Village of Orland Park Technology Commission

Meeting Minutes – May 13, 2020

Technology Commission Members:

Chairman, Sean Kampas

Commissioners: William Bell, Ed Giron, Kurt Johnson, Gregory Lewis, Joni Radaszewski and John Matusik

CALL TO ORDER/ROLL CALL

In attendance: (5) Chief Technology Officer, David Buwick; Chairman, Sean Kampas; Commissioners Giron, Matusik, and Radaszewski

Absent: (3) Commissioners Bell, Johnson and Lewis

The March 11, 2020 Technology Commission Minutes were approved by Giron and Matusik

ITEMS FOR SEPARATE ACTION

2020-0333 COVID-19 Technology Lessons Learned and Impact on Priorities

- Dave reported how COVID-19 is impacting the Village of Orland Park. Although there is never a good time to have a pandemic, Dave was relieved it did not happen 10 years ago because we have much better technology today. Village employees were provided with laptops to login remotely using a secure VPN to access Village resources. Staff are using Village provided devices (not personal) to access resources. Employees are being productive at home, still able to collaborate with one another and get their work done.

- To reduce the spread of Covid-19, the Village required certain positions to telework to limit in-person contact. Dave Buwick purchased Zoom Meeting and Webinar video conference licenses weeks before the state lockdown went into effect. The Zoom platform worked great in facilitating staff and public meetings. The Board Room sound system was not integrated with Zoom, creating challenges for people attending these meetings in person. The Village budgeted to have the Board Room audio-visual equipment replaced this year. Integration with Zoom or a similar platform will be included in the requirements for a replacement system.

- The telephone system is inadequate, but did not prevent the Village from operating while staff teleworked. It would have been nice to have a VOIP system to forward office lines to cell phone lines. The telephone system will be replaced as part of the Network and Telecommunications Infrastructure Project.

- Electronic/ digital signature technology still needs to be implemented. The Village's legal counsel needs to review options to confirm it meets legal requirements. The delay in implementation has been due to many higher priority projects that need to be completed first.

- From an IT standpoint, we will have to adjust and learn to use the technology we currently have to the best of its ability. The Village may have to scale back on projects because the funds will not be available. For example, a decision has not yet been made to purchase new enterprise resource planning software. The Village has upgraded to the latest versions of all the Harris Innoprise ERP modules. While this has added functionality, it has not improved the performance and stability of these modules. The Village still needs to evaluate replacing Harris ERP with a new ERP platform. The new finance director who is starting on Monday May 18 will have a primary role in developing a Village ERP strategy.

2020-0334 Website Development Status Report

- The CSIA website that contains Will County, Orland Park, Tinley Park and Mokena is being updated.

- The Village decided to move responsibility for the Village websites from the Department of Information Technology to the Village Manager's Office under supervision of Nabeha Zegar, Public Information Communications Manager. The reason for the change was so IT staff could better focus on IT infrastructure projects.

- The Village of Orland Park's website content was not kept up to date and needs to be redone. The website will be moved to a new Granicus platform over the next 9-12 months. The Village amended their existing contract with Granicus because it was expedient and their web platform integrates with the Legistar meeting agenda management platform the Village already uses. The document migration should not be a problem and we will make sure all stakeholders are involved and part of the process. The content management system will be easy for staff to make updates and Village residents to navigate.

- The survey we conducted may now have outdated information.

- The Village is creating a Shop Orland Park site (shopop.org) using the WordPress.com platform. The purpose of this site, that Mayor Pekau initiated, is to promote business in Orland Park that highlights why people want to work, shop and play in Orland Park.

NON-SCHEDULED CITIZENS & VISITORS – No visitors arrived.

CLOSING COMMENTS

NEXT MEETING – We will meet every other month.

 ADJOURNMENT

- Adjourned