

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, January 27, 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 January 13, 2011
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
 - a. Set Departmental Goals for 2011
7. Employee Relations
 - a. Job Openings/New Hires Report
 - b. Safety Committee Report
8. County Administrator
 - a. Update/Discussion – Status of Policy 881 Revisions
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/Date and Time of 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

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 9:04 a.m.

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

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

Motion (Schmidt/Nelson) to approve minutes of January 13, 2011. Motion carried by voice vote.

Public Comments – None

Committee Calendar – Next Personnel Committee meeting is scheduled for Thursday, February 10, 2011.

Employee Relations – Kusmirek provided information regarding open positions and new hires, and provided an update regarding the activity of the Safety Committee.

County Administrator – Frey stated that Policy 881 will be provided to the County Board no later than the April Meeting.

Corporate Counsel – Fuge presented the Committee with the 2011 Goals for the office of Corporate Counsel.

Motion (Nelson/Schmidt) to approve the 2011 Goals of the office of Corporate Counsel as presented. Motion carried by voice vote.

Discussion – Personnel Committee Duties and Responsibilities – Arcand updated the Committee on the progress of the Organizational Committee and requested to hold this item until the next meeting for discussion. Also, reviewed the 2011 Work Schedule for the Personnel Committee, and requested that this timeline remain on the forefront of the Committee.

Break at 10:18 a.m. Reconvene at 11:40 a.m.

Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management – The committee discussed and reviewed the status of Policy 390 revision. Frey and Jerrick will work together on language suggestions and have draft for the next meeting. In addition, Frey was requested to review the current grid, and Jerrick to look at an internal compensation study.

Discussion – Management Structure – The Committee discussed the current staffing and management structure. Frey will continue to review positions through opportunities of attrition.

Employee Morale – No discussion

Committee Observations – Committee shared recent observations regarding health insurance, and the Federal reimbursements for Early Retiree Reinsurance Program.

Review County Labor Agreement Benefits/Contracts – The Committee would like to hold this for a later meeting.

Agenda Items – Employee Relations 2011 Goals

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

Adjourned: 1:04 p.m.