

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

**July 9, 2009**  
**9:00 am**  
**Open Session**  
\*Amended

*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 June 11, 2009
4. Public Comments
5. Committee Calendar
6. \*Discussion/Consideration of Resolution to Recognize all Polk County Entities as One Integrated Network (Information Technology)
7. Corporation Counsel
  - a. Activities Report
  - b. Status Report on Development of County Administrator/Administrative Coordinator position
  - c. Approval of budgetary transfer from Child Support Agency budget to Corporation Counsel budget for payment of legal fees and expenses related to termination of parental rights cases.
  - d. Preliminary Discussion of 2010 Staffing Plan and Budget of Corporation Counsel
8. Employee Relations
  - a. Activities Report
    - Safety Report
    - Wellness Report
    - Job Openings/New Hires Report
    - Health Insurance Fund Report
  - ~~b. \*Introduction/Discussion – 2010 Staffing Plan process~~
  - c. Discussion/Recommendations on cost saving measures related to personnel
9. \*Introduction/Discussion – 2010 Staffing Plan process
10. \*Resolution to Authorize Proposals Affecting Terms and Conditions of All Polk County 2009-2011 Collective Bargaining Agreements
11. Discussion/Consideration of Hiring Process outlined in *Policy 103 – Employment*
12. Discussion regarding Employee Morale
13. Committee Observations
14. Agenda Items for Next Meeting
15. 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.

**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**
16. Adjourn

\*Amended 7-6-09

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. Absent: Rediske

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

**Motion (Schmidt/Newville) to approve minutes of June 11, 2009. Motion carried by unanimous voice vote.**

Public Comments – none

Committee Calendar –Next regularly scheduled Personnel Meeting July 23, 2009.  
Executive Committee Meeting July 21<sup>st</sup>, 2009 4:00 p.m. prior to County Board Meeting  
July 21<sup>st</sup>, 2009 at 6:30 p.m. Wellness Committee July 16, 2009 7:30 a.m.

Resolution to Recognize all Polk County Entities as One Integrated Network – Todd Demers updated Committee that this Resolution would allow Information Technology Department the ability to manage and control the security of the network, also ability to service and provide support quickly when needed.

Corporation Counsel – Jeff Fuge updated Committee on activity in department. Will be taking to and requesting from Finance Committee, approval of budget transfer from Child Support Agency to Corporation Counsel for payment of legal fees and expenses related to termination of parental rights cases and for expenses for remainder of year.

Employee Relations – Jerrick updated Committee on recent activity in department and also progression and training on time keeping system. Also handout and update on Health Insurance Fund Report. Discussion of current plan and possibilities, current trends in the market, what to consider in conjunction with upcoming 2010 Budget and Staffing plans. Waiting for direction from Executive Committee. Kusmirek gave update on recent safety trainings and hand out of Job Openings/New Hires Report.

2010 Staffing Plan Process – Anticipated schedule not able to meet. Behind one month due to meeting changes. Distribution of recently completed prioritization for 2010. Consideration of cost saving measures relation to personnel. Further discussion of voluntary furloughs, cross training of staff and department staff sharing. Need for clarity and direction from County Board.

Break: 10:53 a.m.

Resumed: 11:02 a.m.

Resolution to Authorize Proposals Affecting Terms and Conditions of All Polk County 2009 – 2011 Collective Bargaining Agreements – Discussion of possible outcome of request. Supervisor Arcand expressed concerns. He stated he does not support and would not be able to be lead negotiations if Resolution passes. Resolution signed by Supervisor Brown and Supervisor Schmidt to forward on to County Board.

Discussion/Consideration of Hiring Process outlined in Policy 103 – Employment – nothing at this time.

Employee Morale – Kusmirek pointed out the potential to increase employee morale if they knew their list of suggested cost savings measures were being researched.

Committee Observations – Several Committee Members made observations.

Agenda Items for Next Meeting – Agenda items from County Board needed to meet Personnel timeline agenda.

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

Adjourned 11:55 a.m.