

POLK COUNTY PERSONNEL COMMITTEE
POLK COUNTY GOVERNMENT CENTER, COUNTY BOARD ROOM
100 POLK COUNTY PLAZA, BALSAM LAKE, WISCONSIN 54810
May 22, 2008
9:00 AM

Present: Herschel Brown Jerry Newville Keith Rediske Pat Schmidt

Absent: Russ Arcand – due to attendance required at Executive Committee in afternoon

Also present: Andrea Jerrick, Darlene Kusmirek, Jeff Fuge, and Gregg Westigard of the Press.

County Board Vice Chair, Pat Schmidt, called the meeting to order at 9:07 a.m.

Approval of Agenda – **Motion (Newville/Brown) to approve agenda as presented, All in favor. Motion carried.**

Approval of Minutes of Previous Meeting – **Motion (Rediske/Newville) to approve agenda as presented, All in favor. Motion carried.**

Public Comments – Mr. Westigard suggested that during the 2009 Budget/Staffing procedures all Governing Committees would be directed to look from the staffing base up; rather than to only be concerned with any new positions that may be able. This would force the Committees to compare trends of work load to actual staff. He further suggested that a deadline of July or August be given to allow the Personnel Committee ample time for their review.

Committee Calendar – Next regularly schedule Personnel Meetings: June 12 and June 26 both at 9:00 am. The Executive Committee meeting will be today at 2:00. June 5 WPPA Arbitration scheduled at 9:00, GAM Grievance on June 24th. The Safety Committee sponsored training regarding Defusing Violence will be held on June 11th, both a.m. and p.m. sessions are available.

Committee Appointments –

Personnel Committee Supervisors will chair each of the sub-committees below:

Wellness Committee – Keith Rediske, with Diane Stoneking as Advisory Member

Labor Management/Hwy. Chapter – Herschel Brown

Labor Management/Human Services Chapter – Keith Rediske

Labor Management/G.A.M. Chapter – Gerry Newville

Labor Management/Courthouse Chapter – Pat Schmidt

Health Insurance – Gerry Newville and Russ Arcand

Employees selected to Wellness Committee:

Janel Hemmesch, Darlene Kusmirek, Janet Voss, Karl Beaupri, Kari Flom, Gail Peavey, Kathy Bohn, Brian Kaczmarski, Jane Cooper, Colleen Gifford

Employee Relations Report

Departmental Activities Report – Jerrick gave summary of what currently department staff is working on and explained Personnel's role regarding employee issues.

Job Openings/New Hires Report – Information included in packet. Supervisor Brown asked if open positions due to hiring freeze. Jerrick stated all positions will be filled through normal staffing process.

Wellness and Safety Committee Report – Kusmirek updated Committee on the Walking Program in process, and the healthy lunches available thru Armark. Will also keep records on employee participation to take back to County Board for update in 9 months. Safety Report – 212 employees endorsed to participate in presentation at Unity School for the Defusing Violence in the Workplace on June 11th. Not mandatory for attending requested by county, but some departments made mandatory for their employees.

- *Wellness Presentation on Electronic Health Monitor* - Gretchen Sampson and Kathy West gave an demonstration of the HomMed Genesis Monitor currently used by the Home Care department in satellite locations. Gretchen explained how one of these units could be made available for employee use for frequent, convenient, confidential screening of blood pressure, weight, and heart rate as well as subjective disease-related questions to provide a complete picture of an individual's health, and monitor these factors on a regular basis. There would be a cost of approximately \$3,000 if this equipment was set up for mass screening of employees. The Personnel Committee has directed this to be added to the Wellness

Committee agenda for discussion and consideration.

- *Consideration of Self-administration for Payment of Wellness Health Screening for Members enrolled in County Health Insurance.* Kusmirek talked on possible Wellness Health Screening. St. Croix Regional would conduct screening, cholesterol, blood glucose, testing also would include explanation of results, suggestions of corrections. If administered thru them, cost would be \$150.00. Cost per employee would be \$35.00 if self-administered. Would also be available to employees that do not participate in county health insurance. Committee can decide to take dollars from health fund. Public Health also willing to provide information, survey that tells health age vs real age. Also BMI (body mass index), waist measurements. Accessibility would encourage greater participation, less time needed, no co-pays.
Motion (Newville/Schmidt) to approve Self-administration for payment of Wellness Health Screening for members enrolled in county health insurance, number of participants times \$35.00. All in favor. Motion Carried. Would be available to employees that do not participate in county insurance program, but paid for out of pocket.

Corporation Counsel

Departmental Report - Fuge updated committee on remodeling of office space. Looking forward to seeing efficiencies from change. Generic testing room now complete. Attended Wisconsin Counties Association conference, presented information received to County Board at May 20th meeting. Also statutory rundown of administering county budgets. Closing of Counseling Associates will impact their department, emergency management, will show impact of need for mobile unit. Cooperative Agreement with Human Services helpful with budget figures, bring back funding to department.

Break at 10:33 am, meeting reconvened at 10:42 am.

Resolution to Amend Policy 310 Budget Overruns Policy – Nothing back from Finance Committee.

Resolution to Create Office of County Auditor – Legal Opinion not back from Attorney General.

Revision to position description of Finance Director – no discussion

Committee Observations – great egg bake provided by Supervisor Rediski.

Agenda Items for next meeting – Bring back health insurance fund report, Resolutions, to Amend Policy 310 Budget Overruns Policy and to Create Office of County Auditor, and Revision of position description to Finance Director will return until completed.

Report regarding Temporary Leave of Absence/Closure of County Offices and discussing negotiation strategies for all union contract expiring December 31, 2008.

Motion (Newville/Brown) to go into Closed Session pursuant to Wisconsin Statute Section 19.85(1)(e) for purposes of discussing negotiation strategies regarding bargaining. Roll call vote taken. Those voting yes: Arcand, Schmidt, Newville, Brown, Rediske. Motion carried.

Closed Session 10:47 am

Present in Closed Session: Committee Members, Darlene Kusmirek, Andrea Jerrick, Jane Cooper, Jeff Fuge

Motion (Rediski/Brown) to return to Open Session. All in favor. Motion carried by voice vote.

Open Session 11:36 am

Motion (Newville/Brown) to move committee to act as negotiating team with guidance and assistance by Weld, Riley, Prens & Ricci, SC. All in favor. Motion carried.

Motion (Newville/Rediski) to adjourn. All in favor. Motion carried.

Adjourned 11:38 am.

Minutes respectfully submitted by: Jane Cooper