Meeting Minutes
Civic Information Systems Commission (CISC)
July 11, 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 7:14 p.m.

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

3. **Agenda Approval**
   Commissioner Knight motioned to approve the agenda for July 11, 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 Wesley motioned to approve the minutes from June 13, 2019 as amended. The motion was seconded by Commissioner Knight. A voice vote was taken and the motion was approved unanimously.

5. **Old Business**
   a. Cable Contract Updates – nothing new to report. Mr. Powers confirmed that contract negotiations remain in discussion between Attorneys for the Village and Comcast.
   b. Core Systems Update
      Fiber Project - Mr. Nepomuceno reported that the Village and D97 are discussing terms for a proposed agreement regarding maintaining right-of-way property under the management of the Village for a joint Fiber Project. The overarching long-term goal is to plan for positioning Oak Park towards becoming a SMART City. SMART City is a designation given to a city that incorporates information and communication technologies to enhance the quality and performance of municipal services. Discussion continued on how to manage personal data responsibly and securely as the Village plans for reaching the goal of earning SMART City status. Planning requires evaluating infrastructure needs that will be required to support SMART City status and communicating the worth to the Village Board for financial resources. Mr. Nepomuceno briefly related infrastructure preparation to the current video depository utilized by the Police and passport technology. Commissioner Turnbull shared concern that the level of planning and research that can be offered by CISC is limited based on the infrequency of their meetings. Commissioner Wesley suggested it may be necessary for CISC to meet more

often in order to provide complete information to the Village Board. Interim Chair Baker stated that he will plan to meet with the Village Manager to better understand contract challenges and a proposed timeline for working with D97.

   c. Police Department Tour Follow Up- from 9/2018 meeting
Members of CISC suggested touring the Police Department at 6:30pm, before their August 8th regularly scheduled meeting at 7:00pm, and ending that meeting at 8:30pm rather than 9pm.

6. **New Business**
   a. Core Data Maintenance and Privacy / Smart Cities Initiative
Mr. Nepomuceno discussed the need to be careful when determining what kind of data to collect so to protect individuals from reasonable privacy concerns and protect the Village from potential liability. Mr. Nepomuceno referenced Seattle's privacy policy as an example. Commissioner Turnbull listed example/potential guidelines for a privacy policy that would guide what data is collected; privacy and transparency considered equally. Commissioner Turnbull recommended moving forward with solidifying privacy guidelines. Members of CISC generally agreed that only necessary data should be collected and stored for only as long as needed. Commissioner Knight will provide notes for solidifying guidelines. Identifying what data should be collected will be a step 2, after guidelines for collecting are formalized.
   b. Passport Application discussion
No further discussion.
   c. 5G in Oak Park
Interim Chair Baker shared that he has continued to check with Verizon for updates on access to 5G in Oak Park; no progress has been reported.

Commissioner Wesley asked if the Village is properly protected from Ransomware attacks. Mr. Nepomuceno shared that they are but it has not been tested because they have not been attacked recently.

Commissioner Turnbull asked if a two-factor authentication is utilized for those who have access to data. Two-factor authentication affectively eliminates phishing. The Village does not currently utilize this technology. It was suggested that this could be advocated for in the near future.

7. **Public Comment:** none

8. **Adjourn**
Commissioner Turnbull motioned to adjourn. Commissioner Knight seconded the motion. Interim Chair Baker adjourned the meeting at 9:01 p.m.

Next Scheduled Meeting: September 12, 2019