AGENDA FOR THE REGULAR MEETING OF THE TECHNOLOGY COMMITTEE OF THE VILLAGE OF CAMPTON HILLS

March 21, 2024
7:00 pm
Village Hall – Campton Hills
40W270 LaFox Road, Suite B
Campton Hills, Il 60175

1. **Call to Order**

2. **Roll Call**

3. **Public Comments**

4. **Action Items**
   a. Motion to approve the minutes of the Special Technology Committee meeting of March 14, 2024

5. **Discussion Items**
   a. Email Archive access – FOIA Officer only?
   b. Crowd Strike Grant

6. **Sub-Committee Reports**
   a. Infrastructure
   b. User interaction interviews

7. **Close Session**
   Motion that the committee go into closed session as permitted by the Open Meetings Acts (5 ILCS 120) to discuss the following matters:
   a. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property**.**

8. Potential action related to Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

9. **Adjournment**

MINUTES OF THE SPECIAL MEETING
OF THE AD HOC TECHNOLOGY COMMITTEE OF THE VILLAGE OF CAMPTON HILLS
MARCH 14, 2024
7:00 p.m.

1. Call to Order – Chair Muhr called the meeting to order at 7:05 p.m.

2. Roll Call – Chair Muhr called the roll:

Roll Call	Present	Absent	Also Present
Member Enger	X		
Member Hale	X		
Member Herff		X	
Chair Muhr	X		
Member Paskey	X		
Liaison Burson	X		

Housekeeping by Chair Muhr

a. Item from Clerk Johnson
- Public meetings can no longer be conducted by any public body of the Village of Campton Hills via video conferencing services. A member can call in and be on speaker phone**.** A member attending via call in cannot be counted towards the quorum.
- Should any member have an item to be included in the member meeting packets, to either get those items to the Clerk or myself.
  - Also noted by Liaison Trustee Burson, said items may not be necessarily included in the public and Closed Session items will be more likely paper should there be any.

3. Public Comments

None

4. Action Items

a. **Motion to approve the minutes** of the Special Technology Committee meeting of February 29, 2024 made by Member Hale, Seconded by Member Enger

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

b. **Motion to set regular meeting days and time** made by Member Enger, seconded by Member Hale
- Discussion on either:
  - 1st and 3rd Thursday at 7:00pm
  - 2nd and 4th Thursday at 7:00pm.
- The 1st and 3rd Thursday at 7:00pm was chosen.

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

c. **Motion to set the length of meeting to go no more than two (2) hours** made by Member Enger, seconded by Member Hale

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

d. **Motion to recommend Village Administration enforce Multi-factor (2FA) immediately** made by Member Enger, seconded by Member Hale

- Discussion:
  - Are there any exceptions to enforcement of Multi-Factor i.e. accounts that may be tied to some other application or even a service account in general.
  - What happens if a staff member leaves.
    - If the if the second authentication method is on their phone. That method leaves with them.
    - Could that method be placed on a Village desktop?
      - Chair Muhr confirmed no.
      - The method needs to be tied to the individual's account.
  - Chair Muhr recommended an amendment to the motion to state only M365 tenant immediately.
  - The user's Email account will spider out to other applications that use that Email as an account.
  - No Multi-Factor to access Email accounts to do pulls for FOIAs. Would it also make sense to recommend that such searches be done via the Email Archive?
  - Could the committee recommend a stronger password policy.
  - Trust a device so the user is not presented with a prompt every time they try to use their Email.
    - Chair Muhr stated the typical time for the device is 30 days.
  - Cyber insurance and the risk coverage - currently the village may not be covered for cyber.
  - Motion called to amend to recommend Village Administration enforce Multi-factor (2FA) on the Microsoft 365 Tenant immediately on staff accounts

Motion to recommend Village Administration enforce Multi-factor (2FA) on the Microsoft 365 Tenant immediately on staff accounts made by Member Enger, seconded by Member Hale

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

e. **Motion to appointment Member Paskey as secretary** of the Ad Hoc Technology Committee made by Member Enger, seconded by Member Hale

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				

Member Paskey	X

5. Discussion Items

a. Sub-Committee revisit of tasks

- User interactions sub-committee
  - Chair Muhr verified Member Paskey has spoken with Chief Levand for the purposes of all Federal and State regulations they must adhere to and other needs.

- **Infrastructure sub-committee**
  - Chair Muhr stated she has not scheduled a meeting with the Village Administrator yet but has Member Engar's schedule.
  - Will request Helping Hands to attend our next meeting.

- **CrowdStrike Grant**
  - The grant through the state is an option
  - Need to get with the Village's IT Service provider, Helping Hands, to look at their support stack offerings and what the Village is already paying for.

6. Sub-Committee Reports

a. Infrastructure
No official reports

b. User interaction interviews
No official reports

7. Closed Session

Motion to go into closed session at 8:08 pm for the following matters by Member Enger, seconded by Member Hale:

a. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

Committee entered closed session at 8:08pm
Committee returned to open session at 8:58pm

8. Meeting called to order at 8:58pm

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

9. **Motion to Adjourn at 8:58pm** made by Member Enger, Seconded by Member Hale

Roll Call	Aye	Nay	Absent	Abstain	Motion: **CARRIED**
Member Enger	X				
Member Hale	X				
Member Herff			X		
Chair Muhr	X				
Member Paskey	X				

Approved this day March 21st, 2024

Chair – Kim Muhr