

MINUTES

VILLAGE OF LA GRANGE
DIGITAL TECHNOLOGY AND COMMUNICATIONS TASK FORCE MEETING
Village Hall Auditorium
53 South La Grange Road
La Grange, IL 60525

Monday, January 22, 2018 – 6:00 p.m.

1. CALL TO ORDER

Village President Livingston called the meeting to order at 6:02 PM.

PRESENT: Chris Augustine
Patrick M. Beeman
Cordelia Coppleson
John J. Janowski
Marcy Larson
Jeff Philips
Kevin Sabapathy
Timothy Sheldon
Lara Taylor
Lisa Marie Thomas

ABSENT: Carrie Jenke
Sally Nauss

OTHERS: Village President Tom Livingston
Assistant Village Manager Zachery Creer

2. BUSINESS AT HAND

A. Welcome and Introduction

President Livingston thanked all of the Task Force members for their service and asked that each member introduce themselves, provide an overview of their expertise and explain their interest in the Task Force.

B. Overview of Mission

President Livingston described his vision for the Task Force which included the Task Force providing a report to the Community and Economic Development Commission (CEDC) in May or June and to the Village Board thereafter. As a Task Force, the group would disband after the recommendations were made to the Village Board. The

format of the report could be of the Task Forces' choosing. The content of the report is expected to include a core set of recommendations to the Village Board (after the CEDC) that includes exploration of new tools, both high tech and low tech solutions, emergency communications, feedback on frequency of communications and content, event communications, and communications of Village operations including reminders and new programs. President Livingston noted he wants to focus on Village communications to residents, potential residents, businesses and potential businesses. He asked the Task Force to consider the communication needs of all residents, including those that are not technologically savvy.

As part of the Task Force's fact gathering, Village Departments and community organizations including the La Grange Business Association will present their current and planned communications to the Task Force.

C. Discussions, Questions and Planning

President Livingston opened the floor for questions about the proposed schedule. Ms. Larson stated that the schedule did not provide enough time for input on items and that the Task Force needed a more comprehensive look before providing input. She asked that part of the initial meeting needs to be an inventory of what is already happening. Assistant Manager Creer and President Livingston gave a brief overview of the current communications provided by the Village.

Mr. Philips asked staff to provide information from the La Grange 2020 results on communications.

The Task Force, Village President and Assistant Village Manager discussed various types of communications including reverse 9-1-1, texting, online services, Village operations, social media, diagnostics, the newsletter, digital signage, information coordination with outside agencies (including the schools, LGBA, the Library, the Park District), the website, cyber security, job delegation within the Village, and continuous improvement as topics for the Task Force to consider. The Task Force also discussed different content for Village communications including communications about Metra, power outages, emergencies, and routine reminders. These topics will be discussed at future meetings.

Ms. Larson suggested that in advance of all of the speakers, that the Task Force provide the staff members with questions so that they can come prepared. She suggested general questions as a starting point including "What are they doing now?" and "What is working and what is not working?" Assistant Village Manager Creer recommended that all questions be sent to him in advance of the meeting, and he would coordinate with Department Heads in order to allow them time to prepare.

Ms. Coppleson suggested that the Task Force work on a broad communications policy that would provide guidance on types of communications and how those tools

should be used. Assistant Village Manager Creer stated the Task Force may not be able to provide a comprehensive policy in the short time frame given all of the topics.

Ms. Taylor stated the Task Force should explore what other communities are doing, including Elmhurst, Clarendon Hills, Western Springs, Glen Ellyn, Hinsdale and Downers Grove.

Consensus was reached to retool the schedule to ask all Department Heads to speak at the meeting in February. Each Department Head will provide a brief overview of what communications tools are used by their departments and what improvements are planned for the immediate future. After this was completed, the Task Force would design a schedule to address open issues and possible improvements.

The March meeting will include information from the LGBA as well as a more detailed overview of the website.

The remainder of the scheduled meetings will be left open in order to accommodate topics as to be determined by the Task Force.

3. OLD BUSINESS

There was no old business.

4. NEW BUSINESS

There was no new business.

5. NEXT MEETING

The next meeting was scheduled for February 26th, 2018 at 6 pm.

6. ADJOURNMENT

At 7:17 p.m. the meeting was adjourned by President Livingston.

Thomas E. Livingston, Village President