

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday February 17, 2010
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, AP Kester, COMP Stoffel, HR Specialist Taubel (8:24), ITMgr Lacey and PL Brunn

Absent: PWS Jacobson

Also Present: MAYOR Merkes, CA/HRD Captain, CDD Keil, ITSupv James, PO Zemlock and Mr. John Teale of Menasha Utilities

C. Minutes to Approve – Approval of Minutes of January 20, 2010 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by PL Brunn to approve the minutes of the January 20, 2010 IT Steering Committee meeting as submitted. Motion carried.

D. Public Comments on any matter of concern to this Agenda
(Five (5) minute time limit for each person)

NONE.

E. Report of Department Heads/Staff/Consultants – Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed his monthly report to the Committee. Starting off the new year, things are going well, training is in progress on the changeover to Office 2007, installed a new map viewer in Engineering, disposed of/recycled old computers, displays, printers and other miscellaneous technology that were of no further value to the City

F. ACTION ITEMS – (1) Committee update on status of form/document list, provided by HR, to be placed on the INTRANET

HR Specialist Taubel updated the Committee on the status of placing information on the INTRANET. Access for employees will be through a hidden page on the City's website. That page could be accessed by someone other than City employees using "Google". At first it was discussed that the hidden page would only be accessed from a City computer, but CHAIRMAN Wisneski felt it important that the page could also be accessed from an employee's home computer. The HR Department will first be placing forms on the site to be followed up with City policies after they have been reviewed by CA/HRD Captain.

The Committee also had a brief discussion on whether or not an employee viewing a training video at home on their personal computer would be considered work subject to compensation. It was determined that is not compensable time for an employee.

HR Specialist Taubel will be able to devote more time to this project during the month of March. This will be an agenda item for status update on the April IT Steering Committee meeting.

ACTION ITEMS – (2) Committee discussion and action of redesigning City's web site pages

PO Zemlock addressed the Committee concerning his opinion on the need to have the City start to participate in social media sites, "Facebook" or "Twitter" as examples. As he explained, these forums are where the younger generation gets their information; they do not use newspapers or television. And if the City is looking to communicate with first time home buyers or young families, it must be proactive in using this technology. ITMgr Lacey expressed some concerns with having the City getting involved in these social networks. This discussion was centered around changing the City's website to make it more user friendly and interactive.

The Committee also reviewed other websites to determine what was lacking on ours. This led to a discussion on really what is the purpose of a website. If we want to use it to promote the City, that is a design problem; if we want to provide current information, who is responsible for keeping some or all of the website updated. PO Zemlock commented that if a site is not changing information, remaining the same, pretty soon people stop visiting it.

Some communities have web site updating as a function of the IT Department, but usually that person only does that task, redesign and updating, not getting involved in managing the telephone system or the email system or creating software to meet the needs of City departments. MAYOR Merkes thought that

the social media needs to be explored and so an ad-hoc committee of Mayor Merkes, PO Zemlock, CHAIRMAN Wisneski and AP Kester was formed to look at what could be done to improve communications with constituents using the new technology available

ACTION ITEMS – (4) Committee discussion and action on next IT Steering Committee meeting date – March 11th

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Thursday, March 11th at 8:15 AM in the Gegan Room of the Menasha Public Library.

G. ADJOURNMENT

Motion by HR Specialist Taubel, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:13 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary