



Approved Minutes

**Civic Information Systems Commission March 14,
2024**

7 to 9 p.m.

Village Hall – Room 215

1. Call to Order

The meeting was called to order at 7:02 p.m.

2. Roll Call

Present: Commissioners Newton, Ptacek, Roskopf, Vander Berg, 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 Ptacek. Seconded by Commissioner Newton. A voice vote was taken, and the motion was approved unanimously.

4. Review/Approval of Minutes

a. February 8, 2024

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

5. Public Comment

No public comment.

6. Chair Report

Chair Baker welcomed new Commissioner Peterson. He also re-welcomed Commissioner Newton, whose term is ending, but she agreed to stay on one more year.

Chair Baker asked the Civic Information Systems Commission (CISC) if they all received the notes from Commissioner Roskopf regarding police scanners. They were submitted to Trustee Wesley, Communications Director Yopchick, and IT Director Nepomuceno. While waiting to hear back from Trustee Wesley and Village staff, Chair Baker would like the group to consider this for potentially next meeting, as it is part of the CISC work plan.

7. New Business

a. IIT Smart Cities Capstone Report, continued discussion

Based on the December Report, the CISC was most interested in pursuing transportation for a starting point as a smart city. Before making any formal decisions on what to recommend to the Board, the next decided step was for the CISC to check in with the Village's Transportation Commission to learn about their priorities. Chair Baker accomplished this by attending their March 11th meeting. Here Chair Baker learned their highest priority is safety for everyone (e.g., cars, cyclists, and pedestrians), i.e., Vision Zero, which is the goal for zero accidents.

Chair Baker asked the CISC if they have any thoughts or suggestions or if this is something the group needs to think about more. Chair Baker mentioned the Village has the ability for smart traffic lighting because of its fiber connection. The CISC would like to learn more about this, so Chair Baker will invite key staff to a CISC meeting for further discussion. In addition to smart traffic lights, another point of interest that was discussed is replacing pedestrian crossing button with automatically timed crossing lights that communicate with the smart traffic lights where no button is needed. Chair Baker will reach out to Public Works Director Rob Sproule and Village Engineer Bill McKenna to see if they can attend CISC's next meeting.

b. Open Data, continued discussion

In the last meeting there was a new motion to emphasize machine readability on the Village website, which Chair Baker sent to Manager Jackson on February 24th. He has not heard back from Manager Jackson or staff yet, but Trustee Wesley is working to bring it to the Board. The CISC is waiting for an update.

c. Ransomware Updates Recommendations discussion

The CISC discussed whether or not Village staff should regularly inform the Village Board on anything regarding ransomware attacks, e.g., sharing reports from regular security audits. IT Director Nepomuceno shared that the Village went through a security assessment last year and that the results are usually kept internally. He mentioned the current plan is to do a security assessment every other year, so there is time between to implement any needed changes. Chair Baker shared that he is hesitant to make a recommendation on something he feels IT would do anyway, which is to inform the Village Manager of any ransomware attacks, who would in turn inform the Board. The CISC offered staff their services and expertise to help with security. Ultimately, it was noted that a ransomware attack is likely to happen no matter how prepared an organization can be, so it's important to have good best practices, backups, and testing those

backups. Chair Baker noted that this would be recommending operations to do what their job already is, so it's not very helpful. Director Nepomuceno mentioned that the Village has had system failures where backups were used, so he knows they work. Director Nepomuceno verified that the Village Manager would certainly be told of any ransomware attacks. He also noted that a ransomware attack has happened in the past a long time ago and backups worked then, too. When Chair Baker asked Director Nepomuceno if the public would be notified, Director Nepomuceno said that would be up to the Village Manager. After hearing Director Nepomuceno's responses and plan regarding potential ransomware attacks, the CISC does not believe a regular update to the Board or to the CISC is necessary.

d. VOP Board Meeting Transcriptions, continued discussion

The CISC generally discussed transcription service for Board meetings. They were glad to have the closed captioning transcript, but the CISC does not want to take transcripts off the table as a potential better option. It was decided to drop this topic for next meetings and bring it back in three months for further discussion. Following this was discussion about whether or not commissions can or should add items for discussion that are not part of their proposed and approved Work Plan. No definitive answer was given, but it was mentioned that the CISC Work Plan was approved.

e. Board Liaison Updates

No updates, as Trustee Wesley was not present.

f. Staff Updates

IT Director Nepomuceno said they recently rolled out animal licensing service through CityView. These licenses were previously being processed via Microsoft Access and ColdFusion. Director Nepomuceno noted that there were some challenges with the transition, but they are now working through a short punch list to finalize the process. Director Nepomuceno said that this change is a major improvement. Lastly, Director Nepomuceno mentioned that the old data was not brought over, as it was not the correct format and would need to be scrubbed; so citizens will need to enter all their data initially in CityView, but the following years will just be a renewal process.

Communications Director Yopchick answered a question saying links to PDFs on the old Village website will still work on the new website. He also mentioned the new site should launch this year, probably late second or early third quarter. He

also mentioned some updates with Granicus, like getting the newsletter platform up and running for Village departments to use. OpenForms is a platform Communications is working on with other departments so it is available for use on the new Village website.

g. CIC Liaison Updates

CIC Liaison Elling re-welcomed Commissioner Newton to the CISC for an extended year. He also mentioned the possibility for the CISC to have a Commissioner Emeritus, which gives a commissioner not just another year but another term. He noted, however, that this commissioner would not count toward a quorum.

8. Old Business

a. Cable Provider Contract

Chair Baker provided an update from the Village Attorney who reached out to Comcast last fall but has not heard back. The Village Attorney also said that internet service cannot be part of the franchise agreement negotiations under federal law. This agreement is just for cable T.V. In regards to the public comment made in the past about the affordability of internet in Oak Park, the CISC does not have much to add right now unless this topic is added to the agenda again in the future. There was interest in bringing this up again in the future to try and help at least via research and presenting internet options.

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 8:26 p.m.

Next Meeting: Thursday April 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.