

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

**February 12, 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 January 28, 2010
4. Public Comments
5. Committee Calendar
6. Update on development of County Administrator Position
7. Corporation Counsel
  - a. 2010 Goals and Objectives of Corporation Counsel
  - b. Activity Report
8. Employee Relations
  - a. Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA
  - b. HealthPartners – Legislative Symposium
  - c. Job Openings/New Hires Report
  - d. Safety and Wellness Update
  - e. 2010 Goals for Department of Employee Relations
9. Resolution Authorizing Recommendation for Compensation for Elected Officials for Terms Commencing January, 2011 – Sheriff and Clerk of Courts
10. Consideration of Revision of County Board Rules of Order; Code of Ethics; Duties and Responsibilities of Committees Policies; and Personnel Policies consistent with Creation of County Administrator and Organizational Meeting of County Board of Supervisors, Term 2010-2012.
11. Employee Morale
12. Committee Observations
13. Agenda Items for Next Meeting
14. \*Non-Represented Employees Performance Evaluation – Corp Counsel/Child Support 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.
15. 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**
16. Adjourn

\*Amended February 9, 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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February 12, 2010

Chairman Arcand called the meeting to order at 9:03 am.

Present: Arcand, Brown, Schmidt, Newville, Rattel

Also Present: Andrea Jerrick, Darlene Kusmirek, Jane Cooper, Jeff Fuge

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

Motion (Schmidt/Brown) to approve minutes of January 28<sup>th</sup>, 2010. Motion carried by voice vote.

Public comments – Comments made by Supervisor Sample and Supervisor Jepsen.

Committee Calendar – Next scheduled Personnel Committee meeting February 25<sup>th</sup> and March 4<sup>th</sup>, 2010.

County Administrator Position update – Supervisor Schmidt updated committee on the recruitment and timeline process of the County Administrator.

Corporation Counsel – Handout and explanation of Corporation Counsel 2010 Goals.  
**Motion (Newville/Brown) to approve the 2010 Goals and Objectives of Corporation Counsel. Motion carried by voice vote.**

Employee Relations – Handout of Non-Represented Employee Compensation History and structure. Jerrick reported on the status of information gathered regarding non-represented pay and comparables. Jerrick will provide the committee with an analysis of the history of the non-represented pay plan – goal to provide that at the March 25 meeting.

Committee reviewed handout and discussed goals for Employee Relations Department for 2010. **Motion (Schmidt/Newville) to approve the 2010 Goals and Objectives for the Department of Employee Relations. Motion carried by voice vote.**

**Motion (Brown/Newville) to approve Resolution for Compensation for Elected Officials for Terms Commencing January, 2011 – Sheriff and Clerk of Courts and forward to County Board with Recommendation for passage. Motion carried by voice vote.**

Break 10:20 a.m.

Resumed 10:38 a.m.

Consideration of Revision of County Board Rules of Order; Code of Ethics; Duties and Responsibilities of Committees Policies; and Personnel Policies consistent with Creation of County Administrator and Organizational Meeting of County Board of Supervisors, Term 2010-2012. Committee discussed potential changes and recommendations for changes to County Board Rules of Order. Jerrick distributed handout containing suggested revisions to current policies that would be necessary concerning language that would conflict with the statutory provisions of a County Administrator. Committee will review and discuss at next meeting. Further discussion on committee structure and types of committees as may be changed or influenced with the position of County Administrator. Supervisor Ken Sample and Supervisor Larry Jepsen joined the committee to provide input on potential changes to structure and work groups or ad hoc committees that may be tasked to consider and recommend changes. Committee discussed timeline to make changes, considering making changes prior to CA coming on board or make changes with CA's input. Committee will continue to discuss at next meeting.

Performance evaluation for the Corporation Counsel

**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, Rattel. Motion carried.**

Closed Session: 12:30 p.m.

Present in Closed Session: Members of the Personal Committee, Jeff Fuge (1:45 p.m.)

**Motion (Newville/Schmidt) to return to Open Session,**

Open Session 2:33 p.m.

**Motion (Newville/Brown) to adjourn. Motion carried by voice vote.**

Adjourned 2:37 p.m.