

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810

January 28, 2010
9:00 am
Open Session

The Committee may take up any matter noticed on this agenda at any time during the meeting regardless of the location of such item on the agenda. Following each closed session noticed on this agenda, the Committee will reconvene in open session to discuss and/or act upon matters noticed on this agenda, including those matters noticed for closed session that may require further discussion or action in open session.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of January 14, 2010
4. Public Comments
5. Committee Calendar
6. Update on development of County Administrator Position
7. Presentation – WCA Furloughs Seminar re-cap (Corp Counsel and ER)
8. Corporation Counsel Report- Malia T. Malone
9. Employee Relations
 - a. Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA
 - b. HealthPartners – Legislative Symposium
 - c. Job Openings/New Hires Report
 - d. Safety and Wellness Update
 - e. 2010 Goals for Department of Employee Relations
 - f. Review and Update Current Policies relevant to Hiring of County Administrator
 - g. Review and Update Rules of Order
10. Compensation for Elected Officials for Terms Commencing January, 2011 – Sheriff and Clerk of Courts
11. Consideration of Revision of County Board Rules of Order; Code of Ethics; Duties and Responsibilities of Committees Policies; and Personnel Policies consistent with Creation of County Administrator and Organizational Meeting of County Board of Supervisors, Term 2010-2012.
12. Employee Morale
13. Committee Observations
14. Agenda Items for Next Meeting
15. The Committee may entertain a motion to go into closed session for purposes of discussing bargaining strategies related to the resolution regarding proposals affecting terms and conditions of current agreements with all bargaining units: Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(e) conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Committee may reconvene in open session following any of the noted closed sessions to consider or take action on any matter contained in this notice/agenda
16. 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.

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Chairman Arcand called the meeting to order at 9:03 am.

Present: Arcand, Brown, Schmidt, Newville, Rattel

Also Present: Andrea Jerrick, Darlene Kusmirek, Jane Cooper, Malia Malone

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

Motion (Newville/Schmidt) to approve minutes of January 14, 2010. Motion carried by voice vote.

Public comments – Question from Supervisor Sample regarding agenda time for Non-Represented Pay discussion.

Committee Calendar – Next scheduled Personnel Committee meeting moved from February 11th to February 12th at 9:00 a.m., and then normal day and time on February 25th, 2010, 9:00 a.m. Presentation at three locations from That Guy Nurse as Wellness initiative.

County Administrator Update – Schmidt provided update to Personnel on status of hiring process for County Administrator, including timeline and steps that will be followed.

Corporation Counsel – Malone provide 2009 activities summary for Corporation Counsel office, noting the high number of emergency detentions and a correction to the Zoning violations section of the report.

Employee Relations - Non-Represented Employee Compensation Plan Market Study and Non-Rep COLA – Jerrick working on compiling data from other Counties but having issues reconciling same and similar positions based only on title so is working through those. Reviewed results of 2007 study and need for conducting another study – whether that should have gone to board prior to recommending COLA. Supervisor Sample joined discussion and provided summary utilizing information from 2007 market study, and expressed concerns regarding quality of study and level of pay in comparison for certain positions, as well as Counties utilized for comparables in the 2007 study. Committee discussed information further and clarified that County was not contracted with Bjorklund to conduct study or position analysis. Continue to discuss at future meetings.

HealthPartners Symposium – Jerrick reported that a representative from the ER office would be attending a free HealthPartners Symposium at St. Paul River Center on February 11 focusing on the upcoming changes and mandates and how those changes may potentially affect Polk County. Will report information to the committee.

Break called at 10:36, resumed meeting at 10:50.

Discussion/Consideration of Elected Official Wages for 2011-2014 Term – Committee discussed whether to set wages or wait for data from other Counties. Both Lois Hoff and Tim Moore spoke to the duties and responsibilities of the Clerk of Circuit Court and Sheriff's offices. **Motion (Schmidt/Brown) to provide an annual increase of 1.5% each year starting January 1, 2011. Roll call vote; those voting yes: Schmidt, Brown, Newville, Rattel; those voting no: Arcand. Motion carried.**

Employee Relations – 2010 Goals – will provide via email before next committee meeting, but will focus on continuation of Kronos implementation and providing support to the County Administrator in transition with position.

Consideration of Revision of County Board Rules of Order, Code of Ethics, Duties and Responsibilities of Governing Committees, and changes to policies consistent with creation of County Administrator position – Discussion regarding policy changes with County Administrator position including consideration of changes to committee structure, current set up of departments with Administration and Finance being one department currently, and whether the Finance Director position will be filled. Jerrick discussed importance of laying foundation for incoming CA including Board, department, committee and organizational structure and potential issues placing that task on the new Administrator. Committee discussed looking at organizational structures and gaining input from other Counties. Invite CA and HR Director from Barron to discuss their structure and the interaction of CA position with Finance Director position there; Jerrick will contact to invite to next meeting. Also look at Rules of Order and Code of Ethics but needs to also be full County Board discussion. Personnel can collect data and input and provide summary to County Board. ER will distribute memo to County Board members to solicit input for Personnel to compile. Schmidt also brought up issue of not having job description for County Board Chairman, potential conflicts of interest when County Board Supervisors may serve on committees or boards supervising spouses as employees, timeline for appointment of vacancies, CB Chair and Vice Chairs and which committees they serve on, and the Farm Bureau representative sitting on Lime and Extension while only required to sit on Land Conservation Board. Committee discussed how to present changes to policies to board and potential for presenting separate resolutions for those changes needing to happen with Administrator positions and then other changes recommended.

Employee Morale and Committee Observations – Update on Employee Appreciation Dinner scheduled for February 9 and 11. Update on status of Kronos and upcoming unemployment hearings.

Motion (Newville/Rattel) to adjourn. Motion carried by unanimous voice vote.

Adjourned 12:15 p.m.