



# 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, February 8, 2023

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 3 - Fenton, Alfheim and Hartzheim

**Excused:** 2 - Thao and Croatt

3. Approval of minutes from previous meeting

[23-0095](#)

Minutes 12/14/22.

**Attachments:** [Minutes 12-14-22.pdf](#)

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

**Aye:** 3 - Fenton, Alfheim and Hartzheim

**Absent:** 2 - Thao and Croatt

4. Public Hearings/Appearances

5. Action Items

[23-0096](#)

Request to Approve APD TO Adjustment.

**Attachments:** [Operations Coord move to CRU.pdf](#)

[Police Approved 11-15-22 DRAFT.pdf](#)

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

**Aye:** 3 - Fenton, Alfheim and Hartzheim

**Absent:** 2 - Thao and Croatt

[23-0118](#)

Request to Approve Legal Services TO Adjustment.

**Attachments:** [HR-IT - Reorganization Memo 2-2-23.pdf](#)  
[Legal Services Draft 1-19-23.pdf](#)  
[City Clerk Deputy Dir Admin Services 2023.pdf](#)  
[Administrative Services Lead 2023.pdf](#)  
[Elections Clerk 2023 \(002\).pdf](#)

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

**Aye:** 3 - Fenton, Alfheim and Hartzheim

**Absent:** 2 - Thao and Croatt

[23-0125](#)

Request to Approve Public Health TO Adjustment.

**Attachments:** [PHN Memo.pdf](#)  
[PHN TO.pdf](#)

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

**Aye:** 3 - Fenton, Alfheim and Hartzheim

**Absent:** 2 - Thao and Croatt

## 6. Information Items

[23-0112](#)

HVAC Technician Incentive Program.

**Attachments:** [HVAC Brochure.pdf](#)

**This Presentation was received and filed**

[23-0131](#)

Change Systems Analyst Position to ERP Systems Specialist.

**Attachments:** [Memo 2023 ERP Systems Specialist.pdf](#)  
[ERP Systems Specialist.pdf](#)  
[Systems Analyst.pdf](#)  
[IT TO.pdf](#)

**This Presentation was received and filed**

[23-0113](#)

Recruitment Status Report through 2/3/23.

**Attachments:** [RSR 2.03.23.pdf](#)

**This Presentation 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:** 3 - Fenton, Alfheim and Hartzheim

**Absent:** 2 - Thao and Croatt