



Milwaukee County

Meeting Agenda

AMOP Review Committee

Monday, September 30, 2019

9:00 AM

Courthouse Rm 306

Opening

1. *Call to Order and Roll Call*
2. *Approval of 07/22/2019 Meeting Minutes*

Newly submitted AMOPs

3. *DAS Leasing Procedures*
4. *DAS Legislative Submittal Process*
5. *HR Health Risk Assessment Process*
6. *Parks Parkland Encroachment*

Resubmitted draft AMOPs from previous meetings

7. *DAS Furniture Management*
8. *HR Hiring for a Vacant Position*

Annual Review AMOPs

9. *DAS Modifying the AMOP*
10. *OPD ADA Grievance Procedure*
11. *OPD Effective Communication*
12. *OPD Service Animals*
13. *OPD Wheelchairs, Mobility Aids, and Other*

Milwaukee County Dictionary updates, as needed

Old Business

New Business

14. *Future AMOP Committee Dates*

Open Forum for Members

Open Forum for Non-Members

Adjournment

[HRA19-303](#)

Attachments for the September 30, 2019 meeting of the AMOP Review Committee

Attachments: [July 22nd Meeting Minutes draft.docx](#)
[Appendix A - DAS Furniture Management AMOP.docx](#)
[Appendix B - DAS Furniture Management Training PPT.pptx](#)
[Appendix C - DAS Furniture Management Flowchart.pdf](#)
[Request for AMOP Form - DAS Furniture Management.pdf](#)
[Appendix A - DAS Leasing Procedures AMOP.docx](#)
[Appendix B - DAS Leasing Procedures Training Powerpoint.ppt](#)
[Appendix C - DAS Leasing Procedures Flowchart.pdf](#)
[Form 10.02\(b\) - Third Party Lease Request - Preliminary Questionnaire - Fillable](#)
[Form 10.02\(c\) - Preliminary Lease Term Sheet.pdf](#)
[Form 10.02\(d\) - Recommended Term Sheet.pdf](#)
[Form 14.01.01\(a\) CFP Work Initiation Request Form.pdf](#)
[Request for AMOP Form - DAS Leasing Procedures.pdf](#)
[Appendix 12.02\(b\) Legistar Report Entry Checklist.docx](#)
[Appendix 12.02\(c\) FAQ-Legislative Report Submittal Process.pdf](#)
[Appendix 12.02\(d\) Legislative Procedure Manual.pdf](#)
[Appendix 12.02\(e\) DAS County Board Standing Committee Report Deadlines S](#)
[Appendix A - DAS Legislative Report Submittal Process AMOP.docx](#)
[Appendix B - DAS Legislative Report Submittal Training PowerPoint.pptx](#)
[Appendix C - DAS Legislative Report Submittal Process Flowchart.pdf](#)
[Request for AMOP Form - Legislative Report Submittal.pdf](#)
[Request for AMOP Form - DAS Modifying the AMOP.pdf](#)
[Appendix 01.01\(a\) - Administrative Procedure Template.docx](#)
[Appendix 01.01\(d\) - AMOP Template Reference Guide.docx](#)
[Appendix A - DAS Modifying the AMOP.docx](#)
[Appendix B - DAS Modifying the AMOP Training PowerPoint.pptx](#)
[Appendix C - DAS Modifying the AMOP Flowchart.pdf](#)
[Form 01.01\(b\) - AMOP Review Checklist.docx](#)
[Appendix A - HR Health Risk Assessment AMOP.docx](#)
[Appendix B - HR Health Risk Assessment AMOP Training PowerPoint.pptx](#)
[Appendix C - HR Health Risk Assessment Flowchart.pdf](#)
[Request for AMOP Form - HR Health Risk Assessment.pdf](#)
[AMOP Modification Form - HR Hiring for a Vacant Position.pdf](#)
[Appendix A - HR Hiring for a Vacant Position AMOP.docx](#)
[Appendix B - HR Hiring for a Vacant Position Procedure Training PowerPoint.ppt](#)
[Appendix C - Filling a Vacant Position Flowchart.pdf](#)
[Form 02.04.03\(a\) - Personnel Action Form.pdf](#)
[Form 02.04.03\(b\) - Background Applicant Consent and Disclosure Form.pdf](#)

[Form 02.04.03\(c\) - Background Information Disclosure Form.pdf](#)
[Form 02.04.03\(d\) - Milwaukee County Collection Site Intake Form.pdf](#)
[Appendix A - OPD ADA Grievance Procedure AMOP.docx](#)
[Appendix B - OPD ADA Grievance Procedure Training PowerPoint.ppt](#)
[Appendix C - OPD ADA Grievance Flowchart.pdf](#)
[Request for AMOP Form - OPD ADA Grievance.pdf](#)
[Appendix A - OPD Effective Communication AMOP.docx](#)
[Appendix B - OPD Effective Communication Training PowerPoint.pptx](#)
[Appendix C - OPD Effective Communication Flowchart.pdf](#)
[Request for AMOP Form - OPD Effective Communication.pdf](#)
[Appendix A - OPD Service Animals.docx](#)
[Appendix B - OPD Service Animals Training PowerPoint.pptx](#)
[Appendix C - OPD Service Animals Flowchart.pdf](#)
[Request for AMOP Form - OPD Service Animals.pdf](#)
[Appendix A - OPD Wheelchairs Mobility Aids and Other Power-Driven Mobility I](#)
[Appendix B - OPD Wheelchairs Mobility Aids and Other Power-Driven Mobility I](#)
[Appendix C - OPD Wheelchairs Mobility Aids and Other Power-Driven Mobility F](#)
[Request for AMOP Form - OPD Wheelchairs Mobility Aids and Other Power-Dri](#)
[Appendix A - Parks Parkland Encroachment AMOP.docx](#)
[Appendix B - Parks Parkland Encroachment Training Powerpoint.ppt](#)
[Appendix C - Parks Parkland Encroachment Flowchart.pdf](#)
[Form 13.01.02\(a\) - Notice of Parkland Encroachment-SAMPLE.docx](#)
[Form 13.01.02\(b\) - Stop Order Certified Cease and Desist Letter-SAMPLE.doc](#)
[Request for AMOP Form Parks Encroachment.pdf](#)