

Village of Niles
General Government / IT Committee
Meeting Minutes
May 14, 2019

The following Voting Persons were in attendance: Chair John Jekot, Village Manager Steven Vinezeano, IT Director Bill Shaw, and Resident Cammy Fortuna. Staff present: Hadley Skeffington-Vos, Mitch Johnson, Kathy Thake, Marlene Victorine, Katie Schneider, Kathryn Angell, and Evangeline Alpogianis.

I. Call to Order

The meeting was called to order at 9:03 a.m. in Room 212 at the Niles Administration Building by Chairman John Jekot.

II. Approve Meeting Minutes – April 09, 2019

Bill Shaw made a motion, seconded by Steve Vinezeano, to approve the minutes of the April 9, 2019 meeting. On voice vote, all concurred.

III. New Business

a. Employee Wellness Program

Deputy Village Manager Hadley Skeffington-Vos updated the Committee on the Village's Employee Wellness Program. Five months into the program, employee participation is at 32%, which is average according to Humana Go365. Village Manager Steve Vinezeano explained the positive effects of the Wellness Program, such as increased employee motivation and morale.

b. Citizen Survey

Hadley Skeffington-Vos asked the Committee for input on the custom questions that will be included in the citizen survey. The survey is comprised of template questions that other municipalities use, and the Village can include two to four custom questions as well. NCS does not recommend asking questions regarding customer service, Village employees, or issues in the Village. Staff will send their top four custom questions to the Board for informal approval before the survey is distributed.

c. Historical Society Reinvent Study

Hadley Skeffington-Vos notified the Committee that an RFP is going out in May for the planning, designing, and constructing of the Niles Historical Society. The goal of this reinvent is to create a space that will support community events while maintaining the history of the museum.

d. Contract with FEA for Building and Safety Assessments

The contract with FEA entails a comprehensive security and vulnerabilities assessment of the Village safety manual and Village facilities to identify the Village's potential threats. Examples of items that would be assessed include signage, lighting, and electronic access. This

assessment was recommended by the Village's liability broker, and the process would take one month to complete.

IV. Open Discussion / Public Comment

None

V. Adjournment

On voice vote the meeting was adjourned at 9:26 a.m.

Drafted on May 17, 2019

Approved on 6/11/2019

Signed: Evangelina Alpogianis
Evangelina Alpogianis, Admin/HR Generalist