

Milwaukee County
AMOP Committee Meeting
Monday, July 2, 2018, 2:30-3:30 p.m.
Milwaukee County Courthouse
Room 306

Call to order. The meeting was called to order at 2:35 by Teig Whaley-Smith.

Roll Call.

Membership:

Director, Department of Administrative Services	Teig Whaley-Smith	Present
Deputy Director, Department of Administrative Services	Amy Pechacek	Present

Guests Present:

Christine Westrich, Sarah Milnar McLaughlin

Approvals.

1. A motion was made (Whaley-Smith) and seconded (Pechacek) to approve the meeting minutes from March 8, 2018 at the next meeting of the AMOP Committee.

New Business.

1. Presentation of AMOP 1.01 Modifying the Administrative Manual of Operating Procedures by Westrich and Milnar McLaughlin.
 - a. The AMOP process was analyzed and enhanced by Milwaukee County's Operations Team, a committee created as part of the County Executive's Baldrige performance excellence effort.
 - b. AMOP submissions will now include a flow chart and a communications plan, along with the written procedure, Learning Management System training, and Form 1.01(a).
 - c. The AMOP Committee will also expand its membership and function.
 - d. The Committee shall act as the oversight body for the development of Milwaukee County's administrative procedures; Review, approve and publish AMOPs submitted by county department heads; and Review published AMOPs for relevance, accuracy and any needed changes on an annual basis.
 - e. The Committee shall include the following members, by position:

Members	Title
Chair (Voting Member)	Baldrige Operations Team Chair
Vice-Chair (Voting Member)	DAS-Deputy Director
Secretary (Voting Member)	DAS-Performance, Strategy and Budget Designee
Voting Member	County Executive Designee
Voting Member	Deputy Comptroller
Voting Member	HR Division Director
Voting Member	Corporation Counsel Designee

- f. **DISCUSSION:** Whaley-Smith asked how often the new committee will meet. Westrich noted that the new AMOP Committee will take effect in September, and the Committee

g. ACTION ITEM: Milnar McLaughlin will make noted changes to the AMOP procedure and ensure committee members have required email access.

2. ACTION ITEM – A motion was made (Pechacek) and seconded (Whaley-Smith) to approve AMOP 1.01 pending changes.
3. Presentation of AMOP 8.01 Business Continuity; AMOP 8.02 Business Continuity: Continuity of Operations Plan; and AMOP 8.03 Business Continuity: Emergency Action Plan by Westrich.
4. ACTION ITEM – A motion was made (Pechacek) and seconded (Whaley-Smith) to approve AMOPs 8.01, 8.02 and 8.03.
5. Presentation of AMOP 3.08: Capital Improvement Budget Request, Small IT Project Budget Request, and 5-Year Capital Improvement Plan by Milnar McLaughlin.
 - a. DISCUSSION: Whaley-Smith indicated that more detail was needed to clarify which party was responsible for each step in the process.
 - b. ACTION ITEM: Milnar McLaughlin will work with staff from the Office of Performance, Strategy and Budget to update the procedure and send to the Committee for review.
6. ACTION ITEM – A motion was made (Pechacek) and seconded (Whaley-Smith) to approve AMOP 3.08 pending changes.
7. Pending Procedures. AMOPs outlining the Budget Approval of Allowable Salary Increases and Open Meetings procedures were not submitted to the committee in this cycle as expected. The procedures will be reviewed at a later date.
8. ACTION ITEM – A motion was made (Whaley-Smith) and seconded (Pechacek) to assign the following additional duties:
 - a. Send e-notify for pending procedures once appropriate changes have been made to AMOPS 1.01 and 3.08 (Milnar McLaughlin)
 - b. Ensure procedures are numbered correctly in the AMOP (Milnar McLaughlin)
 - c. Ensure procedures are posted online (Milnar McLaughlin)
 - d. Reach out to new AMOP Committee members outlining new committee structure (Westrich)
 - e. Set date of next meeting (Milnar McLaughlin)

Adjournment. A motion was made (Whaley-Smith) and seconded (Pechacek) to adjourn. Meeting adjourned at 3:30 p.m.