



MAYOR
Andrew Przybylo

**ACTING
VILLAGE MANAGER**
Hadley Skeffington-Vos

VILLAGE CLERK
Marlene J. Victorine

TRUSTEES
George D. Alpogianis
John C. Jekot
Danette O'Donovan Matyas
Denise M. McCreery
Craig Niedermaier
Dean Strzelecki

MEETING MINUTES
General Government / IT Committee
Remote Participation
January 12, 2021 – 9:00 a.m.

The General Government / IT Committee meeting was held on Tuesday, January 12, 2021, virtually. The meeting was called to order at 9:01 a.m. by Chairman Niedermaier.

Members Present:

Chairman Craig Niedermaier
Village Manager Steve Vinezeano
IT Director Bill Shaw
Resident Jeff David

Staff Present:

Hadley Skeffington-Vos, Deputy Village Manager
Kathy Thake, Assistant to the Village Manager
Joana Ardelean
Katy Darr
Evangeline Alpogianis
Katie Schneider
John Melaniphy
Margaret Keating

Guests Present:

Shane Hampton
Jahred Zmolek

Approval of Minutes

IT Director Bill Shaw made a motion, seconded by Village Manager Steve Vinezeano, to approve the minutes of the October 28, 2020, meeting; on voice vote all concurred.

New Business

- a. Discussion to Conduct Assessment and Feasibility Study for the Licensing of Spare Capacity on the Conduit Infrastructure Located Along Milwaukee Avenue presented by Assistant to the Village Manager Kathy Thake**

Assistant to the Village Manager Kathy Thake introduced Shane Hampton and Jahred Zmolek of HPH Partners to present a proposal for the Assessment and Feasibility Study for the Licensing of Spare Capacity on the Conduit Infrastructure Located Along Milwaukee Avenue. Street light infrastructure is being installed on Milwaukee Avenue which will run the span of the Village, additional vendors can pay to use the additional ducts - Kathy Thake advised this would be a cost saving measure for the Village. This would be a limited engagement to make recommendations that assist Village officials to sort out and determine policies, identify interest, create pricing sheets and marketing plan for potentially licensing spare capacity in the new conduit system. The study will assist Village Officials with determining this and other information as well as best

practices to manage and maintain the conduit system with licensee occupants. The first step would be to conduct the Feasibility Study for the licensing of spare capacity on the conduit infrastructure, and to see if the project would be a worthwhile endeavor. The presentation included a Village-Wide Fiber Optic Layout map. HPH Partners are keenly interested in assisting the Village of Niles in this study and assessment.

b. Approval of a Service Agreement with HPH Partners LLC to Conduct the Assessment and Feasibility Study in the Amount Not to Exceed a Budget of \$4,500 presented by Assistant to the Village Manager Kathy Thake

Based upon the presentation of Shane Hampton and Jahred Zmolek of HPH Partners LLC to conduct the Assessment and Feasibility Study in the amount not to exceed a budget of \$4,500, and HPH's experience building and operating fiber optic and wireless networks for other municipalities, the committee agreed to pursue the assessment. IT Director Bill Shaw made a motion, seconded by Resident Jeff David, to approve the assessment. On voice vote, all concurred.

YEAS 4 Niedermaier, Vinezeano, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

c. Resolution to Accept the 2020 Strategic Plan as presented by Deputy Village Manager Hadley Skeffington-Vos

The 2020 Strategic Plan was presented by Deputy Village Manager, Hadley Skeffington-Vos. Strategic planning was budgeted in FY20/21, and Northern Illinois University was selected as the consultant to conduct the facilitation and creation of a Strategic Plan. Strategic planning is a preferred approach to guiding an organization's future rather than making decisions issue by issue. Northern Illinois University facilitated an in-person strategic planning workshop over two days with the Mayor, Board of Trustees, and senior staff members, in which strategic priorities and goals were developed. The General Government/IT Committee reviewed the plan. Staff recommends continuing the strategic planning process annually in a mini-retreat to review the final plan, progress made towards goals, and upcoming changes in its implementation. Village Manager Steve Vinezeano made a motion, seconded by IT Director Bill Shaw, to approve the Resolution and 2020 Strategic Plan to go before the Board of Trustees at the January 26th Board of Trustees Meeting. On voice vote, all concurred.

YEAS 4 Niedermaier, Vinezeano, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

d. Board Approval - Utility Billing PO Change Order Request presented by IT Director Bill Shaw

The request for Board approval for the utility billing purchase order (PO) change order request was presented by IT Director Bill Shaw. The implementation of Munis utility billing (UB) was moved to early February to assure a seamless transition from the Village's current UB system. This schedule change will allow for better design, testing, and staff training to avoid problems post going live. After the new Finance Director started with the Village of Niles, he had added new tasks with increased functionality to the scope of the project. The three month extension will require twelve additional implementation and training days from Tyler Technologies. Village Manager Steve Vinezeano made a motion, seconded by Resident Jeff David, to approve the updates to go before the Board of Trustees at the January 26th Board of Trustees Meeting. On voice vote, all concurred.

YEAS 4 Niedermaier, Vinezeano, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

e. Update on Union Negotiations presented by Senior HR Manager Joana Ardelean

Senior HR Manager Joana Ardelean provided an update on union negotiations. The contract negotiations are in progress with four of the five Village unions. The contracts are set to expire in May of 2021. The Village has been preparing for negotiations since June 2020 and is looking forward to finalizing the process.

f. Approval Authorizing the Extension of Families First Coronavirus Response Act (FFCRA) Pandemic Pay for Village of Niles Employees through March 31, 2021 presented by Senior HR Manager Joana Ardelean

The request for approval to authorize the extension of Families First Coronavirus Response Act (FFCRA) Pandemic Pay for Village of Niles employees through March 31, 2021 was presented by Senior Human Resources Manager Joana Ardelean. The FFCRA expired on December 31, 2020. Given that this benefit was not extended in federal legislation after December 31, 2020, staff recommends that the Village of Niles continue a similar benefit "in-house" in line with action taken by other comparable municipalities. Staff believe this option is a good compromise because it will incentivize employees to stay home and not come to work when sick. IT Director Bill Shaw made a motion, seconded by Village Manager Steve Vinezeano, to approve the extension to go before the Board of Trustees at the January 26th Board of Trustees Meeting. On voice vote, all concurred.

YEAS 4 Niedermaier, Vinezeano, Shaw, David
NAYS 0
ABSENT 0
ABSTAIN 0

There being 4 affirmative votes, the MOTION CARRIED.

g. Update on internal and community Diversity, Equity, and Inclusion (DEI) initiatives presented by HR Specialist Katy Darr, HR Generalist Evangeline Alpogianis, and Community Engagement Coordinator Katie Schneider

HR Specialist Katy Darr, HR Generalist Evangeline Alpogianis, and Community Engagement Coordinator Katie Schneider provided an update on internal and community Diversity, Equity, and Inclusion (DEI) initiatives. The Village of Niles aims to build a diverse workforce that reflects the community it serves. The Diversity, Equity, and Inclusion Task Force and Champion Team have successfully created a DEI Action Plan and implemented training in their first year. They look forward to continuing initiatives with Village of Niles staff and in the Niles community.

h. Update on Niles Historical Society Museum Exhibit presented by Community Engagement Coordinator Katie Schneider

Community Engagement Coordinator Katie Schneider notified the committee that the Niles Historical Society Museum and Cultural Center is currently closed due to the COVID-19 Pandemic; however, the museum will soon announce new virtual tours for the public. Additionally, the Historical Society is in the process of creating a new exhibit at the Center based on former Niles Mayor Nicholas Blasé's office at Village Hall.

Comments from the Public

None

Next Meeting

February 9, 2021

Adjournment

Motion to adjourn was made by IT Director Bill Shall, seconded by Village Manager Steve Vinezeano; all concurred and the meeting adjourned at 11:05 a.m.

Margaret Rose Keating
General Government / IT Committee Secretary