



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, March 8, 2023

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[23-0224](#) Minutes 2/8/23.
Attachments: [Minutes 2-8-23..pdf](#)
4. **Public Hearings/Apearances**
5. **Action Items**
[23-0218](#) Request for Over Hire of Residential Building Inspector Position.
Attachments: [Overhire Memo 3-1-23.pdf](#)
6. **Information Items**
[23-0233](#) Tyler ERP Moved to SaaS 2/10/23.
Attachments: [2023 Tyler ERP moved to Saas.pdf](#)
[23-0223](#) Recruitment Status Report through 3/2/23.
Attachments: [RSR 3.2.23.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 920-832-6427.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, February 8, 2023

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Fenton, Alfheim and Hartzheim

Excused: 2 - Thao and Croatt

3. Approval of minutes from previous meeting

[23-0095](#)

Minutes 12/14/22.

Attachments: [Minutes 12-14-22.pdf](#)

Hartzheim moved, seconded by Alfheim, that the meeting Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Fenton, Alfheim and Hartzheim

Absent: 2 - Thao and Croatt

4. Public Hearings/Appearances

5. Action Items

[23-0096](#)

Request to Approve APD TO Adjustment.

Attachments: [Operations Coord move to CRU.pdf](#)
[Police Approved 11-15-22 DRAFT.pdf](#)

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

Aye: 3 - Fenton, Alfheim and Hartzheim

Absent: 2 - Thao and Croatt

[23-0118](#)

Request to Approve Legal Services TO Adjustment.

Attachments: [HR-IT - Reorganization Memo 2-2-23.pdf](#)
[Legal Services Draft 1-19-23.pdf](#)
[City Clerk Deputy Dir Admin Services 2023.pdf](#)
[Administrative Services Lead 2023.pdf](#)
[Elections Clerk 2023 \(002\).pdf](#)

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

Aye: 3 - Fenton, Alfheim and Hartzheim

Absent: 2 - Thao and Croatt

[23-0125](#)

Request to Approve Public Health TO Adjustment.

Attachments: [PHN Memo.pdf](#)
[PHN TO.pdf](#)

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

Aye: 3 - Fenton, Alfheim and Hartzheim

Absent: 2 - Thao and Croatt

6. Information Items

[23-0112](#)

HVAC Technician Incentive Program.

Attachments: [HVAC Brochure.pdf](#)

This Presentation was received and filed

[23-0131](#)

Change Systems Analyst Position to ERP Systems Specialist.

Attachments: [Memo 2023 ERP Systems Specialist.pdf](#)
[ERP Systems Specialist.pdf](#)
[Systems Analyst.pdf](#)
[IT TO.pdf](#)

This Presentation was received and filed

[23-0113](#)

Recruitment Status Report through 2/3/23.

Attachments: [RSR 2.03.23.pdf](#)

This Presentation was received and filed

7. Adjournment

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

Aye: 3 - Fenton, Alfheim and Hartzheim

Absent: 2 - Thao and Croatt



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

PUBLIC WORKS

Danielle Block, Director

100 N. Appleton St.

Appleton, Wisconsin 54911-8401

(920) 832-6474

Email - Danielle.Block@appleton.org

TO: Human Resources Committee

FROM: Danielle Block, Director of Public Works

DATE: March 1, 2023

RE: Action: Request for over hire of Residential Building Inspector Position

In preparation of a retirement by our current Residential Building Inspector on March 24, 2023, I am requesting to proactively fill this vacancy to allow one (1) week for an over hire to allow for adequate training of essential job responsibilities and to provide time for a transfer of critical data to successfully perform the job.

Allowing the new employee to work with the veteran employee is beneficial for training and fostering a seamless transition, particularly with the interaction with contractors. Consistency is very important to home buildings and contractors.

A vacancy in the HVAC Building Inspector position in the Inspection Division will offset the costs of the overhire.

Please contact Kurt Craanen at 832-6413 or kurt.craanen@appleton.org with any questions.

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6410



(920) 832-5885



helpdesk@appleton.org

To: HR/IT Committee

From: Corey Popp, Information Technology Director

Date: March 8, 2023

Re: Tyler ERP moved to SaaS

The City's ERP system provided by Tyler Technologies was successfully converted from an on-premise application to a cloud-based Software as a Service (SaaS) solution on February 10 and 11, 2023. Tyler's SaaS is hosted by Amazon Web Services (AWS) and the live application no longer resides in the City of Appleton's data center. The system is secured using multi-factor authentication (MFA) integrated to Microsoft's secure Azure cloud service.



Recruitment Status Report

Updates thru 3/02/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	HVAC Technician	PRFM	11/25/20	01/27/23	1	Background pending on top candidate.
	Operator II - Water	DPW	02/24/23	02/15/23	1	Internal application deadline: 2/26/23.
	Customer Service Specialist	DPW	03/03/23	02/08/23	1	Job offer accepted, start date 3/20/23.
	Operator I - Sanitation (Automated Side Loader)	DPW	01/27/23	01/27/23	1	Panel interviews: 3/01/23.
	Inspector - Residential Building	DPW	03/25/23	01/27/23	1	Job offer accepted, start date pending.
	Engineering Technician	DPW	09/17/22	11/04/22	1	Medical pending on top candidate.
	Arborist	DPW	01/06/23	01/05/23	2	Panel interviews: 3/09/23.
	Parking Enforcement Person	DPW	11/05/22	01/05/23	1	Panel interviews: 3/02/23 and 3/06/23.
	HVAC/Building Inspector	DPW	01/14/23	01/05/23	1	Application deadline: 3/12/23.
	Operator I - Parking	DPW	01/04/23	01/06/23	1	Panel interviews: 3/02/23.
	Deputy Director / City Engineer	DPW	04/07/23	01/06/23	1	Determining next steps.
	Operations Crew Leader - Parking	DPW	01/04/23	01/11/23	1	Job offer accepted, start date: 2/27/23.
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 06/04/23.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	N/A	Application deadline: 06/04/23.
	Bus Driver	VT	Multiple	N/A	6	Application deadline: 06/04/23. Medical pending on one candidate.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 06/04/23.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline: 3/05/23. Conditional offer extended to 1 candidate. Background pending on top candidate.
	Community Service Officer	Police	N/A	11/11/22	1	Backgrounds pending on 2 candidates. Conditional offer extended to 1 candidate. Job offer accepted, start date: 3/21/23.
	Administrative Support Specialist	Legal & Administrative Services	02/25/23	02/15/23	1	Application deadline: 3/05/23.
	Manager of Communications and Public Engagement	Mayor	02/03/23	02/03/23	1	Interviews: 3/06/23.
	ERP Systems Specialist	IT	02/04/23	02/10/23.	1	Application deadline extended: 3/19/23.
	Firefighter	Fire	N/A	09/30/22	4+Elig.	6 Job offers accepted, start dates: 5/22/23.
	Public Health Nurse	Health	11/12/22	02/17/23	1	Application deadline: 3/05/23.

	Deputy Director of Community & Economic Development	CED	11/12/22	01/12/23	1	Job offer accepted, start date: 2/27/23.
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Total Positions Open: 32

Total Eligibility Lists: 2

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Principal Planner	CED	02/27/23	1	Internal promotion. Determining process.
	Community Development Specialist	CED	02/03/23	1	Resignation. Waiting for RTF.
	Library Assistant Supervisor - Materials Management	Library	04/01/23	1	Retirement. Waiting for RTF.

Total Positions On Hold: 4

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.