

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810

January 14, 2010

9:00 am

Open Session

*Amended

The Committee may take up any matter noticed on this agenda at any time during the meeting regardless of the location of such item on the agenda. Following each closed session noticed on this agenda, the Committee will reconvene in open session to discuss and/or act upon matters noticed on this agenda, including those matters noticed for closed session that may require further discussion or action in open session.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of December 10, 2009
4. Public Comments
5. Committee Calendar
6. *Grant funding and position restructuring for Public Health – Health Educators
7. Corporation Counsel
 - a. Update on development of Administrative Coordinator/County Administrator Position
8. Employee Relations
 - a. Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA
 - b. Discussion/Consideration of United Way payroll deductions
 - c. Job Openings/New Hires Report
 - d. Safety and Wellness Update
 - e. Health Insurance Report
9. *Compensation for Elected Officials for Terms Expiring December, 2010
10. *Employee Morale
11. Committee Observations
12. Agenda Items for Next Meeting
13. Non-Represented Employees Performance Evaluation – ER Director
 - Closed Session:
 - a. The Committee may entertain a motion to go into closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - b. The Committee may entertain a motion to go into closed session for purposes of discussing bargaining strategies related to the resolution regarding proposals affecting terms and conditions of current agreements with all bargaining units: Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(e) conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Committee may reconvene in open session following any of the noted closed sessions to consider or take action on any matter contained in this notice/agenda
14. Adjourn

*Amended January 12, 2010

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

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Chairman Arcand called the meeting to order at 9:07 am.

Present: Arcand, Brown, Schmidt, Newville

Also Present: Andrea Jerrick, Darlene Kusmirek,

Motion (Newville/Schmidt) to approve agenda. Motion carried by voice vote.

Motion (Schmidt/Brown) to approve minutes of December 10, 2009. Motion carried by voice vote.

Public comments – A comment was made from a member of the public regarding Union positions.

Committee Calendar – Next scheduled Personnel Committee meeting January 28th, February 11th and February 25th, 2010, 9:00 a.m. Safety Committee meeting, Monday, January 18th, 2010, 10:00 a.m. Worksite Wellness, Thursday, January 18th, 2010, 7:30 a.m.

Grant funding and position restructuring for Public Health – Health Educators – Gretchen Sampson distributed handouts of job descriptions, Coordinator: Multi-Jurisdictional Tobacco Coalition, 1 FTE and Tobacco Control Specialist, .55 FTE along with General Information and gave background of the position, available funding and the program goals. **Motion (Newville/Schmidt) to approve the job descriptions and the filling of the position of, Public Health Educator - Coordinator: Multi-Jurisdictional Tobacco Coalition and Tobacco Control Specialist. Motion carried by voice vote.**

Corporation Counsel – Committee member Pat Schmidt updated on the development of the Administrative Coordinator/County Administrator Position. Currently the job descriptions have been reviewed and discussion of possible changes. No new committee date set at this time.

Employee Relations - Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA – Jerrick received preliminary survey data to see where other counties currently at. Continuing to compile data and also job positions that are represented or not represented by the Union. Further information at next Personnel Committee meeting.

Discussion of United Way payroll deductions. **Motion (Newville/) to present a Resolution to the County Board recommending employees the opportunity to donate to the United Way via payroll deductions. Motion dies for lack of second.**
Information for contributions will be distributed in Employee Newsletter once a year.

Job Openings/New Hires Report – Distributed to the Committee.

Safety and Wellness Update – Kusmirek reviewed the Workers Compensation Mod factor and how this relates to the cost of the workers compensation premiums charge to the county. The Mod Factor has improved significantly over the past year. Working on Safety Manual that would be readily available for Department Heads and staff to access and also more in house training. Wellness update to be brought to County Board in March. Supervisor Brown to replace Supervisor Rediske as Personnel Committee member on the Wellness Committee.

Health Insurance Report – An updated report on the Cost Savings Details to reflect the fund from paid dates of Jan 2, 2009 through November 30, 2009 along with updated Fund Balance sheet. Further discussion of Age 27 Mandate.

Break 10:12 a.m.
Resumed 10:29 a.m.

Non-Represented Employees Performance Evaluation – ER Director

Motion (Newville/Schmidt) to go into Closed Session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility pursuant to Wis. Stat. Sec. 19.85(1)(c). Roll call vote taken. Those voting yes: Newville, Schmidt, Brown, Arcand. Motion carried.

Closed Session 10:45 a.m.

Present in Closed Session: Members of the Personal Committee, Andrea Jerrick (12:15 p.m.)

Motion (Newville/Brown) to return to Open Session,

Open Session 12:43 p.m.

Motion (Schmidt/Brown) to adjourn. Motion carried by unanimous voice vote.

Adjourned 12:43 p.m.