

CITY OF MENASHA
IT STEERING COMMITTEE
January 20, 2015
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 Steeno and Chief Styka were present. IT Supervisor Patrick James was also present. Director McKenney was excused.

C. MINUTES TO APPROVE

Motion to approve the [October 13, 2014](#) minutes was made and seconded by Nichols and Keil, respectively. Discussion ensued. 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 handed out and explained accomplishments identified in a document that she prepared – Recent Accomplishments (10/3/14 – 1/19/15). As to Item #5, Dir. Steeno explained new servers were purchased rather than exploring virtual desktop due to current network needs. With regard to Item #12, Dir. Steeno indicated Managed IT Services, paying a monthly fee, is suspended and instead the City is paying for services on an “as needed basis.”
2. Current Status of IT Operations/Support Items/Workload. Director Steeno prepared, handed out and discussed a report entitled: Current Status of IT Operations. Director Steeno reported a vacancy due to the departure of the IT Intern and indicates in the short term, Infinity will provide contracted services to cover our needs. As to Item #3, Director Steeno states that employees need to inform IT of any issues that have been going on for a long time so that they can be resolved. With regard to Item #6, Director Steeno reports that desktop virtualization will be looked at again in approximately three years (the life cycle of the latest servers purchased).
3. Progress on 2014 Projects. Director Steeno handed out and explained 2014 Timeline for Completion of Projects dated 1/20/2015.
4. Initiatives for 2015 – Estimated Timeline. Director Steeno handed out and explained 2015 Timeline for Completion of Projects. Ald. Nichols requested to add credit card acceptance to Quarter 1.
5. Website Renovation Project Update. Director Steeno updated the Committee on the Project and discussed a Pre-Project Internal To Do List that she prepared.

F. ACTION ITEMS

1. Distribute Policies to be Updated. Director Steeno handed out copies of three policies: Code of Conduct, Electronic Communication & Information Technology Policy and Social Network Policy. General discussion ensued. The Committee decided to begin updating the Electronic Communication & Information Technology Policy and to provide suggested talking points to Director Steeno at least two weeks before the next meeting.

2. Draft Employee Survey. Director Steeno distributed a draft IT Services Survey which will be available for employees to take in the near future. General discussion ensued relative to suggested changes.
3. Committee discussion and action regarding next IT Steering Committee Meeting date: April 21, 2015 at 9:30 am.

G. ADJOURNMENT

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

These minutes have NOT been approved.