

**CITY OF MENASHA
IT STEERING COMMITTEE
December 18, 2013
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. Also present was IT Supervisor Patrick James and John Teale, Menasha Utilities.

C. MINUTES TO APPROVE

Motion to approve the September 17, 2013 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. [Staff update on status of projects for 2013.](#) Director Steeno reported that since the IT Manager position vacancy, the City has been using one of the City's vendors, Infinity Technology, to provide services. Director Steeno handed out and discussed the "Summary of Needs: Prioritization List" that staff and Infinity Technology have been using to keep track of current, medium term, and long term needs, and projects/tasks completed to date. Infinity Technology also performed a managed services assessment looking at the city's servers, firewall and network, has done patching and other clean-up work. Most recently, they have been working the "helpdesk" to relieve backlog. The phone system update is completed. The city also made an ISP change to Wiscnet. John Teale reported that the utilities made the same ISP change and that there is redundancy with Time Warner Cable in case of an outage with Wiscnet.
2. **Discussion of open projects.** In the short term, the IT focus has been emergency mode and clean-up for the last 60 days.
3. **Projects for 2014.** Director Steeno informed that 2014 goals will be prepared for April.

F. ACTION ITEMS

1. **Discussion of plans/staffing/options for 2014.** Director Steeno reported that contracting with Infinity Technology is short term while consideration is being given to long term options. It will be in the first quarter of 2014 before long term recommendations/options for staffing will be prepared. General discussion occurred on this including potential opportunities to partner with the Utilities for IT needs.
2. **Committee discussion and action on next IT Steering Committee Meeting date**
February 19, 2014 at 9:00 a.m.

G. ADJOURNMENT

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

These minutes have been approved.