

VILLAGE OF MCFARLAND

**Communications & Technology Committee Minutes**

*Tuesday, June 23, 2020 - 6:30 PM*

**1. CALL TO ORDER, ROLL CALL.**

Village Trustee Brassington called the regular meeting of the McFarland Communications and Technology Committee to order at 6:33 p.m. via Zoom.

Members present: CJ Behm, Blake Draper, Stephanie Brassington, Ella Tschopik, Eric Kindschi

Members not present: Sean Braziel, Jason Jasinski, Eric Kryzenske, Cole Younger

Staff Present: Stephanie Miller, Andrew Day

**2. PUBLIC APPEARANCES.**

No public appearances.

**3. APPROVAL OF MINUTES.**

- a. Motion to approve the minutes of the Communications and Technology Committee meeting from November 26, 2019.

Motion by Blake Draper, second by CJ Behm, to approve the minutes of the Communications and Technology Committee meeting from November 26, 2019.

Motion carries 5 - 0 - 0 by acclamation.

**4. BUSINESS.**

- a. Discussion and possible action to make a recommendation to the Village Board to accept the change in the Village website design and hosting from GovOffice to CivicPlus.

Presentation by Director, Stephanie Miller, on current website provider, GovOffice, and comparison to alternative, desired website provider, CivicPlus.

Motion by Village Trustee Stephanie Brassington, second by Eric Kindschi, to recommend to the Village Board to accept the change in the Village website design and hosting from GovOffice to CivicPlus. Motion carries 5 - 0 - 0 by acclamation.

- b. Discussion and action to approve Chapter 7 of the Technology Plan.

Technical Specialist, Andrew Day, walks through and discusses new chapter of the Technology Plan.

Motion by Village Trustee Stephanie Brassington, second by CJ Behm, to approve Chapter 7 of the Technology Plan. Motion carries 5 - 0 - 0 by acclamation.

**5. STAFF REPORTS.**

a. Update(s) from the Technical Specialist.

Technical Specialist, Andrew Day, discussed the following updates to the Committee:

- Newly added cameras to the training room, as well as other meeting rooms.
- TDS cable boxes and switchover.
- Recent Zoom meetings and public appearances.
- Construction on Public Works building, particularly for the server room, as well as where staff will be located during building construction.

Question from Committee Member, Blake Draper, regarding the new Public Safety building and the Communications and Technology Staff involvement with that project.

b. Update(s) from the Director.

Director, Stephanie Miller, discussed the following updates to the Committee:

- Staffing - new production assistant hire and camera operators back in building to work.
- Cable Productions - senior spring athletes tribute video, graduation speeches and live premiere of that event, potential livestreaming of McFarland High School commencement in July, no Sundaes on Thursdays this year, and library events.
- McFarland Cable YouTube - added E.D. Locke Public Library programs to YouTube channel. May rebrand away from "McFarland Cable" to "Village of McFarland" to be more inclusive of all programs.
- Potential implementation of GovPilot for various departments and staff.

**6. SCHEDULE NEXT MEETING DATE.**

a. Tuesday, July 28, 2020 at 6:00 p.m.

**7. ADJOURNMENT.**

Motion by Village Trustee Stephanie Brassington, second by Blake Draper, to adjourn at 8:29 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Stephanie R. Miller  
Director of Communications and Technology