

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

May 28, 2009
9:00 am
Open Session

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 May 14, 2009
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
 - Activity Report
 - 2008 Annual Report
 - Public Records Compliance
 - Progress Report on Codification Project
7. Employee Relations
 - a. Health Insurance Plan
 - Discussion/Consideration of HRA and Retiree Insurance Options
 - Health Insurance Plan Update
 - b. Discussion/Recommendations on cost saving measures related to personnel
 - Furloughs
 - Trainings and Meetings
 - c. Departmental Reports
 - Job Openings/New Hires Report
 - Safety and Wellness Report
 - Organizational Consolidation Efforts Related to Personnel Update
 - d. Discussion/Consideration of Hiring Process outlined in *Policy 103 – Employment*
 - e. Discussion/Consideration of Revisions to Performance Evaluation Forms
8. Discussion/Consideration of Information Technology Email Policy
9. Discussion/Consideration of Resolution Recommending Information Technology Email Policy
10. Discussion regarding Employee Morale
11. Committee Observations
12. Agenda Items for Next Meeting
13. Closed Session: The Committee may entertain a motion to go into closed session for purposes of reviewing applicant(s) for consideration as a recipient under Policy 508 – Voluntary Vacation Leave Donation and consideration of payment of insurance claims. Closed Session under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons.
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

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.

14. Adjourn

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Chairman Arcand called the meeting to order 9:00 a.m.

Present: Arcand, Brown, Schmidt, Newville

Absent: Rediske

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

Motion (Brown/Newville) to approve minutes of May 14, 2009. Motion carried by unanimous voice vote.

Public Comments – none

Committee Calendar – June 11, and June 25, 2009 next regularly schedule Personnel Committee meetings, 9:00 a.m.. June 11th, 2009 Executive Committee meeting 9:00 a.m. June 16th, 2009, next regularly scheduled County Board, early start to review budget issues. June 17th, 2009 Job Study, 8:30 a.m.

Corporation Counsel – Jeff Fuge present. Updated Committee and provided handouts of Activity Report and 2008 Annual Report.. **Motion (Schmidt/Newville) to accept the Corporation Counsel 2008 Annual Report and forward on to County Board for approval. Motion carried by unanimous voice vote.** Recent survey conducted through WCA, awaiting results and will share with IT Department. Discussion of Public Records Compliance Updated Committee on progress of Codification Project. Forwarded all ordinances to Department head to review, determine if any missing, any changes needed, or no longer necessary.

Break 9:40 a.m.

Resumed: 9:47 a.m.

Employee Relations – Andrea Jerrick mentioned meeting with group this afternoon to discuss Kronos Timekeeping System, discuss timelines and future meetings. Updated Committee and handouts of HRA and Retiree Insurance Options, and Health Insurance Plan Report. Discussion and recommendations on cost saving measures related to personnel. Example handout from Manitowoc County on cost saving measures proposed there. **Motion (Newville/Brown) to move a Resolution forward to County Board in June to suspend 2% pay increase for Non-Represented Employees set to take place June 28th, 2009, to open negotiations with Unions to discuss cost saving measures, and to suspend payment of mileage to County Board. Motion carried by unanimous**

voice vote. Further discussion of need and costs associated with trainings and meetings. Jerrick shared information regarding a proposal at the State level affecting payment into WRS. Handout of Job Openings/New Hire Reports. Kusmirek updated Committee on hiring of Seasonal positions, also recent fire safety training, upcoming AED training, and current programs thought the Wellness Committee.

Discussion/Consideration of Hiring Process outlined in Policy 103 – Employment – Jerrick explained the policy and interpretations of internal and external candidates, required qualifications. Corporation Counsel will bring back suggestions of necessary changes.

Discussion/Consideration of Information Technology Email Policy – Todd Demers updated Committee. Would like to schedule training sessions to all County Board if Resolution passed.

Discussion/Consideration of Resolution Recommending Information Technology Email Policy. **Motion (Newville/Brown) to approve Resolution Recommending Information Technology Email Policy and Email Policy as presented and move to County Board for approval. Motion carried by unanimous voice vote.**

Employee Morale – No further discussion than previously discussed under Employee Relations Reports.

Committee Observations – Newville stated his appreciation that the Public Health Department had procedures in place regarding pandemic preparedness, and were able to react so quickly.

Agenda Items for Next Meeting – AFSCME Grievance, List of Changes to Policy 103, Post Employment Health Plan, Highway Clerk Job Descriptions. Request by committee members to send as much information prior to meeting by email to Personnel Committee.

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

Adjourned 11:16 a.m.