



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, August 11, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

3. Approval of minutes from previous meeting

[21-1147](#)

Minutes from 7-28-21

Attachments: [Minutes 7-28-21.pdf](#)

Smith moved, seconded by Hartzheim, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

4. **Public Hearings/Appearances**

5. **Action Items**

[21-1088](#)

Request to approve Police department table of organization modification to move one Communication Specialist to a newly created Crime Analyst position and move reporting structure for two areas.

Attachments: [Police TO modification memo.pdf](#)

[Police DRAFT 7.21.21.pdf](#)

Hartzheim moved, seconded by Smith, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1146](#)

Request to approve Police to over hire position of Lieutenant for remainder of 2021 and into early 2022.

Attachments: [Police LT over hire request 2021.pdf](#)

Smith moved, seconded by Hartzheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1151](#)

Request to approve Fire department to over hire position of Fire Protection Engineer.

Attachments: [Fire Protection Engineer Over Hire.pdf](#)

Smith moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1145](#)

Request to approve Health Reimbursement Account administrator change to MidAmerica.

Attachments: [PEHP recommendation change memo.pdf](#)
[2021 AndCo RFP Recommendation letter.pdf](#)

Smith moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

6. Information Items

[21-1179](#)

Health Officer hiring process.

Attachments: [Health Officer Hiring Process.pdf](#)
[Health Officer State of Wisc letter.pdf](#)
[Health Officer email.pdf](#)

This Presentation was received and filed

[21-1148](#)

Changes to Ergonomic Policy

Attachments: [Ergonomics Policy 2021.pdf](#)

This Policy was received and filed

[21-1149](#)

Recruitment Status Report 8/5/21

Attachments: [RSR thru 8-5-21.pdf](#)

This Report was received and filed

7. Adjournment

Hartzheim moved, seconded by Alfheim, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith