



Meeting Agenda - Final

Human Resources & Information Technology Committee

Monday, March 20, 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

[17-371](#) Minutes from 3/6/17

Attachments: [Minutes 3-6-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[17-374](#) Request to award Heartland Business Systems the contract to purchase and implement a Meraki wireless environment within City buildings and Houdini Park.

Attachments: [Wireless Memo.pdf](#)

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

Attachments: [Diversity Coordinator Mayor memo.pdf](#)

[Diversity Coordinator job description.pdf](#)

Legislative History

3/6/17	Human Resources & Information Technology Committee	held
<i>Hold until March 20, 2017 Human Resources & Information Technology Committee meeting</i>		

6. Information Items

[17-390](#) 2016 Pay for Performance data

Attachments: [2016 Pay for Performance memo.pdf](#)

[17-372](#)

Recruitment Status Report 3/16/17

Attachments: [RSR thru 3-17-17.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 832-6426.



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Monday, March 6, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership

Alderperson Konetzke arrived at 5:27

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

3. Approval of minutes from previous meeting

[17-300](#)

Minutes from 2/20/17

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

Baranowski moved, seconded by Plank, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Baranowski, Jirschele, Plank and Spears

Absent: 1 - Konetzke

4. **Public Hearings/Appealances**

[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

Attachments: [Connecting Care Clinic 12-31-16 quarterly report.pdf](#)

This Appearance was presented

5. **Action Items**

[17-304](#)

Request to move the Diversity Coordinator position to report directly to the Mayor.

Hold until March 20, 2017 Human Resources & Information Technology Committee meeting

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

Aye: 3 - Jirschele, Plank and Spears

Nay: 2 - Konetzke and Baranowski

6. Information Items

[17-303](#)

Information Technology Update on

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

This Presentation was received and filed

[17-302](#)

Recruitment Status Report 3/3/17

Attachments: [RSR thru 3-3-17.pdf](#)

This Presentation was received and filed

7. Adjournment

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

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



"...meeting community needs...enhancing quality of life."

Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Konetzke and Members of the HR / IT Committee
From: Dean J. Fox, Information Technology Director
Date: 3/16/17

Re: Request to award Heartland Business Systems the contract to purchase and implement a Meraki wireless environment within City Buildings and Houdini Park.

The CIP budget of \$75,000 includes funding to replace the wireless infrastructure within all City buildings excluding the Waste Treatment and Water Filtration plants.

An RFP went out in late December for a new wireless system to replace the existing Motorola wireless network.

The responses were as follows:

- Meraki solution by Heartland \$34,497 (4 Year support)
- Meraki solution by Core BTS \$29,884.57 (1 Year support)
- Meraki solution by CC&N \$33,921.61 (4 Year support, non MDM)
- Cisco solution by Heartland \$51,303.45 (1 Year support, minimal MDM)
- Cisco solution by Core BTS \$63,978.83 (1 Year Support)
- Ruckus solution by ESG \$56,663.09 (1 Year Support)
- Extreme solution by Capital Data \$51,410.75 (1 Year Support)

In addition to the internal wireless, I request additional funding to put Meraki wireless access points in Houdini Park out of this CIP budget as a pilot hot spot, that additional cost will be \$4,917 for a project total of \$39,414 with a 10% contingency request of \$3,940 for a total project not to exceed \$43,143.

The evaluation team requests your consideration and approval of a contract with Heartland Business Systems for the Meraki Wireless solution they've proposed. This solution will cover 4 years of support and warranty on the equipment and a yearly subscription fee for end point device management for security purposes of approximately \$1,800 per year. After 4 years we would then begin support through the operational budget.

If you have any questions regarding this recommendation please contact Dean Fox.




"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR

Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
Email: mayor@appleton.org

MEMORANDUM

TO: Members of the Human Resources & Information Technology Committee

FROM: Mayor Timothy M. Hanna 

DATE: March 6, 2017

SUBJECT: Relocation of Diversity and Inclusion Coordinator position

Diversity and inclusion continues to grow in importance at a national, state and local level, and the need for inclusion and respect is more critical than ever before. The City has recognized the need to proactively support diversity and inclusion in both our organization and in the community. Our vision is to be a community that is known as welcoming, inclusive and respectful to all residents, businesses and visitors.

In recent months, we have worked to fill our Diversity and Inclusion Coordinator position. During that recruitment process, we re-visited our expectations and scope of responsibilities for the position. We recognize that this is a City-wide position that serves all internal departments and external communities. We want the person in the position to be strategic, visionary, politically-savvy, a strong decision-maker and an excellent communicator, which are competencies that we expect of employees at the highest level of the organization. We expect the person to be proactive in building internal capacity in all City departments, while reacting to the external communities' needs as they arise.

Because this position is considered Non-Exempt under the Fair Labor Standards Act (FLSA), the person in the position is expected to fulfill these duties within the confines of a 40-hour work week. Often these hours are consumed in reacting to immediate needs that emerge, to the detriment of long-range strategic planning and proactive development of our organization to meet our vision of being a welcoming and inclusive community.

In recognition of the need for the position to be both strategic and flexible to meet City-wide needs, I am proposing to move the position to the Mayor's Office, and increase the responsibilities to give the position strategic oversight of internal and external diversity efforts,

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including development and administration of policies, communication, and training as they relate to diversity and inclusion. We expect these additional responsibilities will change the position to 'Exempt' status under FLSA, which will allow the position more flexibility to be both proactive and strategic, while still meeting the needs of the community when they emerge. We anticipate these added responsibilities may move the position to another classification category under the City's Compensation Plan once it has been reviewed by our external Compensation Consultant.

We expect these changes to yield the following benefits:

- The position will be more strategic, proactive, and deliberate in our approach to meet internal and external needs.
- The position will have oversight for all diversity and inclusion policies and communication, allowing for better coordination and a unified message from the City.
- By increasing the responsibilities, the position may be classified as 'Exempt', which will allow the candidate to have the ability to proactively build our internal capacity, while responding to diversity and inclusion needs without being restricted by FLSA hour limitations.
- The position will fulfill the key objectives of the City's Strategic and Comprehensive Plans.

Thank you for your consideration of these changes. Should you have questions, please let me know.

CURRENT JOB DESCRIPTION



Diversity and Inclusion Coordinator

Class Code:
200-10 (CC-3)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Revision Date: Oct 1, 2016

SALARY RANGE

\$21.87 - \$32.80 Hourly
\$45,489.60 - \$68,224.00 Annually

NATURE OF WORK:

The Diversity and Inclusion Coordinator position directly contributes to the economic development of the City of Appleton by effectively promoting a welcoming and inclusive environment within City departments and for local business, their employees and customers. The Diversity and Inclusion Coordinator positively and proactively addresses the issues from our growing diverse community. The Diversity and Inclusion Coordinator promotes access to City services and an understanding of resident rights and responsibilities while mediating potential barriers to access. This position is responsible for coordinating the support for diversity initiatives in all City departments. Work involves developing internal and external training programs on cultural diversity issues, establishing effective relations with diverse communities, and attracting qualified diverse candidates to position openings within the City. The Diversity and Inclusion Coordinator works under the general supervision of the Director of Community and Economic Development.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Serves as a resource of knowledge and facilitates connections within the community to meet internal and external diversity and inclusion needs.
- Actively interacts with all City departments to support initiatives to promote diversity and inclusion within City departments.
- Establishes effective relations with members of diverse communities.
- Develops and recommends methods for attracting and retaining qualified diverse candidates for employment both for the City of Appleton and for Appleton businesses.
- Develops and implements internal and community education programs about diversity and inclusion issues through presentations, community awareness, prevention education and events.
- Represents the City of Appleton on various committees and boards as it relates to diversity.
- Develops and implements community education programs about diversity issues through presentations, community awareness, prevention education and events.
- Assists in developing practices and procedures designed to enhance interaction between employees and members of diverse communities.
- Prepares necessary reports, as required.
- Facilitates Interpreter contracts and program.

- Maintains regular punctual and predictable attendance, works a flexible schedule based on business needs.

OTHER JOB FUNCTIONS

- Creates, supports and facilitates programs and practices that create a sense of inclusion for all employees and residents regardless of race, ethnicity, gender, socio-economic status, nationality, citizenship status, religion, sexual orientation, gender expression, ability, age, or marital status.
- Works on special projects as assigned.

REQUIREMENTS OF WORK:

Requires graduation from high school supplemented by certification, experience or course work pertaining to cultural diversity issues, or any equivalent combination of experience or training which provides the following knowledge, abilities, and skills:

- Knowledge of diverse groups.
- Knowledge of modern office equipment, including the use of personal computers.
- Ability to maintain effective working relationships with other employees and the public and to deal with the public in a courteous and tactful manner.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to communicate orally and in writing in an effective and efficient manner.
- Ability to prepare clear and comprehensive reports.
- Ability to demonstrate sensitivity to internal employees, as well as members of the community.
- Ability to exhibit good judgment in resolving conflicts among individuals and groups.
- Fluency in Spanish or Hmong is a plus.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:**COMPETENCIES**

Communication

Self-directed/Autonomous/Accountable

Problem Solving

Technical/Professional/Strategic Skills

Creative/Innovative

To learn more about these competencies click [here](#)

Diversity & Inclusion Coordinator

Class Code:
100-3 (CC-3)

Bargaining Unit: Non-Union Exempt

CITY OF APPLETON
Revision Date: May 21, 2014

SALARY RANGE

\$25.36 - \$38.04 Hourly
\$52,748.80 - \$79,123.20 Annually

NATURE OF WORK:

Reporting to the Mayor, this position is responsible for providing strategic advice to department directors and staff on diversity related issues especially as they pertain to policy. This position consults and assists department directors in developing and integrating diversity goals and strategies into all business and planning processes and practices. The incumbent is expected to coordinate diversity & inclusion efforts throughout the City, with the ultimate goal of creating and fostering a culture of respect and dignity within the organization and the community. This position maintains positive relationships with departments within the organization and between the City and the public.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Develops, implements and monitors a strategic, comprehensive diversity plan for the organization that identifies core initiatives with mission, vision and value statements.
- Develops, implements and monitors programs that promote diversity within the organization in support of the City's strategic plan.
- Develops and implements programs that promote diversity within the business community that support both the City's strategic plan and Comprehensive Plan.
- Develops training and initiatives to educate employees, managers and the community on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting business and community needs.
- Develops effective working relationships with key stakeholders, elected officials, community groups, businesses and City departments to foster collaboration.
- Assists with the prompt follow up of requests and questions from staff, elected officials, businesses and community members.
- Provides strategic advice to department directors and staff on diversity-related issues.
- Consults with department leaders on developing and integrating diversity goals, objectives, and strategies and develops plans to meet the established goals.

- Develops metrics for measuring the effectiveness of organizational diversity initiatives implemented and prepares quarterly reports to department directors and City Council on the value of the initiatives.
- Provides advice, guidance, and support on equality and diversity issues to community members, businesses, and City employees.
- Assesses community needs and promotes community cohesion.
- Develops systems for reporting any incidents of discrimination.
- Maintains regular punctual and predictable attendance, works extra hours as required.

OTHER JOB FUNCTIONS

- Monitors internal and external diversity trends and legal developments impacting policy and updates policy and practices accordingly.
- Analyzes employee and community opinion surveys and other culture audits and recommends strategic modifications to diversity plans, programs and policies.
- Represents the City and serves as subject matter expert on diversity-related issues for departments and at conferences, professional associations, and business meetings.
- Serves as a liaison with community groups and other relevant organizations.
- Raises awareness in schools, colleges and the wider community.
- Deals with conflict within the community or the organization on cultural and diversity issues.
- Coordinates Interpreter Contracts and Programs

REQUIREMENTS OF WORK:

Bachelor's degree in Business Administration, Human Resources Management, Public Relations, or related field, five to seven years diversity or human resources experience including implementation of training materials and diversity initiatives with two years management level experience, or equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Certified Diversity Professional (CDP), Certified Diversity Executive (CDE) or Cornell Certified Diversity Professional (CCDP) or other related diversity certification preferred.
- Ability to develop and maintain effective and positive working relationships with external and internal customers, including citizens and visitors, elected officials, and City employees.
- Ability to build the trust of community groups and internal staff
- Demonstrated ability to think strategically and implement solutions.
- Must possess strong negotiation, conflict resolution and persuasion skills.

- Must be able to be flexible across all levels within the organization and meet changing needs.
- Knowledge of governmental policies, processes and procedures.
- Ability to communicate effectively, in oral and written form, to diverse groups and individuals.
- Superior presentation skills.
- Positive "can-do" attitude.
- Ability to work effectively under tight deadlines and manage projects independently.
- Excellent people skills and an upbeat enthusiastic attitude.
- Strong organizational skills and keen attention to detail.
- Ability to speak and read Spanish or Hmong a plus.
- Ability to demonstrate and promote cultural sensitivity.
- Ability to demonstrate cultural competencies and behaviors in all interactions.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Self-directed/Autonomous

Problem Solving

Technical Skills

Creative/Innovative

To learn more about these competencies click [here](#)

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

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Inspector	DPW	1/6/17	12/20/16	1	Background and references on final candidate
	Laborer	DPW	12/19/16 12/13/16 1/3/17	11/22/16 12/20/16 11/22/16	3	Nathan Herum starting 3/13/17 Michael Berndt starting 3/13/17 Offer pending on one finalist
	Operator I – Parking	DPW	11/9/16 1/31/17	Council approved TO change 1/17/17	2	References and background pending One candidate withdrew. Hugh Hamilton start date 3/13/17 Interviews 4/3/17
	Administrative Support Specialist	DPW	2/6/17	2/9/17	1	Interviews 3/23/17
	Engineering Technician	DPW	1/27/17	2/8/17	1	Interviews 3/28/17
	PT Bus Driver	Valley Transit	NA	NA	Flexible	Will keep process open with new flex schedule options Medicals pending on 2 candidates
	Part-time Communication Technician	Valley Transit	2/13/17	2/9/17	1	Interviews 3/21/17
	Road Supervisor	Valley Transit	2/2/17	2/8/17	1	Interviews 3/27/17
	Para-Transit/Operations Supervisor	Valley Transit	3/13/17	12/20/16	1	Todd Schafer requested to return to union position Dr Fico appointment on 3/28/17 for finalist
SANDY	Diversity and Inclusion Coordinator	C & ED	7/27/16	10/11/16	1	Currently evaluating the next step(s)
JAY	Police Officer	Police	NA	NA	Elig list	Background 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	Panel interviews 4/5/17
	Weights and Measures Specialist (Half-time)	Health	NA	NA	1	Panel interviews 4/11/17
	Fire Fighter	Fire	NA	NA	1 (over-hire)	Conditional offer extended and final steps pending
	Battalion Chief – Resource Development and Special Operations	Fire	Re-org	Re-org approved 3/1/17	1	Candidate assessment process on 4/12/17
	Account Clerk I	Finance	3/3/17	2/23/17	1	Allison Ruppel starting on 3/27/17
	Library Clerk (half-time)	Library	4/14/17	Pending	1	Janet Ponschock retirement. Request to fill pending.
	Assistant city Attorney	Legal Services	4/7/17	Pending	1	Emily Truman resignation. Request to fill pending

TOTAL POSITIONS OPEN = 22 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

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
	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
KIM	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