



Meeting Minutes
Civic Information Systems Commission (CISC)
Wednesday, February 10, 2022 at 7:00 P.M.
Remote Participation

1) Call to Order

The meeting was called to order by Chair David Baker at 7:05 p.m.

2) Roll Call

Present: Commissioners Urness, Wesley, Ptacek, Balu, Newton, and Chair David Baker

Absent: None

Also Present: Trustee Ravi Parakkat, Communications Director David Powers and IT Director Alvin Nepomuceno

Commissioner Urness joined the meeting at 7:35 pm

Commissioner Ptacek left the meeting at 7:45 pm

Commissioner Balu left the meeting at 8:29 pm

Trustee Parakkat left the meeting at 8:53 pm

3) Approval of Agenda

Commissioner Newton motioned to approve the agenda for February 10, 2022. The motion was seconded by Commissioner Wesley. A voice vote was taken and the motion was approved unanimously.

4) Approval of meeting minutes from January 13, 2022

Commissioner Wesley motioned to approve the meeting minutes for January 13, 2022.

The motion was seconded by Commissioner Ptacek. A voice vote was taken and the motion was approved unanimously.

5) Public Comment

There were no Public Comments.

Chair Baker read into the record a statement that the Village President has determined that an in-person public hearing is not practical or prudent due to the COVID-19 outbreak during Governor Pritzker's current disaster proclamation. It is also not feasible to have a person present at the public hearing due to the safety concern related to the COVID-19 outbreak.

6) New Business



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a) Discussion of VOP website.

Chair Baker introduced this Item. Director Powers informed the Commission that the Village Manager suggested that the Communications department should present some kind of social engagement platform to the board, along with a new website. The village would like to have everything under one umbrella.

Trustee Parakkat suggested that the website should be engaging to the citizens based on the design, and how can it be presented as an open engagement.

Director Powers informed the Commission that the VOP website is 9 years old. Engagement wasn't the concern for the website originally. Staff is ready to move forward with a new website.

Commissioner Newton suggested having a consistent look and feel. One tool, one solution is better than multiple. Also, going with a 1-year vendor subscription might be better because if it doesn't work then it's easy to get rid of it.

Chair Baker suggested bringing in Granicus to give a demonstration to the Commission.

b) Smart Cities - UIC Urban Studies Capstone Program Proposal

Chair Baker recapped that he and Commissioner Urness had reached out to the professor of UIC. They filled out an application for the program to study smart cities.

Chair Baker updated the Commission that the Professor informed us that he couldn't assemble a team to do this for us. This has been canceled. The commission will have to wait another year to apply again or consider other UIC capstone options in the summer.

c) Systems Updates – IT Director

This item was tabled due to lack of time.

7) Old Business –

a) Chair Baker recapped that back in September 2019 the CISC approved data privacy principles. Director Nepomuceno requested the Commission to come up with data privacy principles on how the IT department handles collection of data.

Director Nepomuceno clarified that it's not IT's data, it's the department's data. We should be aware of how VOP manages this data, and ensure that we are only collecting data for the specific task at hand.

Chair Baker says the Commission wants to be transparent with the residents, and



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suggested that there would be a link on the website to disclose a document on the data principle points noting how the data is being used, and how long it's being stored. Also, if the data was shared with a contractor, the same principles would apply.

Chair Baker said that in March 2020 the data privacy principles were supposed to be on the agenda to be presented to the board, but the Covid lockdown happened and this item was placed on hold. Moving forward Chair Baker wants to refresh the Commission on this document before presenting it back to the board.

Commissioner Balu points out that the Principles don't state how long we keep the data, and do we encrypt the data we collect? Commissioner Ptacek wanted to know if this document conflicts with any existing privacy policies the VOP already use. Commissioner Ptacek thinks the privacy policy might not be enough for the values of the community. We need to provide more clarity of how we would share the data with providers that aren't VOP providers.

Commissioner Newton asked if VOP has a privacy policy, and if so CISC should link our general document together with the VOP document so our document doesn't have to change as the VOP document changes. CISC should understand what the Village already has in place. Commissioner Wesley agreed.

Commissioner Wesley suggested CISC should create a document on our advice rather than writing a document on privacy policies for the Village.

Chair Baker would like to provide the public with a document that is reader friendly. It should be a very general document. It should be looked over by the Village Attorney and the Village Manager.

Director Nepomuceno clarified that the Commission mirrored the City of Seattle, Washington guidelines. The intent is to provide information to the citizens of why the Village is collecting data.

Commissioner Wesley suggested another possibility is that the document is brought to the Village Attorney and the principles could go to every department head to self-certify that it's being abided by.

Director Nepomuceno advises the Commission that intent is a guiding principle. If the CISC is asking for every kind of data that each department is collecting, it's involving itself into the department operations.

Chair Baker clarifies that the Commission will meet again to revise the document to then bring it to the board. Commissioner Balu would like a document on current procedures so the Commission doesn't bring up something that's already in place.

Chair Baker would like to invite Paul Stephanides, the Village Attorney to come meet



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with the Commission to advise and provide what the village is doing currently regarding data privacy.

8) Adjourn

Commissioner Urness motioned to Adjourn the meeting. The motion was seconded by Commissioner Wesley. A voice vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 9:10 PM.

NEXT MEETING: TBD