

Menasha aldermen occasionally attend meetings of this body. it is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting; (No official action of any of those bodies will be taken).

**CITY OF MENASHA  
IT STEERING COMMITTEE  
Gegan Room, Menasha Public Library  
440 First Street, Menasha**

**January 21, 2009**

**8:15 AM**

**MINUTES**

**A. CALL TO ORDER**

Meeting called to order at 8:16 AM by CHAIRMAN Wisneski.

**B. ROLL CALL/EXCUSED ABSENCES**

Present: CHAIRMAN Wisneski, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey and PC Stanke

Excused: AP Beckendorf

Also Present: CC Galeazzi, ITSupv James, PL Brunn, Mr. Larry Schmitz of Common Sense Solutions LLC and Mr. Tom Prosser and Mr. Tim Scheffield (by telephone) of One Communications

**C. MINUTES TO APPROVE**

1. [December 17, 2008](#)

Motion by ITMgr Lacey, seconded by HR Specialist Taubel to approve the minutes of the December 17, 2008 IT Steering Committee meeting. Motion carried

**D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.**

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

NONE

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 at least 24-hours in advance of the meeting for the City to arrange special accommodations."

## E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

### 1. Committee monthly update on status of projects/operations/costs

ITMgr Lacey distributed and reviewed the IT Department report for the month of December, 2008. All departments were able to remove their NOVUS archived documents from the NOVUS server as requested by year end. ITMgr Lacey did note that MAYOR Merkes was very helpful in reminding departments to stay on task with this project. CHAIRMAN Wisneski made note that the video streaming of Council meetings is going very well.

## F. ACTION ITEMS

### 1. Committee discussion on telephone outage in November (Tom Prosser, One Communications)

Mr. Prosser and Mr. Scheffield reviewed with the Committee the one hour and twenty minute (10:05 – 11:25 AM) outage of telephone service on November 18<sup>th</sup>, 2008. The outage was state-wide, including Milwaukee, Madison and Green Bay and was caused by a software bug discovered during a changeover to newer software. Mr. Scheffield explained that all software updates are tested in a lab environment before being applied to the telephone network. This bug was not uncovered during that testing process much to the surprise of the vendor, "Performance Technologies". There was a very high call volume on that particular day which led to the problem. Mr. Schmitz and ITMgr Lacey raised many questions with Mr. Scheffield as to why this was not discovered in the testing phase and what was being done to prevent it from happening in the future. The City has been assured that "One Communications" is doing all it can to prevent a repeat of this incident. CHAIRMAN Wisneski reminded Mr. Prosser that about six months ago when the City experienced a similar outage, similar comments about this not happening again were made. Mr. Prosser left the meeting at 8:55 AM

### 2. [Committee discussion and recommendation on entering into an agreement with Menasha Utilities for increased bandwidth](#)

Mr. Schmitz and ITMgr Lacey briefed the Committee on the agreement proposed by Menasha Utilities to provide increased bandwidth to the City and suggested changes. There were several areas in the agreement that were not satisfactory to the City. ITMgr Lacey would like to get the agreement in place as soon as possible to alleviate current problems with the City's limited bandwidth. The Committee requested that Mr. Schmitz and ITMgr Lacey meet with Mr. John Teale of Menasha Utilities and see if some changes to the agreement can be made. A special meeting of the IT Steering Committee is set for Wednesday, January 28<sup>th</sup> to review the updated agreement so it could be included on the Common Council agenda of February 2<sup>nd</sup> if recommended by the Committee. City Attorney Brandt will be invited to that meeting to discuss the revised agreement. Mr. Schmitz left the meeting at 9:20 AM.

### 3. Committee discussion on developing a more secure archiving process for all committee minutes

ITSupv reviewed with the Committee a flowchart he had prepared showing how he sees future archiving of agendas and minutes will be accomplished. Documents will be stored on a **Storage Area Network** with restricted access to prevent alteration of documents. Only the **Minutes** and

**Agenda Coordinators** in each department will be able to archive documents on the SAN. Once filed, only by written requests will a MAC be able to retrieve a document. This is the same process in use by the Police Department for the storage of all media used as evidence in a legal matter. This item was only to inform the Committee of the process, and with no objections being raised by the Committee members present, the process will be put into action.

4. Committee discussion on next IT Steering Committee Meeting Date – February 18<sup>th</sup>, third Wednesday

After discussion, by consensus of the Committee members present, the next regular Information Technology Steering Committee meeting will be held on Wednesday, February 18<sup>th</sup>, at 8:15 AM in the Gegan Room of the Menasha Public Library

#### G. ADJOURNMENT

Motion by ITMgr Lacey, seconded by PC Stanke to adjourn. Motion carried. Meeting adjourned at 9:58 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary