



Approved Minutes

Civic Information Systems Commission September 12,
2024

7 to 9 p.m.

Village Hall – Room 215

1. Call to Order

The meeting was called to order at 7:05 PM.

2. Roll Call

Present: Commissioners Ewing, Newton, Peterson, Roskopf, Vander Berg, and Chair Baker

Absent: Commissioner Ptacek

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

3. Agenda Approval

Commissioner Roskopf motioned, and Commissioner Newton seconded the motion. A voice vote was taken, and the motion passed unanimously.

4. Review/Approval of Minutes

a. August 8, 2024

Commissioner Newton motioned, and Commissioner Roskopf seconded the motion. A voice vote was taken, and the motion passed unanimously.

5. Public Comment

No public comment.

6. Chair Report

a. Smart Cities

i. Staff Recommendations

The Civic Information Systems Commission (CISC) is still awaiting the consultant's technology recommendations for Vision Zero, which are expected to be reviewed and discussed in October or November.

b. Comcast Franchise Agreement

- i. CISC is still waiting for the presentation and draft agreement to review, along with providing questions and feedback. They hope to receive this in October.
- c. Affordable Internet
 - i. Chair Baker has reached out to David Pope, who has offered assistance with public education. Chair Baker is working to schedule a meeting with David Pope and IT Director Nepomuceno.
- d. Neighborhood Services Department Workshop
 - i. A workshop will be held on October 10th from 9:30 to 11:30 AM regarding HUD fund distribution. Chair Baker invited any interested CISC commissioners to click the link in the email he sent to RSVP for the workshop.

7. New Business

- a. 2025 Work Plan
 - i. Beginning Discussion
 - CISC reviewed the current work plan for 2024 to assess completed items, identify additions for the 2025 work plan, and incorporate Board goals.
1. **Digital Platforms (migrate Village services online)**
Keep on the 2025 work plan. This initiative will be ongoing.
 2. **Digital Platforms (open data)**
Currently pending Board approval. Keep on the 2025 work plan.
 3. **Smart City (engage independent research teams)**
Completed. No need to add to the 2025 work plan.
 4. **Smart City (suggestions)**
Keep on the 2025 work plan. Reword to reflect ongoing support, stating that the CISC will offer technological advice for smart city initiatives initiated by the Village Board, other commissions, and staff.
 5. **Broadband Services (affordable internet)**
Keep on the 2025 work plan. Reword from “Suggest paths to” to “Continue to advocate for.”
 6. **Cable Provider Contract (Comcast)**
Keep on the plan for now; consider removal in December if completed.
 7. **Public Availability of Police Radio Communications (transparency and officer safety)**
Keep on the plan for now and monitor Board discussions. If the Board declines, retain it on the 2025 work plan to continue advocating for it.
 8. **Open AI for Staff Use (enhance work efficiency)**
Remove and combine with the next item on Village Efficiencies.
 9. **Village Efficiencies (streamline village operations)**
Keep on the 2025 work plan. Reword to clarify that the CISC will support staff in exploring technology to enhance operations, such as, “Support staff in exploring

technology to enhance their operations, including AI.”

10. **Local Government Operations (collaborate with Village commissions)**

Keep on the 2025 work plan.

b. Board Liaison Updates

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

c. Staff Updates

i. **IT Director Alvin Nepomuceno**

Director Nepomuceno reported that they secured the contracts for the new FOIA and phone system and will hold preliminary kickoff meetings for both soon. He also noted that they are upgrading the video and keycard systems from 2017, which has already been approved.

Additionally, he mentioned that the IT department is working on the fiscal year 2025 budget, highlighting a significant change: the transition to Office 365 next year.

ii. **Communications Director Dan Yopchick**

Directory Yopchick shared that there is no update on the website project; the timeline remains the same, with plans to launch the new website around the Thanksgiving holiday. He also noted that the Finance Department intends to post the next budget on the website in a machine-readable format, rather than just as a PDF.

d. CIC Liaison Updates

- i. CIC Liaison Elling reiterated the development of a standardized orientation and exit interview process that staff has been working on for commissioners.

- ii. He also reiterated the potential for commissioners to remain involved beyond their allowed terms in a non-voting capacity, allowing them to continue sharing their expertise and experience in commission discussions. This recommendation has been submitted to the President and Village Manager for consideration.

- iii. Further, he mentioned that the Civic Information Commission is planning a volunteer recognition ceremony to honor the service of all commissioners across all commissions and hopes that CISC commissioners will attend.

8. Old Business

None.

9. Adjourn

Commissioner Ewing motioned, and Commissioner Vander Berg seconded the motion. A voice vote was taken, and the motion passed unanimously. The meeting adjourned at 8:05 PM.

Next Meeting: October 10, 2024

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