



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Monday, January 9, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[17-046](#) Minutes 12-12-16

Attachments: [Minutes 12-12-16.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[17-049](#) Request to approve Health Department to change the current Public Health Preparedness Coordinator position from a 1.0 FTE to .75 FTE.

Attachments: [Health Preparedness change memo.pdf](#)

6. Information Items

[17-048](#) Information Technology Update on:

- Update on Firewall monitoring contract
- Website Stats
- Wireless RFP
- Golf Course Software upgrade
- Fiber work on Erb and Exhibition Center

[17-047](#) Recruitment Status Report 1-6-17

Attachments: [RSR thru 1-6-17.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Matz at 920-832-6426.



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Meeting Minutes Human Resources & Information Technology Committee

Monday, December 12, 2016

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

3. Approval of minutes from previous meeting

[16-1842](#)

Minutes 11-14-16

Attachments: [Minutes 11-14-16.pdf](#)

Jirschele moved, seconded by Spears, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 4 - Konetzke, Baranowski, Jirschele and Spears

Abstained: 1 - Plank

4. Public Hearings/Appealances

5. Action Items

[16-1865](#)

Request to approve a proposed modification to the Department of Public Works table of organization - Parking Utility to convert one Ramp Attendant position to a Ramp Operator I - Parking position.

Attachments: [DPW Parking Utility Reorg.pdf](#)

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

Aye: 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

[16-1843](#)

Request to award 3 year contract to Associated Benefits and Risk Consulting (ABRC) (formerly Associated Financial Group) to provide benefit consulting services for 2017, 2018 and 2019. With an option to renew for another 3 years.

Attachments: [ABRC consulting memo 11-16-16.pdf](#)

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

Aye: 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

[16-1904](#)

Request to approve Police Professional Association union contract for 2017-2019 with the following adjustments:

2017: 7/1-1.5% and 10/1 1.0%

2018: 1/1-1.5% and 7/1-1.0%

2019: 1/1-1% and 7/1-1.0%

Attachments: [APPA Tentative Agreements November 2 2016.pdf](#)

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

Aye: 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

[16-1916](#)

The committee will meet in closed session to discuss status of labor negotiations, pursuant to the exemptions contained in State Statutes 19.85 (1) (c) and (e). The Committee will then reconvene into an open session and conduct further business.

Committee did not go into closed session

6. Information Items

[16-1905](#)

Changes to Drug Free Workplace with CDL--Valley Transit policy

Attachments: [Drug Free Workplace with CDL Valley Transit 2.pdf](#)

This Presentation was received and filed

[16-1928](#)

Recruitment status report 12/9/16

Attachments: [RSR thru 12-9-16.pdf](#)

This Presentation was received and filed

7. Adjournment

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

Aye: 5 - Konetzke, Baranowski, Jirschele, Plank and Spears

Date: 12/2016

To: Human resources Committee

From: Kurt Eggebrecht

RE: Change in organizational chart

I am requesting that our current Public Health Preparedness Coordinator position be changed from 1.0 FTE to .75 FTE. The funding for this position is from federal pass through grant funds from the State and also supported by contracted communities. This is a change from the requested 2017 budget as we have sufficient funds due to carry over for a full time position but this would not have been sustainable into 2018. Changing to .75 FTE now allows us to maintain services within budget moving forward into the foreseeable future.

This is a grant supported position responsible for leading local efforts to assess, develop, coordinate and implement public health emergency plans within the Health Department. This includes activities to increase readiness to respond to bioterrorism and other naturally occurring public health emergencies such as power outage, weather related health risk and communicable disease.

Specifically, the individual will perform work for the Appleton Health department and collaborate with other partners including the Fox Valley Area Health Care Coalition. This position also has the potential to provide contracted services with other communities within Northeast Wisconsin. Currently we have contracts with the counties of Green Lake, Marquette, and Waushara and the City of Menasha. This position will work to meet all requirements found within the State public health preparedness grant.

Essential job functions include, but are not limited to, the following:

- Responsible for ongoing development of the Public Health Emergency Plan.
- Regular Interaction with the Appleton Public Health Officer, Emergency Management staff, elected officials; Hazmat, law enforcement, public safety officials and other non-profit agencies.
- Coordinate bioterrorism-related surveillance and preparedness activities with existing communicable disease activities with state and local public health agencies.
- Integrate bioterrorism and communicable disease communication activities with existing and proposed public health communication networks.
- Coordinate and participate in all planning and training processes for biologic, chemical and radiological terrorism preparedness.
- Coordinate local activities with other grant funded positions relative to bioterrorism related surveillance and preparedness.
- Write policies, program proposals, grants, emergency preparedness plans, technical papers, publications and/or reports.

-Develop necessary partnerships and provide linkage to all of the public health community, including any necessary Memoranda of Understanding (MOUs) with counties, public or private organizations, academic institutions, and border jurisdictions.

WHAT IMPACT WILL IT HAVE IF THIS POSITION IS NOT FILED?

In order to meet the requirements of the federal pass through grant funds from the State we need to demonstrate progress on each year's requirements. Funds received are contingent on successfully completing objectives through on site audit of work twice a year with formal written report at years end. These objectives would be difficult to complete without a position focusing on this effort.

The most important impact will be that our community and region will struggle to remain current with new emerging health threats and response to these public health challenges. In the past 24 months alone we have needed to prepare response plans for Ebola, MERS, and Measles and researched Zika virus in anticipation of a response to new cases. Without this position we would risk our ability to protect the public from new and sometimes reemerging diseases that are brought to our local communities from other parts of the globe.

Given this position is depended on grant funds it is with the understanding that if funding levels should change in the future we will work closely with Finance and Human Resources departments to monitor and recommend adjustments as deemed appropriate.

**RECRUITMENT STATUS REPORT
UPDATES THRU 12-30-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Operations Crew Leader Parking	DPW	Apprvd in 2017 budget	Apprvd in 2017 budget	1	Candidate withdrew. Next steps pending with second candidate.
	Customer Service Specialist	DPW	1/3/17	11/22/16	1	Tracie Erbrecht start date 1/23/17
	Inspector	DPW	1/6/17	12/20/16	1	Mailing to licensed Master Electricians with deadline to apply 1/8/17
	Operator I – Sanitation	DPW	12/13/16	12/20/16	1	Internal announcement deadline date 1/8/17
	Operator I - Street	DPW	1/3/17	11/22/16	1	Internal announcement deadline date 1/8/17
	Laborer	DPW	12/19/16	11/22/16	1	Application deadline date 1/22/17
	Operator I – Parking	DPW	11/9/16	Council apprvd. TO change	1	Application deadline 1/8/17 – Internal announcement
	Assessment Technician	DPW	1/16/17	1/4/17	1	Retirement of Mary Schlimm Opening process 1/6/17
	PT Bus Driver	Valley Transit	10/3/16	9/29/16	1	Meeting with union to discuss creative solutions. Opened process to continue to accept applications. Testing for one candidate pending
	Bus Driver - Full-time	Valley Transit	12/19/16	Pending	1	Todd Schafer's vacancy Internal posting down 1/6/17
	Part-time Communication Technician	Valley Transit	1/03/19	12/6/16	1	Application deadline date 12/27/16 Testing complete on 1/5/17
	Para-Transit/Operations Supervisor	Valley Transit	12/19/16	12/20/16	1	Interviews 1/5/17
	Maintenance Supervisor	Valley Transit	7/8/16	9/1/16	1	Candidate withdrew. Application deadline 1/15/17
JAY	Police Officer	Police	9/16/16 9/16/16	8/29/16 8/29/16	Elig list	Chief interviews in progress
	Community Service Officer	Police	NA	11/28/16	1 + elig list	Physical fitness test 1/24/17 and panel interviews on 2/10/17
	Library Page Clerk – Half-time	Library	11/15/16	11/14/16	1	Simone Kramer start date 1/12/17
	Library Assistant (sub)	Library	NA	12/8/16	2	Application deadline date 1/22/17
	Weights and Measures Specialist (Half-time)	Health	NA	Part of 2017 budget	1	Application deadline date 1/15/17
	Deputy Fire Chief	Fire	2/3/17	12/21/16	1	PFC interview 1/4/17 and psychological evaluation on 1/13/17
SANDY	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Second interviews 1/17/17

TOTAL POSITIONS OPEN = 20 TOTAL ELIGIBILITY LISTS = 2

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Elections Clerk	Legal Services	12/1/16	Pending	1	Department currently reviewing the job description. Request to fill pending
	Fire Fighter	Fire	7/14/16	9/29/16	1	Next step(s) pending
	Fire – Battalion Chief – Training Officer	Fire	9/3/16	9/29/16	1	Next steps pending
	Public Health Preparedness Coordinator	Health	12/30/16	Pending	1	Sarah Scanlon resignation
KIM	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke

TOTAL POSITIONS ON HOLD = 6 TOTAL ELIGIBILITY LISTS = 0