



**DRAFT Meeting Minutes**  
**Civic Information Systems Commission (CISC)**  
**August 8, 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 7:22 p.m.

**2. Roll Call Present:** Commissioners Matthew Knight, Brian Turnbull, Carl Urness, and Interim Chair David Baker

**Absent:** Commissioners Sharon Newton and Cory Wesley

**Also present:** Trustee Deno Andrews, Communications Director David Powers, and IT Director Alvin Nepomuceno

**3. Agenda Approval**

Commissioner Urness motioned to approve the agenda for August 8, 2019. The motion was seconded by Commissioner Knight. A voice vote was taken and the motion was approved unanimously.

**4. Review/Approval of Minutes**

Commissioner Knight motioned to approve the revised minutes from July 11, 2019 as amended, with correction regarding two-factor authentication. The motion was seconded by Commissioner Turnbull. A voice vote was taken and the motion was approved unanimously.

Chair Baker stated for the record that members of CISC toured the Police Department before the meeting and will provide feedback for the Chief at a future meeting.

**5. Old Business**

a. Cable Contract Updates – nothing new to report.

b. Core Systems Update

Mr. Nepomuceno reported a current priority for the Village is to create address standards for uniform accuracy.

c. 2019 Work Plan Status

Interim Chair Baker reviewed with members of CISC projects identified in their 2019 work plan and the status of each project for purposes of proposing a 2020 version for approval by the Village Board. Trustee Andrews suggested the commission consider whether or not they need to clarify their mission statement. It was determined that the majority of 2019 projects have either been completed, in progress, or determined unnecessary.

d. 5G in Oak Park Status

Interim Chair Baker reported updates for 5G in Oak Park can be tabled until more information is available. Trustee Andrews responded to questions



regarding state legislation limiting municipal regulation regarding placement of 5G devices on public property.

## 6. New Business

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

Interim Chair Baker provided a summary of the input provided by members of CISC on draft guidelines and principles for data collection, retention, and privacy protection. Commissioner Knight stressed the need to identify the purpose for data collected. The importance of shared principles and guidelines across departments, governmental agencies, and contracted partners was discussed. Members of CISC also discussed issues of access when technology is used to deliver a service. Residents do have the option to utilize Village Hall to attain those same services. Trustee Andrews summarized the process for CISC recommendations to go before the Village Board and possible Board action regarding the recommendation. CISC will finalize their proposal at their September meeting.

### b. 2020 Work Plan

Trustee Andrews would like CISC to assist with proposing projects for improved transparency. He strongly believes all fulfilled "Freedom of Information Act" (FOIA) requests should be available for view on the Village website. He referenced Evanston's website as an excellent example. He believes more financial information should be more accessible. He went on to explain that all Village goals should be Specific, Measureable, Attainable, Relevant, and Timely (SMART). He suggested CISC use this framework for all projects they bring before the Village Board, including the recently reviewed FIBER recommendation. Mr. Nepumuceno stressed the importance of implementing a FIBER project for public safety infrastructure. Commissioner Knight suggested it would be beneficial to understand how residents interact with Village Hall and how they value that experience. Mr. Powers and Trustee Andrews updated the commission on the Village's success with sharing information on social media. Interim Chair Baker asked members of CISC to consider potential project ideas for 2020 to discuss at their next meeting.

## 7. Public Comment: none

## 8. Adjourn

Commissioner Knight motioned to adjourn. Commissioner Turnbull seconded the motion. Interim Chair Baker adjourned the meeting at 8:37 p.m.

Next Scheduled Meeting: October 10, 2019