

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, January 13, 2011
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 December 30, 2010
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
 - a. Monthly Report
 - b. Review of 2010 Budget and Expenditures pursuant to Policy 310
7. Employee Relations
 - a. Review of 2010 Budget and Expenditures pursuant to Policy 310
 - b. Health Insurance Fund Report
 - c. Job Openings/New Hires Report
 - d. Wellness Committee
 - Discussion/Consideration of Government Center Fitness Center
8. County Administrator
 - a. Update/Discussion – Status of Policy 881 Revisions
 - b. Employee Development Review Process
9. Discussion – Personnel Committee Duties and Responsibilities
10. Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management
11. Discussion – Management Structure
12. Employee Morale
13. Committee Observations
14. Agenda Items for Next Meeting
15. Review County Labor Agreement Benefits/Contracts
16. The Committee may entertain a motion to go into closed session, as follows:
 - a. For purposes of considering letters of agreement, bargaining strategy, and/or grievance issues concerning Polk County 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; and
 - b. For purposes of discussing performance of Department Heads: Corporation Counsel and Employee Relations Director and for purposes of reviewing compensation for specific individuals in non-represented status: Closed Session pursuant to Wis. Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - c. For purposes of consideration of payment of insurance claims. Closed Session under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons.

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, including taking necessary action on matters considered in closed session as may be noticed herein.

17. 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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Chair Arcand called the meeting to order at 9:00 a.m.

Present: Arcand, Schmidt, Edgell, Sample, Nelson
Also present: Frey, Fuge, Jerrick, Beaupre, Kusmirek

Motion (Schmidt/Edgell) to approve agenda. Discussion. The committee will move item #7a following Public Comments on the agenda as representatives from the Wellness Committee were present to present information regarding this matter. Motion carried by voice vote.

Motion (Edgell/Nelson) to approve minutes of December 30, 2010. Motion carried by voice vote.

Public Comments – None

Employee Relations – Wellness Committee Discussion/Consideration of Government Center Fitness Center – Representatives of the Polk County Worksite Wellness Committee, Karl Beaupre and Darlene Kusmirek presented information regarding an employee supported Fitness Center. A motion was

Motion (Sample/Nelson) that the Personnel Committee wholeheartedly endorse the philosophy presented as to the merits of having an on-site Government Fitness Center. Motion carried by voice vote.

The committee requests that Wellness Committee Representatives move the process forward to the Finance Committee, Building Dept. and Legal Dept. to address related issues such as; funding options, center maintenance, liabilities and disclaimers related to Workmen's Comp. and other insurance liabilities, hours of operation, hygiene and other operating practices. The Wellness Committee is requested to organize the information obtained into a fact sheet that will serve as a source document for drafting a resolution to be presented to the full county board.

Committee Calendar – Next Personnel Committee meeting is scheduled for Thursday, January 27, 2011. Safety Committee will meet on Monday, January 17, 2011 and Worksite Wellness on Thursday, January 20, 2011. Requested to move this agenda to the end of the meeting in the future.

Corporate Counsel – Fuge reviewed Corporate Counsel's monthly report and reviewed of the 2010 Budget and Expenditures pursuant to Policy 390 stating that the Department ended 2010 under budget.

Employee Relations – Jerrick reviewed Employee Relations 2010 Budget and Expenditures which finished approximately \$10,000 under budget. In addition, she reviewed and provided information regarding the Health Insurance Fund. Reviewed the Job Openings/New Hires Report.

County Administrator – Frey updated the committee on the progress on Policy 881, in which all budget direction will be removed and placed into a separate policy which will focus solely on the budget process. The draft of this budget policy will be presented for review next month. Frey discussed and distributed a hand out on the Employee Development review process.

Break at 10:48 am. Reconvene at 11:13 am

Discussion – Personnel Committee Duties and Responsibilities – The committee discussed the handout titled “Overview of Potential Governing Committee General Roles and Responsibilities”, provided by Frey at the last Personnel meeting. The committee will hold further review until the Organizational Committee reviews.

Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management and Discussion on Compression between Human Services Non-Rep Positions and Union Positions – The committee discussed and reviewed the status of Policy 390 revision. Sample will meet with Jerrick and Fuge to prepare a draft following the informal direction of the committee and present this in March to Personnel.

Motion (Edgell/Nelson) to send a resolution authorizing the Personnel committee to define the labor market for purposes of conducting market survey on non-represented employees to the January Board Meeting. Motion carried by voice vote.

Discussion – Management Structure – Defer to the January 27, 2011 Meeting.

Employee Morale – No discussion

Committee Observations – Arcand stressed the need for supervisors to use accurate figures/data.

Motion (Schmidt/Nelson) to enter 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; Wis. Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons. Motion carried by voice vote.

Closed session at 2:10 pm.

Return to open session at 2:41 pm.

Motion (Nelson/Edgell) for the Committee to make payment on outstanding Health Insurance claim. Motion carried by voice vote.

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

Adjourned: 2:42 p.m.