

**Milwaukee County AMOP Review Committee**

December 18, 2025

9:00 AM

Virtual Meeting

**Call to order.** The meeting was called to order at 9:00 AM by Aaron Hertzberg.

Roll Call.

Membership:

Director, Department of Administrative Services	Aaron Hertzberg	Present
Senior Project Manager, Strategy, Budget & Performance	Claire Miller	Excused
Director, Employee Relations, Human Resources	Daphne Ursu	Present
Policy Director, County Executive’s Office	Jeremy Lucas	Present
Deputy Comptroller, Office of the Comptroller	Jim Moon	Present
Assistant Corporation Counsel, Corporation Counsel	Judd Taback	Present

**Guests Present:**

*Scott Pate (HR)*

*Amy Mckinney (DAS)*

*Cat Hollers (Treasure’s Office)*

*Matt Johnson (DAS)*

**Approvals**

**Newly submitted procedures for the AMOP**

Action item: Review newly submitted draft AMOP Procedures to add as Published.

1. Public and Internal Records – Requesting IMSD Assistance (DAS)
  - a. A motion to approve was seconded, motion passed unanimously.
2. Cash Handling (Comptroller’s Office)
  - a. A motion to approve pending suggested changes was seconded, motion passed unanimously.
3. Appropriation and Expenditure Authority Procedure for Sponsorships (DAS)
  - a. A motion to approve was seconded, motion passed unanimously.

**Resubmitted draft procedures for the AMOP from previous meetings**

Action item: Review resubmitted draft AMOP Procedures to add as Published.

4. Drug-Free Workplace and Substance Abuse Procedures (HR)
  - a. A motion to approve pending suggested changes was seconded, motion passed unanimously.

**Revised procedures for the AMOP**

Action item: Review revised submitted draft AMOP Procedures to publish as Revised.

5. Modifying the AMOP
  - a. Review moved to January 15, 2026 Meeting

**Old Business**

6. N/A

**New Business**

7. N/A

**Open Forum for Members**

8. N/A

**Open Forum for Non-Members**

9. Other Drafts and Upcoming Submissions

**Adjournment**

The meeting was adjourned at 10:11 AM by Aaron Hertzberg.