

**City of Menasha  
Information Technology Steering Committee  
Training Room  
Menasha Public Protection Facility  
Wednesday July 21, 2010  
8:15 A.M.  
Minutes**

**A. Call to Order**

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

**B. Roll Call/Excused Absences**

Present: CHAIRMAN Wisneski, HR Specialist Taubel, ITMgr Lacey, PC Stanke, PHA Fritz and PP Kester (A 8:24)

Excused: COMP Stoffel

Also Present: ITSupv James, PL Brunn, PO Zemlock and Mr. John Teale of Menasha Utilities.

**C. Minutes to Approve** – Approval of Minutes of June 16, 2010 IT Steering Committee meeting.

Motion by PC Stanke, seconded by ITMgr Lacey to approve the minutes of the June 16, 2010 IT Steering Committee meeting as submitted. Motion carried.

**D. Public Comments on any matter of concern to this Agenda**  
(Five (5) minute time limit for each person)

NONE

**E. Report of Department Heads/Staff/Consultants** – Committee monthly update on status of projects/operations/costs  
Presentation on “Smartboard”

ITMgr Lacey updated the committee using the monthly summary handout – the IT budget is still on track for 2010; video security has been installed in the Finance Department; reviewed the monthly phone bill following approval of the new three year contract extension; update on progress with merging IT capabilities of City and Utility; presented the “Smartboard” to the Committee,

Word and Excel are interactive, your finger is the mouse, can draw and erase with special pens or fingers, training sessions can be saved for future use again; Forestry intern will use a “smartphone” to do the tree inventory.

**F. ACTION ITEMS – (1)** Committee discussion and action on creating Internal Service Fund for IT Operations and implementing cost allocation system as recommended by Common Sense Solutions

PC Stanke asked if the point of breaking down IT into an internal service fund was just to increase the amount of money the City could get returned through state aid formulas, why not make all of the IT Department into a police function (like it originally was) and put it into the Police Department building and budget.

It was explained that maintenance costs are figured into the direct costs while any new software will be budgeted by department.

After further discussion, motion by PC Stanke, seconded by ITMgr Lacey to forward to the Common Council the concept of creating an Internal Service Fund for IT Operations and implementing the cost allocation system as recommended by Common Sense Solutions. Motion carried.

**ACTION ITEMS – (2)** Committee discussion and action on policy for City Departments/employees use of social networking sites such as “Facebook”, “MySpace”, “Twitter”, etc.

Opening the discussion, ITSupv James suggested that the Mayor be the responsible party to evaluate and determine if a department needs to be connected to a social networking site, as outlined in the policy (from North Carolina) adapted to fit the needs of Menasha. If the employee leaves the City’s employment or if the account needs to be monitored in any other manner, the IT staff can perform that function to be certain the policy is not being abused.

A disclaimer needs to be included on the bottom of the page.

At this time it is unknown if postings must be retained to comply with “open records “law. This will need to be addressed by the City Attorney.

Motion by PC Stanke, seconded by PP Kester, to forward the policy for City Departments/employees use of social networking sites to the Common Council for adoption. Motion carried.

**ACTION ITEMS – (3)** Committee discussion on who (Mayor, Committee, Council, IT Department) determines which outside parties can have a link to the City's website

Jean Chew of the Menasha Historical society had requested permission to have a link to the City website. Who should have the authority to grant such requests? After discussing some parameters for granting the permission; be a part of or directly beneficial to the City, it was proposed that the Mayor be given this authority. There was also discussion on having a log of who has been granted permission to have the link in the event that somehow links could be attached or deleted and no one would know if they should be there or not.

Motion by PC Stanke, seconded by HR Specialist Taubel to have the Mayor make the decision to grant permission for non-departmental links and that all requests for links to the City webpage not maintained by a department level or IT staff person also be referred to the Mayor. Motion carried.

**ACTION ITEMS – (4)** Committee discussion and action on next IT Steering Committee meeting date – August 18<sup>th</sup>, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, August 18<sup>th</sup> at 8:15 AM in the Gegan Room of the Menasha Public Library

#### **G. ADJOURNMENT**

Motion by ITMgr Lacey, seconded by HR Specialist Taubel to adjourn. Motion carried. Meeting adjourned at 9:11 AM.

Respectfully submitted,

Sue Wisneski  
Acting Committee Secretary