

**JOINT POLK COUNTY PERSONNEL/FINANCE COMMITTEE AGENDA  
POLK COUNTY GOVERNMENT CENTER, WEST CONFERENCE ROOM  
100 POLK COUNTY PLAZA, BALSAM LAKE, WISCONSIN 54810**

**Wednesday, August 19, 2009**

**4:00 PM**

**Open Session**

(A quorum of the County Board may be present)

1. Call to order
  2. Approval of Agenda
  3. Approval of Minutes of August 14 and 19, 2009
  4. Public Comments
  5. Consideration and Recommendations on Staffing Plans for all County Departments for 2010
  6. Consideration of Other Cost Saving Measures related to Personnel for 2010 Budget
  7. Closed Session:
    - a. The Committee will 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**
8. Discussion/Consideration of Actions Related to Transition to 4-day Government Center Office Schedule
  9. Adjourn

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.

Polk County Personnel Committee  
Polk County Government Center, West Conference Room  
100 Polk County Plaza, Balsam Lake, Wisconsin 54810  
August 19th, 2009

Chairman Arcand called the meeting to order at 4:04 p.m.

Present from Personnel: Arcand, Brown, Schmidt, Newville

Present from Finance: Kathryn Kienholz, Brian Masters

Absent from Personnel: Keith Rediske

Absent from Finance: Bryan Beseler, Gary Bergstrom, Mick Larsen

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

**Motion (Newville/Schmidt) to approve minutes of August 14<sup>th</sup> and August 17<sup>th</sup>, 2009. Motion carried by unanimous voice vote.**

Public comments – Public comments were shared by several Department Heads in response to Resolution for the 4 day work week.

Consideration and Recommendations on Staffing Plans for all County Departments for 2010.

Highway

*Seasonal Workers* - Recommendation to reduce Highway Seasonal Workers by 4 staff for 2400 hrs

*Heavy Equipment Operators* - Recommendation to continue authorized but unfunded

County Clerk

*Deputy County Clerk* - Extra \$8130 in funding NOT recommended – utilization of staff from Treasurer's and other offices during peak workload times in lieu of increasing costs for staff

Public Health

*Environmental Health Tech* – Recommendation for approval with no net cost to levy

*Program Assistant* – Recommendation for approval with no net cost to levy

Human Services

*CPS Social Worker* – Not recommended to move forward

*Family Services Social Worker* – Recommendation for approval with no net cost to levy

*Energy Assistance Worker* – Recommendation for approval with no net cost to levy

*Mental Health Case Manager* – Not recommended to move forward

*Deputy Director/APS Supervisor* – Position eliminated from Organizational Structure

Land and Water

*Information and Education Coordinator* – Not recommended to fund at 1.0 FTE level

Library

*Library Clerk* – Recommended for approval on a limited term (1 year) basis, contingent upon the Library Director securing sufficient grant funds to offset levy amount of \$50,000.00 for a net gain to the County of \$44,000 – Library Board to evaluate structure of grant writing (also administering, how to coordinate with other departments, etc.)

Lime Quarry

*Lime Quarry Manager* – Position eliminated from Organization Structure with a Recommendation to merge Lime Quarry and Highway.

GAM

*Registered Nurse* – Recommendation for approval with no net cost to levy.

Break 5:04 p.m.

Resumed 5:09 p.m.

Consideration of Other Cost Saving measures related to Personnel for 2010 Budget

Recommendation for \$50,000.00 from Employee Relations Negotiations Budget line to transfer back to the General Fund. If Finance Committee disagrees, amount should not be transferred.

Recommendation to Reduce Health Insurance premiums to yield net savings of \$250,000.00 in 2010

Recommendation for Voluntary furlough option to be assessed and cost savings potential to be factored in for 2010 budget

Recommendation to Reduce need for temporary help – temps authorized through committee only and only if the need for temporary help vs utilization of staff from other areas (cross training) can illustrate a positive cost benefit

Recommendation to evaluate training opportunities and mitigation of training costs through providing centralized, in-house training program opportunities – each department assess cost and bring to Finance as a potential cost savings with type of trainings required and coordination through Employee Relations

Total estimated cost savings \$709,291.00

Recommendation for wage increase to be given to Non-exempt Non-represented employees.

**Motion ( Schmidt/Brown) to go into Closed Session for the purposes of discussing bargaining strategies related to the resolution regarding proposals affecting terms and conditions of current agreements with all bargaining units pursuant to Wis. Stat. Sec. 19.85(1)(e) conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call vote:**

Closed Session: 6:57 p.m.

Present in Closed Session: Members of the Personal Committee and Finance Committee, Andrea Jerrick, Darlene Kusmirek, Jane Cooper.

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

Open Session 7:22 p.m.

**Motion (Newville/Schmidt) to adjourn Personnel. Motion carried by unanimous voice vote.**

Adjourned 7:26 p.m.