



PERSONNEL COMMITTEE MINUTES

Monday, March 30, 2026 at 6:45 PM

First Floor Conference Rooms
100 Main Street, Menasha, WI

A. CALL TO ORDER

Meeting called to order by Chair Perkins at 8:43pm.

B. ROLL CALL

Present: Alds. Rand, Eisenach, Hale, Perkins, Lewis, Marshall, Grade, Ropella, Mayor Hammond

Also Present: FD Sassman, DDE Gordon, PRD Sackett, DPW Merten, PHD Hutter, HRM Cardoza, CA Struve, Mayor Hammond, Clerk Snyder

C. MINUTES TO APPROVE

1. Personnel Committee, 2/2/26

Motion by District 5 Alderperson Lewis seconded by District 3 Alderperson Hale to approve. Motion carried on voice vote.

D. DISCUSSION / ACTION ITEMS

1. Employee Handbook Update - Appendix R. Artificial Intelligence (AI) Policy, Effective June 1, 2026

Motion by District 5 Alderperson Lewis, seconded by District 3 Alderperson Hale to approve main motion as amended.

Motion Carried 8-1 on roll call. District 1 Alderperson Rand voted no.

Discussion considered the valuable work done by staff on this proposed policy.

Motion by District 1 Alderperson Rand, seconded by District 5 Alderperson Lewis to amend the main motion by striking “, appointed and elected officials” from Section I, “Eligibility” portion of Appendix R.

Motion Carried 8-1 on roll call. District 2 Alderperson Eisenach voted no.

Discussion considered the merit of holding appointed and elected officials to the same standards as employees. The Common Council also discussed governance of the Protocol Committee over appointed and elected officials.

Motion by District 1 Alderperson Rand seconded by District 6 Alderperson Marshall to amend the main motion to strike “Only content written by employees may be included in a final project.” from Section II, the second-to-last bullet-point in the “Acceptable Use” portion of Appendix R.

Motion Carried 8-1 on roll call. Mayor Hammond voted no.

Discussion considered the rationale for this amendment: disclosing use of artificial intelligence is considered sufficient.

Motion by District 1 Alderperson Rand seconded by District 5 Alderperson Lewis to amend main motion to modify the second bullet point from Section II., "Acceptable Use" portion of Appendix R. to read: "Failing to cite and disclose AI when used as a resource." .

Motion Carried 8-1 on roll call. Mayor Hammond voted no.

Discussion considered the timing of this policy proposal. Discussion further advised that AI policies are very timely in business settings.

Motion by District 2 Alderperson Eisenach seconded by District 8 Alderperson Ropella to amend main motion by specifying under the Ethical Use section that this section does not apply to Common Council and Standing Committee meetings.

Motion Carried 7-1, 1 abstention, on roll call. District 7 Alderperson Grade voted no. District 1 Alderperson Rand abstained.

Motion by District 3 Alderperson Hale seconded by Mayor Hammond to amend main motion under Section 2 to include "employees shall utilize available privacy and security settings that limit the retention, sharing or use of data for model training, when such settings are available".

Motion Carried 8-0, 1 abstention, on roll call. District 1 Alderperson Rand abstained.

E. ADJOURNMENT

Motion by District 3 Alderperson Hale seconded by District 5 Alderperson Lewis to adjourn the Special Personnel Committee meeting at 9:05pm. Motion carried on voice vote.

Minutes submitted by City Clerk Kaija Snyder.