

**CITY OF MENASHA
IT STEERING COMMITTEE
October 13, 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 McKenney, Director Steeno and Chief Styka were present. IT Supervisor Patrick James was also present.

C. MINUTES TO APPROVE

Motion to approve the [August 6, 2014 minutes](#) was made and seconded by Nichols and Keil, 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. Progress on 2014 Projects. Director Steeno handed out and provided summary of a document she prepared – [Recent Accomplishments \(8/6/14 – 10/10/14\)](#). In item #1 the Marina project is proposed to move to 2015 at the request of Dir. Tungate. Item #5 was added due to the outcome of a required state audit. Director Steeno distributed and summarized a [2014 Timeline for Completion of Projects 10/13.2014](#) that she prepared. With regard to the website RFQ, that were opened September 20th, a team has been selected to review proposals to be scheduled towards the end of October with interviews to follow.

F. ACTION ITEMS

1. [2015 Budget](#). Director Steeno handed out a draft 2015 technology budget. The budget includes staffing 1 full-time and 1 part-time employee as well as a business partner consultant as is currently being utilized. Dir. Steeno reported that she distributed the proposed technology budgets to each department this week and is awaiting final responses. General discussion occurred with respect to the proposed budget. Moved by Keil and seconded by McKinney to recommend approval of the 2015 IT budget as presented by Dir. Steeno subject to any final adjustments as may be requested by other departments. No further discussion. Motion carried.
2. **Committee discussion and action on next IT Steering Committee Meeting date.**
December 16, 2014 at 9:30 a.m.

G. ADJOURNMENT

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

These minutes have NOT been approved.