

POLK COUNTY PERSONNEL COMMITTEE

9:00 a.m., Thursday, June 8, 2006

Polk County Government Center

County Board Room

Balsam Lake, WI 54810

Present: Russell Arcand Pat Schmidt
Gerry Newville Tom Nilssen

Absent: Fred Grimm

Also Present: Andrea Jerrick Tonya Weinert
Malia Malone Jeff Fuge

Chairman Nilssen called the meeting to order at 9:04 a.m.

Approval of Agenda - **Motion (Schmidt/Arcand) to approve amended agenda as presented. Motion carried by voice vote.**

Approval of Minutes – **Motion (Newville/Arcand) to approve minutes of May 25, 2006 meeting as presented. Minutes of April 18, 2005 amended to read Next Personnel Meeting April 27, 2006 at 9:00 am.**

Public Comments - None.

Calendar - Next meeting – June 22nd, 2006 @ 9:00 am. WICA Conference June 19, 2006 and Safety Meeting scheduled for June 21, 2006.

Corporation Counsel Report - Discussion of Job Description of Office Manager (Administrative Assistant) and Legal Secretary. **Motion (Arcand/Newville) to approve Legal Secretary job description as presented. Motion carried by voice vote. Motion (Newville/Schmidt) to accept Administrative Assistant changes as presented. Motion carried by voice vote.**

Discussion of 2007 Staffing plan. **Motion (Schmidt/Arcand) to approve Staffing Plan as presented. Motion carried by voice vote.**

Monthly report will be presented at next meeting by Malia Malone.

Break - Back in session 10:04 am

Human Resources Report - **Motion (Arcand/Newville) to approve changes to Policy 703 as presented. Motion carried by voice vote. Motion (Arcand/Schmidt) to approve changes to Policy 716 as presented. Motion carried by voice vote.**

Policies 913, 914 and Form 914-1 Employee Credit Card Agreement on next Finance Committee agenda.

Motion (Newville/Arcand) to approve changes to Policy 202 as presented. Motion carried by voice vote.

Motion (Schmidt/Newville) to approve changes to Policy 881 as presented. Motion carried by voice vote.

Benefits Presentation tabled to next agenda.

Job Vacancies/New Hire Report distributed and discussed.

Motion ((Newville/Schmidt) to go into closed session under Wis. Stat. Sec 19.85(1)(e). Motion carried by voice vote.

Closed Session

Back in open session 12:43 pm.

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

Meeting adjourned at 12:45 pm.