

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday, February 10, 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 27, 2011
4. Public Comments
5. Committee Calendar
6. Employee Relations
  - a. Job Openings/New Hires Report
  - b. Employee Relations 2011 Goals
7. County Administrator
  - a. Update/Discussion – Status of Policy 881 Revisions
8. Discussion – Personnel Committee Duties and Responsibilities
9. Review Personnel Committee 2011 Work Calendar
10. Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management
11. Employee Morale
12. Committee Observations
13. Agenda Items/Date and Time of Next Meeting
14. Review County Labor Agreement Benefits/Contracts
15. 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.**

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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Chair Arcand called the meeting to order at 9:02 a.m.

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

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

**Motion (Edgell/Nelson) to approve minutes of January 22, 2011 meeting. Motion carried by voice vote.**

Public Comments – None

Committee Calendar – Next Personnel Committee meeting is scheduled for Thursday, February 24 2011.

Employee Relations – New hire and job opening report was distributed. The Committee has requested that this report include ALL open positions, including those being held for an extended period by the County Administrator.

Jerrick presented the 2011 Employee Relations Goals regarding policy to the Personnel Committee for review and approval. In conjunction to the goal regarding Labor Relations, the Committee requested ER to provide periodically a report summarizing their activities.

**Motion (Edgell/Schmidt) to accept the 2011 Employee Relations goals as presented. Motion carried by voice vote.**

County Administrator – Frey distributed a draft for review of Policy 881, stating that a detailed outline of the budget process will be shared with the Finance Committee in February.

Break at 10:17 a.m.; resumed at 10:32 a.m.

Discussion – Personnel Committee Duties and Responsibilities – Reviewed in detail, changes discussed will be created in draft form by Employee Relations for the committee to review at the next meeting.

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 reviewed the draft and discussed.

**Motion (Edgell/Sample) to approve Policy 390 as presented, and forward it with a resolution to the County Board. Motion carried by voice vote.**

**Motion (Sample/Nelson) to adopt the document distributed by the ER Director at the January 13, 2011 meeting as a starting point for positions that require a wage review. Motion carried by voice vote.**

Employee Morale – Frey stated that Public Health is conducting an internal morale rating survey from their staff, and has requested that this information be shared with Personnel. Frey informed the committee that consideration is also begin given to employee recognition program, updates will be shared when available.

Agenda items – Requests to include: United Way presentation, Discussion on Policy 881, and Review of the 2011 Committee Calendar.

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

Closed session at 12:43 pm.

Return to open session at 1:46 pm.

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

Adjourned: 1:46 p.m.