



# POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator  
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## AGENDA AND NOTICE OF MEETING

### GENERAL GOVERNMENT COMMITTEE

Government Center  
 County Board Room  
 Balsam Lake, WI 54810  
 Thursday, July 9th, 2015 10:00 a.m.

**Purpose:** Review and action on selected items as listed below  
**Documents:** Minutes of June 18<sup>th</sup>, 2015, monthly/quarterly reports

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda Approval of minutes for June 18th, 2015	
Public comment	
Old business	
<ol style="list-style-type: none"> <li>1. Discuss need, merit, process of notification, date, and purpose of having an Informational meeting of full county board to update charges and findings of Resolution 07-15 to date.</li> <li>2. Continue identifying line items as described in Resolution 07-15 for purpose of acting on findings and referral to full county board.</li> <li>3. Review and discuss questionnaires mailing list for completeness and review returned questionnaires status for future action.</li> </ol>	Committee Chair
New business	
<ol style="list-style-type: none"> <li>4. Questions on issues as contained in written monthly and quarterly reports</li> <li>5. Annual Reports</li> <li>6. Update on CliftonLarsonAllen letter dated February 19, 2015 and rewrite of Policy 908 Cash Handling Policy.</li> </ol>	County Administrator/ Dana Frey

<p>7. Closed Session: Pursuant to Wisconsin Statute Section 19.85(1)(e), the Committee may convene in closed session for purposes of considering collective bargaining strategy, review and/or negotiation of items contained within a labor agreement or contracts expiring on December 31, 2015, WPPA Field Service Officers Association and/or other labor relations issues, the conduct of said specified public business, due to competitive or bargaining reasons, require a closed session.</p> <p>Following the closed session, the Committee will convene in open session to give an announcement on matters considered in closed session and to consider and act upon matters noticed herein for consideration and action in open session.</p>	<p>Employee Relations Director/ Andrea Jerrick</p>
<p>8. Discuss and act on including Standing Committee and functional assignments to the Informational Meeting discussed in old business, if approved.</p> <p>9. Discuss and act on items of 07-15 identified under the “Ideation/ Investigation” phase and prepare and forward to the “Planning” and “Execution” phase.</p>	<p>Committee Chair</p>
<p>10. Future agenda items: August 13<sup>th</sup>, 2015</p>	<p>Committee Chair</p>

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



## MINUTES

### General Government Committee

County Board Room  
Balsam Lake, WI 54810  
10:00 a.m., Thursday, June 18<sup>th</sup>, 2015

**Meeting called to order by Committee Vice Chair Russ Arcand @ 10:01 AM.**

#### Members present

Attendee Name	Title	Status
Ken Sample	Chair	Absent
Russ Arcand	Vice Chair	Present
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary

**Approval of Agenda-** Vice Chairman Arcand called for a motion to approve agenda. **Motion** (Jepsen /Hallberg) to approve agenda. Motion carried.

**Approval of Minutes-** Vice Chairman called for a motion to approve the minutes of the May 21<sup>st</sup>, 2015. **Motion** (Schmidt/ Jepsen) to approve minutes. Motion carried.

**Public Comment** None

#### Old Business:

The committee discussed the 2015 Annual Operating and Capital Budget, expenditures on account number 51110 and rules of order.

The committee also received and discussed the 23 responses that were received back from the Inventory Questionnaire mailing list. The questionnaires that were not returned will be contacted by CDRE committee.

Future agenda items: Next meeting July 9<sup>th</sup>, 2015, Set dates for informational meeting and update on the letter dated February 19, 2015 and rewrite of Policy 908 Cash Handling Policy.

Adjourn - Motion (Hallberg/Jepsen) to adjourn. Meeting adjourned 12:04 p.m.



## **POLK COUNTY, WISCONSIN**

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### **COUNTY CLERK**

Carole T. Wondra, Polk County Clerk

100 Polk Plaza, Suite 1100, Balsam Lake, WI 54810

Phone (715) 485-9226 Email [carole.wondr@co.polk.wi.us](mailto:carole.wondr@co.polk.wi.us)

### **Quarterly Report, June 2015**

#### **Marriage/ Same Sex Marriage and Domestic Partnership Licensing**

##### Current

- This is a mandated program
- Marriage applications are picking up
- The new online marriage program went live on May 18, 2015. The transition to the new program has gone smoothly. It has required some tweaking by Vital Records, but overall a good program

#### **Administration of Elections**

##### Current

- This is a mandated program
- Election season for 2015 has come to a close, allowing time for training and preparations for the very busy 2016 election year
- I have completed work on a Polk County Emergency Election Contingency Plan which I plan to share with all the municipalities

#### **Support Services for the County Board**

##### Current:

- This is a mandated program

#### **Dog Licensing**

##### Current

- This is a mandated program
- Collections continue to come in from the local municipalities

#### **Passport Agent**

##### Current

- This is a non-mandated program
- The numbers of new and renewed passports remains strong. Everyone is traveling

#### **Motor Vehicle Licensing**

##### Current

- This is a non-mandated program
- Activity remains steady

This service is proving to be an asset to the services we already provide



## POLK COUNTY GOVERNMENT DEPARTMENT OF EMPLOYEE RELATIONS

Andrea Jerrick, Employee Relations Director  
100 Polk County Plaza, Suite 229, Balsam Lake, WI 54810  
Phone: 715-485-9123 Email: [andrea.j@co.polk.wi.us](mailto:andrea.j@co.polk.wi.us)

### **Employee Wellness and Safety**

#### Current

- Launched Wellness tracking program as of January 1; tracking enabling employees to continuously monitor wellness initiatives and work towards wellness goals.
- Provision of regular wellness program offerings in accordance with wellness initiative program partners and in compliance with ACA regulations on wellness programs; at present, 35% participation rate as of mid-year assessment (meeting targets)
- Completion of initial round of biometric screenings; scheduled second round of screenings for July with target of screening ~175 employees

#### Upcoming

- Suicide Prevention Training and CPR/AED Training (upcoming summer)

### **Compensation and Benefits**

#### Current

- Ongoing review of compensation and benefits structure, total rewards options and best-practice programs
- Review each open position for compensation and benefit eligibility to ensure alignment with department needs and requirements of the position

#### Upcoming

- 2015 Labor Market compensation review and benchmarks update for 2016 compensation (in progress)

### **Labor Relations**

#### Current

- Regular meetings with management staff established; communication forum for monthly training and provision of administrative information and updates.

#### Upcoming

- Negotiations with members of law enforcement WPPA labor group starting in July

### **Employment, Recruitment/Retention, Position Development**

#### Current

- Regular meetings with Leadership Development Workgroup to plan current and future development opportunities for leadership group and general staff
- Implementation and support of new performance management system guidelines and program expectations (Ongoing as of January 1).
- Revision of job descriptions to focus on knowledge, skills, abilities, organizational impact (KSAO) and behavioral competencies; and, interview process modified to evidence-based behavioral interviewing method. (ongoing).
- Launch of Leadership and Development workgroup; platform for development of both short and long term training initiatives including management and employee on-boarding process, workforce skills gap improvement, mentorship and leadership programs, and succession planning strategies.
  - Coaching College—quarterly leadership and coaching training program for all leadership staff; two sessions completed and two remaining in 2015.
  - Coaching College for All Employees—two sessions for 2015, one completed in June with approximately 220 employees attending, the next scheduled for December
- Behavioral based interviewing structure in place for all recruitment processes in 2015; reflects human resources best practices in hiring selection

#### Upcoming

- Phase two of management and employee training development program going into 2016 under development (noted above—ongoing).

- Technical skills training opportunities for all staff under development

### **Policy Development and Legal Compliance**

#### Current

- Update employee handbook to reflect required mandates under the Affordable Care Act
- Development of ACA reporting tools in the ADP program for compliance with ACA federal reporting regulations in 2015/2016

#### Upcoming

- Communication handbook modifications through ADP employee portal, obtain electronic signature.
- Assist in re-drafting of personnel policies/codes when applicable.

### **Programs implemented by this department and related goals:**

1. Employee Wellness and Safety: Redesign of Employee Wellness program to enhance employee participation and awareness of wellness initiatives.
2. Compensation and Benefits: Improve recruitment and retention efforts through enhancement, promotion and communication of our total rewards package.
3. Labor Relations: Streamline people and paper systems to achieve efficiencies in administration of HR functions and improved employee access to information.
4. Employment, Recruitment/Retention, and Position Development: Develop management tools to effectively communicate HR strategy and expectations for employee/management relations.
5. Policy Development and Legal Compliance: Access for all employees and management for policy and handbook and training for legal compliance issues.



## MINUTES

### General Government Committee

County Board Room  
Balsam Lake, WI 54810  
10:00 a.m., Thursday, July 9<sup>th</sup>, 2015

**Meeting called to order by Committee Chair Sample@ 10:00 AM.**

#### Members present

Attendee Name	Title	Status
Ken Sample	Chair	Present
Russ Arcand	Vice Chair	Present
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Absent
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator and Andrea Jerrick, Director of Employee Relations

**Approval of Agenda-** Chairman Sample called for a motion to approve agenda. **Motion** (Schmidt/ Jepsen) to approve agenda. Motion carried.

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the June 18<sup>th</sup>, 2015 **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried.

**Public Comment** None

#### Old Business

The committee continued to review and discuss the Resolution 07-15, 2015 budget expenditures on account number 51110 and questionnaires.

#### New Business

**Motion made by** (Jepsen/ Schmidt) to go into closed session at 11:42 AM, Pursuant to Wisconsin Statute Section 19.85(1)(e), for purposes of considering collective bargaining strategy contained within a labor agreement expiring on December 31, 2015, WPPA Field Service Officers. Motion carried by unanimous voice vote. Before convening in closed session, Chairman Sample requested the minutes reflect the presence of county staff in closed session, as follows: County Administrator, Dana Frey, Employee Relations Director, Andrea Jerrick and Department of Administration Executive Secretary, Tammy Peterson.

Committee convened in closed session.

At 12:09 p.m. the Committee reconvened in open session.

Chairman Sample announced that during closed session, the committee took no action.

Administrator Frey discussed and answered questions that pertained to the monthly, quarterly and annual reports that were distributed.

Mr. Frey updated the committee on the CliftonLarsonAllen letter, rewrite of Policy 908, cash handling and audit.

Chairman Sample requested item # 8 and # 9 on the agenda be postponed until the August 13<sup>th</sup> meeting.

Future agenda items: Next meeting will be on August 13<sup>th</sup>, 2015. The committee would like agenda items numbers 1, 2, and 3 to be on the agenda again for further discussion and annual audit.

Adjourn - Motion (Jepsen/ Arcand) to adjourn. Meeting adjourned 12:36 PM.