



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, April 24, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

4. Approval of minutes from previous meeting

[24-0470](#)

Minutes 2/14/24.

Attachments: [Minutes 2.14.24.pdf](#)

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

Aye: 4 - Jones, Hayden, Croatt and Hartzheim

Absent: 1 - Van Zeeland

5. Public Hearing/Appearances

6. Action Items

[24-0471](#)

Request to Elect Vice Chair.

Aldersperson Hartzheim nominated as Vice-Chair.

Aye: 4 - Jones, Hayden, Croatt and Hartzheim

Absent: 1 - Van Zeeland

[24-0472](#)

Request to Set Meeting Date and Time.

Meeting date and time has been changed to Wed. at 6:30PM.

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim

[24-0473](#)

Request to Designate Contact Person.

Contact person will be Vanessa Calder; Dir. Rachman will be backup.

7. Information Items

[24-0474](#)

Recruitment Status Report through 4/18/24.

Attachments: [RSR 4.18.24.pdf](#)

This Presentation was received and filed

[24-0477](#)

Updates to Asbestos Policy.

Attachments: [Asbestos Policy S&B.pdf](#)

This Presentation was received and filed

[24-0478](#)

Updates to Personnel Record Retention Policy.

Attachments: [Personnel Record Retention Policy \(2\) SB 2024.dg.docx](#)

This Presentation was received and filed

8. Adjournment

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

Aye: 5 - Jones, Van Zeeland, Hayden, Croatt and Hartzheim