

AMOP Review Committee Agenda

Thursday, December 18, 2025, at 9:00 AM

Teams meeting and teleconference phone number: Meeting ID: 264 984 248 269, +1 414-436-3530,
Phone Conference ID: 593 462 147#

Opening

1. Call to Order and Roll Call
2. Approval of October Meeting Minutes

Newly submitted procedures for the AMOP

3. Public and Internal Records – Requesting IMSD Assistance (DAS)
4. Cash Handling (Comp)
5. Appropriation and Expenditure Authority Procedure for Sponsorships (DAS)

Resubmitted draft procedures for the AMOP from previous meetings

6. Drug-Free Workplace and Substance Abuse Procedure (HR)

Revised published procedures for the AMOP

7. Modifying the AMOP (SBP)

Open Forum for Members

Open Forum for Non-Members

8. Proposed Updates:
 - a. Chapters restructured
 1. Employee Experience & Employment Procedures
 2. Employee Benefits
 3. Preparing for Retirement
 4. Managing Employees
 5. Managing Risk & Safety
 6. Purchasing & Contracting
 7. Managing Budget & Fiscal Responsibilities
 8. Handling Emergencies
 9. Ensuring Accessibility & Inclusion
 10. Managing County Property & Assets
 11. Managing Records & Information
 - b. Website updated
 - i. Preview Page to be shown
9. **Other Drafts and Upcoming Submissions**

Addition of January (1/15?) meeting proposed for:

 - Position Change Requests (HR)
 - Language Access and Culturally and Linguistically Appropriate Services (Office of Equity)

County Signature Process (OCC)
Acceptable Use of Technology (IMSD)
Tax Exempt Municipal Lease (Compt)
Travel Restrictions (Compt)
Requesting PMO Support (SBP)

Adjournment