



Meeting Minutes
Civic Information Systems Commission (CISC)
Thursday, March 10, 2022 at 7:00 P.M.
Remote Participation

1) Call to Order

The meeting was called to order by Chair David Baker at 7:05 p.m.

2) Roll Call

Present: Commissioners Ptacek, Urness, Wesley, and Chair David Baker

Absent: Commissioners Balu, Newton, and Communications Director David Powers

Also Present: IT Director Alvin Nepomuceno, and Village Attorney Paul Stephanides

3) Approval of Agenda

Commissioner Ptacek motioned to approve the agenda for March 10, 2022. The motion was seconded by Commissioner Urness. A voice vote was taken and the motion was approved unanimously.

4) Approval of meeting minutes from February 10, 2022

Commissioner Urness motioned to approve the meeting minutes for February 10, 2022. The motion was seconded by Commissioner Ptacek. A voice vote was taken and the motion was approved unanimously.

5) Public Comment

There were no public comments.

Chair Baker read into the record a statement that the Village President has determined that an in-person public hearing is not practical or prudent due to the COVID-19 outbreak during Governor Pritzker's current disaster proclamation. It is also not feasible to have a person present at the public hearing due to the safety concern related to the COVID-19 outbreak.

6) Old Business –

a) Data and privacy security:

Chair Baker recapped last month's discussion about CISC approving the data and privacy security guidelines document.

Director Nepomuceno clarified that his intent with the document is to provide a



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statement regarding the Village guiding principles on data privacy.

Chair Baker says the Commission wants to be transparent with the residents and that there could be a link on the website disclosing the data privacy principles document. Mentioned would be how the data is being used and how long it's being stored. Also intended is that every Village employee should be following the guidelines.

Director Nepomuceno clarified that the Village collected data is the department's data.

Chair Baker mentioned a point that Commissioner Newton brought up in last month's meeting, concerning what the Village is currently doing with data privacy. Chair Baker wanted to check with Village Attorney Paul Stephanides to see if the 2013 privacy document on the website is still current.

Village Attorney Paul Stephanides clarified that the May 2013 document on the village website was not adopted by the board. It is a good initiative to bring a broad privacy policy to the village board similar to the Seattle policy. There is currently some policy in the VOP employee manual. Paul Stephanides also informed the Commission on the policy he wrote regarding social security number privacy, and mentioned that policy is being strongly enforced by the IT department.

Village Attorney Paul Stephanides found that the Freedom of Information Act definition of privacy information refers to unique identifiers including social security numbers, driver's license numbers, employee identification numbers, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers or email addresses, personal home addresses, and personal license plates except as otherwise provided by law. The Village does not release this information in response to FOIA requests.

Village Attorney Stephanides said he read the privacy policy Chair Baker sent him from the Village of Addison. His suggestion is to take some of the language and incorporate them into VOP privacy policies.

The Village of Oak Park also enforces non-release of health information under HIPAA.

Commissioner Ptacek asked if it is the employee manager's responsibility for holding employees accountable for accidentally releasing private data, over the possibility of civil action against the Village. Attorney Stephanides said that there is always the possibility of civil action, and federal agencies have an enforcement mechanism to notify persons whose privacy might have been violated. The state and federal agencies have a role regarding privacy.

Chair Baker asked Village Attorney Stephanides to clarify the difference between a Village ordinance and a Village policy. Attorney Stephanides said that an ordinance is something going into the village code, and applies to everyone in the Village. Village



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policy is something that will go into the employee handbook. A resolution adopted by the Board is applicable to policy. An ordinance is essentially a law.

Commissioner Ptacek stated that he would like to see a privacy policy that goes further than what has been proposed by CISC, and requires the Board to vote on any purchase of a new system that would collect large amounts of data.

Chair Baker asked Village Attorney Stephanides if the CISC goal would be an aspirational document that the Board would approve, with staff and village attorney crafting specifics into a policy. Attorney Stephanides confirmed that would be a good approach.

7) New Business – this item was tabled

8) Adjourn

Commissioner Urness had to leave the meeting at 7:35 pm and as a result, quorum was lost.

Commissioner Urness motioned to Adjourn the meeting. The motion was seconded by Commissioner Ptacek. A roll vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 7:35 PM.

NEXT MEETING: TBD