

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday, September 8, 2011**  
**1:00 pm**  
**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. 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.*

1. Call to order
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes: August 25, 2011 meeting
5. Discussion – Status of Non-Representatives Compensation/Wage Grid Review
6. Employee Relations/Corporation Counsel
  - a. Review and Discussion of Transition Committee recommendations regarding Personnel Policies and Grievance Procedure
  - b. Recommendation on Resolution To Adopt the Grievance Procedure Concerning Employee Terminations, Employee Discipline and Workplace Safety as required by Wis. Stat. § 66.0509(1m) and to Redact Policy Language Conflicting with Grievance Procedure
7. Corporation Counsel
  - a. Review and Make Recommendations on the Departmental Budget for 2012 As Submitted by County Administrator, including authorizations for staffing of department
  - b. Recommendation on Resolution to Change Designation for Persons Authorized to Request Coverage Under Legal Expense Endorsement of the Wisconsin County Mutual Insurance Corporation Liability Policy
  - c. Review /Discussion on Progress Toward Policy Goals
  - d. Departmental Report
8. Employee Relations
  - a. Review and Make Recommendations on Employee Relations Departmental Budget for 2012 As Submitted by County Administrator, including authorizations for staffing of department
  - b. Departmental Report
  - c. Safety/Wellness Report
  - d. Job Openings/New Hires Report
9. County Administrator
  - a. Health Insurance – 2012 Premiums and Plan Design Discussion
  - b. Update on status of report on funding streams for County positions
10. Review County Labor Agreement Benefits/Contracts  
For purposes of considering collective bargaining strategy 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  
For purposes of considering health insurance claim payment request under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.
11. Committee Calendar
12. Agenda Items for Next Meeting
13. 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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Chair Arcand called the meeting to order at 1:03 p.m.

Present: Arcand, Schmidt, Nelson, Sample, Edgell  
Also present: Frey, Jerrick, Kusmirek, Fuge, Malone, and Supervisor Masters

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

Public Comments – Supervisor Master briefly summarized the Transition Committee’s detailed review of the Grievance Procedure, and respectfully requested that they would approve and move to create a resolution to move it to the Full County Board.

**Motion (Schmidt/Nelson) to approve the minutes from the August 25, 2011 meeting. Motion carried by voice vote.**

Discussion – Status of Non-Representatives Compensation/Wage Grid Review –Frey and Jerrick discussed information obtained from Charlie Carlson regarding options available to review options basic costs associated with the various wage studies/reviews.

**Motion (Sample/Edgell) to request a transfer of \$20,000 from the contingency fund to the Department of Employee Relations to cover the costs for a special study of the Non-Represented compensation. Motion carried by voice vote.**

Employee Relations/Corporate Counsel Report – Malia and Jerrick provided an overview of the drafted grievance procedure recommended by the Transition Committee.

**Motion (Schmidt/Nelson) to move the Workplace Safety and Discipline Policy to the full County Board. Motion carried by voice vote.**

Corporate Counsel Report – Corporate Counsel reviewed of 2012 Budget, Committee to act on this budget at the next meeting. Fuge explained the need to change the authorization of legal expenses to the County Administrator.

**Motion (Edgell/Nelson) to move the resolution to Change Designation for Persons Authorized to Request Coverage under Legal expense Endorsement of the Wisconsin County Mutual Insurance Corporation Liability Policy. Motion carried by voice vote.**

Employee Relations Report – Jerrick provided an update of the Department, including the Worksite Wellness, Safety, and the Job Openings Report.

County Administrator Report – Frey summarized the basis for the budgeted Health Insurance figures, stating actual budget data will be provided after their review of plan in the near future. Frey clarified the complexity of the detailing funding streams for every County position, but stated a more efficient method would be as that of an overview. It may be beneficial to offering review data to demonstrate FTE numbers and revenues. In addition, it is essential to understand that when grant funding is lost, dollars must be managed within a budget to retain position(s) if/when necessary.

Committee Calendar – The next meeting will be Thursday, October 6 at 9 a.m.

Agenda Items – Review of the Health Insurance Fund, Review of Policy and Departmental Goals, and Departmental 2012 Budgets.

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

Adjourned – 2:41 p.m.