

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
Training Room
Menasha Police Department
July 9, 2013
8:00 AM
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [June 4, 2013](#)
- 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. Staff update on status of projects/operations/costs
- F. ACTION ITEMS
 - 1. Further committee discussion on current infrastructure and begin development of a strategic plan
 - 2. Committee approval of employee survey
 - 3. Committee discussion and action on next IT Steering Committee Meeting date
- 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
IT STEERING COMMITTEE
June 4, 2013
MINUTES**

A. CALL TO ORDER

Council Member called the meeting to order and requested nominations for chair. Chief Styka was nominated for chair. Upon further call for nominations and none other having been made, a unanimous vote was cast for Chief Styka as chair of the committee. CA/HR Director Captain volunteered to be secretary and was so nominated. Upon further call for nominations and none other having been made, a unanimous vote was cast for CA/HR Director Captain as secretary of the committee.

B. ROLL CALL/EXCUSED ABSENCES

Committee members Ald. Nichols, CA/HR Director Captain, Director Keil, IT Manager Lacey, Director Nett, Interim Comptroller/Treasurer Sassman and Chief Styka were present. Also present was IT Supervisor Patrick James.

C. MINUTES TO APPROVE

Styka called for acceptance of the 12/19/2012 minutes which motion was made and seconded by Nett and Lacey, respectively. No discussion. Motion carried.

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

None

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

Styka pointed out by ordinance the duties of the IT Steering Committee are to lend direction to the Information Technology by using short range and long range plans as a guideline. Lacey provided an overview of the city's IT work/projects including need for expanding backup; Senior Center switch is 13 years old and recommended for replacement; the phone system, especially voicemail is 13 years old and is recommended for replacement (upgrade occurred 6 years ago). Council member referenced the Springsted Incorporated recommendation to have a security audit. Lacey reported last audit occurred around 2006. There was general discussion about the Boss system. IT staff reviewed 1st Quarter projects and status. Finally, it was discussed to create a survey for City end users to assist in long term planning and opportunity identification.

F. ACTION ITEMS

- 1. Committee discussion on current infrastructure and begin development of a strategic plan**
See E above. IT staff will update list of IT infrastructure for consideration and review at next IT meeting.
- 2. Committee discussion and action on next IT Steering Committee Meeting date**
July 9, 2013 at 8:00 a.m.

G. ADJOURNMENT

Meeting adjourned by unanimous consent.