

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Wednesday June 16, 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, COMP Stoffel, HR Specialist Taubel (9:50), ITMgr Lacey, PC Stanke (9:35), PHA Fritz and PP Kester

Also Present: MAYOR Merkes, ALD Roush (9:10), ITSupv James and Mr. Larry Schmitz of Common Sense Solutions LLC.

**C. Minutes to Approve** – Approval of Minutes of April 21, 2010 IT Steering Committee meeting.

Motion by ITMgr Lacey, seconded by PHA Fritz to approve the minutes of the April 21, 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)

ALD Roush said she had been contacted by a constituent concerning their attempt to register on line for Park and Recreation programs. They were informed that sometimes the software does not always allow for registration and they should come in to City Hall and register on site. She asked ITMgr Lacey if he was aware of this problem and he said he was not. The Parks and Recreation registration software is supplied by a company called "Safari" and is not normally supported by the City's IT Department. The Department should contact the company if there are issues with its operation to get them resolved. But at this time, the Parks and Recreation Department has not contacted the IT Department for assistance.

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

ITMgr Lacey distributed the April-June report on projects/operations/costs for the IT Department. They are working on telephone issues at the swimming pool, the annual budget is on track, the email archiver needed to have a WORM tape replaced but it did not result in loss of any data, the HTE changeover from Florida to Georgia was accomplished without any problems, the department is trying to locate a City PC that has been taken over by a virus and is sending out spam on weekends and a “Smartboard” has been installed in the training room of the Police Department, purchased with grant funds from the Health Department, and ITMgr Lacey would like for the Committee to meet there next month so they can be shown how it works.

**F. ACTION ITEMS – (1) Committee discussion and action on creating Internal Service Fund for IT Operations and implementing cost allocation system as recommended by Common Sense Solutions**

ITMgr Lacey explained how he and Mr. Schmitz of Common Sense Solutions developed the charge out system to garner additional aid for the City through state aid distribution formulas. COMP Stoffel has submitted the documents to the City's auditors for their input and approval. Mr. Schmitz explained how the charge back system will work. The entire IT Department budget will still remain intact as will the responsibility for IT Services and then be distributed to all departments based upon their percentage of use and special projects. ALD Roush raised questions on how involved City Departments are in the IT budget creation and if they have input into the process. She also wants to make sure the Common Council is still fully advised as to what will constitute the IT Department budget on an annual basis. Mr. Schmitz explained that ITMgr Lacey meets with each department prior to completing the IT Department budget request. The preliminary budget then is sent to the IT Steering Committee for additional input and review, then sent to the Mayor for his input and review and finally to the Common Council for input, review and adoption. ITMgr Lacey pointed out that the process will be the same as in past years and hoped that the IT Department budget was not going to be reviewed twice by the Council, once during his Council review and then again during the review of any department that will be utilizing IT services. After some additional discussion, it was decided to take no action at this time and include this item on the next IT Steering Committee agenda.

**ACTION ITEMS – (2)** Committee discussion and action on policy for City Departments/employees use of social networking sites such as “Facebook”, “MySpace”, “Twitter”, etc.

CHAIRMAN Wisneski expressed her satisfaction with the policy being presented and questioned where it came from. ITMgr Lacey said it was based upon the policy adopted by a state in the Eastern part of the United States and MAYOR Merkes stated he had included some additional language as well to make it better fit the direction he sees the City of Menasha moving in. The Committee was informed that there are “Facebook” pages on line for the City and the swimming pool, although neither was formally approved by anyone in the City of Menasha.

The Committee also brought up the need to specifically authorize staff to maintain a “Facebook” page, who should be trained in its use, what additional security concerns should be addressed. Mr. Schmitz warned that this tool should be used carefully and perhaps only one department should be on “Facebook” at the start so the City can gain some experience before other departments are allowed on. MAYOR Merkes has found “Facebook” to be a useful tool to put out positive information on the City. After further discussion, Committee members were advised to again review the new policy and bring back their suggested changes for the next IT Steering Committee meeting.

**ACTION ITEMS – (3)** Committee discussion on the feasibility of a unified IT Department serving all departments of the City including the Utilities

MAYOR Merkes opened the discussion telling the Committee that the Utility was looking to purchase additional hardware to help in solidifying their own IT Department and he thought there was nothing wrong with at least reviewing what is being done and could be done with a combined IT Department. Mr. Schmitz echoed that idea with comments about why would you buy two of the same pieces of equipment if one could do the job for everyone. Also this could allow for cross training and backup in IT positions that had not been available in the past.

Motion by PP Kester, seconded by CHAIRMAN Wisneski to direct staff to study the feasibility of a unified IT Department serving all departments of the City including the Utilities. Motion carried.

**ACTION ITEMS – (4)** Committee discussion and action on next IT Steering Committee meeting date – July 21<sup>st</sup>, third Wednesday

ITMgr Lacey requested that the Committee meet in the Police Department Training room for the next meeting so the newly purchased “Smartboard” could be displayed.

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, July 21<sup>st</sup>, at 8:15 AM in the Training Room of the Menasha Police Department.

**G. ADJOURNMENT**

Motion by PP Kester, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 10:15 AM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary