



# 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, May 12, 2021

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 Smith

3. Approval of minutes from previous meeting

[21-0617](#)

Minutes 4-14-2021

**Attachments:** [Minutes 4-14-21.pdf](#)

**Smith moved, seconded by Hartzheim, that the minutes be approved. Roll Call.**

**Motion carried by the following vote:**

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

4. **Public Hearings/Appearences**

5. **Action Items**

[21-0618](#)

Request to modify the Salary Administration Policy regarding assigned shift change.

**Attachments:** [Assigned Shift Change.pdf](#)

[Salary Administration Policy changes 2021.pdf](#)

**Smith 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 Smith

[21-0619](#)

Request to approve Department of Public Works - Parking Utility to eliminate one full time Ramp Attendant position.

**Attachments:** [DPW Parking TO Change.pdf](#)

**Smith 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 Smith

[21-0621](#)

ORGANIZATIONAL MATTERS:

Elect a Vice-Chair - Sheri Hartzheim  
Set meeting date/time - Wednesday at 6:30  
Designate a contact person - Melody Rank  
Discuss committee meeting topics

**Alfheim moved, seconded by Smith that the action item be approved. Roll Call.**

**Motion carried by the following vote:**

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

## 6. Information Items

[21-0620](#)

Interim Information Technology Department leadership plan.

**Attachments:** [HRIT Interim IT Leadership Plan.pdf](#)

The interim plan was presented

[21-0622](#)

Changes to the AED Policy

**Attachments:** [AED Policy.pdf](#)

The policy was presented.

[21-0623](#)

Changes to Fringe Benefit Policy

**Attachments:** [Fringe Benefit Policy.pdf](#)

The policy was presented.

[21-0624](#)

Changes to Electronic Communication Policy

**Attachments:** [Electronic Communicaton Policy.pdf](#)

The policy was presented.

[21-0625](#)

Changes to Military Leave Policy

**Attachments:** [Military Leave Policy.pdf](#)

The policy was presented.

[21-0626](#)

Changes to Restricted Duty Policy

**Attachments:** [Restricted Duty.pdf](#)

The policy was presented.

[21-0627](#)

Changes to EAP Policy

**Attachments:** [EMPLOYEE ASSISTANCE PROGRAM Policy.pdf](#)

The policy was presented.

[21-0628](#)

Recruitment Status Report 5-6-21

**Attachments:** [RSR thru 5-6-21.pdf](#)

The report was presented.

7. Adjournment

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

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