

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday April 21, 2010
8:15 A.M.
Minutes**

A. Call to Order

Meeting called to order at 8:17 AM by CHAIRMAN Wisneski.

B. Roll Call/Excused Absences

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PHA Fritz, PO Zemlock and PP Kester

Also Present: MAYOR Merkes, ALD Roush, ITSupv James, PHD Nett and Mr. Larry Schmitz of Common Sense Solutions LLC.

C. Minutes to Approve – Approval of Minutes of February 17, 2010 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by PP Kester to approve the minutes of the February 17, 2010 IT Steering Committee meeting as submitted. HR Specialist Taubel opined that the second paragraph of Section F. was incorrect. If an employee should perform work at home for the City, which was not authorized, using their computer, they must be paid overtime and are subject to discipline. Mr. Schmitz and COMP Stoffel took issue with that statement explaining their reasoning. After further discussion, the original motion was amended to remove the second paragraph from Section F. and approve the remaining minutes. Motion carried.

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

ALD Roush inquired if hard drives on copiers are destroyed when removed from City service and sent to a recycler. ITSupv James stated that to date none of the City's copiers that were removed from service were equipped with hard drives. When that does happen, the drives will be removed and destroyed before being sent on to the recycler.

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

ITMgr Lacey reviewed with the Committee the monthly status report for the IT Department. The budget is in line with projections, Office 2007 is being deployed and training is ongoing, although some employees have fallen behind on the training schedule. ITMgr Lacey and Mr. Schmitz are working on the charge-back system for IT and could have it ready for this year's budget discussions.

ITMgr Lacey also displayed an AMAZON KINDLE, which is an e-reader that might be the answer to going paperless for City Council packets. It is in the testing stage now and he hopes to bring it to the Common Council meeting in May for a demonstration.

All patrol officers now have their own logins, moving away from the generic login they used in the past. ITMgr Lacey also spoke to the Committee about the changes coming from HTE in the next few months.

F. ACTION ITEMS – (1) Proposed phone system cost saving measures and contract proposals recommendations

ITSupv James provided the Committee with quotes from three phone service providers bidding on then City telephone contract which runs out this year. ITSupv James explained his reasoning as to why he was recommending One Communications for the new contract extension. He also explained how he could achieve additional savings by using cell phones and "magic jack" to replace existing land lines in some locations. Motion by ITMgr Lacey, seconded by COMP Stoffel to recommend to the Common Council elimination of seven land lines to be replaced with cell phones and "magic jacks" for a savings of approximately \$2,000 per year. HR Specialist Taubel questioned if the savings would compensate for the additional administration necessary for the change. ITSupv James agreed that there will be some additional administrative duties in choosing this path, but it is the right thing to do. It is the Information Technology Department's mission to keep the City in the forefront of technological change. Motion carried.

Motion by ITMgr Lacey, seconded by COMP Stoffel to recommend to the Common Council to accept the proposal from One Communications for telephone services at a savings of \$6,000 annually from the current billed charges. Motion carried.

ACTION ITEMS – (2) Committee update on status of employee INTRANET by Human Resources Department

HR Specialist Taubel reviewed with the Committee her work on creating an INTRANET page on the City's website. This page will become the City Employees home page so that any announcements will be on their screens first thing in the morning. Not all employees use a computer on a daily basis so older computers will be deployed in Public Works and Parks and Recreation for those employees to access. Although there are various forms and documents out there now, the project is still in development and the Committee will receive updates as needed.

ACTION ITEMS – (3) Committee discussion and action of City Departments/employees use of social networking sites such as "Facebook", "MySpace", "Twitter", etc.

ITMgr Lacey opened the discussion noting that the Police Department has a "Facebook" site but that the City should create rules and policy on who can go on "Facebook" during normal business hours. Right now only PO Zemlock should be allowed to go to that site during business hours. A copy of a policy from the State of North Carolina has been passed around as being a starting point. PHD Nett stated that the Public Health Department at Winnebago County had been trained by County IT staff on how to use it and the State Division of Health is encouraging its use because they are seeing positive results from the under thirty population.

The Committee then went on to discuss which Departments could benefit from "Facebook". This is a tool to provide branding and is a gateway to the City. Departments should have specific goals for using this tool such as the Police Department which uses it to focus on crime prevention. And they should have someone committed to maintaining this page. PHD Nett stated that the Senior Center wants to have a "Facebook" page. She was asked to find out why this is important and how it will be maintained and bring that information back to the Committee. MAYOR Merkes also questioned if the IT Steering Committee is the right venue for managing this project. He stated that he and the Community Development Department are really the only people involved in branding for the City and maybe a small sub-committee would be better. Mr. Schmitz responded that it might work out fine at the start when going onto "Facebook" but if something goes wrong, most likely the IT Department staff will have to get involved. It would be more efficient to have them involved at the start, not at the end.

It was the consensus of the Committee that this area still needs a lot of work. ITMgr Lacey will be working on the technical end, MAYOR Merkes and PO

Zemlock will be working on the policy and goals end and hopefully something can be brought back to this Committee in the next couple on meetings.

ACTION ITEMS – (4) Committee discussion and action on next IT Steering Committee meeting date – May 19th, third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, May 19th, 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 10:10 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary