

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday ~~Friday~~, July 8 9, 2010\***  
**9:00 am**  
**Open Session**  
***A Quorum of the County Board may be present***  
***\*Note Amended Date***

*The Committee may take up matter noticed on this agenda at any time during the meeting regardless of the location of such item on the agenda.*

1. Call to order
  2. Approval of Agenda
  3. Approval of Minutes of June 10, 2010
  4. Public Comments
  5. Committee Calendar
  6. Corporation Counsel
    - a. Department Report
    - b. Consideration of Funding Authorization for Purchase of Work Station Chairs, including recommendation for transfer from contingency fund or other county departmental budget.
    - c. Consideration of Extension of Authorization of LTE Child Support Receptionist/Secretary position from October 1, 2010 through December 31, 2010.
  7. Employee Relations
    - a. Department Update
    - b. Safety/Wellness Report
    - c. Job Openings/New Hires Report
    - d. \*Consideration of Participation in Federal Early Retiree Reinsurance Program
  8. Labor Negotiations Forum Discussion
  9. Discussion Policy 390 and Non-Represented Compensation
    - a. Request for Proposal – Non-Represented Compensation Analysis
  10. Personnel Policy Revision Discussion
    - a. Policy 881 – Staffing, Budget Planning and Position Administration
    - b. Policy 103 – Employment
    - c. Policy 209 – Employee Performance Reviews
  11. Employee Morale
  12. Committee Observations
  13. Agenda Items for Next Meeting
  14. Review County Association Benefits/Contracts
  15. The Committee may entertain a motion to go into closed session, as follows:
    - a. For purposes of considering letters of agreement, bargaining strategy, and/or grievance issues concerning Polk County 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; and
    - b. 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, including taking necessary action on matters considered in closed session as may be noticed herein.**
16. Adjourn

\*Amended Tuesday, July 06, 2010

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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Friday, July 9th, 2010

Supervisor Arcand called the meeting to order at 9:02 am.

Present: Arcand, Schmidt, Edgell, Nelson (9:04 am)

Absent: Sample

Also Present: Fuge, Frey, Jerrick, Kusmirek, Cooper

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

**Motion (Schmidt/Edgell) to approve minutes of June 10th, 2010. Motion carried by voice vote.**

Public Comments – None

Committee Calendar – Next regularly scheduled Personnel Committee meeting July 22<sup>nd</sup>, 2010, 9:00 am. Economic Development Meeting July 21<sup>st</sup>, 2010 at 2:00 – Chairman Arcand ask Frey if County Supervisors should attend. Stated he would review agenda and let him know if agenda of interest. Information distributed by CC office on WCA Seminar, Aug. 23<sup>rd</sup>, 2010 in Stevens Point titled Parliamentary Procedure in Focus. Wellness Committee, July 22<sup>nd</sup>, 2010 at 7:30 a.m.

Corporation Counsel – Department Report – Fuge noted his Office sent out an Advisory Memorandum on political activity of County Employees, noting that the memo was not a Legal Opinion, but provides general guidance. Updated Committee on status of Limited Term Child Support Receptionist/Secretary position. Going before Public Protection meeting for consideration of extending the position for from October 1<sup>st</sup>, 2010 through December 31<sup>st</sup>, 2010. Agreement is pending from State for continuation of funding to support the extension.

Employee Relations Department Update – Jerrick noted ER is involved in preparing the staffing portion of the budget worksheets being prepared for departments, working collaboratively with Payroll and Administration staff. Noting that we were able to use data from Kronos this year for next year's projections. Provided information on hosting an upcoming Webinar on Workplace Investigations geared towards management. The training will be held in the West Conference Room with existing equipment and facilities. Chairman Arcand would like update on success and cost benefit.

Labor Negotiations Forum Discussion – There are Counties still interested in participating in this type of forum. Jerrick still needs to coordinate with WCA representatives and speak with UW Extension to gauge resources available to host this type of event.

Safety and Wellness, Job Openings/New Hires Report – Kusmirek updated Committee on Safety and Wellness activities, along with handout of Job Openings and New Hires report.

Jerrick gave update on Early Retirement Reinsurance Program for retiring employees not eligible for Medicare. Provided committee estimated cost savings and background regarding application for the program.

**Motion (Schmidt/Nelson) to approve Polk County's Health Insurance Plan to apply for and participate in the Early Retiree Reinsurance Program. Motion carried by voice vote.**

Discussion of Policy 390 – Discussion of Salary Survey Report and need for review of Policy. Will have initial figures at next July or August meeting.

Discussion on Personnel Policy Revisions – Dana Frey in conjunction with Fuge presented resolutions and amendments to Policy 881 – Staffing, Budget Planning and Position Administration, Policy 103 – Employment, and Policy 209 – Employee Performance Reviews. The committee took a 20 minute recess to review the resolutions and proposed changes to policy.

Break 10:15

Back 10:39

Frey entertained questions from the committee and further discussed necessity of changes in conflict with statutory authority of the Administrator.

**Motion (Schmidt/Nelson) to move revisions to Policy 390 to County Board. Motion carried by voice vote.**

**Motion (Edgell/Schmidt) to move revisions to Policy 103 to County Board. Motion carried by voice vote.**

**Motion (Edgell/Schmidt) to move revisions to Polity 209 to County Board. Motion carried by voice vote.**

Agenda Items for Next Meeting – Noted items from this meeting agenda (6 b and c) to include on next agenda; continue with Labor Negotiations Forum and Policy discussions. Contact ER for additional agenda items to include. Chairman Arcand noted that with committee members absent, it is best to defer items such as contract presentations until all committee members are present to avoid duplication in efforts. The Review County Association Benefits/Contracts item will be deferred to next meeting.

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

Adjourned: 11:07 am.