



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

Friday November 7th, 2014 10:00 a.m.

Purpose: Review and Action on selected items as listed below
Documents: Minutes of October 21st, 2014 and monthly reports

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for October 21 st , 2014	
Public comment	
New business	County Administrator
1. Questions on issues as contained in written monthly reports	
2. Update on 2015 budget development and recommendations on amendments to 2015 Budget involving functions assigned to General Government Committee.	
3. Recommendation on Resolution to Adopt the Polk County Operating and Capital Budget for the Calendar Year 2015 and To Set the 2015 Tax Levy	
Future agenda items	Committee members
Adjourn	

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
 4:00 p.m., Tuesday, October 21st, 2014

Meeting called to order by Committee Chair Sample @ 4:00 PM.

Members present

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

Also Present Dana Frey, County Administrator and Maggie Wickre, Finance Manager

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

Approval of Minutes- Chairman called for a motion to approve the minutes of the October 9th, 2014. **Motion** (Arcand/ Jepsen) to approve minutes. Motion carried.

Public Comment – None

New Business

Administrator Frey discussed the consideration of recommendations and amendments for the submitted proposal of the 2015 Operating and Capital Budget.

Amendment 1, to Increase Museum Funding

Motion (Arcand/Jepsen) that Amendment #1 Museum for \$12,467 move forward to County Board without a recommendation from the General Government Committee. Motion carried by unanimous voice vote.

Amendment 2, to Fund Solar Energy Study

Motion (Arcand/Schmidt) that Amendment #2 Solar Energy Study for \$5,750 move forwarded to County Board without a recommendation from the General Government Committee. Motion carried by unanimous voice vote.

Amendment 3, to Fund Drug Court (part of CJCC)

Motion (Jepsen/Arcand) that Amendment #3 Drug Court for \$25,000 be funded out of levy conditional upon equivalent match funding from outside source and forwarded to the County Board with the changes recommended by the General Government Committee. Passed 4-1, with Supervisor Schmidt voting no.

Amendment 4, to Fund Boardroom Technology upgrade

Amendment #4 Boardroom technology upgrade for \$6,577 required no motion.

Amendment 5, to Increase Tourism Funding

Motion (Jepsen/Arcand) that Amendment #5 Tourism for \$1,000 be funded out of levy and forwarded to County Board with the recommendation of the General Government Committee. Passed 3-2, with Supervisor's Sample and Schmidt voting no.

Amendment 6, to Fund a Lake Study in the Town of Milltown

Motion (Arcand/Schmidt) that Amendment #6 Lake Study for \$31,395 and forwarded to County Board with no recommendation of the General Government. Passed 4-1, with Supervisor Jepsen voting no.

Administrator Frey discussed the Resolution to amend the 2014 Approved Budget to Fund an Energy-Efficient Lighting Project. **Motion** (Jepsen/Hallberg) to move to County Board with a recommendation by the General Government Committee. Motion carried by unanimous voice vote.

Next meeting: November 7th, 2014 at 10:00 a.m. to review technical amendments to the budget. November 13th, 2014 has been canceled.

Adjourn - Motion (Jepsen /Schmidt) to adjourn. Meeting adjourned 5:00 P.M.



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DEPARTMENT OF ADMINISTRATION

Dana Frey, County Administrator

100 Polk Plaza, Suite 220, Balsam Lake, WI 54810

Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

Monthly Report, October 2014

Public financial management

Current

- Preparation of amendments to the 2015 budget recommendation and proposed 2015-19 Capital Improvement Plan

Upcoming

- Action on the 2015 budget resolution

Recruitment, selection and supervision of department heads

Current

- Regular monthly individual and all department head meetings to coordinate activities and disseminate information
- Implementation of new performance appraisal process

Preparation of materials for Board review and action

Current

- Supporting materials for 2015 budget

Upcoming

- Boardroom technology upgrade

Policy implementation and oversight

Upcoming

- Work with Administrative Committee on general sections of Policy 10 (committee responsibilities)
- Work with individual committees on redrafting their sections of Policy 10 to facilitate better committee operations

Programs implemented by this department and related goals:

1. Public financial management: Maintain financial discipline and allocate funds as effectively as possible following priorities set by the County Board
2. Recruitment, selection, and supervision of department heads: To maintain the high standards of professionalism and competence of senior staff as well as to help staff improve overall efficiency and effectiveness.
3. Preparation of materials for Board review and action: The Board receives information to support its decision making in a timely and orderly manner.
4. Policy implementation and oversight: All Board policies, state and federal laws enforced.

**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

Monthly Report, November 2014

Employee Wellness and Safety

Current

- Selected wellness vendor with insurance broker and established implementation schedule.
- Training in ALICE program for lock down procedures—drills and training for employees in October completed with approximately 50% of regular workforce trained (GAM and Highway facility set for final phase).
- Workers compensation experience modification factor for 2014 received, notable decrease in mod factor indicating workers compensation incidence significantly lower than industry norm.

Upcoming

- Training in ALICE program for lock down procedures—final initial drills and training for employees set for November/December.
- Employee Wellness Website—coordination with wellness vendor (November).

Compensation and Benefits

Current

- Implementation of lower starting wages for new hires to align with market (ongoing).
- Set up automatic carrier connection for purposes of electronically communicating enrollments through ADP to our insurance providers, finalized in October—Electronic feed allows for all employee data including address & other related data changes to feed directly to carriers, eliminating need for duplicate entries and streamlining flow of information to employees.

Upcoming

- Development of 2015 compensation and benefits communications materials for 2014-15

benefit fair.

- Set up of new/revised benefits in ADP for electronic open enrollment.

Labor Relations

Current

- Collaboration between departments on training for defensive driving and workplace incident liability (workers compensation related).
- Phase one of upgrade to Kronos timekeeping system completed; system offers increased functionality to enhance reporting and tracking capabilities for purposes such as staffing to census and improved data access in tracking overtime costs and impact.
- Regular meetings with management staff established; communication forum for monthly training and provision of administrative information and updates.

Upcoming

- 2015 Benefit enrollment meetings (November).

Employment, Recruitment/Retention, Position Development

Current

- Support and coordination of ongoing management training sessions—development of workgroup for next training modules and staff training opportunities (in progress).
- Introduced new performance management system guidelines and program expectations (October to all management staff).
- Established core competencies (values) common across all positions in Polk County; competencies incorporated in all position announcements, on ADP portal and ER home page.
- 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 Employee 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.

Upcoming

- Phase two of management and employee training development program (noted above—ongoing).
- Development of management toolkit for on-boarding and managing employees (June – December).

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Policy Development and Legal Compliance

Current

- Update employee handbook to reflect required mandates under the Affordable Care Act (Draft 1 completed/draft 2 due out November).

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., Friday, November 7th, 2014

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	Absent
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Absent

Also present Tammy Peterson, Executive Secretary and Dana Frey, County Administrator

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

Approval of Minutes- Chairman called for a motion to approve the minutes of the October 21st, 2014.

Motion (Arcand/ Hallberg) to approve minutes. Motion carried.

Public Comment – None

New Business

Administrator Dana Frey addressed monthly reports and discussed the updates on the 2015 budget.

Mr. Frey presented and discussed Technical Amendments. **Motion** (Hallberg/ Arcand) to recommend to County Board. Motion carried by unanimous voice vote.

Administrator Frey also presented Amendment 2, to reduce sign permit fees. **Motion** (Hallberg/ Arcand) to recommend to County Board. Motion carried by unanimous voice vote.

Administrator Frey discussed the Recommendation on Resolution to Adopt the Polk County Operating and Capital Budget for the Calendar Year 2015 and To Set the 2015 Tax Levy. **Motion** (Arcand/ Hallberg) to recommend to County Board. Motion carried by unanimous voice vote.

Future items: Next meeting December 11th, 2014 at 1:00 p.m. Discuss County Board line items.

Adjourn - Motion (Arcand/ Hallberg) to adjourn. Meeting adjourned 11:10 a.m.