

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

*With exception of subject matters identified in #14 and 15, 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 February 12, 2010
4. Public Comments
5. Committee Calendar
6. Update on Development of County Administrator Position
7. Employee Relations
  - a. Job Openings/New Hires Report
  - b. Safety and Wellness Update
8. Consideration of Resolution for Increase in Hours for Aging Support Staff position
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. Development and Recommendation of Resolutions pertaining to subject matters identified in #9, including, but not limited to the formation of an adhoc committee of the County Board of Supervisors for the purpose of considering organizational changes to the committee/administrative board structure of the County Board of Supervisors and making recommendations on such changes.
  - b. Review/compilation of Recommendations on Policy Changes from other Committees and County Board Supervisor

*(As noted in #14 below, The Personnel Committee may recess and reconvene in joint session with the County Administrator Selection Committee for the purpose of taking consideration and action on matters identified in #9 and #14).*

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. ***1:00 pm –Joint Session with the County Administrator Selection Committee - Round Table Discussion regarding County Administrator and County Structure and Policies***
  - a. Jeff French, Barron County Administrator and Rachael Richie, Barron County HR Director will join the committee as Guest Attendees
  - b. The Committee may reconsider and/or take additional action on items listed under #9
15. 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.

Polk County Personnel Committee  
Polk County Government Center, West Conf Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
February 25, 2010

Chairman Arcand called the meeting to order at 9:00 am.

Present: Arcand, Brown, Schmidt, Newville, Rattel

Also Present: Andrea Jerrick, Darlene Kusmirek, Jeff Fuge

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

**Motion (Brown/Schmidt) to approve minutes of February 12, 2010. Motion carried by voice vote.**

Public comments – Comments made by Supervisor Masters and Jeff Fuge.

Committee Calendar – Joint meeting with the AC Selection Committee at 1:00 today. Next scheduled Personnel Committee meeting March 11<sup>th</sup> and March 25<sup>th</sup>, 2010, Safety Committee scheduled at 10:00 a.m. Monday, March 8<sup>th</sup> and Worksite Wellness at 7:30 a.m. on Thursday, March 18<sup>th</sup>.

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

Consideration of Resolution for Increase in Hours for Aging Support Staff position – **Motion (Newville/Schmidt) to recommend the resolution to create a limited term, grant funded increase in hours for the Aging Support Staff position for 2010. Motion carried in roll call vote, 4-1 (yes - Arcand, Schmidt, Newville, Rattel; no – Brown)**

Employee Relations – Job Opening and New Hire report, as well as updates regarding the Safety and the Worksite Wellness Committees.

Break at 10:00 a.m.

Resumed at 10:15 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:

- Development and Recommendation of Resolutions pertaining to subject matters identified in #9, including, but not limited to the formation of an adhoc committee of the County Board of Supervisors for the purpose of considering organizational changes to the

committee/administrative board structure of the County Board of Supervisors and making recommendations on such changes.

- Review/compilation of Recommendations on Policy Changes from other Committees and County Board Supervisor

**Motion (Arcand/Brown) to approve a Resolution to Create the County Board Organizational Committee to Study and Provide Recommendations on the Organization and Structure of the Polk County Board of Supervisors. Motion carried by unanimous voice vote.**

Employee Morale – no updates

Committee Observations

Break at 10:00 a.m.

Resumed at 1:00 p.m. in Joint Session with the County Administrator Selection Committee (consisting of Beseler, Sample, as well as advisory members Gjonnes, McCurdy, Demers)

Round Table Discussion regarding County Administrator and County Structure and Policies - Jeff French, Barron County Administrator; Rachael Richie, Barron County HR Director; and Heidi Syvinski, Barron County joined the committee as Guest Attendees

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

Adjourned 2:40 p.m.

Polk County Administrator Selection Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
February 25, 2010

The meeting was called to order at 1:00 p.m. in Joint Session with the Personnel Committee.

Committee members present: Beseler, Sample, Schmidt

Also Present: The Personnel Committee: Arcand, Brown, Newville, Rattel. As well as Gjonnes, McCurdy, Demers, Jerrick, Fuge, and Kusmirek.

Round Table Discussion regarding County Administrator and County Structure and Policies - Jeff French, Barron County Administrator; Rachael Richie, Barron County HR Director; and Heidi Syvinski, Barron County joined the committee as Guest Attendees

2:30 p.m. Barron County Employees left, followed by Personnel Committee at 2:40 p.m.

**Motion (Beseler/ Sample) to approve agenda. Motion carried by voice vote.**

**Motion (Sample/Beseler) to approve minutes of February 5<sup>th</sup> meeting. Motion carried by voice vote.**

Public comments – No public comments.

Consideration of Revision of County Policies consistent with Creation of County Administrator – Discussed the need to review current County Policies and identify those requiring changes to avoid conflict with State Statues designating the duties and responsibilities of a County Administrator.

Consider Location of the of County Administrator – Various options were discussed, followed by a brief tour of the 2<sup>nd</sup> floor of the Government Center.

Recommendations on Support Staff for the County Administrator – Discussed various options, including the possibility of utilizing assistance from the County Clerk's office.

Restructure of the Department of Administration consistent with County Administrator as department head, including revision of organizational chart and staff/position descriptions – It is the consensus of this Committee that the Finance Committee recognizes the urgent need to address the structure of the Department of Administration.

March 15, 2010 Meeting with Public Administration Associates, and agenda – P.A.A. will meet with the Committee at 2:30 p.m. on Monday, March 15<sup>th</sup>. The agenda will include finalization of the plans for the C.A. applicant reception.

Identify Common Questions for Final Interview – At the March 15<sup>th</sup> Meeting with P.A.A. will request suggestions regarding the final interview questions.

Calendar– Next meeting will be March 15, 2010.

Peterson and McCurdy left the meeting at 4:15 p.m.

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

Adjourned 3:41 p.m.