

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Wednesday September 17, 2008  
8:15 A.M.  
Minutes**

**I. Call to Order**

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

Present: CHAIRMAN Wisneski, AP Beckendorf, CC Galeazzi (alternate for HR Specialist Taubel), COMP Stoffel, ITMgr Lacey and PC Stanke

Excused: HR Specialist Taubel and PWS Jacobson

Also Present: ITSupv James, PL Brunn and Mr. Larry Schmitz of Common Sense Solutions LLC.

**II. Minutes to Approve – Minutes and Communications to Receive – Approval of Minutes of August 20, 2008 IT Steering Committee meeting.**

Motion by PC Stanke, seconded by AP Beckendorf to approve the minutes of the August 20, 2008 IT Steering Committee meeting. Following discussion, the motion to accept the minutes was amended to reflect changes requested by Mr. Schmitz concerning his employer and comments attributed to him at the August 20<sup>th</sup> IT Steering committee meeting. Motion carried.

**III. Public Comments on any matter of concern to the City – Five (5) minute time limit for each person – Public Comments on matters of concern to the IT Steering Committee**

No one appeared at the meeting.

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

ITMgr Lacey distributed the monthly IT Department report. The report is in a different format from previous reports to give a better understanding of what was accomplished for the City departments during the previous month. Committee member's comments on the new format were very complementary and this new format will be used in future reports. ITMgr Lacey answered questions on items included in the report and on the budgetary balance of the IT Department.

**V. ACTION ITEMS** – Committee discussion on status of replacement for NOVUS AGENDA and transfer of NOVUS AGENDA records to new agenda/minutes replacement program

ITSupv James showed the Committee members how the new process will work. The new procedure for recording minutes and agendas has been labeled M.A.C., **M**eeting **A**genda **C**oordinator. The process was developed using a focus group of staff that use the process the most. : ITSupv James believes the public will find this program much easier to use than the previous software. If the Committee approves of this change, training on the new program will begin shortly and departments will start to prepare minutes and agendas with the new program. Motion by AP Beckendorf, seconded by CC Galeazzi, to approve the M.A.C process and begin the transfer of packets and minutes off of the NOVUS AGENDA system. Motion carried.

**ACTION ITEMS** – Committee discussion and recommendation on 2009 IT Department Budget Request

After a brief explanation of the items requested in the 2009 IT Department budget and a request to expand on the narrative portion of the budget request, motion by PC Stanke, seconded by AP Beckendorf to recommend the proposed IT Department budget as presented. Motion carried.

**ACTION ITEMS** – Committee discussion on developing a New Resident Information packet

No Committee member present had sufficient information on this agenda item to explain it, so the item will again appear on the October IT Steering Committee agenda.

**ACTION ITEMS** – Committee discussion on next IT Steering Committee meeting date – October 15<sup>th</sup>, third Wednesday

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

**VI. ADJOURNMENT**

Motion by PC Stanke, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 9:44 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary