

Village of Bolingbrook IT Commission Meeting Minutes.

June 15, 2017

The meeting was opened at 7:00 pm.

The commission chair, Tom Fink was not able to attend the meeting. Tom underwent knee replacement surgery on Tuesday 06/13/17. We all wish Tom a speedy recovery.

Jeff Kuhnle, vice-chair was also not able to attend the meeting.

The meeting was opened by Liaison James Ferrell.

The minutes of the meeting were recorded by Commissioner Gynac.

Those in attendance were:

Commissioners:

Toni Greathouse

Jerry Gynac

Anirudh (Rudy) Kapadia

Elden Laffoon

Meredith Walker

Village liaison to the commission:

James Farrell

Guest:

Dominick Guida

Old Business:

The IT Commission will be represented at the Village picnic scheduled for Sunday 06/25/17 from noon to 6:00 pm.

The commission will use this opportunity to introduce picnic attendees to the new Bolingbrook mobile application and the newly redesigned village website.

Toni Greathouse will work with the organizers of the Village Picnic to secure a table with electricity.

Meredith Walker will coordinate the effort to sign up commission members to man the table for the duration of the event. We are looking for at least three volunteers per shift to man three 2 hour shifts. Meredith will send out a signup request through SignupGenius.

James Farrell, IT Director for the village of Bolingbrook, will provide the equipment and prizes necessary to setup the IT display.

New Business:

Since we did not have any senior leadership present and the 5 commissioners in attendance did not represent a quorum, we were not able to approve any new actions.

All recommendations that came out of this meeting will have to be formally introduced and approved at the next meeting scheduled for 06/29/17.

The time was spent giving the newest commissioner, Jerry Gynac, some background on the commission and discussing the future direction of the commission.

Jerry Gynac, having recently completed the required Illinois State Open Meetings Act (OMA) training, observed that it appeared that the commission was potentially at risk of not being in full compliance with the OMA.

Specific areas of concern:

- Meeting agendas were not being publically posting as least 48 hours prior to regularly scheduled commission meetings.
- Meeting minutes were not being publically posted within the required time limit after a meeting had taken place.
- Commissioner attendance at the meeting was insufficient to represent a quorum. Without a quorum, no business, neither new nor old, can be approved.
- Robert's Rules of Order were not being fully implemented.

In the discussion that ensued, the following suggestion were agreed on:

- To address the lack of meeting minutes.
 - The commission needed a designated secretary to record and file meeting minutes in compliance with the guidelines of the OMA. Commissioner Kapadia volunteered that he was willing to take on that responsibility if nominated to do so.
- Lack of general participation and meeting attendance by commissioners needs to be addressed.
- Future meetings needed to be conducted under Robert's Rules of Order.

Additional discussion centered on a more formalized approach to accomplishing the work of the commission.

- The suggested approach was to develop committees or teams with specific assigned duties. The designated lead for each team would be responsible for coordinating the activity of that team and reporting up to the commission chair at the regularly scheduled meetings. Two teams were discussed.
- The first team would consist of commissioners who have been trained in the EarthChannel editing software and have an interest in editing video to be placed on the village website. Commissioner Kapadia expressed an interest in chairing that committee if nominated.

- The second team discussed would be responsible for quality assurance of the village mobile application and the village website. Commissioner Gynac expressed an interest in chairing that committee if nominated.

The last topic discussed was the commission's mission and charter. The commission was originally created in 1999 to develop and support the village website. Activities were tactical, technical, and specific to the production and support of the village website.

Now that the village website is supported by an outside third party firm, much of the commission's previously defined responsibilities no longer apply. There was general agreement that the commission needed to review and update its mission statement and charter to better align with the needs of the village IT department and the community.

Toni Greathouse volunteered that she had a copy of the original organizing document dated April 2000. That document defined the charter and operational framework under which the IT Commission would function. She committed to forwarding a copy to Jerry Gynac for his review and education.

No further business was discussed.

The meeting was adjourned at 8:30 pm.