



**Approved Minutes
Civic Information Systems Commission
August 8, 2024
7 p.m.
Village Hall – Room 215**

1. Call to Order

The meeting was called to order at 7:04 p.m.

2. Roll Call

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

Absent: Commissioners Ewing and Peterson

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

3. Agenda Approval

Motioned by Commissioner Vander Berg. Seconded by Commissioner Ptacek. A voice vote was taken, and the motion was approved unanimously.

4. Review/Approval of Minutes

a. June 13, 2024

Motioned by Commissioner Newton. Seconded by Commissioner Roskopf. A voice vote was taken, and the motion was approved unanimously.

5. Public Comment

No public comment.

6. Chair Report

a. Comcast Franchise Agreement

i. Chair Baker provided an update on the Comcast franchise agreement, which is currently in the final stages.

ii. A draft agreement may be available for review at the September Civic Information Systems Commission (CISC) meeting.

iii. If the draft is available, a presentation will be made to the CISC with an opportunity for questions and feedback. Upon CISC approval, the agreement will proceed to the Board.

b. Acknowledgment to Village Attorney

i. Chair Baker expressed gratitude to Village Attorney Paul Stephanides, who has recently left the Village. He was thanked for his significant contributions to the franchise agreement, as well as to the Village and the CISC.

c. Affordable Internet Presentation

i. Chair Baker recapped the presentation on affordable internet that he and IT Director Nepomuceno made to the Board.

ii. The Board responded favorably to the presentation. Staff will focus on community education related to affordable internet in the coming year.

iii. IT Director Nepomuceno mentioned that David Pope showed interest in the topic and expressed a desire to assist with public education following the Board meeting.

d. Police Radios Discussion

i. Chair Baker summarized the discussion regarding Police radios. Village Police staff opposed a public, unencrypted, thirty-minute delayed feed due to cost and limited options.

ii. However, the CISC believes that public access to Police radio communication is important. They find that a thirty-minute delay provides a balance between Police safety and public transparency and is feasible.

iii. Chair Baker revised the CISC motion to reflect this opinion and sent it to the Village Manager and Board on June 13th. The CISC is currently awaiting a response.

7. New Business

a. Smart Cities

i. Staff Recommendations

- Discussion postponed until September, when the technology recommendations for Vision Zero will be presented to the CISC for review.

b. VOP Board Meeting Transcriptions

i. Topic Revisit

- In March, the CISC liked Granicus's live captioning and transcription services for Board meetings and agreed to revisit the matter after a few months. Chair Baker asked for current feedback on the service. It was decided to table further discussion on this item for now.

c. AI Solutions For Operations

i. Possible Engagement of Staff, Commissions

- One of the CISC's goals is to recommend technological tools to enhance staff efficiency. Chair Baker emphasized that the CISC aims to offer support rather than dictate how staff should perform their jobs. He will reach out to senior staff to offer the CISC's expertise and invite those interested in further discussion to engage with the commission.

d. Board Liaison Updates

- i. Trustee Wesley was absent, so there were no updates provided.

e. Staff Updates

i. Website Access, Migration, and Launch Timeline:

- Communications Director Yopchick reported that access to the back-end of the new Village website is expected to be available in mid to late September.
- The team will be working on the back-end for approximately two months to verify the migration and incorporate new pages.
- The target launch date for the new Village website is set for shortly after Thanksgiving.

ii. Clerk's Office Initiative - Exit Interview Beta Test

- CIC Liaison Elling provided an update on a new initiative from the Clerk's office. They have introduced a beta version of an exit interview process for commissioners whose terms are ending or who resign.
- The exit interview consists of 14-15 questions, including queries about how well the commission worked toward Board goals.
- To date, eleven commissioners have been invited to participate in this beta test.
- The purpose of this beta test is to identify any unclear

questions and make necessary adjustments before full implementation.

iii. Clerk's Office Initiative - Standardized Commissioner Orientation

- Another Clerk's office initiative shared by CIC Liaison Elling involves creating a standardized orientation for all new commissioners.
- This orientation program is expected to be rolled out within the next three weeks.

8. Old Business

None.

9. Adjourn

Motioned by Commissioner Ptacek. Seconded by Commissioner Vander Berg. A voice vote was taken, and the motion was approved unanimously. Meeting adjourned at 7:50 p.m.

Next Meeting: September 12, 2024

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