



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, June 9, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-0804](#) Minutes 5/12/2021

Attachments: [Minutes 5-12-21.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-0805](#) Request to approve changes to Department of Public Works table of organization.

Attachments: [DPW Operations TO change.pdf](#)

[DPW Operations TO 6.9.21.pdf](#)

6. **Information Items**

[21-0806](#) Interim Health Officer notification

Attachments: [Interim Health Officer memo.pdf](#)

[21-0807](#) Teamster contract letter of understanding

Attachments: [VT Letter of Understanding.pdf](#)

[21-0808](#) Recruitment Status Report 6/3/21

Attachments: [RSR thru 6-3-21.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 Jay Ratchman at 920-832-6427.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, May 12, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

3. Approval of minutes from previous meeting

[21-0617](#)

Minutes 4-14-2021

Attachments: [Minutes 4-14-21.pdf](#)

Smith moved, seconded by Hartzheim, that the minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0618](#)

Request to modify the Salary Administration Policy regarding assigned shift change.

Attachments: [Assigned Shift Change.pdf](#)

[Salary Administration Policy changes 2021.pdf](#)

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-0619](#)

Request to approve Department of Public Works - Parking Utility to eliminate one full time Ramp Attendant position.

Attachments: [DPW Parking TO Change.pdf](#)

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-0621](#)

ORGANIZATIONAL MATTERS:

Elect a Vice-Chair - Sheri Hartzheim
Set meeting date/time - Wednesday at 6:30
Designate a contact person - Melody Rank
Discuss committee meeting topics

Alfheim moved, seconded by Smith that the action item be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

6. Information Items

[21-0620](#)

Interim Information Technology Department leadership plan.

Attachments: [HRIT Interim IT Leadership Plan.pdf](#)

The interim plan was presented

[21-0622](#)

Changes to the AED Policy

Attachments: [AED Policy.pdf](#)

The policy was presented.

[21-0623](#)

Changes to Fringe Benefit Policy

Attachments: [Fringe Benefit Policy.pdf](#)

The policy was presented.

[21-0624](#)

Changes to Electronic Communication Policy

Attachments: [Electronic Communicaton Policy.pdf](#)

The policy was presented.

[21-0625](#)

Changes to Military Leave Policy

Attachments: [Military Leave Policy.pdf](#)

The policy was presented.

[21-0626](#)

Changes to Restricted Duty Policy

Attachments: [Restricted Duty.pdf](#)

The policy was presented.

[21-0627](#)

Changes to EAP Policy

Attachments: [EMPLOYEE ASSISTANCE PROGRAM Policy.pdf](#)

The policy was presented.

[21-0628](#)

Recruitment Status Report 5-6-21

Attachments: [RSR thru 5-6-21.pdf](#)

The report was presented.

7. Adjournment

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

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith



MEMO

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

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*
Jay Ratchman, Interim Human Resources Director

DATE: May 25, 2021

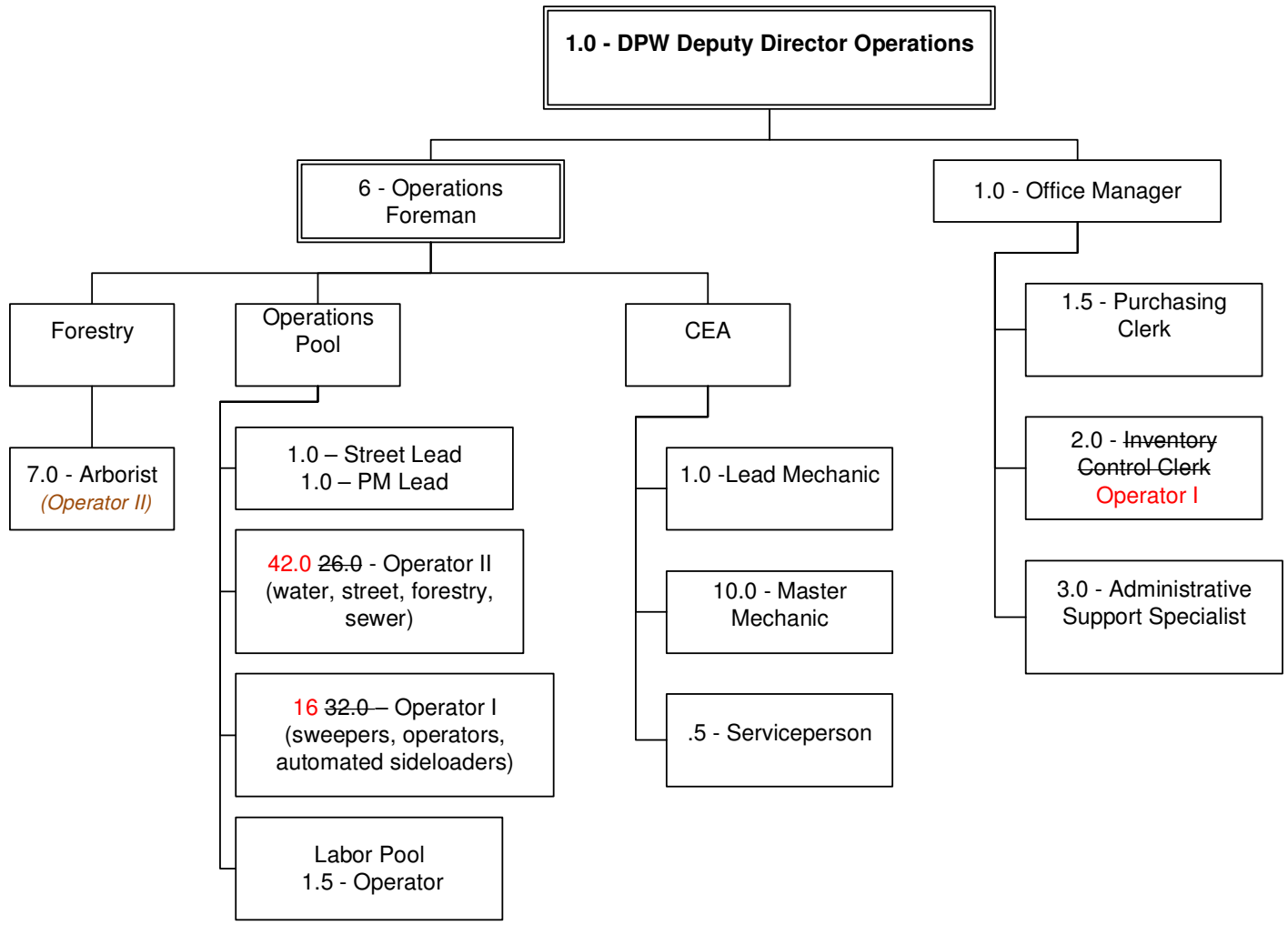
SUBJECT: Request to approve changes to the Department of Public Works Table of Organization – Operations Division.

The adoption of Wisconsin Act 10 in 2011 provided an environment where staffing assignments could be much more fluid and flexible. Over time, this flexibility helped us accomplish more work with fewer people. It also created a situation where many of the Operator I and Operator II positions have become very blended. Even the job descriptions only have subtle differences in the assigned tasks.

The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying two (2) Inventory Control Clerk Positions to Operator I Positions and sixteen (16) Operator I Positions to Operator II Positions. (See attached Table of Organization). The proposed Table of Organization changes are to more accurately reflect the job duties these employees perform on a daily basis. The Department can absorb these costs within the existing 2021 budgets due to vacant salary dollars.

<u>Current FTE</u>		<u>Proposed FTE</u>	
Inventory Clerk	2	Inventory Clerk	0
Operator I	32	Operator I	18
Operator II	<u>33</u>	Operator II	<u>49</u>
TOTAL	67	TOTAL	67

Thank you for your consideration of this proposed Table of Organization change. Please feel free to contact us with any questions you may have regarding this request.




DRAFT 5/28/21



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

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-6400
Email: Mayor@Appleton.org

TO: Human Resources & Information Technology Committee
FROM: Mayor Jacob A. Woodford 
DATE: May 24, 2021
RE: Interim Health Officer Appointment

Health Officer Eggebrecht has announced his retirement from the City of Appleton, effective June 4, 2021. Health Officer Eggebrecht has dedicated 21 years of his career to the City. Identifying a successor has received our full attention and we expect to name a successor shortly as this search nears its conclusion.

Public Health Nurse Supervisor Sonja Jensen joined the City of Appleton in 2013 and has demonstrated her capability in the health field and through her work in helping lead the City through the COVID-19 pandemic. Given the depth of experience and commitment to the City of Appleton, I am pleased to appoint Ms. Jensen as the Interim Health Officer. She will serve in this capacity to ensure there is no vacancy, however brief, in the Health Officer role.

**EXHIBIT E
LETTER OF UNDERSTANDING
ADDITIONAL VACATION PAID TO POST EMPLOYMENT
HEALTH PLAN (PEHP) OR HEALTH SAVINGS ACCOUNT (HSA)**

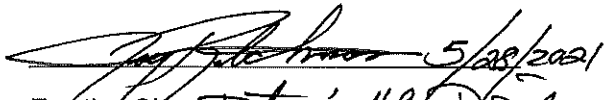
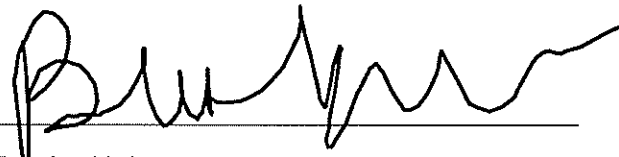
Effective July 1, 2021 to December 31, 2021

In recognition of the current staffing levels and difficulties filling vacant driver positions, the City of Appleton and Teamsters Local Union #662 covering Valley Transit Employees have reached an agreement to allow for up to one additional week of vacation to be deposited to the Post Employment Health Plan (PEHP) or Health Savings Account (HSA). This agreement only applies to drivers. An employee choosing to have unused vacation paid to the PEHP or HSA shall notify the department prior to year-end. This agreement is being offered on a non-precedent basis. All other provisions of the union contract shall remain unchanged.

This benefit may be used only after meeting the following:

1. Drivers must use at least one week of vacation time.
2. The maximum time that may deposited will not exceed 80 hours (40 hours per the current contract and 40 additional hours per this letter of understanding).

This agreement will expire on December 31, 2021.

 5/28/2021 
For the City *Intervenor HR Director* For the Union

5/28/21

**RECRUITMENT STATUS REPORT
UPDATES THRU 6/3/2021**

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Bus Driver	VT	Multiple	6	Application Deadline: 6/27/21. Medical pending for 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 6/27/21.
	Utility Worker – Part Time	VT	4/5/21	1	Medical pending for top candidate.
	Operator I - Street	DPW	4/3/21	1	Determining next steps.
	8 Month – Utility Locator	DPW	5/29/21	1	Hired a Seasonal, start date 6/1/21. Department considering changes to structure.
	Part Time Service Person	DPW	6/7/21	1	Application Deadline: 6/6/21.
	Operator II – Water Construction (PM Shift)	DPW	5/27/21	1	Application Deadline: 6/20/21.
	HVAC Technician	PRFM	1/5/21	1	Panel Interviews: 6/10/21.
	Liquids Operator	Utilities	6/9/21	1	Application Deadline: 6/13/21.
	ALLISON	Police Officer	Police	N/A	4 +Elig.
Community Service Officer (CSO)		Police	1/19/21	N/A	Backgrounds pending for 3 candidates.
Forensic Evidence Specialist		Police	4/5/21	1	Medical pending for top candidate.
Operations Clerk - Sub		Library	N/A	N/A	Start date pending for top candidate.
Business Manager		Library	5/4/21	1	Background and references pending on 1 candidate.
Page Clerk – Regular Part Time		Library	6/15/21	1	Application Deadline: 6/13/21.
Health Officer		Health	6/5/21	1	Determining next steps.
Help Desk Analyst		IT	8/3/21	1	Sarah Conrad start date 6/21/21.
Budget Analyst	Finance	7/2/21	1	Department evaluating next steps.	

**TOTAL POSITIONS OPEN = 26 TOTAL ELIGIBILITY LISTS = 1
POSITIONS ON HOLD**

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
KIM	Parking Operator I	DPW	5/30/20	1	T.O. change pending.
	Utility Worker	Utilities	12/18/20	1	Anthony Rottier transfer date pending the training of new Liquids Operator.
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
	Information Technology Director	IT	5/5/21	1	Waiting for RTF.
	Human Resources Director	HR	4/3/21	1	Waiting for RTF.

TOTAL POSITIONS ON HOLD = 5

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