



Meeting Minutes
Civic Information Systems Commission (CISC)
Thursday, August 10, 2023 at 7:00 P.M.
In Person Participation

1) Call to Order

The meeting was called to order by Chair David Baker at 7:02 p.m.

2) Roll Call

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

Absent: None

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

3) Approval of Agenda

Commissioner Ptacek motioned to approve the agenda for August 10, 2023. The motion was seconded by Commissioner Ewing. A voice vote was taken and the motion was approved unanimously.

4) Approval of meeting minutes from June 8, 2023

Commissioner Cozza motioned to approve the meeting minutes for June 8, 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 introduced newly appointed Commissioner Kurt Roskopf, and welcomed him to the team. Commissioner Roskopf introduced himself again for the benefit of those who were not present during his initial introduction as a public commenter at a past meeting. Chair Baker also announced that the new Board Liaison to the CISC will be Trustee Cory Wesley.

Chair Baker provided an update on the Community Control Over Police Surveillance (CCOPS) ordinance that the CISC recommended earlier in the year. Attorney Paul Stephanides is working on a draft of an ordinance based on CISC recommendations to be presented to the Board during an upcoming study session, which, according to Communications Director Yopchick, is scheduled for Sept. 11, 2023. Director Yopchick mentioned that the Board would vote on an ordinance sometime after the study session, possibly in October, but it is tentative.

Chair Baker mentioned Attorney Stephanides wished to draft the ordinance to



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address criminal law enforcement only. A discussion began on whether modeling the ordinance on only law enforcement went against the spirit of the original CISC approved motion. The commission expressed the desire to see the draft ordinance before the upcoming study session to be able to provide feedback.

7) New Business:

a) Approval of Staff Recommendations, FY24 Budgeting and Board Goals

IT Director Alvin Nepomuceno is seeking approval from the CISC on items he brought before the Board during the Board Goals study sessions that occurred in July. Mr. Nepomuceno is looking to upgrade the VOP on-premises phone system from 2014 to a cloud-based system to reduce equipment and provide operations resilience. The biggest challenge is dealing with call centers. Cost range is \$80k/year to \$115k/year, vs. about \$20k/year to maintain the current old technology. There was a discussion on the pros and cons of paying at least 4x to upgrade a system with questions on the extent of its usage in Village Hall and with employees. The consensus was a need for more data to assess if such a large expenditure should be made to upgrade the current end-of-life phone system.

Mr. Nepomuceno also stated that open data and dashboards was an ongoing project that he informed the Board about. He is looking to leverage Microsoft Power BI for these initiatives. He also is looking to acquire an off-the-shelf FOIA processing software system that could cost \$15k/year, which would replace an in-house process that utilizes Laserfiche. The IT Dept. hopes to model Oak Park's open data solution after what Normal, IL is doing, which is a combination of PowerBI and ArcGIS. There were several commissioner questions addressing the merits of spending dollars for a FOIA solution vs for a phone system. Director Nepomuceno maintained that the IT challenge with FOIA is that the department has to pivot from everyday operations to support the department that received a particular FOIA request. Chair Baker requested tabling further discussion on CISC support of these topics to the next meeting when IT can provide more clarity on commissioner questions. The IT Dept. plans to acquire a new phone system before February 2024, and the village capital improvement plan for the next fiscal year is usually approved in October of the current year.

b) IIT Smart City Capstone Project Final Report

Chair Baker announced receipt of the IIT Summer Capstone project report suggesting a framework of how Oak Park can begin to develop smart cities. Key staff, including department heads, also participated in a July meeting with the class professor to deliver input from a staff perspective to the research team. Some commissioners felt



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that a good description of what smart cities comprises was presented well in the report, but information on where Oak Park should start building applications was lacking. There was also praise of the report regarding how much information was delivered in such a short period of time, including the fact that 3 weekly classes were canceled due to them falling on holidays. IIT is willing to continue research work with Oak Park in the fall, including conducting focus groups, however some commissioners felt that it was hard to see how Oak Park could continue with a new research team without consensus on use cases to pursue. There was a suggestion that a paid consultant might be appropriate, at this point, to that end. IT Director Nepomuceno felt that staff conversation with the professor was overall beneficial, and that there were already staff on board with the smart cities concept. Reducing costs, to him, was the biggest driver of determining smart city use cases. Chair Baker felt that staff might be the best resource to determine use cases based on their everyday work to make Village processes more efficient and knowing where the inefficiencies exist in the organization. Director Nepomuceno felt that a conversation with department heads would be helpful to learn their needs and what initiatives they felt would make the biggest impact with the least cost. CIC Liaison Elling suggested the fall 2023 IIT class efforts could be a great opportunity to get us closer to possible use cases utilizing the results in the delivered report. Chair Baker said he would contact Professor Howard to see how this report could be refined in her class this fall, and send a memo to the Board stating that a report was finally received, and available for their inspection should they wish to view it.

c) Staff Updates

There were no staff updates.

Chair Baker requested Director Yopchick's analytics report for Engage Oak Park for a future meeting.

d) Board Liaison Updates

There were no updates.

e) New Topic Proposals – for discussion at next CISC meeting

No new topics were proposed by the commission.

8) Old Business

a) Cable Provider Contract updates

Chair Baker gave an update to the CISC regarding a recent conversation with Village Attorney Stephanides, who is prioritizing creation of a new franchise agreement to send to Comcast for consideration. A major focus will be on franchise fee collection as revenue for the Village. There was some confusion as to how much the village is



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currently collecting in franchise fees, if at all. Atty. Stephanides will provide his draft this fall and the CISC can provide feedback alongside the expired legacy agreement.

Chair Baker also reported that the village attorney's opinion is that if Comcast ceases to honor the expired legacy agreement, they will be at fault. Additionally, exclusivity rules with cable providers in multiple dwelling units (MDU's) are still being analyzed.

9) Adjourn

Commissioner Ptacek motioned to adjourn the meeting. The motion was seconded by Commissioner Ewing. A roll vote was taken and the motion was approved unanimously. Chair Baker adjourned the meeting at 9:00 PM.

NEXT MEETING: September 14, 2023