

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

June 11, 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 28, 2009
4. Public Comments
5. Committee Calendar
6. Presentation: Precision Retirement Group
 - a. Post Employment Health Plan Arrangement
7. Corporation Counsel
 - a. Status Report
8. Employee Relations
 - a. Discussion/Recommendations on cost saving measures related to personnel
 - b. Consideration of Changes to *Highway Clerk* Job Description
9. Discussion/Consideration of Hiring Process outlined in *Policy 103 – Employment*
10. Discussion regarding Employee Morale
11. Committee Observations
12. Agenda Items for Next Meeting
13. Closed Session:
 - a. 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.
 - b. The Committee will entertain a motion to go into closed session to consider pending grievances: Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and; 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
14. 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.

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Chairman Arcand called the meeting to order at 9:01 a.m.

Present: Arcand, Brown, Schmidt, Newville, Rediske (9:03)

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

Motion (Schmidt/Brown) to approve minutes of May 28, 2009. Motion carried by unanimous voice vote.

Public Comments – none

Committee Calendar – June 16th, 4:30 p.m. County Board; June 17th, 8:30 a.m., Job Study; June 23, 8:30 a.m. Hold-in-Place Drill at the Justice Center; June 18th, 7:30 a.m., Wellness Committee; June 25th, 9:00 a.m., next regularly scheduled Personnel Committee meeting.

Presentation – Precision Retirement Group gave a Power Point presentation on Post Employment Health Plan Arrangement. Several employees present.

Motion (Schmidt/Brown) to go into Closed Session to consider pending grievances pursuant to Wis. Stat. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 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. Roll vote taken. Those voting yes: Arcand, Brown, Schmidt, Newville, Rediske

Closed Session 9:50 a.m.

Present in Closed Session: Committee Members, Andrea Jerrick, Darlene Kusmirek, Jane Cooper, Jeff Fuge, Malia Malone. Judy Brusletten, and Representatives of AFSCME Local 774 joined Closed Session at 9:52 a.m.

Motion (Newville/Rediske) to return to Open Session. Motion carried by unanimous voice vote.

Open Session 10:43 a.m.

Corporation Counsel – Jeff Fuge updated Committee on activity in department and amendments needed to reflect increases in revenue and expenses from Termination of parental Rights Project.

Break: 10:00 a.m.

Resumed: 10:20 a.m.

Employee Relations – Discussion and recommendations on cost saving measures related to personnel. Some Department Heads and AFSCME members met to discuss possibilities or suggestions for cost saving measures. Hand out distributed from results of meeting, noting that list was not representative of management or union. Further discussion of reduced work week, centralizing some purchasing services with Dept Heads and Management providing input. Kusmirek shared information on Unemployment costs.

Consideration of Changes to Highway Department Clerk Job Description

Motion (Rediske/Brown) to approve revised Highway Clerk Job Description as presented. Motion carried by voice vote.

Consider Recommendation of Finance Committee on Personnel Committee sponsored Resolution to Authorize and Implement Cost Saving Measures that Affect Employee Personnel Costs and County Supervisor Mileage Reimbursement – Discussion to make any changes to resolution or move forward as presented. No further action was taken.

Discussion/Consideration of Hiring Process outlined in Policy 103 – Employment – Fuge distributed handout on possible changes to Policy 103, if committee were to go with a simultaneous internal and external candidate hiring process. Discussion of hiring for non-union positions, considering internal and external candidates simultaneously to achieve highest qualified for position. Further discussion of definition of At Will Employee, severance policy, termination of employment.

Employee Morale – Nor further discussion.

Committee Observations – Several Committee Members made observations.

Agenda Items for Next Meeting – Information on cost savings issues if developed, Review of Policy 103.

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

Adjourned 12:35 p.m.