



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 13, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

All members present

4. Approval of minutes from previous meeting

[23-1463](#)

Minutes 11-15-23.

Attachments: [Minutes 11-15-23.pdf](#)

**Croatt moved, seconded by Fenton, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1464](#)

Request to Over Hire Real Estate Property Lister Position.

Attachments: [Memo CED OverhireRequest PropertyLister.pdf](#)

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

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-1474](#)

Community Resource Navigator Table of Organization Request.

Attachments: [2023 Community Resource Navigator.pdf](#)
[Community Resource Navigator JD.pdf](#)
[Health Department Draft 12.07.23.pdf](#)

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

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-1475](#)

Addition of Silica Safety Policy.

Attachments: [Silica Policy.pdf](#)

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

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

7. Information Items

[23-1477](#)

Code of Conduct Policy 2023 Update.

Attachments: [Code of Conduct S&B 11-8-23.pdf](#)

This Presentation was received and filed

[23-1480](#)

Merging of the Conditions of Employment and Exit Interview Policies.

Attachments: [Conditions of Employment 2023 S&B.pdf](#)
[Exit Interview Policy S&B.pdf](#)

This Presentation was received and filed

[23-1481](#)

Merging of the Recruitment and Selection and I9 Policies.

Attachments: [Recruitment and Selection 2023 w I-9 Addition.pdf](#)
[I9 Policy S&B.pdf](#)

This Presentation was received and filed

This Presentation was received and filed

[23-1482](#)

Recruitment Status Report through 12/7/23.

Attachments: [RSR 12.07.23.pdf](#)

This Presentation was received and filed

8. Adjournment

**Fenton moved, seconded by Hayden, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz