

## **General Government / IT Committee**

### **Meeting Summary Wednesday April 20, 2016**

The following voting persons were present: Chair George D. Alpogianis, Village Manager Steven Vinezeano, IT Director Bill Shaw and Cammy Fortuna. Staff present were; Marlene Victorine, Hadley Skeffington-Vos, Cathy Spadoni, Hayley Garard, Kathy Thake, Kathy Barnat, Steve Cusick and Katy Darr. One member of the public was present, resident Louella Preston. One member of the press was present, Igor Studenkov.

**I. Call to order**

The meeting was called to order at 10:31 a.m. in Room 218 at the Niles Administration Building.

**II. Approve Meeting Summary – General Government / IT Committee – March 8, 2016**

Unanimous approval

**III. Old Business**

**a. Take Your Child to Work Day**

It was decided that summer works best for most employees, Public Services will host the event. Take Your Child to Work Day will be held on either June 17 or 24, a morning session will be held with various activities, then the event will end with a lunch. The event will be open for school age children, and all employees are invited to the picnic lunch. For Police and Fire on duty that day – a grandparent, guardian or spouse can bring the child to the event and the working officer can join the lunch. A squad car and fire truck will be on display as part of the event. Some ideas for activities include a bag tournament with prizes, safety house, therapy dog, chalk drawings, art, and possibly a short paragraph on what the child enjoyed most on this day. The artwork and essays can be displayed at Village Hall.

**b. Rain Barrel IGA Update**

The original rain barrel program was designed for only those residents whose homes had downspouts connected to the sewer system, now the program is open to all residents. Any resident who wants a rain barrel can have one. The resident must fill out the application and pass a pre and post inspection. If down spouts are connected to the sewer, those down spouts must be disconnected. The rain barrel program opened on March 1, 2016. As of April 1, 2016, the rain barrel program has 60 residents participating, and approximately 100 rain barrels have been distributed.

**c. Economic Enhancement Items Discussion**

- Charitable Giving - an Endowment program for donations to specific Village services or funds. There is a place in the General Fund for donations. Endowment programs will be further reviewed with the Finance Department. A wish list is being put together for use when the time comes to approach corporate citizens here in the Village of Niles. A member of General Government and an Elected Official may start to go out and seek these endowment funds. The Village is looking for ways to bring in new money to offset programs and to help citizens as well.
- Shop Niles Online Merchandising was put into the budget, this item will be on hold until the new budget is passed. The Shop Niles Online Store will be incorporated into the new website design and will begin sometime in May.

**d. Discussion of Village Long Standing Contracts and Service Agreements**

Two separate lists were prepared by the Legal Department of Long Standing Contracts and Service Agreements. One list included Long Standing Contracts and Service Agreements for all Village departments with the exception of IT. A second list was prepared with only IT Long Standing Contracts and Service Agreements. Both lists need to be further reviewed and discussed at a future meeting. The original idea was to review Long Standing Contracts and Service Agreements to identify those that have not been reevaluated in a while, and also to identify those that have never been reevaluated.

**e. UIC Community Survey Update / UIC Employee Survey Update**

UIC is currently analyzing the online survey results. By the 2<sup>nd</sup> week of May the students part of the project will be complete. Paper surveys are now available for residents to pick up and complete, also the online survey is still available. More data needs to be collected, once there is enough data collected the survey will close and staff will analyze and the complete and survey results. The time frame will be probably throughout the summer. The UIC director has a group of students from China that will be completing the employee survey as one of their projects. This project will start towards the end of May.

**IV. New Business**

No new business items were discussed.

**V. IT Project Updates**

- Teen, Senior and Fitness Centers will be transitioning over to Max Galaxy software on April 26, 2016. This transition will be a phased in implementation with existing functionality going live immediately. A detailed Board / Public presentation will be

prepared as soon as milestones are met with the new features. Teen, Senior, Fitness, Finance and IT have all been working together on this transition. A member of the IT staff has been trained and will be the in-house expert. Max Galaxy also offers many layers of support. Max Galaxy has numerous functions. At this time basic functions are available for staff. More functions in Max Galaxy will be made available as staff becomes more comfortable with the new software. IT is working on numerous projects for various departments within the Village at this time.

- Website update – The new website will go internally live for Village of Niles employees in May for the purpose of updating information on the website and for training. The actual date to go live for the new website will be towards the end of June.

**VI. Open Discussion / Public Comment**

- Earth Day is April 22, 2016
- Arbor Day is April 29, 2016
- The Website update was mentioned during Public Comment.

**VII. Next Meeting – to be determined**

**VIII. Adjournment**

The meeting was adjourned at 11:10 a.m.