

POLK COUNTY PERSONNEL COMMITTEE
POLK COUNTY GOVERNMENT CENTER, COUNTY BOARD ROOM
100 POLK COUNTY PLAZA, BALSAM LAKE, WISCONSIN 54810
December 27, 2007
9:00 am

Present: Russ Arcand Pat Schmidt Duanna Bremer

Absent: Tom Nilssen, Kay Friberg

Vice Chairman Arcand called the meeting to order at 9:04 am.

Approval of Agenda – **Motion (Schmidt/Bremer) to approve agenda as presented. All in favor. Motion carried by voice vote.**

Approval of Minutes of Previous Meeting – **Motion (Schmidt/Bremer) to approve minutes of December 13, 2007 as presented. All in favor. Motion carried by voice vote.**

Public Comments - none

Committee Calendar

Next regularly schedule Personnel Meeting, January 10, and January 24, 2008, 9:00 am.

Committee Organization – Discussion of addressing expected continued absenteeism of chairman of the Personnel Committee, getting 5 members back on committee. Corporation Counsel recommended if desire to fill position right away, request to County Board to suspend rules and appoint successor to remainder of term. Could fill vacancy as early as January 15th, 2008. County Board Chair can sit in, in the absence of a member on the board. Rules or Order states he does have voting privileges if no quorum, otherwise does not have voting privileges. Vice Chairman Arcand suggested operating as is and looking at projects needed to get done in the next 3 months. Further discussion of committee structure in relation to 2008 negotiations.

Corporation Counsel

Resolution to Approve 2008 Child Support Agency Staffing Plan – Resolution distributed. Seeking full staff at this time. November 2008 Staffing Plan Resolution was to reduce 2 FTE. Motion was from committee to adopt and approve amended staffing plan, needs to be rescinded. Allows this resolution to go forward. **Motion (Schmidt/Bremer) to rescind 2008 Amended Staffing Plan. All in favor. Motion carried by voice vote. Motion (Bremer/Schmidt) to approve current Staffing Plan and Budgetary Adjustment Plan pending action on the approval of the Public Protection Committee on January 8, 2008. All in favor. Motion carried by voice vote.**

Review Performance Evaluation Process – Discussion of Corporation Counsel and Human Resources Director Performance Evaluation. Normal time review for new Dept Heads would be 1 year after appointment with would be April, and then on an annual basis every December. Circumstances need evaluation to be moved to January or February.

Activity Report – No handout at this time. Update of Corporation Counsel assisting with several departments in set up for 2008. Underwriting issues of previous transportation vehicles.

Break 9:56 am, Back 10:05 am

Human Resources Report

Consideration of Health Department Environmental Health Technician/Public Health Program Assistant – Gretchen Sampson present to discuss position. Originally brought forward as a full time position, only was approved as part time. Due to other means of funding, not related to levy dollars, able now to bring forward again. Would like to combine the Health Technician position with the Program Assistant. Grade 7. Would be one position but .50 assistant to Environmental Health and .50 to Public Health. Board of Health approved at December Meeting. **Motion (Schmidt/Bremer) to approve the Health Department Environmental Health Technician/Public Health Program Assistant. All in favor. Motion carried by voice vote.**

Discussion/Review of Policies:

County Board Rules of Order – Recommendation regarding vacancies, timing of filling of the vacancy, also, more notification of possible appointment to put more thought into appointment prior to voting on. Committee member questioned if vacancy due to move out of district, why can't that person sit until qualified person could be found, also, mention of qualified person not appointed.

Policy 040 – Policy Development – Discussion of policy not really defining how policies should be developed. Some departments creating policies that are not approved by Human Resources. Also implementation and enforcement of such policies. Request to have all department policies submitted for review. Also question of who makes up Personnel Management Advisory Committee. Will be brought back to January 10th meeting.

Policy 020 – Orientation – Add in requirement of all new personnel attend orientation.

Policy 103 – Employment Recruitment/Selection – Changing from DOA to HR

209 – Performance Reviews – A manual current being created for all Department Heads on procedures. All original paperwork to be stored in Human Resources.

501.D – Department Emergency – Changing from DOA to HR

Policy 501.I – Respiratory Protection - Changing from DOA to HR

Policy 506 – Employee ID – Discussion of County Board members required to have badges. Also procedure of vacated employee's badge.

Policy 602.Q – Physical Safeguards - Changing from DOA to HR

Policy 602.R - Physical Safeguards - Changing from DOA to HR

Policy 708 – Exit Interviews – Should be done by Human Resources. Currently some interviews conducted by Department Heads. Discussion of confidentiality requested by employee before giving interview. Also discussion of Department Heads performance evaluations. Mention why an Administrative Coordinator would be beneficial.

Consideration of Hold in Place Policy – Discussion of a policy currently being developed by Human Resources and Safety Committee. Also working with Parks on updating security issues. Intercom paging system, locks. Kusmirek talked about employee training, practice drills. Once policy is complete and approved by committee, a Resolution can be created and forwarded to County Board for adoption. Resolution should address policy but have procedures as an attachment. Not to be public information.

Report on Benefit Meetings/Benefit Fair and Enrollment – Handout of 2007– 2008 Pre-Tax Deduction Summary. Also Non-Rep Voluntary Long-Term Disability available for enrollment for January 1, 2008.

Job Openings/New Hires Report – Handout of reports and discussion of new hires in Human Services.

Committee Observations – none

Agenda for Next Meeting – Jeff Fuge, Corporation Counsel and Andrea Jerrick, Human Resources Director Performance review for January 24th meeting. Review of changes to policies at January 10th meeting.

Discussion of Mailing of Pay Checks from the Treasurer's Office – Discussion of previous suggestion of Mini Power of Attorney for pick up payroll checks. Corporation Counsel has not been notified to draft language at this time. Pay checks will need to be mail at this time.

Discussion and Consideration of Temporary Leave of Absence and Closure of County Offices – No action has been looked at at this time.

Discussion of Mailing of Pay Checks from the Treasurer's Office

Discussion and Consideration of Temporary Leave of Absence and Closure of County Offices

Motion (Schmidt/Bremer) to go into Closed Session for purposes of bargaining under Wis. Stat. Sec.

19.85(1)(e) deliberating or conducting other specified public business, whenever competitive or

bargaining reasons require a closed session. Roll call vote taken. Those voting yes: Arcand, Schmidt,

Bremer. Motion carried.

Closed Session 12:41 pm.

Present in Closed Session: Committee members, Andrea Jerrick, Darlene Kusmirek, Jane Cooper

Motion (Bremer/Schmidt) to return into Open Session. All in favor. Motion carried by voice vote.

Open Session 1:04 pm.

Motion (Schmidt/Bremer) to adjourn. All in favor. Motion carried by voice vote.

Meeting adjourned 1:04 pm.