

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, March 25, 2010
9:00 am
Open Session
A Quorum of the County Board may be present

The Committee may take up matter noticed on this agenda at any time during the meeting regardless of the location of such item on the agenda.

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of March 11, 2010
4. Public Comments
5. Committee Calendar
6. Update on Development of County Administrator Position
7. Corporation Counsel
8. Employee Relations
 - a. Consideration of Updates/Revision to Lime Quarry Manager Job Description
 - b. Job Openings/New Hires Report
 - c. Safety and Wellness Update
9. Consideration of Revision and/or Recommendations for 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:
 - a. Review/compilation of Recommendations on Policy Changes from other Committees and County Board Supervisor
10. Employee Morale
11. Committee Observations
12. Agenda Items for Next Meeting
13. 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
14. 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 9:01 am.

Present: Arcand, Brown, Schmidt, Newville, Rattel

Also Present: Andrea Jerrick, Darlene Kusmirek, Jeff Fuge

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

Motion (Brown/Schmidt) to approve minutes of March 11, 2010. Motion carried by voice vote.

Public comments – None.

Committee Calendar – Next scheduled Personnel Committee meeting is currently scheduled for April 8, 2010, however the Committee stated they would be flexible, and grant latitude to work around necessary witness(es) regarding a forthcoming Grievance Hearing. C.A. reception and interviews will be April 9th and 10th, and Schmidt shared that a special County Board Meeting may be scheduled for April 13th. A Public Forum is scheduled at Unity on April 30th.

County Administrator Position update – Supervisor Schmidt updated committee on the recruitment and timeline process of the County Administrator.

Corporation Counsel – Fuge gave brief update regarding the activities of the department and distributed the Corporation Counsel Monthly Report.

Employee Relations – Jerrick gave update on Department activities, including Job Opening and New Hire report, updates regarding the Worksite Wellness Committees. Jerrick also distributed and reviewed an excerpt from the Non-Rep Pay Plan project, that is not yet completed, and discussed an issue regarding conflicting guidance provided by the County Board Rules of Order versus Policy 390 in the process for reclassification of non-represented positions. The revised job description for the Lime Quarry Manager was reviewed by the Committee; understanding that with the filling of this position, the position of the Lime Bookkeeper would be left vacant.

Motion (Brown/Schmidt) to approve the revised job description for the Lime Quarry Manager as provided and approved by the Extension, Land & Water Resources, and Lime Quarry Committee. The committee discussed, made a few modifications, and requesting that this position be set out for compensation review.
Motion carried with one opposed (Arcand opposed).

Break: 10:44 a.m.
Resume: 10:54 a.m.

Consideration of Revision and/or Recommendations for 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 – Fuge circulated the updated recommendations, which the committee discussed and added additional language various members would like to have included in the compilation to be shared with the County Board for consideration.

Employee Morale – no updates

Committee Observations – none

Motion (Newville/ Schmidt) to go into Closed Session for the purposes of discussing bargaining strategies related to the resolution regarding proposals affecting terms and conditions of current agreements with all bargaining units pursuant to Wis. Stat. Sec. 19.85(1)(e) conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll-call vote taken. Those voting yes: Newville, Rattel, Schmidt, Brown, Arcand. Motion carried.

Closed: 12:25 p.m.

Motion (Schmidt/Brown) to return to Open Session. Motion carried by voice vote.

Open: 12:40 p.m.

Agenda Items for next meeting – Out of County Business, Grievance Hearing, Rules of Order, and WCA Training for Employee Relations.

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

Adjourned: 12:41 p.m.