



Meeting Minutes
Civic Information Systems Commission (CISC)
Thursday, November 9, 2023 at 7:00 P.M.
In Person Participation

1) Call to Order

The meeting was called to order by Chair David Baker at 7:04 p.m.

2) Roll Call

Present: Commissioners Ewing, Newton, Vander Berg, and Chair David Baker

Absent: Commissioners Ptacek, Roskopf

Also Present: IT Director Alvin Nepomuceno, CIC Liaison Ronald Elling

3) Approval of Agenda

Commissioner Ewing motioned to approve the agenda for November 9, 2023. The motion was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

4) Approval of meeting minutes from September 14, 2023

Commissioner Ewing motioned to approve the meeting minutes for September 14, 2023. The motion was seconded by Commissioner Vander Berg. A voice vote was taken and the motion was approved unanimously.

5) Public Comment

There was no public comment.

6) Chair Report

Chair Baker mentioned there was no quorum at the last meeting. Then he expressed gratitude for the service and contributions made to the CISC by Commissioner Cozza, who was appointed June 2022 but recently moved out of town and resigned before the last meeting. Next, Chair Baker provided an update on the September 19th Zoom meeting with CIC Liaison Ronald Elling and Professor Howard at IIT. In the meeting, the second phase of a study for Oak Park by an IIT capstone course was discussed. The plan is to dig deeper and analyze their previous report on smart cities, which the students provided to Oak Park in August, in order to give more specific use cases that are best suited for the Village. The students, a mix of experts in different fields, such as engineering, information technology, MBA students, etc., are about six weeks into a sixteen-week capstone semester course. Chair Baker had not received a recent update on their work but will report back in the future when he hears more.

IT Director Alvin Nepomuceno mentioned that the students had a session with him,



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Chief Johnson of the Police Department, and Public Works Director Robert Sproule last Tuesday night. Director Nepomuceno confirmed the meeting was useful.

7) New Business:

a) VOP Racial Equity Assessment Discussion, UIC Great Cities Institute Report

Chair Baker inquired if everyone had a chance to fill out the questionnaire and watch the video sent by Communications Director Dan Yopchick. Chair Baker confirmed he did, and after clearing up some confusion on whether it was to be completed individually or as a group, he recommended to try and complete it individually by the end of November, even though the deadline has passed. There was no further information from Director Yopchick to pass along.

b) FY2024 Work Plan Approval

Chair Baker shared about a chat he had with Trustee Wesley. They discussed the commission's scope and whether or not, in addition to making policy, it includes research in order to make recommendations to assist Village operations.

Trustee Wesley's opinion was that he would like to see the commission make recommendations that they think are important that could help staff do their job more efficiently in terms of technology.

The CISC discussed how they could best make recommendations without being too intrusive to Director Nepomuceno and his team, especially as they do not know the details of staff workflow or operations' work. Chair Baker said he would feel comfortable recommending broad technologies that could be useful for operations, such as looking into artificial intelligence. It was generally agreed among the commissioners that they could be most useful as a knowledge source to be consulted.

Chair Baker then suggested going down the list of work plan proposed items, making any suggested changes, copying Trustee Wesley to see if he has anything to add, then submitting it to the Board.

The CISC discussed each line of the work plan proposed items. The plan to investigate open data options to bring more Village services online is still in progress. For the second item, it was suggested to change the wording to "enhancing transparency to Oak Park residents" to be broader instead of specifying, e.g., financial or crime transparency. The third item, engaging independent research teams to build smart city infrastructure, will be carried over into 2024. The fourth item, regarding utilizing fiber and extra fiber conduit infrastructure, was discussed. The group decided to leave item



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three separated from item four. They then discussed the next line item, getting affordable, high-speed (100 megabits+) broadband internet choice to Village residents in multi-unit residential buildings. The group decided to keep this item on the list, although they acknowledged some potential legal limitations regarding mandating more than one internet provider. Chair Baker mentioned that the attorney is working on the cable provider contract item and hopes there will be an update soon. He confirmed this item could push into next year and kept it on the list. The next item, determining longtime negotiations with Comcast for a cable provider contract, is part of the original founding document and is ongoing. Commissioner Roskopf had given recommendations to change the wording of the next item concerning transparency. He suggested using the words “transparency and civic engagement for enabling language,” taking out “police department scanners,” and re-labeling the item as “police radio communications available to the public.” He further suggested the wording “explore options for residents to monitor emergency responder communications in a way that balances transparency and officer safety.” The next item concerning efficiency enabling language – open AI for staff use – was discussed. Alternative language was considered, such as “explore AI solutions to enhance work efficiency,” and the group expressed the importance of clarifying that this would not be to replace jobs but to assist them. The next item about exploring ways to streamline Village operations was discussed. The group decided the wording should be “engage staff” rather than “engage all staff” and discussed inviting managerial staff to CISC meetings for their input. The group then discussed the last item about local government operations and collaborating with Village commissions to determine ways to work together for greater advisory commission. Chair Baker mentioned this hasn’t happened for several months and said he would like to try to set up joint meetings.

The group then discussed the columns of assigned names and costs for each line item and decided to remove the name column. They confirmed they would keep the cost and the time frame in the table. Chair Baker then said he will put the document in PDF and send it to everyone.

The group voted on the changes to the 2024 work plan. Commissioner Ewing motioned for this vote, and it was seconded by Commissioner Newton. A voice vote was taken and the motion was approved unanimously.

c) Staff Updates

Director Nepomuceno gave an update that the CIP budget for 2024 was approved. They are now working on the telephone RFP and are waiting for the operational budget to get approved to work on FOIA.

Director Yopchick sent notes to Chair Baker for his update. He reported that architect TDSI’s design for the meeting and control room was approved in the CIP earlier this



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month. Also, the website project is continuing, albeit at a slower pace than projected.

d) Board Liaison Updates

There was no Board liaison present, so there were no updates.

e) New Topic Proposals - for discussion at future CISC meeting

The group discussed diversification of the commission and ensuring they are representing all of the Village that is leveraging technology. Chair Baker mentioned that the group can send information of anything they want to see more represented on the commission to him.

8) Old Business

a) Cable Provider Contract updates

Nothing to report.

9) Adjourn

Commissioner Ewing motioned to adjourn the meeting. The motion was seconded by Commissioner Vander Berg. A roll vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 8:42 PM.

NEXT MEETING: Thursday, December 14, 2023