



MAYOR
George D. Alpogianis

**ACTING
VILLAGE MANAGER**
Hadley Skeffington-Vos

VILLAGE CLERK
Marlene J. Victorine

TRUSTEES
John C. Jekot
Joe LoVerde
Danette O'Donovan Matyas
Denise M. McCreery
Craig Niedermaier
Dean Strzelecki

MEETING MINUTES
General Government / IT Committee
Remote Participation
June 8, 2021 – 9:00 a.m.

The General Government / IT Committee meeting was held on Tuesday, June 8, 2021, virtually. The meeting was called to order at 9:01 a.m. by Chairman Niedermaier.

Members Present:

Chairman Craig Niedermaier
Acting Village Manager Hadley Skeffington-Vos
IT Director Bill Shaw
Resident Jeff David

Staff Present:

Kathy Thake, Assistant to the Village Manager
Marlene Victorine, Village Clerk
Patrick Byrne, Assistant Liquor Commissioner
Joana Ardelean, Sr. HR Manager
John Melaniphy, Economic Development Director
Evangeline Alpogianis, HR Generalist
Katie Schneider, Community Engagement Coordinator
Mitchell Johnson, Communications Coordinator
Conor Schultz, Finance Management/Budget Analyst
Andrew Vitale, Senior GIS Coordinator
Bob Pilat, Assistant to the Director of Public Works
Bob Greiner, Deputy Fire Chief
Ana Elizarraga, Community Development Management Analyst
Margaret Keating, Executive Assistant / Deputy Village Clerk

Approval of Minutes

Acting Village Manager Hadley Skeffington-Vos made a motion, seconded by IT Director Bill Shaw, to approve the Minutes of the General Government / I.T. Committee Meeting held on May 11, 2021; on voice vote all concurred.

New Business

a. Recommendation of a contract with GovHR for a Classification and Compensation study in the amount of \$22,250

Acting Village Manager, Hadley Skeffington-Vos introduced the proposed contract for the GovHR Classification and Compensation Study. The Classification and Compensation Study was originally planned and budgeted for the previous fiscal year for \$20,000, but due to the COVID-19 Pandemic was delayed and is now slightly over budget at \$22,250. Joellen Cademartori of GovHR gave a brief presentation of what is taken into consideration with the study and the of the study timeline.

Acting Village Manager, Hadley Skeffington-Vos moved for Committee Approval of a contractual agreement with GovHR for a Classification and Compensation study in the amount of \$22,250, seconded by IT Director Bill Shaw. On voice vote, the roll call was:

YEAS 4 Niedermaier, Skeffington-Vos, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

b. Recommendation of a contract with Securance Consulting in the amount of \$31,620 for an Organizational Audit and Staffing Analysis of Information Technology Operations

Acting Village Manager, Hadley Skeffington-Vos introduced the proposed contract with Securance Consulting in the amount of \$31,620 for an Organizational Audit and Staffing Analysis of Information Technology Operations. Staff released an RFP for proposals for an I.T. Organizational Audit and Staffing Analysis on March 3, 2021 and a committee of staff selected the most qualified vendor. Staff firmly believes that this study is needed to improve the Village's I.T. Department and increase security and efficiency for the Village. IT Director, Bill Shaw asked to note of the IT department's concerns of possible outsourcing. Paul Ashe of Securance Consulting gave a brief presentation on the assessment and evaluation of an organization's hardware, software, and Information Technology processes, as well as, the importance of security.

Acting Village Manager, Hadley Skeffington-Vos moved to recommend to bring to the Board of Trustees for Approval of the Resolution Authorizing a Contractual Agreement with Securance LLC for an Organizational Audit and Staffing Analysis of

Information Technology (I.T.) Operations in the Amount of \$31,620, seconded by IT Director Bill Shaw. On voice vote, the roll call was:

YEAS 4 Niedermaier, Skeffington-Vos, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

c. Recommendation of a contract with AchieveIt for performance measurement and Integrated Plan Management software

Acting Village Manager, Hadley Skeffington-Vos introduced the proposed contract with AchieveIt for performance measurement and Integrated Plan Management software. The Village's Performance Measures program was implemented with the goal of ensuring quality service and transparency of Village services and programs. An RFP was issued on February 17, 2021, and five proposals were received. A committee of staff from various departments selected the most qualified vendor. Amanda Cyr of AchieveIt gave a brief presentation of AchieveIt's performance measurement and Integrated Plan Management plans and processes. The Committee that was compiled to review the proposals contributed to a discussion and answered questions from the General Government / IT Committee.

Acting Village Manager Hadley Skeffington-Vos, moved to recommend to bring to the Board of Trustees for Approval of the Resolution Authorizing a Contractual Agreement with AchieveIt Online, LLC for Performance Measure, Planning and Reporting Software in the Amount of \$25,000 per Year for a Period of Three Years, seconded by IT Director Bill Shaw. On voice vote, the roll call was:

YEAS 4 Niedermaier, Skeffington-Vos, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

d. Resolution Authorizing a First Amendment to Tower and Site Lease Agreement with T-Mobile Central LLC Located at 8360 West Dempster Street

Assistant to the Village Manager, Kathy Thake introduced the proposed Resolution Authorizing a First Amendment to Tower and Site Lease Agreement with T-Mobile Central LLC Located at 8360 West Dempster Street. In response to a T-Mobile and Sprint merger, all ground leases are being reevaluated by T-Mobile including the site lease at the Niles Fire Department. The terms negotiated are favorable to the Village

and will generate income resulting in anticipated revenue of \$1,175,897.82 over the course of the 20-year term.

Acting Village Manager, Hadley Skeffington-Vos moved to recommend to bring to the Board of Trustees for Board Approval of a Resolution Authorizing a First Amendment to Tower and Site Lease Agreement with T-Mobile Central LLC Located at 8360 W. Dempster Street, seconded by Resident Jeff David. On voice vote, the roll call was:

YEAS 4 Niedermaier, Skeffington-Vos, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

Comments from the Public

None.

Next Meeting

July 13, 2021

Adjournment

Motion to adjourn was made by Acting Village Manager, Hadley Skeffington-Vos, seconded by Resident Jeff David; all concurred and the meeting adjourned at 10:05 a.m.

Margaret Rose Keating
General Government / IT Committee Secretary