

Milwaukee County
AMOP Committee Meeting
Thursday March 21st, 2019, 8:00 a.m. – 11:00 a.m.
Milwaukee County Courthouse
Room 306

Call to order. The meeting was called to order at 8:05 a.m. by Christine Westrich.

Roll Call.

Membership:

Director, Office on Emergency Management	Christine Westrich	Present
Deputy Director, Department of Administrative Services	Vacant	Excused
Employee Relations Director, Human Resources	Margo Franklin	Present
Deputy Chief of Staff, County Executive's Office	Sarah Milnar McLaughlin	Present
Deputy Comptroller, Office of the Comptroller	Michelle Nate	Present
Deputy Corporation Counsel, Corporation Counsel	Paul Kuglitsch	Present
Continuous Improvement Manager, DAS-PSB	Claire Miller	Present

Guests Present:

None

Approvals.

A motion was made and seconded to approve the meeting minutes from January 18th, 2019.

Newly submitted AMOPs

1. None

Resubmitted draft AMOPs from previous meetings

1. Action items: Review of Pending Procedures to add as Published
 - a. HR Corrective Action
 - i. A motion to approve pending the recommended changes was seconded, motion passed unanimously. The recommended changes included:
 1. Update the flowchart to reflect the same titles and definitions that are within the AMOP document.
 - b. HR Hiring for a Vacant Position
 - i. A motion to recommend the department resubmit the AMOP due to inconsistencies with AMOP 1.01 was seconded, motion passed unanimously.
 - c. Parks Community Project Review Process
 - i. A motion to approve pending the recommended changes was seconded, motion passed unanimously. The recommended changes included:
 1. Updating the state statutes per the recommendation from the Office of Corporation Counsel.
 2. Updating the corresponding procedure forms that are online to match the titles of the forms within the AMOP document.

Milwaukee County Dictionary updates, as needed

1. Action item: Approval and adoption of the Baldrige Operations Committee Milwaukee County Dictionary.
 - a. A motion to approve pending the recommended changes from the Office of Corporation Counsel was seconded, motion passed unanimously.

Old Business

1. Review edits of 1.01 Modifying the AMOP
 - a. A motion to approve changes to 1.01 Modifying the AMOP was seconded, motion passed unanimously. The changes included:
 - i. Revising the Request for AMOP Modification form to now being titled the Request for AMOP form. The new form includes questions on communication plan, data collection, and continuous improvement.
 - ii. Removing the communication plan document from the AMOP 1.01 since communication questions are now part of the Request for AMOP form.
 - iii. Updating the AMOP document to include the AMOP Committee will respond within two weeks of the hearing to inform the respective department of 1) Committee approval pending public comment, or 2) a request for content change and resubmission.
 - iv. Reviewed the AMOP Overview document, which reflects the AMOP request process and general AMOP information.
2. Review edits to the AMOP Committee Charter
 - a. A motion to approve changes to the AMOP Committee Charter was seconded, motion passed unanimously. The changes included:
 - i. AMOP Committee responsibilities will include serving as the review committee for the Milwaukee County Dictionary, as developed by the Baldrige Operations Committee, on an as needed basis.
 - ii. The AMOP Committee will respond within two weeks of the hearing to inform the respective department of 1) Committee approval pending public comment, or 2) a request for content change and resubmission.

Old Business

1. None

Open Forum for Members

1. None

Open Forum for Non-Members

1. None

Adjournment. The meeting was adjourned at 10:30am by Christine Westrich.