

JOINT POLK COUNTY PERSONNEL & FINANCE COMMITTEE MEETING MINUTES

The Polk County Personnel Committee and Polk County Finance Committee met jointly in the West Conference Room of the Polk County Government Center at 3:30 p.m. on July 20, 2006.

Present for Personnel: Tom Nilssen Patricia Schmidt
 Fred Grimm Russell Arcand
 Gerald Newville

Present for Finance: Gary Bergstrom Gerald Newville Neil Johnson
 Mick Larsen

Absent for Finance: Larry Jepsen

Also Present: Tonya Weinert Jeff Fuge
 Andrea Jerrick Malia Malone
 Mindy Dale
 Members of the Public
 Members of the Press

Chair Tom Nilssen called the meeting to order on behalf of the Personnel Committee and appointed Chairman Gerald Newville of the Finance Committee as Chairman for the Joint Meeting.

Chair Gerald Newville called the meeting to order on behalf of the Finance Committee.

Moved by Larsen/Schmidt to approve the agenda as published. Motion carried by voice vote.

Staffing Plan Process Introduction and Training

Human Resource Manager Andrea Jerrick handed out the 2007 Staffing Plan Packet to the committee members and outlined the Staffing Plan process. Grimm questioned the County's Mission Statement and Jerrick reported she would make sure to include that in upcoming documentation. Bergstrom questioned Program Evaluation meaning to the words "Exclusive" and "Core" and Jerrick reported she would distribute that information on to the committee members. Jerrick further reported that the Personnel and Finance Committee would be meeting jointly to review and move on Staffing Plans and that the process was usually a two-day meeting.

Proposed Reorganization and Staffing Changes for the Department of Administration, including consideration of revised job descriptions and 2007 Staffing Plan

Finance Director Tonya Weinert submitted handouts for the committee's review including: *Organizational Chart Department of Administration April 2006*, *Organizational Chart Department of Administration Current Structure and Organizational Chart Proposed Structure Remainder of 2006 and 2007*. Weinert also handed out the following: *Polk County Staffing Analysis 2007*, *Department of Administration 2007 Staffing Plan*, *Department of Administration Remainder of 2006 and 2007 Staffing Plan*, *Polk County Staffing Analysis 2007 Proposed Changes*, *Polk County Staffing Analysis Proposed Changes for Remainder of 2006*, *New Position Request for Staffing Accountant and proposed Job Descriptions* for the committee's review.

On behalf of the Finance Committee, moved by Larsen/Johnson to approve the "New Position Request - Staff Accountant - Department of Administration" as submitted and to forward on to the Personnel Committee for their review. Motion carried by voice vote.

On behalf of the Personnel Committee, moved by Grimm/Schmidt to accept the "New Position Request - Staff Accountant - Department of Administration" as submitted by the Finance Director. Motion carried by voice vote.

On behalf of the Finance Committee, moved by Johnson/Bergstrom to approve the "Department of Administration New Position Request - Staff Accountant" as submitted. Motion carried by voice vote.

On behalf of the Personnel Committee, moved by Grimm/Arcand to approve the "Department of Administration Staffing Plan for the remainder of 2006" as submitted. Motion carried by voice vote.

On behalf of the Finance Committee, moved by Larsen/Bergstrom to approve the "Department of Administration Staffing Plan for the remainder of 2006 and 2007" as submitted. Motion carried by voice vote.

On behalf of the Finance Committee, moved by Johnson/Bergstrom to have an effective date on the "Department of Administration Staffing Plan for the remainder of 2006 and 2007" of September 1, 2006. Motion carried by voice vote.

On behalf of the Finance Committee, moved by Larsen/Johnson to approve the Department of Administration Job Descriptions effective 7-20-06 for the Deputy Director of Human Resources, Finance Director, Accounts Payable Secretary, Bookkeeper, Payroll and Benefit Data Specialist and Countywide

Payroll Specialist and to forward on to the Personnel Committee. Motion carried by voice vote.

On behalf of the Personnel Committee, moved by Grimm/Arcand to approve the Department of Administration Job Descriptions effective 7-20-06 for the Deputy Director of Human Resources, Finance Director, Accounts Payable Secretary, Bookkeeper, Payroll and Benefit Data Specialist and Countywide Payroll Specialist as presented. Motion carried by voice vote.

The Personnel Committee members took a recess.

Moved by Bergstrom/Larsen to approve the "Department of Administration 2007 Staffing Plan Proposed Changes" as submitted. Motion carried by voice vote.

The Finance Committee members took a recess.

Back in session: A public comment was heard by Robert Blake.

Pursuant to Wis. Stat. Sec. 19.85(1)(e) - Conducting other specified public business, whenever competitive or bargaining reasons require a closed session to discuss strategy for upcoming contract negotiations, moved by Larsen/Bergstrom to go into closed session. Roll call vote on behalf of the Finance Committee: Larsen, aye; Bergstrom, aye; Johnson, aye; Newville, aye. 4-0, Motion carried unanimously. Roll call vote on behalf of the Personnel Committee: Arcand, aye; Grimm, aye; Schmidt, aye; Newville, aye; Nilssen, aye. 5-0, Motion carried unanimously. Mindy Dale, Jeff Fuge, Malia Malone, Tonya Weinert and Andrea Jerrick were also present in the Closed Session.

Moved by Bergstrom/ Nilssen to go into open session. Motion carried by voice vote.

Moved by Grimm/Johnson to adjourn. Motion carried by voice vote.

Meeting adjourned at 6:06 p.m.
