

MINUTES

Bolingbrook IT Commission

Date | time | 02/18/21 7:02 pm Meeting called to order by Jerry Gynac

In Attendance

Commissioners Present: M. Behrens, B. Dennis, J. Gynac, E. Laffoon, A. Kapadia, E. McIntyre, S. Mertes, R. Stork, D. Walker, T. Washington

Commissioners Not Present: L. Anumalasetty, G. Arrington, K. Natschke, S. Walker

Guests: H. Matos

IT Liaison Present:

IT Liaison Not Present: J. Farrell

Pledge of Allegiance

The IT Commission rose and recited the Pledge of Allegiance.

Adoption of the Agenda

The agenda was distributed to the IT commissioners present.

Minutes of the meeting were recorded by Commissioner E. McIntyre

Approval of Minutes

The minutes were reviewed from the February 4th, 2021 meeting and approved.

Reports of Officers and Executive Committee

It has been organized that Mr. Hiram Matos will be designated an IT Commissioner at the Village Board Meeting on February 23rd. The other commissioners that need to be reappointed will possibly be sworn in once more in April.

Content Committee – Gwen Arrington (Chair)

The commission Google account has been setup. Further structure to be determined. Then, additional access will be granted to a wider audience.

Advisory Committee – Toni Washington (Chair)

The annual Boxcast schedule will be sent to everyone from Commissioner J. Gynac. Furthermore, Commissioner T. Washington has prescheduled all events within the Boxcast dashboard.

Special Events Committee – Diana Walker (Chair)

Queries to other commissions were sent to share a tent for the Village Picnic. No further responses have been heard back from them.

Unfinished Business

Continued to review development and testing progress of the Village Forms conversion. There was a process meeting with the Village IT, J. Farrell and R. Ruiz. The change to the workflow notes that after a finalized document is sent to R. Ruiz, he will be uploading to the live website. Simultaneously, he will notify the relevant department for feedback and updated internal use. Also, our project dashboard needs to be updated with a new column to track the production status.

Mr. H. Matos and Commissioner B. Dennis continue to progress on the Beautification Commission website. They will have another meeting with Commissioner J Gynac. Only minor adjustments are left to be revised. Afterwards, they will reach out to the Vice Chair, Barb Parker.

Our hardware demonstration for the Raspberry Pi for the Fountaindale Library Maker's Faire has been recorded. The software facet is currently being composed. Another recording will be made in Studio 300 on February 27th.

New Business

The request from IT Liaison J. Farrell to assume the chat-bot support on the village website was accepted. It's projected to begin after new fiscal year. Another consideration will be to review the other features and areas of the website. Future discussions will clarify our support model, the breadth of the scope, as well as the timeline.

Announcements

Good of the Order

Next Meeting

Motion to adjourn was made at 7:53 p.m. and was passed unanimously.