



**Meeting Minutes**  
**Civic Information Systems Commission (CISC)**  
**June 13, 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 7:06 p.m.

**2. Roll Call**

**Present:** Commissioners Matthew Knight, Sharon Newton, Brian Turnbull, Cory Wesley, and Interim Chair David Baker

**Absent:** Commissioner Carl Urness

**Also present:** Communications Director David Powers and IT Director Alvin Nepomuceno

**3. Agenda Approval**

Commissioner Knight motioned to approve the agenda for June 13, 2019. The motion was seconded by Commissioner Wesley. A voice vote was taken and the motion was approved unanimously.

**4. Review/Approval of Minutes**

Commissioner Wright motioned to approve the minutes from May 9, 2019 as amended. The motion was seconded by Commissioner Turnbull. A voice vote was taken and the motion was approved unanimously.

**5. Old Business**

- a. Cable Contract Updates – nothing new to report. Mr. Powers explained that Comcast is currently paying a franchise fee to operate in the Village but appears to be avoiding updating a formal contract.
- b. ERP Project Update  
BS&A is the Village’s ERP system, currently implemented and no longer an ongoing project requiring updates.
- c. CityView/VillageView Update  
Mr. Nepomuceno explained the current task of identifying properties that have more than one parcel and choosing which parcel will be linked consistently to an address.
- d. Laserfiche Update  
IT staff are working to solve capacity problems with Laserfiche related to processing “Freedom of Information Act” (FOIA) requests.
- e. Police Department Tour Follow Up- from 9/2018 meeting  
Mr. Nepomuceno is working to schedule a tour of the Police Department for members of CISC with the Chief of Police and Village Manager for a Tuesday or Wednesday night, starting at 6:30pm, with a desired two week notice.

**6. New Business**

- a. Core Data Maintenance and Privacy / Smart Cities Initiative



The Village is seeking guidance on developing a data collection and retention privacy policy. The desire is to have a policy that guides collection and retention of personal data and to develop a regular schedule for archiving and disposing of Village records. Mr. Nepomuceno responded to questions regarding Village procedures for assigning access to data by individual versus a role or job description in the Village. Currently individual access is determined by approval from the Department Director. Commissioner Newton shared her understanding of best practices for the preference to streamline access decisions to job description rather than consideration by individual.

For purposes of understanding how and who has access to sensitive data Mr. Nepomuceno reviewed the FOIA process, including redacting of private information, issuing of denials when required, and how Smart Cities technology is utilized. The Law Department currently oversees the FOIA process. Commissioner Newton questioned whether the systems that exist for collecting needed data can ultimately protect the information. Commissioner Wesley shared his experience of how extensive and consistent training can assist a data collection privacy policy. Members of CISC shared their understanding that the importance of effective systems and policies that protect data are very important and may warrant a professional consultant to develop and assist with implementing.

Mr. Nepomuceno expressed confidence in the Village's current systems. His ask is to draft a *guiding principle* for implementation of processes and systems. Commissioners Newton, Wesley, and Knight suggested the Village look at the Seattle.gov example provided and adapt to Oak Park's needs. Members of CISC discussed the idea of an open data portal, Village readiness, and community desire for access to information. Members of CISC suggested staff review data topics collected from the Seattle.gov example so that CISC can draft guiding principles for data collection in Oak Park at the next meeting.

b. Passport Application discussion

Commissioner Wesley reported out on the passport application process discussed at a recent Village Board meeting. Shared concern existed regarding instructions to members of the community for renewal of vehicle licenses utilizing chrome and requiring disabling of a security setting without instructions to re-enable settings. It was agreed that the role out was not ideal but overall a success with very few complaints. Commissioner Wesley suggested CISC could be a stronger resource to members of the Village Board for responding to technology discussions and concerns of the community. Members of CISC agreed to extend an invitation to Trustee Andrews to attend the next meeting.

c. Cable Franchise Discussion

David Powers clarified that Government Access is channel 6, Public Access is Comcast channel 19, and Education Access is channel 16. Channel 16 is primarily utilized by Triton but D97 and D200 could participate if they chose to.

d. 5G in Oak Park



Interim Chair Baker shared that the Verizon store in River Forest claims they will have 5G in Oak Park within the next month. Members of CISC discussed advantages of 5G and internet challenges for municipalities.

e. 2017 Resident Internet Survey Revisit

Commissioner Newton suggested CISC should only consider a new survey if they have a clear reason, with specific information desired. Interim Chair Baker shared the history that drove the 2017 survey for wanting to evaluate resident satisfaction with internet speed.

f. Village-Wide Fiber/ISP Revisit

The Village Board will review CISC's memo recommendation for Village-Wide Fiber when an IGA with D97 is ready for a Village Board agenda. Commissioner Wesley asked if a cost analysis has been completed. Mr. Nepomuceno shared that the Village does not have comparable current costs to provide an analysis to the cost of the project and projected savings overtime. Mr. Nepomuceno clarified that the Village is not looking to be an Internet Service Provider (ISP). Commissioner Turnbull suggested the Village might consider regulating internet provider contracts for multi-unit buildings.

**7. Public Comment:** none

**8. Adjourn**

Commissioner Turnbull motioned to adjourn. Commissioner Cory seconded the motion. Interim Chair Baker adjourned the meeting at 9:00 p.m.

Next Scheduled Meeting: August 8, 2019