

General Government/IT Committee

Meeting Summary

June 22, 2016

The following voting persons were present: Chair George D. Alpogianis, Village Manager Steven Vinezeano, IT Director Bill Shaw, and Cammy Fortuna. Staff present was Hadley Skeffington-Vos, and Cathy Spadoni. Staff present but left early, Kathy Barnat, and Katy Darr. No members of the public or press were present.

I. Call to Order

The meeting was called to order at 9:35 a.m. in Room 218 at the Niles Administration Building

II. Approve Meeting Summary – General Government/IT Committee – May 20, 2016
Unanimous approval

III. Old Business

- a. Donation Brochure Discussion – A donation brochure was prepared for Village officials to present when soliciting for Corporate Sponsorships. A cross referenced list of donors will be put together so the same donors are not asked repeatedly for donations. Banks will be at the top of the list when soliciting for donations. Chair Alpogianis would like to get this project started very soon. A suggestion is to visit three businesses within a two week period. Farm on Franks will be a top priority.
- b. Discussion of Longstanding Contracts / Service Agreements
To be put on hold and to be discussed under old business at the next General Government /IT Committee meeting.

IV. New Business

- a. Lending Policy and Agreement – The policy was reviewed and a few items within the text body should be adjusted. Specifically an amendment in the first sentence, change “loan” to “borrow”. Changes will be discussed at the next meeting. This policy has been put together primarily for 501(c)(3) charitable, and not for profit organizations. This policy and agreement should also be vetted by the Public Services Committee and then brought back to the General Government/IT Committee for further review.

V. IT Project Updates

Final numbers on labor and costs have been submitted for the MaxGalaxy project. The new MaxGalaxy system is completely up and running with the basic systems. Going online with sales, payments and registration are part of the next steps. A Board presentation is not ready to be presented at this time, the online pieces of the system are not yet ready. The new utility billing system is up and running. A message is being prepared to let the residents know that only a small percentage of resident’s water billing has been affected. The new document management system is installed and going

through the set up process at this time. IT will start defining the first group of documents to be entered into the new system. Fire Station 3 is now in the rehab phase.

VI. Open Discussion / Public Comment

The process of entering employee hours into the payroll system was discussed. A new time management system is in the works. The new system will be a universal, Village wide system. The new system will eliminate spreadsheets and double entry as well as provide an additional layer of security. The new system will also create the records that must be kept per the new Federal law related to tracking time. The new system will include telematics. A goal must be set to get a new time management system up and running. IT will provide more information at the next General Government/IT Committee meeting.

No members of the public were present for public comment.

VII. Next Meeting

It was decided that the General Government/IT Committee will meet the second Wednesday of the month at 8:45 a.m.

VIII. Adjournment

The meeting was adjourned at 10:00 a.m.