



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, February 8, 2023

6:30 PM

Council Chambers, 6th Floor

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