

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
March 1, 2012
1:00 p.m. - Tentative Adjournment at 3:00 p.m.
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. 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.

Order of Business

A. Organizational Matters

1. Call to order
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes: February 9, 2012

B. Items of Business

5. County Administrator
 - a. Discussion and Recommendation on potential amendments to Interim Personnel Policy and Interim Administrative Policy
 - b. Market Compensation Studies and Adjustments
6. Discussion/Action on Policy 390
7. Bargaining with all Polk County labor associations which may include:
 - a. WPPA Corrections Officers Local 385
8. Review County Labor Agreement Benefits/Contracts and For purposes of considering collective bargaining strategy 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 for purposes of considering health insurance claim payment request under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.
9. Discussion/Consideration of resolution(s) authorizing labor agreements with all Polk County labor associations on legally authorized contract terms and conditions, for contracts commencing January 1, 2012 and any other general compensation adjustments.
10. Committee Calendar

C. Information and Discussion

11. County Administrator
 - a. Discussion of funding streams for County positions (ongoing item)
 - b. Status of Non-Represented Compensation/Wage Grid Review
12. Corporation Counsel
 - a. Activity Report
 - b. Introduction/Discussion of 2012 Department Goals
13. Employee Relations
 - a. Activity Report
 - b. Introduction/Discussion of 2012 Department Goals
 - c. Safety/Wellness Report
 - d. Job Openings/New Hires Report
14. Committee Member Reports
15. Agenda Items for Next Meeting
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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100 Polk County Plaza, Balsam Lake, WI 54810
Thursday, March 1, 2012

Chair Arcand called the meeting to order at 1:07 pm.

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

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

Public Comments – None

Motion (Schmidt/Nelson) to approve the minutes from the February 9, 2012 meeting as presented. Motion carried by voice vote.

Discussion and Recommendation of potential amendments to Interim Personnel Policy and Interim Administrative Policy – Frey distributed a Gantt chart for the compensation review and restructuring timeline. Frey also distributed a resolution to the committee including recommendations for modifications of sections of the Interim Personnel Policy.

Motion (Edgell/Nelson) to forward the Resolution to Amend the Cell Phone, Holiday, and Leave without Pay Provisions of the Interim Administrative Policy and Interim Personnel Policy and to Repeal the Cell Phone Policy. The committee discussed the provisions of the resolution and made two modifications to the resolution by consensus. **Roll Call Vote: Those voting yes: Schmidt, Nelson, Arcand, Edgell; those voting no: Sample. Motion carried.**

Market Compensation Studies and Adjustments – Frey provided the committee an update on the status of the compensation study and the ratings of four positions (three with increased duties and one new); per policy and consensus of the committee on policy interpretation, the new ratings for the four positions will be implemented in the current grid structure. No action taken.

Break – 2:30 pm
Reconvene – 2:44 pm

Discussion/Action on Policy 390 – The committee discussed starting salary for seasonal positions and authority of County Administrator to extend employment offers to department heads and County Board's role in either confirming or denying appointment. No action taken.

Calendar – The committee scheduled the next meeting as a joint meeting with the Transition Committee on March 20th at 1:30 pm.

County Administrator – Frey provided an update on the funding streams report – Maggie Wickre should have some data in the next two weeks.

Corporation Counsel – Fuge provided a brief report to the committee and deferred goals until the next meeting.

Employee Relations – Jerrick provided a brief report on the department's activities and distributed 2012 ER Dept Goals for the committee to review. Jerrick also provided the committee with information on a scribes error in the resolution establishing compensation for elected officials commencing terms in 2013. The committee elected to correct before moving on to County Board. **Motion (Sample/Nelson) to correct the compensation rates listed in the Resolution Establishing Elected Officials**

Compensation for Terms Commencing 2013 to reflect the intended 1.5% increase each year as originally established by the Personnel Committee. Motion carried by voice vote.

Supervisor Schmidt provided an update on Safety Committee work to the committee including workers compensation rates for 2011.

Agenda Items for Next Meeting – Joint meeting – Roles and Responsibilities/Continuation of Transition Committee; Carlson Compensation Consultant Presentation; 2012 ER Dept Goals

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

Adjourned – 4:19 pm