

**CITY OF MENASHA
IT STEERING COMMITTEE
August 6, 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, Liz Rosin, Director Steeno and Chief Styka were present. IT Supervisor Patrick James was excused. Intern Englebert was also present.

C. MINUTES TO APPROVE

Motion to approve the April 30, 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. [Recent Accomplishments](#). Director Steeno shared accomplishments to August 5, 2014.
2. [Current Status of IT Operations/Support Items/Workload](#). Director Steeno provided a handout and reported to the Committee. With respect to item #5, IT is working on creating an infrastructure replacement plan; licensing updates are almost complete; IT is expecting to get out a user survey by the end of August.
3. [Progress on 2014 Projects](#). Director Steeno handed out and provided summary of a document she prepared – 2014 Timeline for Completion of Projects 8/6/2014. The creation of a team with respect to the website redesign will be moved to the third quarter.

F. ACTION ITEMS

1. [Website Renovation RFQ](#). A draft request for qualifications was provided for review and comments. Director Steeno, along with the Committee, thanked Intern Englebert for his work on the RFQ which was very thorough. General discussion occurred. Director Steeno explained that as a service contract, the selection process is set up to first consider qualifications and then price. The RFQ is expected to be issued August 15 with a return date of September 12. Work should begin on subject matter for the new website.
2. **Policy Review**. Director Steeno reported that she would like to work on updates to the IT policies.
3. **Committee discussion and action on next IT Steering Committee Meeting date.**
October 7, 2014 at 9:30 a.m.

G. ADJOURNMENT

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

These minutes have NOT been approved.