



Meeting Minutes
Civic Information Systems Commission (CISC)
Thursday, December 14, 2023 at 7:00 P.M.
In Person Participation

1) Call to Order

The meeting was called to order at 7:00 pm and Commissioner Vander Berg was nominated to be Acting Chair by Commissioner Roskopf. The motion was seconded by Commissioner Ptacek. A roll call was taken and the motion was unanimously approved.

2) Roll Call

Present: Commissioners Newton, Ptacek, Vander Berg, Roskopf

Absent: Commissioner Ewing, Chair Baker

Also Present: IT Director Alvin Nepomuceno, CIC Liaison Ronald Elling, and Media Production Manager Joe Kreml

3) Approval of Agenda

A motion was made by Commissioner Ptacek to approve the agenda for December 14, 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 November 9, 2023

A motion was made by Commissioner Newton to approve the meeting minutes for November 9, 2023. The motion was seconded by Commissioner Roskopf. A voice vote was taken and the motion was approved unanimously.

5) Public Comment

CIC Liaison Ronald Elling mentioned that the CISC is currently short one commissioner and in March will be short another. He mentioned he could recruit through the Wednesday Journal or Facebook, but he encouraged the commissioners to reach out to their colleagues and connections if they are knowledgeable in IT and live in Oak Park.



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6) Chair Report

Nothing to report in Chair Baker's absence.

7) New Business:

a) VOP Board Meeting Transcriptions

A service called Descript was discussed as an option to create transcripts for Board Meetings. The deliverable of this service is a document with the transcription. The group discussed whether there would be any legal issues if the transcription was incorrect, even though there is definitive video recording available. It was suggested to just put the recommendation forward and have the Village attorney determine if there are any legal issues. It was then clarified that transcriptions would not take over meeting minutes; rather, transcriptions would be an enhanced service to the community, as captions, minutes, and transcripts have three different purposes. Production Manager Kreml clarified that captions seen over the VOP telecast of Board meetings are done by a human, and are not an automated service. It was mentioned that this service could provide a lot of value with minimal expense, as the cost for the service is not a significant amount of money. An additional, potential cost discussed, however, could be having someone read and approve the transcript before posting it online. The group discussed staff or even a commission doing this. There was general, favorable consensus about Descript, but the group did not want to make a motion without Chair Baker.

b) Staff Updates

There was no update from Production Manager Kreml. IT Director Alvin Nepomuceno mentioned the budget was approved. Director Nepomuceno also mentioned the year's big budgeted projects: telephone, FOIA, and the video and access control security system upgrade. Production Manager Kreml asked if the commissioners have seen the Village's social media and suggested they visit the Village's YouTube channel.

c) Board Liaison Updates

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



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d) New Topic Proposals – for discussion at future CISC meeting

It was stated that the transcription item would be discussed in the next meeting, per Commissioner Ptacek's request.

8) Old Business

a) Cable Provider Contract updates

Nothing to report.

Director Nepomuceno, however, mentioned that they are working on a beta version of snow map routes to track the plows with GPS in near real-time. He added this is a benefit of being part of a GIS consortium.

9) Adjourn

A motion was put forward to adjourn the meeting by Commissioner Ptacek, which was seconded by Commissioner Roskopf. The meeting was adjourned at 7:33 pm.

NEXT MEETING: Thursday, January 11, 2024

If you require assistance to participate in any Village program or activity, contact the ADA Coordinator at 708.358.5430 or email ADACoordinator@oak-park.us at least 48 hours before the scheduled meeting.