

Village of Niles
General Government / IT Committee
Meeting Minutes
January 15, 2019

The following General Government Voting Persons were in attendance: Committee Chair John Jekot, IT Director Bill Shaw, and Resident Cammy Fortuna. Staff present: Mitch Johnson, Marlene Victorine, Ross Klicker, Danielle Grcic, Evangeline Alpogianis, Kathy Thake, Hadley Skeffington-Vos, Andrew Vitale, and Katie Schneider. Committee member Village Manager Steve Vinezeano was absent.

I. Call to Order

The meeting was called to order at 8:48 a.m. in Room 212 at the Niles Administration Building by Chairman John Jekot.

II. Approve Meeting Minutes – November 13, 2018

Bill Shaw made a motion, seconded by Cammy Fortuna to approve meeting minutes for November 13, 2018. On voice vote, all concurred.

III. New Business.

a. Update on HR Audit

Deputy Village Manager Hadley Skeffington-Vos notified the Committee that Malanya Maes, Senior Human Resources Consultant of McGrath Human Resources is attending the February Board Meeting in order to present her findings from the Village's HR audit and recommendations moving forward.

b. Proposed Changes to the Employee Handbook

Hadley Skeffington-Vos presented changes to the Outside Employment Policy in the Employee Handbook. Language has been inserted into the Handbook stating an employee who has a secondary job and is injured on that job cannot use the Village's sick time, worker's compensation, or extended leave for time needed to recover from that injury. There is also now a form employees must complete to notify their supervisor of their second job and indicate their understanding of the Outside Employment Policy. The conditions of the policy would only apply immediately to nonunion employees because the policy needs to be negotiated with the unions. Motioned by IT Director Bill Shaw, seconded by resident Cammy Fortuna to bring to the Village Board for approval. On voice vote, all concurred.

c. Farm on Franks Applications Open

Hadley Skeffington-Vos notified the Committee that the Farm on Franks application process is open now through March 15. Plots cost \$25 for residents and \$30 for non-residents. A new bench and composters have been purchased for the Farm, and a new irrigation system will be installed this season as well.

d. Bid Award and Contract with Scale Datacom LLC., for the 2018 IT SAN Project in the Amount of \$65,170.

The storage for the Village's main server system is a virtual Storage Area Network, and Scale Datacom LLC proposed the lowest bid for replacing and

expanding the virtual network. Resident Cammy Fortuna motioned, seconded by IT Director Bill Shaw to bring this bid to the Village Board for approval. On voice vote, all concurred.

- e. Award and Contract with the Sidwell Company, for Color Digital Orthophotography and Photogrammetric Mapping Services in the Amount of \$21,800.

The IT Department went out to bid for new orthophotography, and Sidwell Company offered all components the IT Department requested at the lowest cost. This is an essential program for IT and Economic Development, and our current software is five years old. Motioned by resident Cammy Fortuna to bring to the Board, seconded by Bill Shaw. On voice vote, all concurred.

- f. Bid Waiver and a Contract Amendment with Tyler Technologies Inc., for Utility Billing Software and a Contract Amendment with Tyler Technologies Inc., to Expand Tyler Incode and Tyler Brazos for Community Development Ticket and Court Management Solutions in the Amount of \$136,471.

IT Director Bill Shaw explained the bid waiver and contract agreement with Tyler for the Utility Billing Software to expand Incode and Brazos for Community Development. As a result of combining two projects into one package, the Village has secured a ten percent discount. Resident Cammy Fortuna motioned, seconded by IT Director Bill Shaw to bring to the Village Board for approval. On voice vote, all concurred.

- g. Sale and/or Disposal of Personal Property Owned by the Village of Niles
The IT Department would like to sell valuable items that are no longer used by the Village on the Village's website. If these items do not sell, proper disposal procedures will be followed. Motioned by Bill Shaw to bring to the Board, seconded by Cammy Fortuna. On voice vote, all concurred.

- h. IT Updates

Bill Shaw notified the Committee that the new payroll software went live on time with minimal issues, and the employee self-service website will be live by Friday, January 17. Finally, the IT Department discovered the source of the server outage that occurred in December of 2018, and the SANs project is the first step in resolving the issue.

IV. Open Discussion / Public Comment

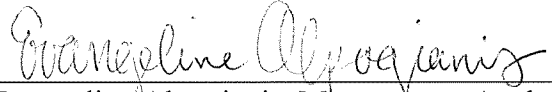
Village Clerk Marlene Victorine asked the Committee for support to add a feature to Municode that allows for all Village Ordinances to be published online and visible to anyone who visits the Village website.

V. Adjournment

On voice vote the meeting was adjourned at 9:21 a.m.

Drafted on January 16, 2019

Approved on 02/12/2019

Signed: 
Evangeline Alpogianis, Management Analyst