



# 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, July 17, 2019

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 3 - Van Zeeland, Thao and Siebers

**Excused:** 1 - Spears

3. Approval of minutes from previous meeting

[19-1013](#)

Minutes from 5-22-19

**Attachments:** [Minutes 5-22-19.pdf](#)

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

**Aye:** 3 - Van Zeeland, Thao and Siebers

**Absent:** 1 - Spears

4. **Public Hearings/Appearances**

5. **Action Items**

[19-1012](#)

Request to approve Public Works table of organization change a CEA Serviceperson position to a CEA Master Mechanic position.

**Attachments:** [DPW reorg Serviceperson to Mechanic.pdf](#)  
[Public Works draft 7-17-19.pdf](#)

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

**Aye:** 3 - Van Zeeland, Thao and Siebers

**Absent:** 1 - Spears

[19-1018](#)

Request to approve changes to the Salary Administration Policy.

**Attachments:** [Salary Administration Policy 7-17-19.pdf](#)

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

**Aye:** 3 - Van Zeeland, Thao and Siebers

**Absent:** 1 - Spears

[19-1019](#)

Request to approve changes to the Travel Policy.

**Attachments:** [Travel Policy Summary of Changes 7-17-19.pdf](#)  
[Travel Policy 7-17-19.pdf](#)

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

**Aye:** 3 - Van Zeeland, Thao and Siebers

**Absent:** 1 - Spears

[19-1040](#)

ORGANIZATIONAL MATTER

Election of Vice-Chair

**Van Zeeland moved, seconded by Siebers, that the Report Action Item be held until the next committee meeting. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Van Zeeland, Thao and Siebers

**Absent:** 1 - Spears

## 6. Information Items

[19-1016](#)

Pay for Performance program update

**This informational item was presented**

[19-1017](#)

Elected Officials salaries

**Attachments:** [elected official info #2.pdf](#)

**This informational item was presented**

[19-1049](#)

Changes to the Personal Protective Equipment policy.

**Attachments:** [Personal Protective Equipment \(PPE\)2019.pdf](#)

**This informational item was held**

[19-1050](#)

Changes to the Evacuation Procedures Policy.

**Attachments:** [Evacuation Procedures2019.pdf](#)

This informational item was held

[19-1051](#)

Changes to the Volunteer Policy.

**Attachments:** [Volunteer Policy -2019.pdf](#)

This informational item was held

[19-1014](#)

Recruitment Status Report 7/11/19

**Attachments:** [RSR thru 7-11-19.pdf](#)

This informational item was presented

## 7. Adjournment

**Siebers moved, seconded by Thao, that the adjournment be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Van Zeeland, Thao and Siebers

**Absent:** 1 - Spears