

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

**August 6, 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 July 23, 2009
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
  - a. Update on development of Administrative Coordinator/County Administrator Position
  - b. Consideration of 2010 Corporation Counsel Budget
  - c. Consideration of 2010 Corporation Counsel Staffing Plan
7. Employee Relations
  - a. Departmental Updates
    - Labor Forum, Performance Evaluations
  - b. Consideration of 2010 Employee Relations Budget
  - c. Consideration of 2010 Employee Relations Staffing Plan
  - d. Discussion/Recommendations on cost saving measures related to personnel
8. Consideration of Resolution for Government Center 4 day Work Week
9. Consideration of Resolution for Approval of 2010 Capitol Improvement Projects
10. Discussion – 2010 Staffing Plan process
11. Discussion regarding Employee Morale
12. Committee Observations
13. Agenda Items for Next Meeting
14. 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**
15. 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 6, 2009

Chairman Arcand called the meeting to order at 9:03 a.m.

Present: Arcand, Brown, Schmidt, Newville, Rediske

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

**Motion (Newville/Brown) to approve minutes of July 23<sup>rd</sup>, 2009. Motion carried by unanimous voice vote.**

Public Comments – A member from the public addressed the Personnel in opposition of the 4-day work week, stating concerns regarding both the public and the staff.

Committee Calendar – The August 20<sup>th</sup> Personnel Committee canceled, therefore the next regular meeting will be at 9:00 a.m. on September 10<sup>th</sup>. Department's will be scheduled to present 2010 staffing at the Joint Personnel/Finance Committee Meetings at 2:00 p.m. on Friday, August 14<sup>th</sup> and at 8 a.m. on Monday, August 17<sup>th</sup>. The Personnel Committee will meet after the staffing presentations on Monday, August 17<sup>th</sup> and at 4 p.m. on Wednesday, August 19<sup>th</sup> to deliberate.

Corporation Counsel – Jeff Fuge shared a tentative schedule to research the possible development of an Administrative Coordinator/County Administrator position. Committee would like this schedule shared with the County Board. Jeff Fuge presented the both 2010 Corporation Counsel Budget and 2010 Staffing Plan. Committee stated for consistency, all Non-Rep employees 2010 wages should NOT reflect a wage increase.

**Motion (Rediske/Brown) to approve Corporation Counsel 2010 Staffing Plan. All in favor. Motion carried by unanimous voice vote.**

Break 10:40 a.m.

Resumed 10:46 a.m.

**Motion (Rediske/Brown) to approve Corporation Counsel 2010 Budget. All in favor. Motion carried by unanimous voice vote.**

Employee Relations – Jerrick stated there were no updates on the Employee Evaluation or a Labor Forum at this time. New Hire/Open Position report distributed.

Committee was presented with Employee Relations 2010 Budget, and Jerrick requested to draw down the carry over line 49999 (Labor Negotiations) to a more realistic amount.

**Motion (Schmidt/Rediske) to remove \$50,000 from the carry over designated for Labor Negotiations and move it to the General Fund as a 2010 budget adjustment. All in favor. Motion carried by unanimous voice vote.**

**Motion (Rediske/Brown) to approve the 2010 Employee Relations Budget, including the adjustment from previous motion. All in favor. Motion carried by unanimous voice vote.**

Jerrick presented Employee Relations 2010 Staffing plan.

**Motion (Newville/Rediske) to approve the 2010 Employee Relations Budget, including the adjustment from previous motion. All in favor. Motion carried by unanimous voice vote.**

Consideration of Resolution for Government Center 4 day Work Week.

**Motion (Newville/Rediske) to move the Resolution regarding the Government Center 4 day Work Week to the Full County Board in August. Roll call vote: Those voting yes: Rediske, Brown, Newville, Arcand. Those voting no: Schmidt. Motion carried. Schmidt noted against supporting, stating would only support if this included a reduction to 32 hour work week.**

Consideration of Resolution for Approval of 2010 Capital Improvement Projects – Fuge reviewed the options and limitations if the petition was pulled prior to the release of the August County Board agenda, and committee discussed in detail. Brown recommended that Supervisors not take a per diem if a special meeting prior to the County Board Meeting was necessary.

**Motion (Brown/Schmidt) that the Personnel Committee will recommend that the County Board approve the resolution, and consider financing only the approved 2010 CIP. All in favor. Motion carried by unanimous voice vote.**

Discussion – 2010 Staffing Plan Process – The Committee would like the Departments to be prepared to break down the labor costs per program from levy dollars, if requested. Personnel also will request that Finance prepares the 2010 labor cost worksheets for the Departments with no wage increase for the Non-Rep employees.

Employee Morale – Rediske deferred to Employee Relations and Corporation Counsel, both spoke of the need for County leadership, and the difficulties and even inefficiencies ensued as a result throughout many departments

Committee Observations – Committee Members and ER Dept staff shared observations.

Agenda Items for Next Meeting – Items may be selected for September 10<sup>th</sup> meeting during upcoming Staffing Meetings.

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

Adjourned 11:36 a.m.