

**CITY OF MENASHA
IT STEERING COMMITTEE
July 9, 2013
MINUTES**

A. CALL TO ORDER

Styka called the meeting to order.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Ald. Nichols, CA/HR Director Captain, Director Keil (arrived after start of meeting), IT Manager Lacey, Director Nett, Interim Comptroller/Treasurer Sassman and Chief Styka were present. Also present was IT Supervisor Patrick James.

C. MINUTES TO APPROVE

Motion to approve the June 4, 2013 minutes was made and seconded by Lacey and Nichols, respectively. Motion carried.

D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

Lacey provided a handout – IT Project Timeline for 2013. Discussion ensued. In the third quarter 2 tablets will be added to Health as a result of grant funding.

F. ACTION ITEMS

1. Further Committee discussion on current infrastructure and begin development of a strategic plan

The Committee reviewed the 2011 copy of the IT Inventory list that is still being updated by IT staff. Ald. Nichols identified the need for a completed inventory for strategic planning. There needs to be an identification of the most critical areas that need replacement with 1-3 years and what is high, medium and low priority. IT staff talked about identification of mission critical or essential devices and UPS (uninterrupted power system). There have been instances of power outages “frying” devices. Also discussed was IT staff exploration of concepts for the telephone system replacement. Replacement of the system is estimated at approximately \$100,000 (+-20-50,000). About 1/3 of the funds are set aside in the 2013 budget.

2. Committee approval of employee survey

Discussion ensued on a sample survey Styka put together. Survey will be sent out to users before next meeting.

3. Committee discussion and action on next IT Steering Committee Meeting date

August 20, 2013 at 8:00 a.m.

G. ADJOURNMENT

Meeting adjourned by motion made and seconded by Captain and Keil, respectively. Motion carried.