



# City of Waukesha

City Hall,  
201 Delafield Street  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Information Technology Board

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Wednesday, January 3, 2024

6:30 PM

City Hall, Training Room

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#### 1. Call to Order

**Present** 5 - Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, and Frank McElderry

**Absent** 2 - Bob Bruders, and Ryan Corcoran

#### 2. Pledge of Allegiance

#### 3. Public Comment

#### 4. Approval of Minutes

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**Aye:** 5 - Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion and Frank McElderry

**Absent:** 2 - Bob Bruders and Ryan Corcoran

#### A. [ID#23-8460](#) ITB Minutes 07.05.2023

**Attachments:** [ITB Minutes 07.05.2023](#)

#### B. [ID#23-8461](#) ITB Minutes 08.02.2023

**Attachments:** [ITB Minutes 08.02.2023](#)

##### B. ID#23-8461 ITB Minutes 08.02.2023

**Aye:** 5 - Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion and Frank McElderry

**Aye:** 5 - Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion and Frank McElderry

**Absent:** 2 - Bob Bruders and Ryan Corcoran

**Absent:** 2 - Bob Bruders and Ryan Corcoran

#### C. [ID#23-8462](#) ITB Minutes 12.06.2023

#### 5. Discussion and Recommendation re:

**A.**     [ID#23-8445](#)     Annual Policy Review: Antivirus Policy

**Attachments:**   [Anitvirus Policy v2024](#)

**A. ID#23-8445 Annual Policy Review: Antivirus Policy**

**Aye:**   6 -   Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, Frank McElderry  
          and Ryan Corcoran

**Absent:** 1 -   Bob Bruders

**B.**     [ID#23-8446](#)     Annual Policy Review: Software Usage Policy

**Attachments:**   [B20 Software Usage Policy 2024](#)

**B. ID#23-8446 Annual Policy Review: Software Usage Policy**

**Aye:**   6 -   Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, Frank McElderry  
          and Ryan Corcoran

**Absent:** 1 -   Bob Bruders

**C.**     [ID#23-8447](#)     Annual Policy Review: Change Management

**Attachments:**   [Change Management-2024](#)

**C. ID#23-8447 Annual Policy Review: Change Management**

**Aye:**   6 -   Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, Frank McElderry  
          and Ryan Corcoran

**Absent:** 1 -   Bob Bruders

**D.**     [ID#23-8448](#)     Annual Policy Review: Email Policy

**Attachments:**   [E Mail Policy-2024](#)

**D. ID#23-8448 Annual Policy Review: Email Policy**

**Aye:**   6 -   Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, Frank McElderry  
          and Ryan Corcoran

**Absent:** 1 -   Bob Bruders

**E.**     [ID#23-8513](#)     Discussion and Recommendation on changing the start of ITB meetings.**E. ID#23-8513 Discussion and Recommendation on changing the start of ITB meetings to 6:00pm.**

**Aye:**   6 -   Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, Frank McElderry  
          and Ryan Corcoran

**Absent:** 1 -   Bob Bruders

## 6. Adjournment

### 6. Adjournment

**Aye:** 6 - Paul Fabian, Shawn Hansen, Brandon Kostolni, Daniel Manion, Frank McElderry and Ryan Corcoran

**Absent:** 1 - Bob Bruders

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Public Works department, 48 hours prior to the meeting at 524-3600 or by the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).