

**General Government / IT Committee**  
**Meeting Summary**  
**July 13, 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: Marlene Victorine, Steve Cusick, Kathy Barnat, Cathy Spadoni, Kathy Thake, Katy Darr and Mitch Johnson. Mayor Andrew Przybylo was also present. No members of the public or press were present.

**I. Call to Order**

The meeting was called to order at 8:45 a.m. in Room 218 at the Niles Administration Building.

**II. Approve Meeting Summary – General Government/IT Committee – July 13, 2016**  
Unanimous Approval

**III. Old Business**

- a. Donation Brochure Discussion –A proposed brochure outlining various Village events and donation opportunities, i.e. Farm on Franks, Thanksgiving meal, Food Pantry, Rain Garden and 4<sup>th</sup> of July Parade is being drafted. A Village wide master list of businesses who donate and types of donations is being prepared so that the same businesses are not always solicited. In addition to monetary donations; grants, products and services must also be considered as a donation. All Village departments must be on the same page when requesting donations. The Elected Officials or a Village emissary may be sent out to solicit for donations. Further discussion regarding this project will need to take place.
- b. Discussion of Village Longstanding Contracts/Service Agreements  
Monitoring the Village’s longstanding contracts and service agreements is a way to make sure that they do not “fall through the cracks.” Contracts must be reviewed for best pricing and services. Letters to the Unions should be sent out six months in advance of the contract expiration date as a reminder. Sample letters to both the vendors and Unions were read and discussed. Legal will need to approve the letters prior to them being sent out. Direction will be given to department heads on how to move forward with this project so that all departments stay consistent. When requesting a lower bid from a vendor, the relationship and any value provided by that vendor should also be considered.
- c. Lending Policy Agreement  
Slight changes in verbiage were made to the Lending Policy and Agreement. The proposed Lending Policy and Agreement will be discussed at the next Public Services Committee meeting.

**IV. New Business**

No New Business

**V. IT Project Updated**

Beata from the IT Department will be at the August General Government/IT Committee meeting to discuss the ways that she was able to reduce the telephone contract plan. IT handles the communications billing; however recurring billing such as ComEd and Nicor should also be reviewed at the same detailed level as our communications bills.

A lot of action is now taken in the areas of attendance taking, time recording, payroll and human resources. A presentation of a time and attendance scheduling package was completed with a lot of good information coming out of that meeting. Testing is now being done on this product by the Police Department. A biometric entry component is available for this solution. The Fire Station 3 remodel is moving along well. There is quite a bit of communications involved in this project. A communications plan is in place for Fire Department's temporary housing. It was suggested to have temporary housing located in the Public Services building. Further discussion needs to take place on the temporary location. IT is working on a plan to bring in new AT&T communications system to the Fire Stations that will save the Village at 75% of our current communications costs at those locations. This proposed new communications system will be presented to the Board at a future meeting for approval. The cost of the new phone service is now being vetted between two new vendors; further information will be presented in a future General Government/IT committee. New software is in the works for the Community Development Department.

**VI. Open Discussion/Public Comment**

A formal welcome to Mitch Johnson the new Communications and Multi Media Coordinator was given.

**VII. Next Meeting** – is scheduled for Wednesday, August 10, 2016 at 8:45 a.m.

**VIII. Adjournment**

The meeting was adjourned at 9:31 a.m.