

Polk County Personnel Committee

Meeting date: December 12, 2013	Start time: 1:30 p.m.	Est. end time: 2:45 p.m.
Location: West Conference Room, Government Center Building		
Purpose: To consider and provide recommendation on personnel related matters identified herein.		
Meeting documents: Ordinance Regarding the Appointment and Term of the County Office of Highway Commissioner; Survey of Wisconsin Counties – County Highway Commissioner		
1. Standing items		
1.1 Call meeting to order	Personnel Committee Chair/5 minutes	
1.2 Approve agenda		
1.3 Approve minutes of previous meeting		
1.4 Public comment	Speakers limited to 3 minutes	
2. Old business		
<p>2.1 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, 2012 and December 31, 2013, WPPA Field Service Officers Association and/or other bargaining units or labor relations issues, the conduct of said specified public business, due to competitive or bargaining reasons, require a closed session.</p> <p>Following said closed session, the Committee will convene in open session to consider and to act upon those subject matters identified on this meeting notice whether such matters are identified for consideration or action in open or closed session, including recommendations on proposed resolutions relative to collective bargaining matters noticed herein, as appropriate.</p>		County Administrator & Employee Relations Director/15 minutes
2.2 Employment actions		Employee Relations Director/5 minutes
3. New business		
<p>3.1 Recommendation of Proposed Resolution Regarding Ratification of Labor Agreement Between WPPA Field Service Officers Association and Polk County</p> <p>3.2 Recommendation of Proposed Ordinance Regarding the Appointment and Term of the County Office of Highway Commissioner</p>		County Administrator / 20 minutes
4. Ending items		
4.1 Review action items		Chair / 5 minutes
4.2 Committee member comments		Committee / 5 minutes
4.3 Set next meeting date/agenda items		Chair / 5 minutes

4.4 Adjourn	
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**Times listed are indicative of the projection of time needed to address each item. Please be aware items may be taken in different order.*

Survey of Wisconsin Counties – County Highway Commissioner
(In Counties with County Administrator/County Executive - September 13, 2013)

- Poll: 1. Wisconsin Counties of Corporation Counsel
2. Wisconsin County Human Resources

Survey Questions:

1. Identify whether your county has a County Executive; County Administrator; or Administrative Coordinator.
2. Does your county have a fixed term for county highway commissioner? ____ Yes ____ No.
3. If Yes, What is that fix Term: _____ years _____(Other)
4. Does your county set the term at unlimited duration? _____Yes. _____ No.
5. Does your county treat the County Highway Commissioner as:
 - a. _____At-Will: Removable by County Administrator/County Executive Pursuant to Section 17.10(6): _____
 - b. _____Just Cause: Pursuant to: _____
 - c. _____Other: Pursuant to: _____

County	Fixed Term	Length	Unlimited	At –Will	Just Cause	Comments
1. Adams						
2. Ashland						
3. Barron (CA)	No		Yes	At-will		
4. Bayfield						
5. Brown(CE)	No		Yes	At-Will		
6. Buffalo(AC)	No		No	At Will		
7. Burnett						
8. Calumet(CA)	No		Yes	At-Will		
9. Chippewa(CA)	No		No	At-Will		
10. Clark						
11. Columbia						
12. Crawford						
13. Dane						
14. Dodge						
15. Door(CA)	No		Yes	At-Will		
16. Douglas						
17. Dunn						
18. Eau Claire(CA)	No		Yes	At-Will		
19. Florence						
20. Fond du Lac (CE)	No		Yes	At-Will		
21. Forest						
22. Grant						
23. Green						
24. Green Lake						
25. Iowa						
26. Iron						
27. Jackson(AC)	Yes	2	No			s. 66.0301 Agmt.
28. Jefferson						

29. Juneau(AC)	Yes	4	No		Just Cause	County Policy
30. Kenosha						
31. Kewanee						
32. La Crosse(CA)	No		Yes		Just Cause	County Code
33. Lafayette						
34. Langlade						
35. Lincoln						
36. Manitowoc(CA)	No		Yes	At-Will		
37. Marathon						
38. Marinette(CA)	No		Yes		Just Cause	
39. Marquette(AC)	Yes	NR	No		Just Cause	
40. Menominee						
41. Milwaukee						
42. Monroe(CA)	No		No	At-Will		
43. Oconto						
44. Oneida(AC)	No		Yes	At-Will		
45. Outagamie(CE)	No		Yes	At-Will		
46. Ozaukee						
47. Pepin						
48. Pierce(AC)	No		Yes	At-will		CBOS Appmt/Rem
49. Polk	*	*	*	*	*	
50. Portage						
51. Price						
52. Racine						
53. Richland						
54. Rock						
55. Rusk(AC)	NR	NR	NR		Just Cause	CBOS Appmt/Rem
56. St. Croix						
57. Sauk						
58. Sawyer						
59. Shawano						
60. Sheboygan						
61. Taylor						
62. Trempealeau						
63. Vernon (None)	Yes	2	No	At- Will		No AC, CA or CE
64. Vilas						
65. Walworth						
66. Washburn						
67. Washington						
68. Waukesha						
69. Waupaca(AC)	No		No	At-Will		Hired; no appmt.
70. Waushara						
71. Winnebago						
72. Wood						

Results to Survey As of September 17, 2013

37 BE IT FURTHER ORDAINED that this ordinance shall be effective upon passage and publication.

Funding Source/ Funding Amount: Not Applicable
Date Finance Committee Advised: Not Applicable
Finance Committee Recommendation: Not Required
Effective Date: Upon Passage and Publication
Date Submitted to the Polk County Board: December 17, 2013

Submitted By: William F. Johnson, IV
Greg Stroszel
Theresa Kugler-Nash
Jeff Fuge

Review By County Administrator:
 Recommended
 Not Recommended
 Reviewed Only

Dana Frey, County Administrator

Review By Corporation Counsel:
 Approved as to Form
 Recommended
 Not Recommended
 Reviewed Only

Jeffrey B. Fuge, Corporation Counsel

County Board Action:

At its regular business meeting on December 17, 2013, after due and proper notice having been provided, the Polk County Board of Supervisors enacted the above ordinance: Ordinance No. ___-13: Ordinance Regarding the Appointment and Term of the County Office of Highway Commissioner, by a vote of _____ in favor and _____, against.

William F. Johnson, IV, County Board Chairperson

Attest: Carole Wondra, Polk County Clerk

Ordinance No. ____-13: Ordinance Regarding the Appointment and Term of the County Office of Highway Commissioner, was published in the Inter-County Leader on the _____ day of _____, 2013.

_____ Dated: _____
Carole Wondra, County Clerk

Polk County Personnel Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, WI 54810
Thursday, December 12, 2013

The meeting was called to order at 1:31 p.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 (Engel/Schmidt) to approve the minutes from October 10, 2013, with the noted Scribner's error noting the time in which Chairman Arcand joined the meeting (10:00 am). Motion carried by voice vote.

Public Comments – None

Old Business:

- Chairman Arcand deferred the closed session to the end of the agenda.
- Employment Actions Report – Jerrick provided the committee a verbal update on current and recent employment actions. The committee requested information in a formal report structure at the next meeting.

New Business

- Recommendation of Proposed Ordinance Regarding the Appointment and Term of the County Office of Highway Commissioner – **Motion (Cockroft/Edgell) to recommend County Board passage of the Ordinance Regarding the Appointment and Term of the County Office of Highway Commissioner. Motion carried by voice vote.**

Old Business (continued):

- Closed session – **Motion (Engel/Cockroft) to enter into 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, 2012 and December 31, 2013, WPPA Field Service Officers Association and/or other bargaining units or labor relations issues, the conduct of said specified public business, due to competitive or bargaining reasons, require a closed session. Roll call vote: Arcand, yes; Edgell, yes; Schmidt, yes; Cockroft, yes; Engel, yes. Motion carried.**
- The committee entered closed session at 2:23 p.m. Present in closed session: All committee members, Frey, Jerrick, Fuge.
- **Motion (Edgell/Schmidt) to return to open session. Motion carried by voice vote. Committee returned to open session at 2:38 p.m.**
- Recommendation of Proposed Resolution Regarding Ratification of Labor Agreement Between WPPA Field Service Officers Association and Polk County - **Chairman Arcand declared unanimous consensus of the members of the Personnel Committee to recommend County Board ratification of the Labor Agreement between Polk County and the WPPA – Field Services Association Local 201 for the Period Beginning January 1, 2014. Committee members signed the Resolution Regarding Ratification of Labor Agreement Between WPPA Field Service Officers Association and Polk County with recommendation to place on the December County Board agenda.**

Ending Items

- Review action items – No new action items.
- Committee member comments - Supervisor Edgell, Supervisor Cockroft, and Supervisor Schmidt provided committee comment.
- Set next meeting date/agenda items –The next regularly scheduled committee meeting is scheduled for January 9, 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 by mail to the committee members.
- Adjourn – **Motion (Engel/Schmidt) to adjourn. Motion carried by voice vote.** Adjourned at 2:47 p.m.