

POLK COUNTY PERSONNEL COMMITTEE
POLK COUNTY GOVERNMENT CENTER, WEST CONFERENCE ROOM
100 POLK COUNTY PLAZA, BALSAM LAKE, WISCONSIN 54810
February 28, 2008
1:00 PM

Present: Russ Arcand Pat Schmidt Duana Bremer (arrived 3:23 pm)
 Kay Friberg Jerry Newville

Also present: Andrea Jerrick, Darlene Kusmirek, Jane cooper, Jeff Fuge

Chairman Arcand called the meeting to order at 1:02 pm.

Approval of Agenda – **Motion (Schmidt/Newville) to approve agenda as presented. All in favor. Motion carried by voice vote.**

Approval of Minutes of Previous Meeting – **Motion (Newville/Friberg) to approve minutes of January 28, February 14, February 20, February 25, and February 28, 2008 as presented. All in favor. Motion carried by voice vote.**

Public Comments – Question from public that he did not see minutes of January 14, 2008 Personnel Minutes posted to county website. Request to move Item No. XIII up on agenda.

Committee Calendar – no changes

XIII - Consideration of reorganization of Department of Administration and County Clerk's Office – Cathy Albrecht, County Clerk, present to give explanation of reason of Proposed Resolution being brought forward to Personnel for approval to move to County Board. Distribution of Restoration of Duties and Responsibilities to the Office of the County Clerk and information copied from WI Counties Official Handbook of County Clerks Duties/Services. Further discussion of the need for an Administrative Coordinator, either continued by County Board Chair or by recruitment. **Motion (Newville) that the Personnel Committee take in the proposed Resolution and agree that it belongs in Finance and refer it to Finance. Motion fails due to lack of 2nd.** Committee member asked if this is above and beyond Finance. Suggestion of possible needing to go before Executive Committee, get input from Strategic Planning Committee. **Motion (Newville/Friberg) to refer proposed Resolution and issue back to Finance. Those voting yes: Arcand, Friberg, Bremer, Newville. Opposed: Schmidt. Motion carried.** Further discussion of the need for having a checks and balance procedure. **Motion (Friberg/Bremer) to recommend that Executive Committee look into a county wide coordination, or Administrative Coordinator. Motions withdrawn.**

VI - Corporation Counsel Report

a. Resolution to Approve Cooperative Agreement for Title IV-E Legal Reimbursements **Motion (Newville/Schmidt) to move Resolution to Authorize Legal Services Agreement Between the Human Services Department and the Corporation Counsel for CY 2008 to County Board for approval. All in favor. Motion carried by voice vote.**

VII – Consideration of Annual Reports Policy – Information received from WI County Clerks Association has been given to Finance Director and Human Resources Director. Have not met yet to discuss information and hear responses. Will be added to next Department Head Agenda.

VIII – Consideration of Recommendations/Changes to Policies:

a. County Board Rules of Order – **Motion (Newville/Schmidt) to move Resolution for Recommendations to the 2008-10 Polk County Board of Supervisors on Rules of Order, with inclusion of suggestions of 2**

County Board Committee Members. All in favor. Motion carried by voice vote.

b. *310 – Budget Overruns Policy* – Currently on Agenda of March 5th, 2008 Finance Committee. No action needed by Personnel Committee.

c. *512 – County Business and Travel Expense* – **Motion (Schmidt/Bremer) to approve changes. All in favor. Motion carried by voice vote. Motion (Newville/Schmidt) to move Resolution with approved changes of County Business Travel and Expense Reimbursement to County Board for approval. All in favor. Motion carried by voice vote.**

d. *Resolution to approve changes to Policies as Recommended by Personnel* – **Motion (Newville/Schmidt) to move Resolution of Amendment of Certain Personnel Policies to County Board for approval. All in favor. Motion carried by voice vote. Motion (Schmidt/Bremer) to accept changes to Policy 103, and to move Amendment of Personnel Policies Consistent with Resolution 19-07 to County Board for approval. All in favor. Motion carried by voice vote.**

IX – Recommendation for County Board Orientation/Organizational Meeting – Discussion of what Personnel Committee would like to see for incoming County Board Members. Currently a joint effort between several departments, Extension, County Clerk, Corporation Counsel, Personnel and Finance. Committee member stated his experience with previous Orientation. Suggested allowing Committee Members to take home policies and read. Unless exposed to before, information was overwhelming. Another member suggested touring departments, include Department Heads and Committee Chairs, to observe operations. Add to County Board Agenda for further discussion and ideas.

Break 3:15

Back 3:25

X – Resolution to Re-title Human Resources Department to Employee Relations Department – **Motion (Friberg/Newville) to move Resolution to County Board for approval. All in favor. Motion carried by voice vote.**

XI – Consider/Recommend Establishing Salaries of Elected Officials – County Clerk, Treasurer, and Register of Deeds for the 20089-2012 Term – Positions are truly salaried employees, including benefits. Previous Resolution set increase for 2% effective January 1st of each year. Poll of surrounding counties show wages not set yet for next year. Will poll similar counties for current rates and add to next agenda to have approval by May for the June Board.

XII – Human Resources Report

a. *Establishing HR Dept 2008 Goals* – Referred to next agenda.

b. *Job Openings/New Hires Report* – Distribution of report. No discussion.

c. *Worksite Wellness Update* – Committee Minutes of February 13, 2008 distributed. Further discussion at next meeting.

d. *Voucher Report* – **Motion (Friberg/Schmidt) to approve. All in favor. Motion carried by voice vote.**

XIV – Committee Observations – none

XV – Agenda Items for Next Meeting of March 13, 2008 – Temporary Leave of Absence/Closure of County Offices, Mailing of Employees Paychecks, Safety Committee Report, Worksite Wellness Update, Consideration of Salaries of Elected Officials.

XVI – Report and/or Resolution regarding Temporary Leave of Absence/Closure of County Offices – Previous meetings and discussion of findings show would not make sense. Better outcome if added into next contract bargaining. Incorporate into contracts instead of implementing. Suggestion that Departments Heads be expected over course of year track needs of department. Committee Member Friberg will do a report and bring to County Board.

Motion (Newville/Schmidt) to go into Closed Session for purposes of formulating bargaining strategies, preparing for and/or then bargaining with AFSCME Local 774 and/or the Teamsters Local 662 regarding the impact of the sale of Golden Age Manor under Wis. Stat. Sec. 19.85(1)(e) deliberating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Roll call vote taken. Those voting yes: Arcand, Schmidt, Newville, Friberg. Motion carried.

Closed Session 3:27 pm

Present in Closed Session: Committee members, Andrea Jerrick, Darlene Kusmirek, Jane Cooper, Mindy Dale of Weld, Riley, Prenn & Ricci.

Motion (Friberg/Newville) to return into Open Session. All in favor. Motion carried by voice vote.

Open Session 3:54 pm

XVII – Consider/Recommendation of payment of outstanding Health insurance Claims - **Motion (Newville/Friberg) to pay two outstanding bills totaling the amount of \$1,096.10, out of the Polk County Health Insurance Fund. All in favor. Motion carried by voice vote.**

XIX – Consider/Recommend Compensation and Benefit revisions for Non-represented Employee Impacted by Sale of Golden Age Manor – **Motion (Friberg/Newville) to mirror Non-represented Employees with the Represented Employees Wage and Benefit Adjustments for Employees Impacted by Sale of Golden Age Manor. All in favor. Motion carried by voice vote.**

XXI – Resolution/Recommendation to County Board regarding Compensation and Benefits for Non-represented and Represented Employees Impacted by the Sale of Golden Age Manor - **Motion (Newville/Bremer) to move Resolution, Wage and Benefit Adjustments for Employees Impacted by Sale of golden Age Manor to the full County Board for approval with the recommendation of the Personnel Committee. All in favor. Motion carried by voice vote.**

Motion (Newville/Schmidt) to adjourn. All in favor. Motion carried by voice vote.

Meeting adjourned 4:39 pm.