

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

December 3, 2009

9:00 am

Open Session

****Amended**

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 November 12, 2009
4. Public Comments
5. Committee Calendar
6. Appointment of Personnel Committee Representative to Policy 881 Adhoc Review Committee
7. Corporation Counsel
 - a. Update on development of Administrative Coordinator/County Administrator Position
 - b. Consideration of Resolution for County Administrator
8. Employee Relations
 - a. Non-Represented Employee Compensation Plan Market Study
 - b. Consideration of Job Description for Forest Administrator/Parks Coordinator
 - c. *Job Openings/New Hires Report*
 - d. ***Worksite Wellness Committee Discussion regarding Programming and Incentives*
9. Consideration of Compensation/Per Diems of County Board Members
10. Committee Observations
11. Agenda Items for Next Meeting
12. Closed Session:
 - a. The Committee may 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
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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Chairman Arcand called the meeting to order at 9:02 am.

Present: Arcand, Brown, Schmidt, Newville, Rediske

Also Present: Andrea Jerrick, Darlene Kusmirek, Jane Cooper, Jeff Fuge

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

Motion (Schmidt/Brown) to approve minutes of November 12th, 2009. Motion carried by voice vote.

Public comments – none

Committee Calendar – Next regularly scheduled Personnel Committee meetings, December 10, 2009. December 24th, no meeting, closed for holiday.
Update on CA/AC development and consideration of resolution for such position(s).
Consideration of the job description for the County Administrator:

Motion (Schmidt/Brown) to make a change in the County Administrator job description, to require a Masters Degree or greater. Roll call vote: Yes: Schmidt. No: Brown, Rediske, Newville, Arcand. Motion fails.

Motion (Newville/Brown) to accept job description of County Administrator as presented. Motion carried by unanimous voice vote.

Motion (Rediske/Schmidt) that County Administrator report to a Committee made up of the County Board Chair, and the County Board first and second Chairs. Roll call vote: Yes: Schmidt, Brown, Rediske, Newville. No: Arcand. Motion carried.

Break: 10:35 a.m.

Resumed: 10:50 a.m.

Motion (Rediske/Brown) to amend Resolution to create the County Office of County Administrator which would include a minimum of 2 department heads in the hiring process. Motion carried by unanimous voice vote.

Motion (Rediske/Schmidt) for the Polk County Board of Supervisors create an advisory and oversight committee for the County Administrator composed of the 3 Chairs, which shall also conduct the performance evaluation of the County Administrator, which then shall be submitted to the County Board for consideration, modification as necessary, and adoption. Motion carried by unanimous voice vote.

Motion (Rediske/) for adoption of resolution as amended to full County Board. Motion fails for lack of a second.

Motion (Brown/Newville) to forward resolution for County Administrator to County Board. Roll call vote: Yes: Rediske, Newville, Brown, Schmidt, Arcand. Motion carried.

Motion (Newville/Rediske) adoption of Admin Coordinator job description as presented.

Discussion.

Motion (Newville/Rediske) to amend job description, revising reporting structure for AC to report to full County Board and assigned to regularly meet with the Administrative Advisory Committee. Motion carried by unanimous voice vote.

Vote on adoption of the AC job description as amended: Those voting Yes: no one; those voting No: Rediske, Brown, Schmidt, Newville, Arcand. Motion fails.

Further discussion on whether or not to move an option for Administrative Coordinator to County Board.

Motion (Brown/Newville) after consideration of the Administrative Coordinator and County Administrator options, to forward only a resolution for County Administrator to County Board. Discussion. Motion withdrawn.

Motion (Schmidt/Newville) to forward Resolution A – Resolution to Create Office of Administrative Coordinator (full-time Salaried) with the entire 5th Be It Further Resolved referencing the job description stricken, and to be submitted to the County Board for discussion by the Personnel Committee, without recommendation. Voice Vote: All in favor noting Newville opposed. Motion carried.

Motion (Schmidt/Rediske) to forward Resolution ____B - To Create the Office of Administrative Coordinator (full-time Salaried), with entire 6th Be It Further Resolved referencing the job description stricken, and to be submitted to the County Board for discussion by the Personnel Committee, without recommendation. Voice Vote: All in favor noting Newville opposed. Motion carried.

Forestry discussion – presentation on information regarding proposal to merge Forestry with Parks/Buildings/SW department. Formal proposal will return to the December 10 meeting.

Information distributed from Polk County Wellness Committee – minutes from previous meeting and Proposed Wellness Incentive Program for 2010. Discussion of proposed wellness program incentives and potential use of funds from the Wellness Account and

the Health Insurance Trust Fund. Wellness next meeting Dec 17th, 2009 at 7:30 to 9:00 a.m.

Discussion/consideration of County Board Per Diems:

Motion (Rediske/Schmidt) to prepare a resolution to increase in per diem to \$75 per committee meeting, \$50 non-committee and Limit of 2 meetings per day with removal of the \$100 cap. Motion carried by unanimous voice vote.

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

Adjourned 1:27 p.m.