



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
 100 Polk Plaza, Suite 220, Balsam Lake, WI 54810
 Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

**** AMENDED** AGENDA AND NOTICE OF MEETING**

GENERAL GOVERNMENT COMMITTEE

Government Center

County Board Room

Balsam Lake, WI 54810

1:00 P.M. Thursday June 12, 2014

Purpose:

Documents: *Minutes of May 21 General Government Committee meeting; program updates from Administration, IT, Clerk, Corporation Counsel*

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for May 21, 2014 General Government Committee meeting	
Public comment	
New business	
1. Questions and discussion on above-listed program updates	County Administrator
2. Year-end financial cleanup resolution (Text to follow)	
3. New website implementation	Todd Demers, IT Director
4. Public financial management and roles and responsibilities of General Government (Finance) Committee	County Administrator
5. Personnel management and roles and responsibilities of the General Government (Personnel) Committee	
6. Revisions to Policy 10 (Roles and responsibilities of governing committees)	Jeff Fuge, Corporation Counsel
**Committee business	
1. Vote on resolution to create record of participation with affiliated organizations by board members	Committee members
2. Consider Rules of Order revisions, Article 7. 3., Article 2. 2. Getting items on agenda, Article 2. 11. Public comment at start and end.	
3. Consider requesting Administration to submit OAG regarding 59.18 (2) (c). "commissions" as it relates to lake districts and affiliated organizations.	

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. The committee may consider matters noticed herein in any order regardless of the placement of such items on this notice.

4. Consider requesting Administration to submit OAG regarding 59.23(2) (a) violations if agenda and minutes are for affiliated organizations where no quorum exists, no meeting posted for county business and retention of records for internal informational purposes only.

Future agenda items

Adjourn

Polk County Personnel Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, WI 54810
Thursday, February 27, 2014

The meeting was called to order at 9:00 a.m. by Chairperson Arcand.

Members Present: Arcand, Schmidt, Edgell, Cockroft, Engel

Members Absent: All members in attendance

Others Present: Administrator Frey, ERD Director Jerrick, Corporation Counsel Fuge

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

Motion (Schmidt/Cockroft) to approve the minutes from December 12, 2013, meeting. Motion carried by voice vote.

Public Comments – None

Old Business:

- Employment Actions Report – Jerrick provided the committee with a report on current and recent employment actions. The committee requested to receive the report in this format at future meetings.

New Business

- Recommendation of Proposed Resolution to Set Compensation for Elected Officials for Term 2015-2018 (Sheriff and Clerk of Circuit Court) – **Motion (Schmidt/Edgell) to recommend the annual salary equivalent of a 1.5% increase for each year starting with the 2014 annual salary as the base for the 2015 increase. Roll call vote: Schmidt – yes, Cockroft – no, Engel – yes, Edgel – yes, Arcand - no. Motion carried.**
- Discussion – Worker’s Compensation Renewal and Self-Insurance Option – Administrator Frey provided the committee information pertaining to worker’s compensation insurance program considerations and potential renewal options.

Ending Items

- Review action items – No new action items.
- Committee member comments - Supervisor Edgell, Supervisor Engel, Supervisor Cockroft, and Supervisor Schmidt provided committee comment.
- Set next meeting date/agenda items –The next regularly scheduled committee meeting is scheduled for March 13, 2014, at 9:00 a.m. Chairman Arcand requested that if there is no need for the committee to meet because there is no business to conduct, for ERD Dir. Jerrick to distribute an Employment Actions Report to the committee members.
- Adjourn – **Motion (Engel/Schmidt) to adjourn. Motion carried by voice vote.** Adjourned at 10:15 a.m.

R. Jerrick



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INFORMATION TECHNOLOGY DEPARTMENT

Todd Demers, Director of Information Technology
100 Polk Plaza, Suite 205, Balsam Lake, WI 54810
Phone (715) 485-9220 Email todd@co.polk.wi.us

Monthly Report, May 2014

HIPPA / HITECH Compliance

Current

- Compiled Polk County's fifty-one (51) HIPAA policies into one (1) comprehensive HITECH Rules Manual (HRM)
- Formatted the HRM and distributed to all county departments for review and feedback
- Updated the language in the HRM to reflect the new HITECH guidelines as broadcasted by federal health and human services (HHS)

Upcoming

- Researching the updated risk assessment analysis and implementation rules (June)
- Update the HRM to reflect the additional analysis language from HHS (July)
- Complete the full scale risk analysis, assessment and implementation of security measures as prescribed by HHS and departmental feedback (August - October)
- Update the HRM documentation to reflect our findings, evaluations and mitigation test results (November - December)
- Distribute HRM to all county departments for review and feedback (December)

Technical Support

Current

- Upgraded all computers that currently operate on Windows XP Professional with the latest and final security patches from Microsoft. Windows XP and MS Office 2003 have reached end of extended support from Microsoft
- Installed six (6) additional multi-function devices (printer/copier/scanner/fax machines) as follows: 2 in HSD, 1 in Employee Relations, 1 in DA's office and 1 in each of Branch 1 & 2. This will eliminate the lease fees of approximately \$1,146 per month collectively
- Rebuilt three (3) computer-aided dispatch computers for law enforcement. This builds redundancy and stability in computer systems as well as continuity of operations
- I.T. completes an average of 392 work order per month in a courteous and professional manner and to mitigate future problems with countywide equipment

Upcoming

- Completing 2015 draft of I.T. Budget (June and July)
- Replacing computers in Child Support with Windows 7 computers. (June)
- Creating a troubleshooting guide for GAM staff for when their Internet access is disrupted (June)

Network Administration

Current

- Inventoried all server room switches to identify 8+ year old switches that are adversely affecting network performance. Drafted a list of switches that need replacing in 2015.
- Provided draft one of the boardroom upgrade to include overhead projection and tablet PCs for supervisors
- Completed the virtual private network (VPN) over a high speed Internet modem for Highway. This has increased stability and performance between the Highway and Government Center networks
- Developed a network design to duplicate our telephone communication infrastructure. This will mitigate phone disruption for all departments, mainly non-emergency 911. Working with Buildings director and Mitel Systems
- Upgrade user access in order to web editors to manage their websites being hosted by GovOffice
- Created a dual-authentication process for remote access into Polk County's network. This was a requirement from the State of Wisconsin Criminal Justice information Systems security audit

Upcoming

- Revise the draft of the boardroom upgrade to include recommendations of county administrator and county board chair (June)
- Reconfigure our network to include a WiFi to supervisor tablet PCs for board / committee meetings as well as web access through public access wireless technology (July)
- Complete the shovel-ready plan to duplicate our telephone communication infrastructure. Submit plan to Buildings for review, approval and budgeting. (June)
- Re-commission the T1 circuit between Highway as part of the new hardware –to-virtual replica ring for telecommunications and fail-over redundancy between Highway, Justice Center and Government Center (Contingent on Buildings approving the project – August)

Programming & Analysis

Current

- Work with Administration to create budget reports and help county administrator better analyze and forecast budget activity
- Reviewing the alternative proposals, as offered by Netsmart in lieu of the Defran Evolv-CS program in human services
- Design / build Polk County's new website, as being hosted by GovOffice. Perform web editor training for those who will manage their department's websites
- Completed programming in New World law enforcement management software to handle the new ambulance structure for Polk County. This helps dispatchers select the appropriate EMS units when emergency calls come in

Upcoming

- Preparation of going LIVE with Polk County's new website. This will include all departments and their involvement (June)
- Completing the budget reports for administration as currently prescribed (July)
- Completing the review and required changes in the Netsmart statement of work (S.O.W.) and upcoming contract with and for human services (July)
- Working on upgrading Kronos to the new version 7 for better data collection and reporting (August)
- Preparing to upgrade the New World Test System with the latest version of New World (Aegis Version 10.2). We deploy all major upgrades on a pilot environment before moving to LIVE (June)

Programs implemented by this department and related goals:

1. HIPAA/HITECH Compliance: Ensure that protected health information of our clients and employees is managed consistent with federal guidelines.
2. Technical support: Provide professional technical support to all departments and work to reduce the cost of equipment and energy to operate.
3. Network administration: Provide a high-speed and secure network to meet new demands.
4. Programming and analysis: Improve efficiency and effectiveness of government through software solutions.



POLK COUNTY, WISCONSIN

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OFFICE OF CORPORATION COUNSEL

Jeffrey B. Fuge, Corporation Counsel

1005 West Main Street, Suite 100, Balsam Lake, WI 54810

Phone (715) 485-9210 Email jeff@co.polk.wi.us

Monthly Report, May 2014

General Government Legal Services

Work In Process

- Development of standardized lease as tool implementation of Management of County-Owned Non-Tax Forfeiture Real Estate. Target : August Completion
- Review of county owned leased properties. Target: August Completion
- Development of standardized process, contractual provisions and checklists in procurement of services contracts to increase fiscal strength. Target: July Completion
- Development of overhaul of Policy 010, concerning assigned functions and duties of county standing committees to achieve uniformity consistent with county administrator form of county government. Target: Develop scheduled work plan with County Administrator; County Standing Committees; and Administrative Committee. Complete accordingly.
- Development of County Code of Ordinances and develop professional services contract for internship for said objective. Target: Develop scheduled work plan through County Administrator, Administrative Committee and develop accordingly.
- Develop resolution language for organizational restructure of Land Information Department consistent with County Administrator form of government contemporaneous with staff position changes precipitating from retirement of Zoning Administrator and new hire. Target: June County Board.
- Public Informational Meetings on Polk County Comprehensive Revised Zoning Ordinance in collaboration with Land Information Department and County Planner. Target: 3 meeting in June.
- Conclude first round of tax foreclosure cases for 2014, (5).

Upcoming

- 2013 Annual Report. Target: Distribution to the June County Board Meeting
- 2013 Indirect Cost Audit and 2014 Indirect Cost Reimbursement Plan. Target: Consistent with County budget calendar.

Human Services

Work In Process

- Development of County/ St. Croix County Tribe intergovernmental contract to provide for processes and county funding/ federal reimbursement on federally mandated provision of child protection services program. Target: June County Board Resolution.

Employment Law and Labor Management Relations

Work In Process

- Collaborate with Employee Relations in assisting County Board in performance review process of County Administrator. Target: July County Board.

Programs implemented by this department and related goals:

1. Operational Responsiveness and Efficiency:
 - Collaborate with IT for acquisition of 2014 remote computer equipment to maintain and to enhance proficiency in delivery of legal services.
 - Development forecast of 2014 referral of termination of parental rights cases and CHIPS – Out of Home Placement cases to determine solid federal reimbursement projections. Target: August.
 - Scheduled Time Reporting to capture reimbursable expenditures, maximization of federal reimbursements. Target: May and on-going.
 - Develop departmental budget. Target: Consistent with County Administrator distributed budget calendar.
2. Professional advancement and proficiency:
 - Develop departmental budget. Target: Consistent with County Administrator distributed budget calendar.
 - Continuing Legal Education Seminars – Continuous. All attorneys in good standing.
 - State Bar Government Lawyer’s Division Continuing Legal Education Committee.
 - Presentation on joint seminar with Indian Law Section on Wisconsin Indian Child Welfare Law. (2015)
 - Mental Health Law Presentation at National Alliance on Mental Illness (MTM, Appleton, WI)
3. Staff Development:
 - Attendance of Department Head and Managers at Employee Development Program; Development of Employee Development Plans and Performance Appraisal Program. Target: June, July and On-going.
 - Development of Succession Plans for all positions. Target: October



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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

Monthly Report, May 2014

Administration of Elections

Current

- Have completed 2 of the 4 scheduled elections for 2014

Upcoming

- Work underway for the Fall Primary Election – August 12, 2014 and the Fall General Election – November 4, 2014
- Offices on the ballot for State Level include: Governor, Lieutenant Governor, Attorney General, Secretary of State, State Treasurer, Congressional District 7, Assembly District 28 and Assembly District 75.
- County Level Offices include: Polk County Sheriff and Clerk of Court
- Yearly maintenance of all the voting equipment has been scheduled for June.

Support Services for the County Board

Current

- Many changes with the New County Board and Restructure of the Committees, we continue to work on improving the processes at all levels



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, June 2014

Employee Wellness and Safety

Current

- 2014-2015 plan renewal completed for workers compensation
- Launched summer wellness activities including physical challenges and nutrition guidance

Upcoming

- Wellness vendor evaluation (July/August)
- Wellness Fair (September)
- Evaluation of worker's compensation carrier insurance (July/August)
- Employee Wellness Website (September)
- Safety Assessment by WC Provider's Risk Control Services (August)

Compensation and Benefits

Current

- Enhancing information available to employees about their benefits through the ADP portal
- Revised communications about benefits on NeoGov site to support recruitment efforts
- Implementation of lower starting wages for new hires to align with market

Upcoming

- Development of 2015 staffing budget projections (June/July)

Labor Relations

Current

- Coordination with Golden Age Manor to increase paperless staffing change process (paperwork related to new hires, status changes, separations)
- Establishing ADP system parameters to allow all benefit/payroll related changes to occur in a paperless process and initiated by employee

Upcoming

- Paperless 2015 online benefit enrollment with enrollment data fed directly to carriers (August-November)
- Upgrade to Kronos timekeeping system (August)

Employment, Recruitment/Retention, Position Development

Current

- All applications for employment submitted online, paperless
- Support and coordination of ongoing management training sessions
- 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.

Upcoming

- Expansion of recruitment efforts to include recruitment through social media (August/September)
- Development of management toolkit for on-boarding and managing employees (June – December)
- Ongoing revision of job descriptions

Policy Development and Legal Compliance

Current

- Update employee handbook to reflect required mandates under the Affordable Care Act

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
- 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
1:00 p.m., Thursday June 12, 2014

Meeting called to order by Committee Chair Hallberg.

Members present

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

Also Present Carole Wondra, County Clerk; Dana Frey, County Administrator; Corporation Counsel, Jeff Fuge; and Todd Demers, IT Director.

Approval of Agenda- Chairman Hallberg called for a motion to approve agenda. Motion (Sample/Schmidt) to approve agenda. Motion carried without negative vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of the May 21, 2014 General Government Committee meeting. Motion carried without negative vote.

Public Comment – None offered

New Business

County Administrator Dana Frey reviewed the importance and use of the monthly reports.

Administrator Frey addressed Resolution 16-14, Resolution to Designate Functions to Standing Committees Established in Resolution No. 15-14. This is a clean-up resolution. Motion (Jepsen/Schmidt) to recommend and advance said resolution to full county board for approval. Motion to recommend carried without negative vote.

IT Director, Todd Demers gave a presentation on the progress of the “New Website”.

Administrator Frey gave a presentation on roles and responsibilities of the General Government Committee as it pertains to the Budget process and personnel management.

Corporation Counsel, Jeff Fuge addressed the development and work involved in the functions and responsibilities in the matter of revisions to Policy 10.

Committee Business – items addressed by Corporation Counsel, Jeff Fuge at the request of Supr. Sample.

1. Brief review of resolution drafted by Supr. Sample regarding committee records of affiliated committees, to be on future agenda for General Government.
2. Supr. Sample requested clarification of particular articles of the Rules of Order: Article 7.3; and Article 2.2., a process for getting items on an agenda and public comment at start and end. Per clarification by Corporation Counsel, Chairman Hallberg declared that the matter be referred to the Administrative committee.
3. Upon clarification of Supr. Sample and input from Corporation Counsel, Chairman Hallberg declared that the committee direct Corporation Counsel to issue an opinion concerning the authority of the County administrator to appoint members to Lake district boards, with respect to those established by Towns. Said item to be noticed on the next agenda for discussion.
4. Was withdrawn by Supr. Sample.

Future Agenda Items –Future agenda items to include Supr. Sample’s resolution on record of participation with affiliated organizations, update from Corp. Counsel on lake district appointments, Budget update from Admin. Frey and presentation on new hiring process from ER Director, Andrea Jerrick.

Adjourn - Motion (Jepsen/Sample) to adjourn. Meeting adjourned 4:00 p.m.