



# 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 24, 2024

4:30 PM

Council Chambers, 6th Floor

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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