

**POLK COUNTY PERSONNEL COMMITTEE
POLK COUNTY GOVERNMENT COUNTY BOARD ROOM
100 POLK COUNTY PLAZA, BALSAM LAKE, WISCONSIN 54810
November 13, 2008
9:00 a.m.**

Chairman Arcand called the meeting to order at 9:02 a.m.

Present: Newville, Brown, Schmidt, Arcand

Absent: Rediske

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

Motion (Newville/Brown) to approve Minutes of October 23, 29th and November 3rd 2008. Motion carried by unanimous vote.

Public Comments – none

Committee Calendar – Next Personnel Committee meeting November 20, 2008, 9:00 a.m. WPPA, Committee 12:30 p.m., 1:00 Communications, 1:30 Corrections, 3:30 Field Service.

Corporation Counsel Report – nothing presented

Employee Relations – Andrea Jerrick provided departmental update.

Motion (Brown/Newville) to approve changes in compensation and job descriptions of Deputy Medical Examiner and Chief Deputy Medical Examiner. Motion carried by unanimous voice vote

Motion (Newville/Schmidt) to approve changes in Mapping/GIS Specialist Job Descriptions in Land Information Department. Motion carried by unanimous voice vote

Break 9:59 a.m.

Resumed 10:09 a.m.

Motion (Schmidt/Brown) to approve changes and updates to Library Clerk Job Description. Motion carried by unanimous voice vote

Distribution and discussion of Job Openings and New Hires Report.

Discussion of Employee Morale – Andrea Jerrick provided suggestions and ideas from employees, including the following: Creating a County Newsletter highlighting individuals/departments, celebrating employees' accomplishments, etc. Availability to use internet for non work issues, on personal time and following appropriate guidelines. During budget season, when there is a possibility of decrease in staffing, have Union Representatives share and update employees of possibilities and options available. Once a year training seminars for employees on safety, improving customer service, etc. Training seminars for supervisors and or department heads with regards to employees. County Board Members visit and mingle with departments and staff. Employee appreciation dinner with pop funds, pot lucks.

County Employee Discipline Policies and Process – An explanation of the steps up to and including the involvement of either and/or both the Department's Governing Committee and the Personnel Committee; and how departments may differ based on statutes.

Break 11:13 a.m.

Resumed 12:54 p.m.

Motion (Newville/Schmidt) to go into Closed Session for consideration and discussion of negotiation strategies for all union contracts expiring December 31, 2008, and bargaining with Polk County Nurses Employee Association for contract expiring December 31, 2008 pursuant to Wisconsin Statute Section 19.85(1)(e) for purposes of discussing negotiation strategies regarding bargaining. Roll vote taken. Those voting yes: Brown, Newville, Schmidt, Arcand. Motion carried.

Closed Session 12:54 p.m.

Present in Closed Session: Committee Members, Andrea Jerrick, Jane Cooper, Gretchen Sampson.

Representatives of the PCNEA bargaining team joined Closed Session at 12:58 p.m. and left at 2:21 pm.

Motion (Newville/Schmidt) to return to Open Session. Motion carried by unanimous voice vote.

Open Session 2:22 p.m..

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

Adjourned 2:23 p.m.