**Milwaukee County**AMOP Committee MeetingMonday September 30th, 2019, 9:00 a.m. – 12:00 p.m.Milwaukee County CourthouseRoom 306

**Call to order.** The meeting was called to order at 9:00 a.m. by Christine Westrich.

Roll Call.

Membership:

Director, Office on Emergency Management Christine Westrich Present

Deputy Director, Department of Administrative Services Sherri Jordan Present

Employee Relations Director, Human Resources Margo Franklin Present

Strategic Planning Director, County Executive’s Office Isaac Rowlett 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:*

Una Stojsavljevic, Continuous Improvement Analyst, DAS-PSB

Peter Nilles, Planning and Development Director, DAS-Facilities

Lynn Banovez, Space Planner, DAS-Facilities

Lisa Witkowiak, Space Planner, DAS-Facilities

Adam Stehly, Associate Project Manager, DAS-Economic Development

Jen Francis, Deputy Director, Parks

Tony Maze, Benefits Director, Human Resources

Nicole Luckman, Benefits Manager, Human Resources

Laura Kuglitsch, Wellness Coordinator, Human Resources

**Approvals**

A motion was made and seconded to approve the meeting minutes from July 22nd, 2019.

**Newly submitted AMOPs**

1. Action item: Review of Newly Submitted Procedures to add as Published
   1. DAS Leasing Procedures
      1. A motion to recommend the department resubmit the AMOP after a thorough review from the Comptroller’s office, Risk Management, and the Office of Corporation Counsel was seconded, motion passed unanimously.
   2. DAS Legislative Submittal Process
      1. A motion to approve pending the recommended changes was seconded, motion passed unanimously. The recommended changes included:
         1. Minor grammatical and word choice recommendations to the procedure.
   3. HR Health Risk Assessment Process
      1. A motion to approve pending the recommended changes was seconded, motion passed unanimously. The recommended changes included:
         1. Minor grammatical and word choice recommendations to the procedure.
         2. Details on the communication methods used to inform employees of pertinent information.
   4. Parks Parkland Encroachment
      1. A motion to recommend the department resubmit the AMOP after a thorough review from the Office of Corporation Counsel was seconded, motion passed unanimously.

**Resubmitted draft AMOPs from previous meetings**

1. Action item: Review of Resubmitted draft AMOP Procedures to add as Published
   1. DAS Furniture Management
      1. A motion to approve pending the recommended changes was seconded, motion passed unanimously. The recommended changes included:
         1. Minor grammatical and word choice recommendations to the procedure.
   2. HR Hiring for a Vacant Position
      1. A motion to lay over to the next AMOP committee meeting was seconded, motion passed unanimously.

**Annual Review AMOPs**

1. Action item: Review of Annual Review AMOP Procedures to add as Published
   1. DAS Modifying the AMOP
      1. A motion to lay over to the next AMOP committee meeting was seconded, motion passed unanimously.
   2. OPD ADA Grievance Procedure
      1. A motion to lay over to the next AMOP committee meeting was seconded, motion passed unanimously.
   3. OPD Effective Communication
      1. A motion to lay over to the next AMOP committee meeting was seconded, motion passed unanimously.
   4. OPD Service Animals
      1. A motion to lay over to the next AMOP committee meeting was seconded, motion passed unanimously.
   5. OPD Wheelchairs, Mobility Aids, and Other
      1. A motion to lay over to the next AMOP committee meeting was seconded, motion passed unanimously.

Milwaukee County Dictionary updates, as needed

1. None

Old Business

1. None

New Business

1. Future AMOP Committee Dates
   1. For 2020, the AMOP committee will meet the first Thursday of every other month from 9:00am to 12:00pm starting February 6th.

Open Forum for Members

1. None

Open Forum for Non-Members

1. None

Adjournment