



# 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, December 13, 2023

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

*All members present*

4. Approval of minutes from previous meeting

[23-1463](#)

Minutes 11-15-23.

**Attachments:** [Minutes 11-15-23.pdf](#)

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

**Aye:** 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1464](#)

Request to Over Hire Real Estate Property Lister Position.

**Attachments:** [Memo CED OverhireRequest PropertyLister.pdf](#)

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

**Aye:** 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-1474](#)

Community Resource Navigator Table of Organization Request.

**Attachments:** [2023 Community Resource Navigator.pdf](#)  
[Community Resource Navigator JD.pdf](#)  
[Health Department Draft 12.07.23.pdf](#)

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

**Aye:** 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-1475](#)

Addition of Silica Safety Policy.

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

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

**Aye:** 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

## 7. Information Items

[23-1477](#)

Code of Conduct Policy 2023 Update.

**Attachments:** [Code of Conduct S&B 11-8-23.pdf](#)

**This Presentation was received and filed**

[23-1480](#)

Merging of the Conditions of Employment and Exit Interview Policies.

**Attachments:** [Conditions of Employment 2023 S&B.pdf](#)  
[Exit Interview Policy S&B.pdf](#)

**This Presentation was received and filed**

[23-1481](#)

Merging of the Recruitment and Selection and I9 Policies.

**Attachments:** [Recruitment and Selection 2023 w I-9 Addition.pdf](#)  
[I9 Policy S&B.pdf](#)

**This Presentation was received and filed**

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[23-1482](#)

Recruitment Status Report through 12/7/23.

**Attachments:** [RSR 12.07.23.pdf](#)

**This Presentation was received and filed**

8. Adjournment

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

**Aye:** 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz