



# City of Appleton

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

## Meeting Minutes Human Resources & Information Technology Committee

---

Wednesday, July 11, 2018

6:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

**Present:** 3 - Konezke, Spears and Raasch

**Excused:** 2 - Baker and Baranowski

3. Approval of minutes from previous meeting

[18-0991](#)

Minutes from 6-13-18

**Attachments:** [Minutes 6-13-18.pdf](#)

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

**Aye:** 3 - Konezke, Spears and Raasch

**Excused:** 2 - Baker and Baranowski

4. **Public Hearings/Appearances**

5. **Action Items**

[18-0989](#)

Request to update the H.R. department table of organization to move the Risk Manager position to report directly to the Deputy Director.

**Attachments:** [Human Resources TO change.pdf](#)

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

**Aye:** 3 - Konezke, Spears and Raasch

**Absent:** 2 - Baker and Baranowski

[18-0988](#)

Request to update Recruitment Selection Policy.

**Attachments:** [Recruitment and Selection 7-1-18.pdf](#)

*Motion to amend: delete: "Once approved by HR" and add:  
"Once the appropriate documentation is received"...the process will move to ...*

**Raasch moved, seconded by Spears, that the Report Action Item be amended.**

**Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Konezke, Spears and Raasch

**Absent:** 2 - Baker and Baranowski

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

**Aye:** 3 - Konezke, Spears and Raasch

**Absent:** 2 - Baker and Baranowski

## 6. Information Items

[18-0997](#)

Information Technology update:

SAN Project

ERP

Office 365

Blue Ramp and Jones Park Fiber

Budget Update

CAD (Spillman Project)

**This Presentation was received and filed**

[18-0985](#)

Changes to the Nursing Mothers policy.

**Attachments:** [Nursing Mothers policy 2018.pdf](#)

**This Presentation was received and filed**

[18-0986](#)

Changes to the FLSA policy.

**Attachments:** [FLSA Policy 2018.pdf](#)

**This Presentation was received and filed**

[18-0987](#)

Changes to FMLA policy.

**Attachments:** [Family Medical Leave Act revised 5 2018-FMLA\\_a.pdf](#)

**This Presentation was received and filed**

[18-0992](#)

Recruitment Status Report 7-6-18

***Attachments:*** [RSR thru 7-5-18.pdf](#)

**This Presentation was received and filed**

## **7. Adjournment**

**Spears moved, seconded by Raasch, that the meeting adjourn be approved.  
Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Konezke, Spears and Raasch

**Absent:** 2 - Baker and Baranowski