

**CITY OF MENASHA  
IT STEERING COMMITTEE  
April 30, 2014  
MINUTES**

**A. CALL TO ORDER**

Styka called the meeting to order.

**B. ROLL CALL/EXCUSED ABSENCES**

Committee members Ald. Nichols, Director Captain, Director Keil, Director Nett, Director Steeno and Chief Styka were present. IT Supervisor Patrick James was excused. Also present was John Teale, Menasha Utilities.

**C. MINUTES TO APPROVE**

Motion to approve the February 19, 2014 minutes was made and seconded by Nichols and Captain, respectively. There was no discussion. Motion carried.

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

None

**E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

1. [Recent Accomplishments](#). Director Steeno shared accomplishments to April 30, 2014. A question arose about cloud storage relative to the SAN (Storage Area Network) issue and Director Steeno reported that cloud storage was looked at but unaffordable at this time. General discussion occurred.
2. [Current Status of IT Operations/Support Items/Workload](#). Director Steeno provided a handout and reported to the Committee.
3. **Document Imaging Project**. The Committee was updated by Director Steeno that request for quotes will be prepared and sent out. Document imaging is needed per State of Wisconsin.
4. **Progress on 2014 Projects**. Director Steeno handed out and provided summary of two documents she prepared – [2014 Projects & Initiatives and Timeline for Completion](#) and [Resources/Staffing Plan For 2014](#). With respect to the website project Ald. Nichols inquired about how to incorporate public feedback. General discussion occurred about how to include the public in the website development.

**F. ACTION ITEMS**

**1. Committee discussion and action on next IT Steering Committee Meeting date.**

August 6, 2014 at 9:30 a.m. Items to include on next agenda: Captain handed out copies of Electronic Communication & Information Technology Policy, Social Network Policy and Code of Conduct.

**G. ADJOURNMENT**

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

*These minutes have NOT been approved.*