

MEETING SUMMARY

VILLAGE OF DOWNERS GROVE TECHNOLOGY COMMISSION

COMMITTEE ROOM
THURSDAY, MAY 18, 2017
6:00 P.M.

Technology Commission

Present:

Mark Grippando, Chair
Chris Pankner
John Phillips
Tony Schroeder

Absent:

Anthony Cheng
James McGinnis
Chuck Redpath

Staff

Dave Kenny, Staff Liaison

The Chair started the meeting at 6:04 p.m.

After introductions were exchanged, Dave Kenny gave a summary of the events that transpired since the last meeting (April 21, 2016), in regards to the facility plan for the police station. Last year, the Technology Commission was to meet when the facility plan for a renovated police station was in the works, which was to occur in early fall of 2016. In September of 2016, the Village Council decided to look at options for the entire Civic Center property, thus delaying the need for a meeting. Chairman Grippando and Dave Kenny agreed to meet in May 2017 so that an update of IT operations could be made to the group.

Mark Grippando briefly covered the history of the Technology Commission, for the sake of the two new members.

Dave Kenny then gave an overview of the Strategic Technology Plan that was created in 2016. The plan is an overarching guide for the IT Department for three years. The planning process was covered, including the SWOT (strengths, weaknesses, opportunities, threats) analysis and initiative planning. Each of the following projects were discussed: DuComm consolidation, facilities plan, compliance - CJIS and PCI, Fire Department WAN links, VoIP upgrade, financial software upgrade, disaster recovery plan, data consolidation, systems inventory, IT project methodology, structured training program, HRIS, website redesign, A/V systems upgrade, and

internal digital signage.

Commission members suggested that a consultant should be used for creating the RFP for the new ERP (financial software) system. It was also suggested to consider ERP systems used by private sector industries, but that solutions such as Salesforce or Dynamics 365 may not include public sector modules such as utility billing and permit processing.

There were some questions on budgeting and procurement for IT operations. The group was surprised to learn of the Village policy requiring an RFP for purchases that are \$7,000.00 and over. Members stated the RFP threshold is too low for technology solutions and hinders project implementation. It was stated that while trying to save money, the RFP process probably costs the Village money (with staff time to create, post and review the RFPs).

Next, there was a brief discussion on the impending VoIP upgrade. Specifics were covered, including software versions and controller installation.

Lastly, the consensus of the group was to still meet on an ad hoc basis, re-affirming last year's decision. The group thought there may be some value of the commission members' input on the Fire Department WAN connections upgrade. Dave Kenny will compile a list of network applications and services that traverse the network and email that out to the group. That will help the Commission decide if they can provide value to the project. If so, the Commission will meet in July.

The meeting adjourned at 7:25 p.m.