

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
140 Main Street, Menasha**

January 20, 2010

8:15 AM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [November 18, 2009](#)
- D. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THIS AGENDA.
(five (5) minute time limit for each person)
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Committee monthly update on status of projects/operations/costs
- F. ACTION ITEMS
 - 1. Committee discussion on creating a policy to address concerns about employees not deleting telephone messages, overloading answering software
 - 2. Committee discussion on list of items to be provided by HR to be placed on the INTRANET.
 - 3. Committee discussion and action on Email Archiver Access deployment
 - 4. Committee discussion on and action on next IT Steering Committee Meeting Date – February 17th, third Wednesday
- G. ADJOURNMENT

"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."

**City of Menasha
Information Technology Steering Committee
Gegan Room
Menasha Public Library
Wednesday November 18, 2009
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, AP Kester, COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson

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

C. Minutes to Approve – Approval of Minutes of September 16, 2009 IT Steering Committee meeting.

Motion by HR Specialist Taubel, seconded by ITMgr Lacey to approve the minutes of the September 16, 2009 IT Steering Committee meeting with the change that Microsoft 2007 be changed to Microsoft Office 2007. Motion carried.

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

NONE

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

ITMgr Lacey updated the Committee on work performed by the IT Department during the month of October which included replacing a failed hard drive on the Police DVR system that resulted in some data being lost, reimplementing the cemetery and tree tracking software, providing enhancements to the recycling container application, putting in place a temperature monitoring system for Health Department vaccine and dealing with voice mail users that do not clear their mailboxes resulting in system overload and messages stating that the voice mail

can not be used. The Committee thought this might require a City-wide policy and will be discussed at the next IT Steering Committee meeting.

F. ACTION ITEMS – (1) Committee discussion on having Utility using same email system as City

ITMgr Lacey opened the discussion with explaining that it is possible to place the City's Utility email onto the City's email system. Currently the Utility has email provided by the server at WPPI at no cost and the Utility was on that system before the City had email. Emails are scanned for viruses and sent through the email system. This email system does not provide archival storage as the City's email system does. This could be an open records problem if a request is made of Utility emails. The City's system is WORM based (write once, read many) and captures all emails. There would be a cost to the Utility to get this set up, but after that all emails would be on a secure, City operated system. PC Stanke did comment that, in his opinion, this discussion is beyond the scope of the IT Steering Committee. Steering Committee Chairman Wisneski will contact the Mayor and request that the Utility Commission give serious consideration to moving the Utility's emails to the City's email system

ACTION ITEMS – (2) Committee discussion on pros and cons of making IT Department as Internal Service Fund for accounting purposes

Mr. Schmitz started the discussion on this item with a review of the 1995 Information Systems Plan prepared by Schenck and Associates. He is not convinced that making the IT Department an internal service fund would provide any more relevant information for the City and could end up being more administrative work. The foundation of the 1995 plan was to keep central control of the IT function and equipment. The Committee then discussed how costs could be allocated. This would require a presentation to the Common Council and their approval before going forward. Mr. Schmitz did suggest that perhaps a cost allocation system versus a charge back system might get the results that the City is working towards. More discussion to follow after the new year.

ACTION ITEMS – (3) Committee discussion on the needs and wants of departments for HR data on the INTRANET

ITMgr Lacey talked about how the City could set up this intranet on the City's website. The Human Resources Department would like to put policies and forms out there for easy access by City employees. How this could be accomplished was discussed, possibly by using an "employees only" hidden page which could be accessed from home. It was suggested that the Human Resources

Department create a list of items that HR thinks would be appropriate to place on the site and submit that for the next IT Steering Committee meeting. Discussion to follow on the list in January. If additional computers are needed in the City to provide employee access, the IT Department will look into doing that. It has already been suggested that MSDS (Material safety data sheets) documents be placed on computer instead of into binders to more easily allow for updates. Computers must then be available to all employees.

ACTION ITEMS – (4) Committee discussion on next IT Steering Committee meeting date – December 16th, 2009 - third Wednesday

After discussion, by consensus of the Committee members present, the next Information Technology Steering Committee meeting will be held on Wednesday, December 16th, at 8:15 AM in the Gegan Room of the Menasha Public Library.

G. ADJOURNMENT

Motion by PC Stanke, seconded by HR Specialist Taubel to adjourn. Motion carried. Meeting adjourned at 9:55 AM.

Respectfully submitted,

Thomas Stoffel
Committee Secretary