



## **Village of Orland Park Technology Commission**

**Meeting Minutes – May 11, 2021**

### **Zoom Meeting**

*Technology Commission Members:*

*Chairman, Jay Swanson*

*Commissioners: Ed Giron, Kurt Johnson, Gregory Lewis, John Matusik, Carol McGury, Ray Oral, and Jay Swanson*

### **CALL TO ORDER/ROLL CALL**

**In attendance:** (4) Greg Lewis, Carol McGury, Ray Oral, Jay Swanson (Chairperson) and Dave Buwick (Village Director of Information Technology)

**Absent:** (3) Ed Giron, Kurt Johnson, and John Matusik (Resigned)

### **APPROVAL OF MINUTES**

**2020-0356** –The April 13, 2021, Technology Commission Minutes were unanimously approved by Commission members.

### **ITEMS FOR SEPARATE ACTION**

#### **OLD/NEW BUSINESS**

##### **2021-0281 Tyler Munis ERP Status Report**

- A. A complete background of the Tyler Technologies was given to all new members. Projected completion date for entire implementation of new Tyler was 2 years. EnerGov, ERP, EAM and 311. Billing and partial information for customers all need to be migrated. The Village contracted for a part time project manager and a fulltime analyst. Financials will be the first core piece of Tyler Munis ERP to be implemented. The HPe hardware was installed and configured. This week, DoIT staff will provision the virtual servers to prepare them for Tyler software installation next week. Finance has been designated as the project lead with DoIT staff providing technical support.
- B. The contracted Project Manager, Analyst, and Finance staff are putting together a plan, once completed, that will be delivered to the Technology Commission members. Dave Buwick will provide updates to the Technology Commission members to keep everyone informed on the progress of this complex project.



## **2021-0282 HPe Server-Storage/Network/Telecommunications Projects Status Report**

- A. There are four major infrastructure projects currently underway.
1. HPe Server and Storage Infrastructure: The Village has completed replacing their old HPe 3Par compute and storage area network with an HPe Server Nimble storage platform. The environment was installed in April 2021. All existing servers will be completely migrated by the end of May. Tyler Munis will be installed on this platform.
  2. Network Structured Cabling Infrastructure: The Village is replacing all of the network cabling infrastructure at all the Village's major facilities except for the Police Department. The Police Department's Category 6 UTP network cable will support our new voice over IP (VoIP) system. Our current Avaya telephone system is antiquated. A new VoIP system required the Village's network cable to be replaced.
  3. Network Communications Infrastructure: All of the Village's Cisco switches are being replaced to support the new VoIP system. Completion is projected for August.
  4. Telecommunications System Infrastructure: The Board of Trustees approved the award to Insight to replace the Village's existing Avaya system with a new Cisco Unified Communications platform. Dave B. is developing an RFP to award a vendor(s) to provide the Village Internet and SIP circuit services to support the new Cisco platform. Projected 90-day lead time from contract signature to turn-up and porting of Village DID numbers.

## **2021-0359 Technology Commission Bylaws Review**

The Commission reviewed the existing bylaws and provided comments.

1. An advisory function, clearly understanding where the future of technology is going and advising the Village how to align using our best thinking. Advise on significant technology investments. It doesn't really say anything about assisting in the tracking of the progress and moving obstacles out of the way as it relates to the actual execution.
2. When this Commission was put together by the Trustees, this is what they established. This was the directive we were getting from the Board of Trustees.
3. This looks to be at a very high level, leveraging the capabilities of others that have had experiences as it assists the Village as it looks to put together a Comprehensive Strategic Technology plan for the Village and advise on the best investment they should make. Also to debate over differences of opinion we have on how we should move forward.
4. How the bylaws are currently written, there looks to be more Village staff related deliverables that probably don't belong as part of what this Commission should be about. Like provide for staff technology training, which should be up to the

Village Manager and Dave Buwick to identify what that is. Looks like some of this is not the Commission and to be the Advisor as to what Jay, Greg and Ray said is more about advisors helping to drive strategy and there might be a financial accountability here. Correct if wrong, but do we make financial decisions on selection of technology, platforms or software? Is that VMO or you? Help me understand that.

5. VMO and Dave are more hands on and figuring out budgets – outside vs. inside with a good technology road map.
6. With the review of the Bylaws, is it your intent to change these? With looking at the recommendation of Sean and Dave are we trying to incorporate some of this? Is Diana making some of these changes and it will come back to us?
7. Dave has never had a chance to review and update the Bylaws. The current Bylaws don't seem to fit with what we ought to be doing as a Commission. Need to assess Village staff, same with staff technology training. We as advisors can make recommendations based on things we've experienced and provide some insight. Some of this seems a little hands-on.
8. My understanding is that the Commission is advisory in role and that the Commission can make recommendations to the Board of Trustees. The Commission does not have any formal approval process like the Plan Commission has.
9. Sean's draft is a good starting point. Review, evaluate and the big thing is ADVISE.
10. Would like the Technology Commission to help in developing a Strategic Technology Plan for the Village. Also to provide some guidance with the ERP update. Maybe our contract and project manager and analyst aren't even aware of some things that are out there that we may want to be on the look-out for with ERP systems.
11. The website evaluation review is a great example of how we would like to see how this Commission can work. The feedback and the review that was presented to the Commission is exactly how we would like to see projects work that involves the Commission. They took to heart some of the suggestions that were made and that was great to see. Review, evaluate and advise. It was the one time that we really saw how our recommendations were noted and how we could help out.
12. Feedback on the long-term strategic plan and the dashboard is what the Commission is going to work on now.
13. Update and review **well in advance** (before next meeting) new Bylaws. More meat to the bone in the Bylaws to help guide and advise the Commission.
14. Look into the Illinois Open Meetings Act online training that Diana sent the Commission. It currently is not accessible due to the website being hacked.
15. Commission members are extremely frustrated because they can't get anything done – need better communication options.
16. When and where are meetings held – needs to be clarified in the Bylaws.



### **Miscellaneous:**

B. Commissioners requested a dashboard for all main projects. Dave responded that allocating the time to do this will be a challenge. The Village is currently using Smartsheets. Commissioners did not recommend using Microsoft Project due to complexity. Dave requested Commissioners to email him their thoughts on what you think would be of value to track a dashboard type program. For example:

- 1) What is your vision? To include start and end dates, money spent, money budgeted, etc. Let's keep it simple just a status checks with information.
- 2) What is preventing you and your team from completing a job?
- 3) What can the commission help with to get tasks done? Simple status reports.
- 4) The commission would like to be able to contribute more, utilize them more.
- 5) Technology road map, business road map.

C. Commissioners asked if the Village had a strategic plan. Dave responded that he had not reviewed one and was not aware of a recent village wide strategic plan.

**NON-SCHEDULED CITIZENS & VISITORS** – No visitors or public comments.

### **CLOSING COMMENTS**

**NEXT MEETING** – Tuesday, June 8

### **ADJOURNMENT**

- Adjourned