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

1) Call to Order

The meeting was called to order by Chair David Baker at 7:01 p.m.

2) Roll Call

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

Absent: Commissioner Newton, Communications Director Yopchick

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

3) Approval of Agenda

Commissioner Ptacek motioned to approve the agenda for September 14, 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 August 10, 2023

Chair Baker mentioned that a request for a correction to the minutes was made by Director Nepomuceno. Under New Business, item 7a., Mr. Nepomuceno requested that the verbiage should read "...an off-the-shelf FOIA processing software system that **could** cost $15k/year ..." Commissioner Cozza motioned to approve the amended meeting minutes for August 10, 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 that the Community Control Over Police Surveillance (CCOPS) item went to the Board for discussion on Monday 9/11/23, and described to the commission some of the issues that the Board brought up relating to the draft ordinance written by Attorney Stephanides. Topics pertaining to the draft ordinance that the CISC discussed were the nature of exigent circumstances, staff reporting requirements, and if the fact that certain surveillance technologies are made exempt by the ordinance really falls within the spirit of the ordinance.

Chair Baker also mentioned that IIT would like to continue research with Oak Park on smart cities as a followup to the research they did this past summer. A Zoom call with the new Capstone class is scheduled for Tuesday 9/19 during which Chair Baker and CIC Liaison Elling will discuss the proposed research with the professor and class.

7)   New Business:

a) Approval of Staff Recommendations FY24 Budgeting

IT Director Nepomuceno was seeking CISC approval of proposed capital expenditures that the IT department would bring into budget discussions with the Village Board. Up for discussion was an upgrade of the Village Hall phone system to a cloud based system, hopefully by February 2024; use of Microsoft PowerBI to implement an online open data solution for Oak Park, and the purchasing of a turnkey software solution to manage Village FOIA requests..

Regarding the phone system, there would be more flexibility and staff convenience with the acquisition of a redundant, hosted system, even though the initial costs could be higher per Director Nepomuceno. Some members expressed concerns about the costs involved in upgrading the system, and the benefits related to those costs vs. keeping the existing legacy system. Of great importance to Mr. Nepomuceno were the potential changes coming to Village services and infrastructure in the coming 2 years, including the possibility of a new police station, and anticipating upgrades now can cause less headaches for IT as requirements become complex.

The CISC also discussed the IT Dept.'s desire to acquire an "off the shelf" FOIA processing system. Integration of payments to FOIA requests is problematic in the current village system. There was some opinion to develop an intergovernmental approach to FOIA processing

Additionally, Director Nepomuceno mentioned that the implementing of an online open data solution with PowerBI would have the intent of integration with the Village's core systems, such as financial systems, permitting and business licenses. That would be a starting point for a broader future implementation. This would be more comprehensive than the intent in 2020 which just focused on the financial system.

The CISC vote regarding the cloud based phone system acquisition resulted in:

Commissioners Cozza, Vander Berg, Roskopf, Chair Baker: YES

Commissioners Ewing, Ptacek: NO

Regarding use of PowerBI to start implementation of open data:

Commissioners Cozza, Vander Berg, Roskopf, Ewing, Ptacek, Chair Baker: YES

Regarding acquisition of an off-the-shelf FOIA system:

Commissioners Cozza, Vander Berg, Roskopf, Chair Baker: YES

Commissioner Ewing: ABSTAIN

Commissioner Ptacek: NO

b) **Community Control Over Police Surveillance (CCOPS) Follow-up**

No further discussion on this item. The commission will wait for the attorney re-draft of the proposed ordinance before giving further comment on this issue.

c) **FY 2024 Work Plan Discussion**

The CISC discussed the FY '23 work plan line by line to determine current commission progress on the topic, and to determine what items can be removed from the new work plan. The discussion about a new VOP mobile app to supplement the website was no longer of interest to everyone. Open data was considered to still be in progress. FOIA processing was considered completed based on recent discussions and CISC approval of staff acquiring an off-the-shelf FOIA system. Smart cities discussions were considered still in progress. Affordable and fast broadband in Oak Park was determined to be in progress based on questions about certain legalities to regulate MDU access to broadband as well as available methods to gather more data on the issue. Cable contract matters are still being investigated by the village attorney, and determined to remain on the plan even though the matter might be resolved in 2023 as hoped by the attorney. CCOPS was considered done from a CISC research standpoint, and in the hands of the Board for approval or disapproval. Chair Baker mentioned that he would like to keep the commission collaboration item ongoing as a standard mission for the CISC. Trustee Parakkat's recommendation to investigate police scanners in 2024 was kept on the '24 workplan. There was an opinion to condense ChatGPT and AI research to a broader AI discussion, as well as investigating AI not just for staff use but possible citizen engagement use, perhaps via the website as an example. Also suggested was looking into ways for the CISC to be more proactive vs. reactive to village issues, as well as bringing key staff members to learn about efficiency issues in the village. Migrating more village services online was also noted as a priority.

d) Staff Updates

IT Director Nepomuceno mentioned that the board and commissions page is now online. The IT Dept. is also continuously exploring ways for the village to streamline operations.

e) Board Liaison Updates

There were no updates, and no Board liaison was present.

f) New Topic Proposals

No new topics were proposed.

CIC liaison Elling suggested that commission members should bring formal language of what they would like to see on the workplan to the next meeting.

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 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 8:54 PM.

NEXT MEETING: October 12, 2023