



# City of Appleton

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

## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, July 14, 2021

6:30 PM

Council Chambers, 6th Floor

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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

**This was approved**

[21-0829](#)

Minutes from 6/9/2021

**Attachments:** [Minutes 6-9-21.pdf](#)

Hartzheim moved, seconded by Smith 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

[21-0959](#)

Request to approve Public Works HVAC position overhire

**Attachments:** [HVAC Inspector Over Hire.pdf](#)

Hartzheim 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

[21-0961](#)

Request to approve change to seasonal pay plan to move election worker positions to a fixed hourly rate.

**Attachments:** [Seasonal election position change.pdf](#)

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

**Aye:** 4 - Thao, Fenton, Alfheim and Smith

**Abstained:** 1 - Hartzheim

[21-0967](#) Request to approve changes to Health Department table of organization

**Attachments:** [Health Department reorg.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

[21-0960](#) Request to approve Worker's Compensation third party administrator change

**Attachments:** [WC TPA recommendation.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

## 6. Information Items

[21-0962](#) Changes to Hearing Conservation Policy.

**Attachments:** [Hearing Conservation Policy.pdf](#)

**This Policy was received and filed**

[21-0963](#) Changes to Right to Know policy

**Attachments:** [Right to Know changes 2021.pdf](#)

**This Policy was received and filed**

[21-0964](#) Changes to Harassment & Discrimination in Workplace policy

**Attachments:** [Harassment Discrimination in Workplace.pdf](#)

**This Policy was received and filed**

[21-0966](#) Changes to Ergonomics policy

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

**This Policy was received and filed**

[21-0968](#) 2021 HR mid year budget report

**Attachments:** [2021 HR Mid Year Budget Report.pdf](#)

**This Report was received and filed**

[21-0969](#)

Recruitment Status Report 7/8/21

***Attachments:*** [RSR thru 7-8-21.pdf](#)

**This Report was received and filed**

7. Adjournment

**Smith moved, seconded by Thao, that the meeting be adjourned. Roll Call.**

**Motion carried by the following vote:**

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