

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

**December 10, 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 December 3, 2009
4. Public Comments
5. Committee Calendar
6. Presentation – United Way
7. Corporation Counsel
  - a. Update on development of Administrative Coordinator/County Administrator Position
  - b. Cooperative Agreement with Human Services Department for Termination of Parental Rights Cases.
8. Employee Relations
  - a. Consideration of Job Description for Forest Administrator/Parks Coordinator \*and merger of Forestry Department into the Parks, Buildings, and Solid Waste Department
  - b. \*Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA
  - c. Job Openings/New Hires Report
  - d. Safety and Wellness Update
  - e. Health Insurance Report
9. Non-Represented Employees Performance Evaluation Process – Corp Counsel and ER Director
10. Consideration of Compensation/Per Diems of County Board Members
11. Committee Observations
12. Agenda Items for Next Meeting
13. 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**
14. Adjourn

\*Amended 12-8-09

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 9:00 am.

Present: Arcand, Brown, Schmidt, Newville

Also Present: Andrea Jerrick, Darlene Kusmirek, Jeff Fuge

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

**Motion (Schmidt/Brown) to approve minutes of December 3, 2009. Motion carried by voice vote.**

Public comments – none

Committee Calendar – Next scheduled Personnel Committee meeting January 14, 2010. Worksite Wellness scheduled to meet at 7:30 a.m. on Thursday, December 17<sup>th</sup>, and the Safety Committee will meet at 10:00 a.m. on Monday, January 11, 2010.

Presentation – United Way – Carleen Matosky, Regional Director for the United Way of Polk County, gave a presentation on United Way. Carleen spoke of the impact of the program in the area, and a brief summary of the individuals and groups that benefit from this organization. She requested the Personnel Committee to consider offering their employees the opportunity to donate to the United Way via payroll deductions.

Update on the development of the Administrative Coordinator/County Administrator Position – Jeff Fuge gave an update regarding the presentation that would be made to the Full County Board prior to their December meeting.

Cooperative Agreement with Human Services for Termination of Parental Rights Cases – Corporation Counsel and Human Services Department are working in collaboration to create a process to jointly service the public's needs and capture reimbursements from the state; this will be presented at the January Full County Board Meeting.

Corporation Counsel – Fuge updated the Committee on the recent Corporate Counsel/Child Support activities.

Break: 9:59 a.m.

Resumed: 10:04 a.m.

Consideration of Job Description for Forest Administrative Coordinator/Parks Coordinator and merger of Forestry into the Parks, Buildings, and Solid Waste

Department – Andrea Jerrick shared the Job Description with the Committee, and both she and Russ Arcand stated the actions that were taken by the Property Committee.

**Motion (Newville/Brown) to accept the Forest Administrative Coordinator/Parks Coordinator job description. Motion carried by unanimous voice vote.**

**Motion (Newville/Brown) to recommend passage of the Resolution for the Reorganization of the Forestry Department by Merger into the Parks, Buildings, and Solid Waste Department. Motion carried by unanimous voice vote.**

Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA – Policy 390 states the parameters regarding a market study. Jerrick stated that Employee Relations could collect data from our comparables to monitor the status of our current non-represented employee wages. Sherry Gjonnes requested to address the Committee, and stated concern regarding the compression of wages between the staff employees and mid-managers due to the Non-Reps not receiving COLA in 2010. She stated that Human Services have money remaining in the 2009 budget that could be re-directed to match the 2010 COLA that both the Contract employees and Non-Rep hourly staff will be receiving. Newville requested a survey of other counties be completed regarding the 2010 COLA for non-rep employees.

Gjonnes continued to explain that in addition, there will be a resolution at the December County Board requesting remaining Human Service budget dollars to benefit all of the County Departments with the creation of Training Rooms. She stated that Human Services would see an approximate \$100,000 R.O.I. in 2010 if such a program could be implemented.

Job Openings/New Hires Report – Distributed to the Committee.

Safety and Wellness Update – The Safety Committee is in the process of creating a manual to include our various safety policies and procedures, to provide all such information in one location for management. The Worksite Wellness Committee will offer an update of the program at the March Full County Board.

Health Insurance Report – The Committee was presented with an aggregate worksheet to reflect the fund through October 31, 2009. Jerrick also explained the new Wisconsin Age 27 Mandate, and explained that the impact to the fund is unknown at this time. Also, stated that E.R. will have the additional burden to evaluate and monitor the individuals in this group.

Non-Represented Employee Performance Evaluation Process – Corp Counsel and ER Director – The process was briefly discussed and forms for evaluation were distributed.

Consideration of Compensation/Per Diems of County Board Members – The Committee discussed the Personnel Committee sponsored resolution that was prepared; and stated the language did not contain their content. The minutes were reviewed and the necessary

motions that would need to be made on the floor of the December County Board Meeting were prepared.

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

Adjourned 11:32 a.m.