



**Meeting Minutes**  
**Civic Information Systems Commission (CISC)**  
**October 10, 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 Brian Turnbull, Sharon Newton, Cory Wesley, and Interim Chair David Baker

**Absent:** Commissioners Matthew Knight and Carl Urness

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

**3. Agenda Approval**

Commissioner Wesley motioned to approve the agenda for October 10, 2019. The motion was seconded by Commissioner Turnbull. A voice vote was taken and the motion was approved unanimously.

**4. Review/Approval of Minutes**

Commissioner Turnbull motioned to approve the revised minutes from September 12, 2019 as amended, with correction of replacing “prevent” to “promote” under New Business, 2020 Work Plan. The motion was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

**5. Old Business**

a. Cable Contract Updates – nothing new to report. Comcast has continued to pay a 5% franchise fee, AT&T pays 5% plus one.

b. Core Systems Update

Mr. Nepomuceno shared that the Village has completed rolling out updates to Laserfiche (2.0).

The IT Department is working on the process of taking digitized police records from microfilm and conducting optical character recognition (OCR) on those records.

Fiber WAN is included in staffs recommended budget for 2020. The Fiber WAN intergovernmental agreement with D97 has been prepared as a lease agreement rather than a shared project to allow for the Village to maintain ownership over right-of-way property. The recommended 2020 budget will be before the Finance Committee of the Village Board before going before the full Village Board for approval. Mr. Nepomuceno stressed the importance of this project for supporting daily operations and planning for SMART City initiatives. Interim Chair Baker plans to attend the Village Board Finance Committee meeting to support the budget expense for Fiber WAN. Commissioner Newton clarified that the opportunity for other partners, such as the Library, to



participate in the future will exist. Commissioner Wesley suggested the lease fee to participate should compensate the Village appropriately for the expense and liability of ownership. The lease agreement has been drafted between the Village Manager's Office and D97.

Interim Chair Baker updated members of CISC regarding commission drafted data privacy principles that have not yet been scheduled for a Village Board meeting. He plans to attend when the topic appears on a Village Board agenda.

## 6. New Business

### a. 2020 Work Plan Adoption

Interim Chair Baker asked for feedback on the proposed CISC 2020 Work Plan with the understanding that Trustee Andrews had previously suggested CISC present their work plan utilizing SMART goals (Specific, Measureable, Attainable, Relevant, and Timely). Potential topics for 2020 were listed as; 5G, Smart Cities Initiatives, Open Data, website upgrades, and affordable and fast internet to residents. There was discussion regarding the role of the commission for work plan goals. Tasks related to goals will be implemented by staff. Mr. Powers shared that website options for open data often involve a third party managing data presentation. He stated that a majority of requested data is available on the current website. Commissioner Newton made the relevant point that presenting data utilizing a third party contract raises costs, and often for the purpose of identifying cost savings. Members of CISC discussed whether or not there are more immediate solutions to making more information available that would not necessarily require spending money; i.e. linking frequently asked for documents on the website as much as possible. Commissioner Turnbull suggested identifying a Village Data Transparency Plan. Commissioner Newton agreed and further clarified that it seems more valuable to identify what information seems to be missing and enable access to that information, perhaps through assessing what is currently being requested utilizing the Freedom of Information Act (FOIA). Interim Chair Baker suggested a community survey could be useful in understanding resident needs/desires for information. Mr. Powers updated the commission on the National Citizen Survey (NCS); oak-park.us/your-government/village-manager/community-surveys. The current 2019 survey is underway. Discussion focused on providing options for the Village Board regarding data transparency and citizen interaction with the Village. The commission would like to investigate the value of providing FOIA responses on the Village website. Members of CISC will investigate the need for additional information after reviewing results from the 2019 NCS.

Members of CISC briefly discussed and determined that there is no need to add discussion related to ransomware to CISC's 2020 work plan; staff has a sufficient plan for mediating.

Members of CISC discussed the opportunity for partnering with the Community Relations Commission (CRC) for planning focus group discussions



related to software rollout or understanding community IT needs and challenges.

Related to the goal of seeking affordable and fast internet for residents, members of CISC discussed the continued shared concern regarding practices that undermine internet/cable competition in multi-unit buildings.

b. **2019 Work Plan Wrap Up**

Interim Chair Baker provided an opportunity for all members to comment on CISC's 2019 accomplishments. No additions or changes were made.

Mr. Baker reiterated that he plans to attend the next Finance Committee to respond to questions in the budget related to the Fiber WAN project. Others are welcome to attend.

Mr. Baker noted that Chief Reynolds does not currently have an ask of members of CISC related to their tour of the Police Department. Discussion acknowledged that the space appeared grossly inadequate. A Police Department space needs assessment is expected to be completed and presented to the Village Board at some point.

**7. Public Comment:** none

**8. Adjourn**

Commissioner Wesley motioned to adjourn. Commissioner Newton seconded the motion. Interim Chair Baker adjourned the meeting at 8:29 p.m.