

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

September 24, 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 September 10, 2009
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
 - a. Office Report
 - b. H1N1 Preparedness
 - c. Update on development of Administrative Coordinator/County Administrator Position
7. Employee Relations
 - a. Departmental Updates
 - Labor Forum, Performance Evaluations, Training Program
 - b. Safety and Wellness Report
 - c. Job Openings/New Hires Report
 - d. Health Insurance Fund Report
8. Reconsideration of the 2010 Staffing Plans and possible reissuance of additional and/or revised recommendation which may include recommendations on any of the following departments:
 - Aging
 - Clerk of Circuit Court
 - Corporation Counsel
 - County Clerk
 - County Forester
 - County Treasurer
 - Department of Administration
 - District Attorney
 - Employee Relations
 - Extension
 - Family Court
 - Highway Department
 - Human Services
 - Aging & Disability Resource Center (ADRC)
 - Information Technology
 - Land Information
 - Land & Water Resources
 - Law Enforcement
 - Library
 - Medical Examiner
 - Parks & Buildings, Fair & Museum
 - Public Health

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.

- Lime Quarry
- Register of Deeds
- Veteran Services
- Golden Age Manor

9. Update/Discussion of Resolution for Government Center 4 day Work Week
 10. Discussion regarding Employee Morale
 11. Committee Observations
 12. Agenda Items for Next Meeting
 13. 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.
 - b. The Committee will entertain a motion to go into closed session for purposes of discussing compensation for specific individual: Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,
- 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**
14. Adjourn

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Chairman Arcand called the meeting to order at 9:05 a.m.

Present: Arcand, Brown, Schmidt, Newville, Rediske

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

Motion (Brown/Newville) to approve minutes of September 10, 2009. Motion carried by unanimous voice vote.

Public Comments – Public comment was made from Supervisor Masters.

Committee Calendar – Next regularly scheduled Personnel Committee Meetings October 8th and October 22nd, 2009. Hold October 7, 2009 for Joint Finance/Personnel Meeting, Staffing Appeals 2:00 p.m. Currently conflict with Safety Committee Meeting scheduled for that same date.

Corporation Counsel – Malia Malone present to update Committee on office activities and H1N1 Preparedness. Nothing at this time for Administrative Coordinator/County Administrator Position.

Employee Relations – Jerrick made note to Committee of upcoming Wisconsin Counties Associations Seminar “How to Effectively manage Budgetary Crisis Utilizing Furloughs, Layoffs and Reductions in Force” on October 26th. All Committee Members are welcome. Also will be able to talk with contacts at seminar regarding Labor Forum. Four day work week is on hold due to not having all Unions in favor. Nothing on Performance Evaluations and Training Program at this time, but Human Services having someone coming in for Ethics and Boundaries Training, which could be open for other department employees to attend if position requires such training. Kusmirek updated Committee on Safety, recent AED training with interested employees, Wellness, new program, Boot Camp starting up in October along with Volleyball. Job Openings/New Hires Report distributed and mention of Sherry Gjonnes awarded permanently the Human Services Director position. No updated information received yet on Health Insurance Fund Report.

Reconsideration of the 2010 Staffing Plans and possible reissuance of additional and/or revised recommendation which may include recommendations on any of the named departments. Discussion with Committee and Finance Director, who took part in meeting in a telephone conference call, regarding budget. A possible error was discovered and could not confirm until she returned from out of town, but did request that the Personnel Committee not take any new actions on any of the recommendations in Round #2 from the Finance Committee. A special Finance Committee Meeting may be needed and will be notified of date.

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

Adjourned 9:52 a.m.