

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday, February 24, 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 February 10, 2011
4. Public Comments
5. Committee Calendar
6. Review/Discussion of Budget Repair Bill – LRB-1383/2 Impact and County Labor Agreement  
Benefits/Contracts Review

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.**

7. Corporation Counsel
  - a. Briefing on Departmental Functions
8. Employee Relations
  - a. Job Openings/New Hires Report
  - b. Safety/Wellness Update
  - c. Health Insurance Report
9. County Administrator
  - a. Update/Discussion – Status of Policy 881 Revisions
10. Discussion – Personnel Committee Duties and Responsibilities
11. Recommendation on Resolution To Amend Policy 390 – Non-Represented Employee Compensation Management
12. Discussion/Consideration of Non-Represented Positions to be Reviewed for Compensation and Parameters for Review
13. Employee Morale
14. Committee Observations
15. Agenda Items
  - a. Date and Time of Next Meeting
  - b. Review Committee Work Calendar
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 9:03 a.m.

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

**Motion (Sample/Schmidt) to approve agenda. Chair Arcand moved item #6 to follow #15 on the agenda. Motion carried by voice vote.**

**Motion (Schmidt/Nelson) to approve minutes of February 10, 2011 meeting. Motion carried by voice vote.**

Public Comments – None

Committee Calendar – Next Personnel Committee meeting is scheduled for Thursday, March 10 2011. WCA is hosting a seminar titled “Public Employment Change in WI” on March 28<sup>th</sup> for anyone interested in attending. A representative from Corp Counsel and ER will be in attendance. Jerrick and Malone may be out of the office on March 10 if WPELRA hosts a round-table regarding issues in Labor Relations bill.

Corporation Counsel – Fuge provided a brief update on departmental functions.

Employee Relations – New hire and job opening report was distributed. Jerrick indicated the report is being revised to include ALL open positions, including those being held for an extended period by the County Administrator.

Jerrick provided a brief update regarding Safety and Wellness. Also reported that Riverbank and HealthPartners are working on compiling additional information pertaining to health insurance plan design. Jerrick will provide an updated report on fund balances at the next meeting.

County Administrator – Frey provided a general timeline for revision of 881, indicating the draft of the budget policy will be considered at Finance at their March meeting with goal of going to full Board in May. A first draft of the re-write of the travel policy will be available within a month.

Discussion – Personnel Committee Duties and Responsibilities – Reviewed in detail each item included on the revised draft. **Motion (Sample/Edgell) to revise item #1 to read: “Advise appropriate staff on the development of Personnel policies and provide County Board of Supervisors recommendations on the same.” Motion carried by voice vote.** The committee agreed to leave item #2 open for further discussion. Item #3 and 4 are acceptable as written. Item #5 will be revised by Jeff, Dana, and Andrea for clean up consistent with contracts and statutory provisions governing grievance processes. Item #6 is amended to delete reference to “Policy 390” and insert “the appropriate non-represented compensation management policy” in place. The remainder of the document revisions are accepted as presented.

Break at 10:35 am; reconvene at 10:45 am.

Recommendation on Resolution to Amend Policy 390 – Non-Represented Employee Compensation Management– The Committee reached consensus to move Policy 390 and resolution as drafted on to Finance for consideration.

Discussion/Consideration of Non-Represented Positions to be Reviewed for Compensation and Parameters for Review– Jerrick provided an update on the progress towards evaluation of positions identified for consideration by motion at the February 10 meeting. The Nursing Home Administrator position is under review and will utilize comparable wage/benefit information as provided by the professional nursing home administration group. Jerrick has also obtained and is compiling the information provided by the identified comparable counties. The positions of ER Director and Assistant Corporation Counsel will be next on the list for comparison.

Employee Morale – Frey discussed and commended the efforts of staff to continue to fulfill job duties despite issues going on in Madison, using the example of the Sunday night snow storm and how each individual at the Highway Dept who was called to work answered that call and came in. Jerrick informed the committee that Polk County was not experiencing an increase in sick leave utilization and we have no indication that employees are responding to issues through increase in absenteeism rates.

Agenda items – Requests to include: United Way presentation, Health Insurance Report

**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 role call vote.**

Closed session at 11:25 am.

**Motion (Sample/Edgell) to return to open session. Motion carried by voice vote**

Return to open session at 11:49 am.

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

Adjourned: 11:50 am.