



# 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, April 27, 2022

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 Croatt

3. Approval of minutes from previous meeting

[22-0561](#)

Minutes 3/23/22

**Attachments:** [Minutes 3.23.22.pdf](#)

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

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

4. **Public Hearings/Appearances**

5. **Action Items**

[22-0573](#)

Request to elect a Vice-Chair.

**Aldersperson Hartzhiem nominated as Vice-Chair**

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

[22-0562](#)

Request to approve to add a Safety and Compliance Specialist position to the table of Organization at Valley Transit.

**Attachments:** [VT Safety Officer Memo.pdf](#)  
[VT Safety and Compliance Specialist JD.pdf](#)  
[Valley Transit Draft TO 4-21-22.pdf](#)

**Alfheim 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 Croatt

[22-0564](#)

Request to approve the Fire department to change the Civilian Fire Protection Engineer to a Public Education Specialist/Civilian Fire Inspector.

**Attachments:** [Fire Memo TO Change 4.27.22.pdf](#)  
[Public Education Specialist Civilian Fire Inspector.pdf](#)

**Croatt 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 Croatt

[22-0570](#)

Request to approve the addition of .20 FTE HR/IT Administrative Support Assistant in the Information Technology Department.

**Attachments:** [2022 Request for IT Administrative Support Assistant.pdf](#)  
[2022 HR IT Admin JD.pdf](#)  
[2022 Information Technology TO Draft 4-27-22.pdf](#)

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

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

## 6. Information Items

[22-0577](#)

Update on IT Infrastructure, Systems, and Vulnerability Assessment.

**Attachments:** [2022 Assessment Update.pdf](#)

**This Presentation was received and filed**

**This Presentation was received and filed**

[22-0569](#)

Changes to General Safety Policy.

**Attachments:** [General Safety Policy \(with updates\).pdf](#)

**This Presentation was received and filed**

[22-0575](#)

Set meeting date and time and designate contact person.

**Meeting day and time remains Wed. at 6:30. Contact person Director Ratchman.**

[22-0567](#)

Recruitment Status Report 4/21/22.

**Attachments:** [RSR 4.21.22.pdf](#)

**This Presentation was received and filed**

7. Adjournment

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

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