

**CITY OF MENASHA**  
**IT Steering Committee**  
**Gegan Room, Menasha Public Library**  
August 20, 2008

**MINUTES**

 [+ Back](#)  [Print](#)

**1. CALL TO ORDER**

Meeting called to order at 8:20 AM by CHAIRMAN Wisneski.

Present: CHAIRMAN Wisneski, AP Beckendorf ( 8:23 ), HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson ( 8:21 )

Excused: COMP Stoffel

Also Present: MAYOR Merkes ( 8:37 ), CC Galeazzi, ITSupv James, M. Admin Asst. Sewall and Mr. Larry Schmitz of Common Sense Solutions LLC.

**2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**A. [Approval of minutes of July 23, 2008 IT Steering Committee meeting](#)**

Motion by PC Stanke, seconded by HR Specialist Taubel to approve the minutes of the July 23, 2008 IT Steering Committee meeting. Motion carried.

**3. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

**A. [Public comments on matters of concern to the IT Steering Committee](#)**

**4. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

**A. [Committee monthly update on status of projects/operations/costs](#)**

ITMgr Lacey explained to the Committee that the department is moving towards a more development role and are very busy with no end in site. However, they had been informed by the Mayor that they were overstaffed. This perception must be corrected because there are projects being delayed because of lack of time. Mr. Schmitz commented that in the 1980's the department only had two staff members and now twenty years later, with more computers, network responsibilities, additional software programs to maintain, there is still only two staff members. Mr. Schmitz will participate in restructuring the monthly report on activities to better inform the Common council of how involved the IT Department is with other City Departments

CHAIRMAN Wisneski requested an update on the status of the fuel/fleet software installation at the Public Works Facility. PWS Jacobson stated it is more complicated than initially thought and had to bring in temporary help to rebuild the system. That must be followed with training before the new software will be operational.

**5. ACTION ITEMS**

**A. Committee update on status of NOVUS AGENDA software and further discussion on continuation with NOVUS AGENDA software**

CHAIRMAN Wisneski opened the discussion by pointing out that some residents are still not able to access NOVUS AGENDA because of the browser they use. ITSupv James stated he is working with the support staff at NOVUS AGENDA, but some issues are still not resolved and the new update does not address seven of the nine concerns of the City. ITSupv James then reviewed with the Committee the pros and cons of NOVUS AGENDA. ITSupv James then explained the new GOOGLE search feature on the City's website and using that in conjunction with MICROSOFT word, the City could put out agendas and minutes very similar to NOVUS AGENDA. If the City chose to go this route, it would require training of staff and additional "Helpful Hints" on the website to use the GOOGLE features. Motion by ITMgr Lacey, seconded by AP Beckendorf to abandon the NOVUS AGENDA software and move to the GOOGLE search option. Discussion by the Committee touched on the topics of who has an ADOBE license, if the Committee will set a standard agenda format and use the same terminology, implementation should occur as soon as possible and how each department will be responsible for setting up agendas and minutes on the website. MAYOR Merkes inquired about the speed that people can download the packet. ITSupv James explained that will vary from computer to computer. It was also suggested that a user's group of City staff be formed. Motion carried

**B. Committee discussion on options available to City for replacement of NOVUS AGENDA**

See action taken during previous agenda item.

**C. Committee discussion and recommendation on 2009 meeting dates, times and locations**

The current dates, times and location of meeting are the third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library. Motion by ITMgr Lacey, seconded by AP Beckendorf to continue with the current schedule of third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library. A suggestion of going to 8:30 AM was not accepted. Motion carried.

**D. Committee discussion on next IT Steering committee meeting date - September 17th, third Wednesday**

After discussion with HR Specialist Taubel indicating she could not attend the next meeting, by consensus of the members present, the next Information technology Steering Committee meeting will be held on Wednesday, September 17<sup>th</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library.

**6. ADJOURNMENT**

**A.**

Motion by PC Stanke, seconded by CHAIRMAN Wisneski to adjourn. Motion carried. Meeting adjourned at 9:40 AM .

Respectfully submitted,

Debbie Galeazzi  
Acting Committee Secretary