

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, August 26, 2010
9:00 am
Open Session
A Quorum of the County Board may be present

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 August 12, 2010
 4. Public Comments
 5. Committee Calendar
 6. Corporation Counsel
 - a. Proposal to Transfer Prosecution of CHIPS Cases from District Attorney to Corporation Counsel
 - b. Travel for Continuing Legal Education Seminars
 - WCMIC Corporation Counsel – Defense Counsel Forum, September 24, 2010
 - Wisconsin Association of Counties Corporation Counsel, September 27, 2010
 7. Job Openings/New Hires
 8. Employee Relations
 - a. Health Insurance Update
 - b. Safety/Wellness Report
 - c. Job Openings/New Hires Report
 9. Labor Negotiations Forum Discussion
 10. Discussion of Staffing Projections and Related Costs for CY 2011
 11. Discussion and Revision of Personnel Policies:
 - a. Policy 103 Employee Recruitment, Selection, and Status
 - b. Policy 202 Personnel Records
 - c. Policy 390 Benefit Administration for Non-Represented Employees and Compensation
 - Request for Proposal – Non-Represented Compensation Analysis
 - d. Policy 209 Performance Evaluations
 - Revised Performance Evaluation Format
 12. Employee Morale
 13. Committee Observations
 14. Agenda Items for Next Meeting
 15. Review County Labor Agreement Benefits/Contracts
 16. 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.**
17. 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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Supervisor Arcand called the meeting to order at 9:00 am.

Present: Arcand, Schmidt, Edgell, Nelson, Sample, Press (9:08 am)
Jeffrey Fuge, Dana Frey, Andrea Jerrick, Darlene Kusmirek, Jane Cooper

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

Motion (Schmidt/Edgell) to approve minutes of August 12, 2010 with two technical corrections; under *Consideration/Recommendation on Resolution Requiring Review and Approval of Position Vacancies by County Administrator for 2010* insertion of the word “addressed” after “Frey” and in the following sentence, correction of the spelling of the word “efficiencies”. Motion carried by voice vote.

Public Comments – No public comments.

Committee Calendar – Next regularly scheduled Personnel Committee meeting September 9th, 2010. Safety Committee September 13th, 10:00 am, Wellness Committee meeting, September 16th, 7:30 am. Labor Management meeting, September 7th, 2010 at 3:00 pm. Labor Negotiations Forum, October 6th, 2010 at 1:00 pm.

Corporate Counsel – Jeff Fuge present to give Department Activity Report.

Employee Relations – Jerrick gave a Department Update, including updated information regarding Health Insurance. Kusmirek summarized activities of the Safety and Worksite Wellness Committees. Distribution of the Job Openings/New Hires Report.

Labor Negotiations Forum – Barron, Burnett, St. Croix, Dunn, and Pierce Counties have been invited to attend this event hosted by Polk County on the afternoon of October 6, 2010. WCA will supply presenters/speakers for this Forum.

Discussion of Staffing Projections and Related Cost for CY 2011 – Frey summarized the status of the current budget process, and reiterated that the budget will be complete by September 10th. Frey stressed that this condensed timeline for the budget will not be the norm in the future, as the budget process will begin for 2012 in January of 2011.

Break: 10:34 a.m.

Resume: 10:48 a.m.

Discussion and Revision of Personnel Policies – Clarification was given regarding the language and verbiage clean up on Policies 103 and 202. Sample will create a draft of

suggested changes to Policy 390 for the Committee to review and discuss. Fuge was requested to create language referencing the Wisconsin State Statute governing parameters in which compensation for Elected Officials is established for inclusion in Policy 390. Jerrick will work on tentative language change in Policy 390 to alter compensation studies from the current direction of mandatory to upon recommendation of the C.A. A group of employees have been selected to begin work on the creation of a template for future performance evaluations to meet the goals of the updated Policy 209 Performance Evaluations.

Agenda Items for the Next Personnel Meeting – Discussion and Revision of Personnel Policies 302 Benefit Administration for Non-Represented Employees and 703 Sexual Harassment, and also a review of the process regarding Interim appointments.

Motion (Sample/Nelson) to go into Closed Session for the purposes of considering a letter of agreement concerning Polk County bargaining units pursuant to Wis. Stat. Sec. 19.85(1)(e) conduction other specified business, whenever competitive or bargaining reasons require a closed. Those voting yes: Arcand, Schmidt, Edgell, Sample, Nelson.

Closed: 11:50 a.m.

Present in Closed Session: Members of the Personnel Committee, Dana Frey, Andrea Jerrick, Jeff Fuge, Darlene Kusmirek

Motion (Schmidt/Sample) to return to Open Session. Motion carried by voice vote.

Open: 11:57 a.m.

Motion (Sample/Edgell) to adjourn. Motion carried by voice vote.

Adjourned: 11:58 a.m.