



Meeting Minutes
Civic Information Systems Commission (CISC)
Thursday, May 11, 2023 at 7:00 P.M.
In Person Participation

1) Call to Order

The meeting was called to order by Chair David Baker at 7:01 p.m.

2) Roll Call

Present: Commissioners Cozza, Newton, Vander Berg, and Chair David Baker

Absent: Commissioners Ewing, Ptacek

Also Present: Director of Communications Dan Yopchick, IT Director Alvin Nepomuceno, IT Operations Manager Tom Kilikevicius, CIC Liaison Ronald Elling and 1 audience guest.

3) Approval of Agenda

Commissioner Cozza motioned to approve the agenda for May 11, 2023. The motion was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

4) Approval of meeting minutes from April 13, 2023

Commissioner Cozza motioned to approve the meeting minutes for April 13, 2023. The motion was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

5) Public Comment

There was no public comment. Audience member Kurt Roskopf, who is interested in applying for the CISC, introduced himself to everyone and gave his background including his education and experience.

6) Chair Report:

Chair Baker informed everyone about progress on the IIT Capstone smart cities research project. A syllabus should be available soon, and a visit to the IIT campus has been tentatively scheduled 6/5 for the Chair and whoever is available to attend within OMA rules. He thanked Commissioner Newton and Director Yopchick for their input on an Oak Park PowerPoint presentation that will be presented to the students during the visit.

Chair Baker addressed the concerns of some commissioners during the past meeting about what the CISC role is during the Village RFP process, and how the CISC could meaningfully provide input to staff during RFP creation. He has talked with staff and the Clerk's office, and is attempting to clarify the CISC boundaries with input on RFP's. Commissioner Newton felt that certain commissioners with specific expertise could provide valuable input to RFP responses in some situations. IT Director Nepomuceno



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mentioned what he thought were differences between the security assessment RFP and the open data RFP from 2020. Commissioner Vander Berg asked if there was room for CISC input into the RFP itself. Director Nepomuceno could welcome input into RFP content but felt the final content decision was still with staff. He also felt that there were certain boundaries with commission input into the returned RFP proposals themselves. Commissioner Cozza would prefer to be in an advisory role much earlier in the RFP process rather than in the days before an item would go to the Board for approval. IT Operations Manager Kilikevicius expressed concerns discussing anything in a public meeting that would reveal too much detail about the IT operations environment.

7) New Business:

a) Open Data Policy Discussion

Chair Baker recapped the CISC consensus regarding open data: begin with a policy with CISC input, post machine-readable data where feasible, then the Village commits to posting all Village data in an accessible format, i.e. a data portal. Commissioner Vander Berg reiterated his belief that a policy should come before a portal, because there would then be a mandate to put certain information into that portal. This mandate requires political leadership from elected officials. Chair Baker questioned how far the CISC should go to delineate how the policy should look; should principles from other existing example city policies be recommended to the Board at this point? IT Director Nepomuceno mentioned he was trying to make staff mindful that data they were working with could eventually get posted, and that it is potentially sensitive data. The Village ERP system contains data that supplements the annual budget, but does not contain a module to create the actual budget document, which is not a machine-readable document. Comm. Vander Berg questioned if there could be a policy mandate that each village department commit to identifying data sets that they can publish, and have a plan for publishing. Director Nepomuceno would like to see the staff workload generating pdf reports minimized, increasing staff efficiency, and one way to do this is by publishing the data that went into those reports. Comm. Cozza felt he was struggling with what the CISC role was towards a recommendation, if staff may already be moving towards publishing data. Chair Baker thought a part of the policy could be to factor in evaluation metrics to determine if published data was serving the intended purposes. Comm. Vander Berg suggested you could determine the top five data requests and publish them in a regular format, which would be immediately effective. Chair Baker envisioned a portal starting small and growing over time. Director Nepomuceno mentioned an IT strategic plan was developed around 2014 to address department data needs, and a plan for core systems was borne out of this plan. The IT dept. is now focusing on tweaking and making those systems more efficient, along with addressing core data so it serves each department efficiently. CISC



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liaison Elling suggested that the more detail put into a recommendation, the longer it will take to execute, so a simpler, broad recommendation is best. Comm. Vander Berg thought you could do that but also add suggestions for committing to regular department data review and publishing timelines, along with typical open data policy highlights. Director Nepomuceno suggested the Board may come back to the CISC after the recommendation for help in developing the policy. Comm. Cozza thought that past CISC discussion/work on this topic should be outlined in the Board memo to provide context on why open data is being recommended today. Comm. Cozza moved that the Village commit to an open data policy that reflects open data best practices and standards. Comm. Newton seconded the motion. A voice vote was taken and the motion was approved unanimously.

b) IT Security Assessment

Chair Baker mentioned that he wished to see a motion to recommend to the Board that the IT Dept. do a security assessment. Director Nepomuceno is looking for the support of the CISC towards a security assessment project. He says this will be an ongoing initiative, with a revisit to dept. security being done at regular intervals as security threats change. Chair Baker motioned that the Board recommend the Village IT Dept. perform regular security assessments at staff's professional discretion. The motion was seconded by Comm. Vander Berg. A voice vote was taken and the motion was unanimously approved.

c) IT Director Updates

There were no updates from the IT Director.

d) Communications Director Updates

Director Yopchick updated that documents from TDSi reflecting the council chambers/conference room A/V upgrade project were due in approximately 1 week.

e) New Topic Proposals – for discussion at next CISC meeting

Commissioner Cozza inquired about internet equity in the Village, and wondered about the status of the responses to the survey the Village was going to do on this topic. IT Manager Nepomuceno explained that the department checked the ATT website on the addresses that it knew were multi-unit to determine if there were high speed internet services available in those places. The information is being provided to the Village Manager to determine what could be done in terms of incentives to buildings lacking high speed internet. This staff work is in response to the recent CISC internet equity memo provided to the Board, and their research is expected to be presented to



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the Board at a later date.

8) Old Business

a) Cable Provider Contract updates

Chair Baker informed the Commission that there was nothing currently to report, and no response yet from the Village Attorney. Commissioner Newton wondered what the CISC role was going forward with no movement on this item for several years. Chair Baker admitted he wasn't sure what the next approach should be but admitted there could be a risk to the Village without an agreement, even though the Village was still getting franchise fees from providers. Commissioner Newton suggested a placeholder agreement should at least be approved between Village and providers in the interim. Chair Baker said he would make further inquiries to the attorney.

9) Adjourn

Commissioner Cozza motioned to adjourn the meeting. The motion was seconded by Commissioner Vander Berg. A roll vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 8:25 PM.

NEXT MEETING: June 8, 2023