



Meeting Minutes
Civic Information Systems Commission (CISC)
September 12, 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 7:03 p.m.

2. Roll Call Present: Commissioners Matthew Knight, Carl Urness, Cory Wesley, and Interim Chair David Baker

Absent: Commissioners Brian Turnbull and Sharon Newton

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

3. Agenda Approval

Commissioner Urness motioned to approve the agenda for September 12, 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 minutes from August 8, 2019. The motion was seconded by Commissioner Urness. A voice vote was taken and the motion was approved unanimously.

5. Old Business

- a. Cable Contract Updates – nothing new to report.
- b. Core Systems Update

Mr. Nepomuceno provided an update on address data cleanup to match USPS standards and transferring that data from MAP Office to City View (core system). A goal is to have uniform address accuracy across all departments, particularly Police and Fire. There is a data internal review team assisting with data analysis.

6. New Business

- a. Core Data Maintenance and Privacy Principles

Interim Chair Baker referenced the draft data privacy principles and guidelines summary provided with the agenda. Commissioner Knight and Mr. Baker complimented members of CISC for their work in drafting the document. Discussion was had on determining the best route to implementation; Village Manager review and implementation through internal process, relationships with agency partners, citizens, and governmental partners; or Village Manager review and presents to the Village Board for approval as presented by CISC. Members of CISC provided consensus for implementation with public buy-in. It was decided to seek guidance from Trustee Andrews as the CISC Liaison for presenting to the Village Board.



Commissioner Knight motioned to approve the proposed data privacy principles and guidelines as presented. Commissioner Wesley seconded the motion. A voice vote was taken and the motion was approved unanimously.

b. 2020 Work Plan Adoption

Interim Chair Baker presented a rough draft 2020 Work Plan after compiling suggestions from members of CISC and Trustee input. It is Mr. Baker's intention to utilize a **Specific, Measureable, Attainable, Relevant, Timely** goal writing framework. Members of CISC discussed topics to determine priorities for the 2020 Work Plan. Topics discussed:

- Website upgrade or redesign – Mr. Powers has put before the Village Board preliminary discussion for the 2020 budget cost to upgrade the server or revamp the website with the opportunity to utilize intuitive host software. Members of CISC provided consensus that they would request an RFP to identify all best software options.
- Survey – Identify questions that could potentially assist with determining priority spending related to technology services. How do residents interact with the Village? What is their experience regarding response from the Village? Customer Service needs?
- Open Data – Trustee Andrews has expressed desire for an open data portal for FOIA responses that could potentially increase access to information and thereby reduce redundant requests. There was discussion for need to identify potential privacy concerns related to an open data portal. What could be learned from those concerns could lead best practices when collecting data and limit need for redaction. Might require the need for training.
- Smart Cities preparation – might require the need for a consultant.
- Multi-Unit Dwelling Internet Contracts – identify need for policies that promote competitive rates and choices for service.
- 5G – Research value of 5G service versus potential concerns and risks.
- Budget Review – Commissioner Knight expressed the desire to review IT budget requests and actuals. Commissioners can choose to review past year budgets in their entirety on the Village website.
- Ransomware – Members of CISC discussed how the Village protects itself from potential ransomware attacks, what redundancies exist to preserve data, what internal processes and policies protect the Village from viruses and handle IT support.
- Fiber - Mr. Nepomuceno provided an update regarding ongoing conversations between the Village Manager and D97 Superintendent. Interim Chair Baker expressed the importance that CISC prepare a comprehensive justification to the Village Board for the expense of investing in Fiber. The justification should include



financial advantages rather than hypothetical rationale and reference actual need for mitigating risk and providing services.

Interim Chair Baker asked for Mr. Nepomuceno's assistance in providing information needed to prepare convincing justification for Fiber.

Mr. Baker requested commissioners consider priorities discussed and any new suggestions, and email him so that he can compile information into a Work Plan for 2020 for approval at their October meeting.

Interim Chair Baker suggested CISC consider opportunities for collaboration with other commissions to accomplish their goals, including better understanding technology needs that they may not be aware of.

7. Public Comment - none

8. Adjourn

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

Next Scheduled Meeting: November 14, 2019