



## Meeting Agenda - Final-revised

### Human Resources & Information Technology Committee

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Monday, March 6, 2017

5:00 PM

Council Chambers, 6th Floor

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

[17-300](#) Minutes from 2/20/17

**Attachments:** [Minutes 2-20-17.pdf](#)

#### 4. Public Hearings/Apearances

[17-306](#) Greg Biese from Associated Benefits and Risk Consulting  
Pam Berth from ThedaCare  
To present on the initial quarterly report for the Connecting Care Clinic

#### 5. Action Items

[17-304](#) Request to move the Diversity Coordinator position to report directly to the Mayor.

#### 6. Information Items

[17-303](#) Information Technology Update on

- Site improve for Website
- Wireless project status
- IT Policy Update
- ERP / CAMA updates

[17-302](#) Recruitment Status Report 3/3/17

**Attachments:** [RSR thru 3-3-17.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.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes Human Resources & Information Technology Committee

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Monday, February 20, 2017

5:00 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Konetzke, Jirschele, Plank and Spears

**Excused:** 1 - Baranowski

3. Approval of minutes from previous meeting

[17-118](#)

Minutes from 1/9/17

**Attachments:** [Minutes 1-9-17.pdf](#)

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

**Aye:** 4 - Konetzke, Jirschele, Plank and Spears

**Excused:** 1 - Baranowski

4. Public Hearings/Appearances

5. Action Items

[17-215](#)

Request to approve Police Department reorganization for the following:

- Change title of Police Communication Technician to Police Communication Specialist
- Move one Communication Specialist to an Administrative Support Specialist position
- Move supervision of Communication Specialists from a Lieutenant to Administrative Services Supervisor
- Move Administrative Services Supervisor supervision from Captain to Assistant Chief

**Attachments:**     [Police Table of Org Modification Request 2-20-17.pdf](#)  
                                 [Police TO Draft 2-20-17.pdf](#)

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

**Aye:** 4 - Konetzke, Jirschele, Plank and Spears

**Excused:** 1 - Baranowski

[17-216](#)

Request to approve Fire Department reorganization as follows:

- Merge the current two Battalion Chiefs of Training and Special Operations to one Battalion Chief of Resource Development and Special Operations
- Create a Civilian Training and Resource Development Specialist
- Reduce the number of Captains from 8 to 6 and increase the number of Lieutenants from 13 to 15

**Attachments:**     [Fire Department Reorganization - February 2017.pdf](#)  
                                 [Fire TO existing.pdf](#)  
                                 [Fire TO proposed 2017.pdf](#)

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

**Aye:** 4 - Konetzke, Jirschele, Plank and Spears

**Excused:** 1 - Baranowski

[17-214](#)

Request to approve reorganization for Valley Transit to change 4 part time drivers to variable part time drivers.

**Attachments:**     [VT Request to Change T.O. 02.20.2017.pdf](#)

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

**Aye:** 4 - Konetzke, Jirschele, Plank and Spears

**Excused:** 1 - Baranowski

## 6. Information Items

[17-120](#) Notification of change of record keeper services for the employee 457 deferred compensation program from Nationwide Retirement Solutions to Voya Financial.

**Attachments:** [deferred comp plan memo.pdf](#)

This Presentation was received and filed

[17-119](#) Changes to the Fringe Benefit Policy for Part Time Employees

**Attachments:** [Fringe Benefit Policy for Part-time Draft 2017.pdf](#)

This Presentation was received and filed

[17-121](#) Changes to the Conditions of Employment Policy

**Attachments:** [CONDITIONS OF EMPLOYMENT Strike and Bold February 2017.pdf](#)

This Presentation was received and filed

[17-117](#) Recruitment Status Report 2/17/17

**Attachments:** [RSR thru 2-17-17.pdf](#)

This Presentation was received and filed

## 7. Adjournment

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

**Aye:** 4 - Konetzke, Jirschele, Plank and Spears

**Excused:** 1 - Baranowski

**RECRUITMENT STATUS REPORT  
UPDATES THRU 03/03/17**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
<b>KIM</b>	Inspector	DPW	1/6/17	12/20/16	1	Candidate withdrew. Re-opened process with deadline date of 3/5/17
	Laborer	DPW	12/19/16 12/13/16 1/3/17	11/22/16 12/20/16 11/22/16	3	References and backgrounds pending on 3 finalists
	Operator I – Parking	DPW	11/9/16 1/31/17	Council approved TO change 1/17/17	2	References and background pending
	Administrative Support Specialist	DPW	2/6/17	2/9/17	1	Reviewing applications
	Engineering Technician	DPW	1/27/17	2/8/17	1	Application deadline 3/5/17
	PT Bus Driver	Valley Transit	10/3/16 1/16/17 2-TO Change	9/29/16 Council approved T.O. change	4	Will keep process open with new flex schedule options
	Bus Driver	Valley Transit	2/6/17	2/9/17	1	Justin Dregers' promotion
	Part-time Communication Technician	Valley Transit	2/13/17	2/9/17	1	Reviewing applications
	Maintenance Supervisor	Valley Transit	7/8/16	9/1/16	1	Tom Lacher starting 3/20/17
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Application deadline 3/12/17
	Para-Transit/Operations Supervisor	Valley Transit	3/13/17	12/20/16	1	Todd Schafer requested to return to union position. Considering other candidates from original process
<b>SANDY</b>	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Currently evaluating the next step(s)
<b>JAY</b>	Police Officer	Police	NA	NA	Elig list	Backgrounds pending
	Community Service Officer	Police	NA	11/28/16	1 + elig list	Backgrounds pending
	Crossing Guard (Regular and Alternate)	Police	NA	1/11/17	3 + Elig List	Susan Hau starting 3/7/17. Re-advertise positon with application deadline 3/12/17
	Weights and Measures Specialist (Half-time)	Health	NA	Part of 2017 budget	1	Re-advertise with application deadline date 3/19/17
	Battalion Chief – Operations	Fire	1/3/17	1/17/17	1	Jeff Felauer promoted 3/5/17
	Fire Fighter	Fire	7/14/16	9/29/16	1	Conditional offers extended and final steps pending
	Battalion Chief – Resource Development and Special Operations	Fire	Re-org	Re-org approved 3/1/17	1	Internal posting with an application deadline date 3/12/17
	Account Clerk I	Finance	3/3/17	2/23/17	1	References and background pending on top candidate
	Public Health Preparedness Coordinator - .75 FTE	Health	12/30/16	Re-org approved 1/18/17	1	References and background pending on top candidate

**TOTAL POSITIONS OPEN = 28 TOTAL ELIGIBILITY LISTS = 3**

**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**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Training and Resource Development Specialist	Fire	Re-org/newly created	Re-org approved 3/1/17	1	On hold until the Battalion Chief Resource Development and Special Operations position is filled
	Battalion Chief – Operations	Fire	2/5/17	Hold	1	On hold for now
	Administrative Support Specialist	Police	2/1/178	Hold	1	Marcia Milhaupt retirement 2/1/17. On hold for now
<b>KIM</b>	Community Relations Specialist	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke
	Bus Driver	VT	5/2/17	Pending	1	Retirement of Mike Guyette

**TOTAL POSITIONS ON HOLD = 6    TOTAL ELIGIBILITY LISTS = 0**