



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, July 17, 2019

6:30 PM

Council Chambers, 6th Floor

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