the initial IT Strategic Plan.

d. Laserfiche Update

The goal for Laserfiche is document storage and archiving with advanced searching and complex work flow capabilities.

e. Village-Wide Fiber/ISP Update

Discussed as part of new business.

f. 5G in Oak Park

Interim Chair Baker provided a brief overview of past discussion summarizing the goal to get more affordable and faster internet service in Oak Park. He commented on challenges for multi-family buildings with fewer options and the need to strengthen cell coverage throughout the Village.

6. **New Business**

a. Continued Discussion – Village Fiber WAN Project

Dave Powers provided an overview of how CISC can present their recommendation on whether or not to participate in a joint Village-wide Fiber project with D97. Members of the Commission discussed alternatives to participation; including not participate, or wait for more governmental partners to participate. Commissioner Knight provided a memo regarding a motion.

After discussion, Commissioner Knight moved to concur with Village staff recommendation to select the most qualified construction vendor based on the results of the December 2018 RFP and follow-up RFP and ask the Village Board to vote on the matter allowing staff to begin negotiations with said construction vendor and concur with the recommendation of increasing the fiber capacity to 288ct. fiber for all routes to allow for expansion opportunities with other governmental entities. The motion was seconded. A voice vote was taken and the motion was approved.

Ayes: Commissioners Carl Urness, Sharon Newton, Matthew Knight, and Interim Chair David Baker

Nays: none

Absent: Commissioners Brian Turnbull and Cory Wesley

b. 2019 CISC Work Plan Discussion

The 2019 CISC Work Plan is currently on the Village website, on the CISC webpage. CISC will need to revisit their work plan before the end of the year for approval by the Village Board, usually discussed as part of the budget season.

Alvin Nepomuceno would like CISC to add to their work plan providing input on how the Village should be protecting personal data with new technology such as information provided through License Recognition Data. Members of CISC agreed to add a reoccurring agenda item to consider best practices and policy for personal data storage.

Interim Chair David Baker requested the results of a community survey issued by CISC two years ago be revisited at a future meeting for discussion of potential follow-up.

c. 2019 IT Strategic Plan Discussion
In early 2014, Department Directors provided to IT desired technology improvements. Alvin and members of CISC assisted with prioritizing and creating a Strategic Plan to address the core technology system needs for the Village; financial, HR, records management, permitting and licensing, fiber, telecommunications, and GIS. Now that a majority of these systems have either been implemented or are in process Alvin would like to change the focus of the IT Strategic Plan to concentrate on accurate core data and documenting core processes within all new systems with the goal of having all systems work together.

Alvin Nepomuceno has prioritized confirming unit addresses for the GIS consortium address database. First responders require accurate address data to best serve the community in an emergency. Current data is accessible to Village employees and the general public on Map Office.

7. **Public Comment**
No public comment.

8. **Adjourn**
Commissioner Carl Urness motioned to adjourn. The motion was seconded. A voice vote was taken and the motion passed. Interim Chair Baker adjourned the meeting at 8:59 p.m.

Next Scheduled Meeting: May 9, 2019