

# Polk County Personnel Committee

Meeting date: May 10, 2012

Start time: 9:00 a.m.

Est. end time: 10:30 a.m.

Location: West Conference Room, Government Center Building

Purpose: Organization of committee, report on progress towards policy goals, and recommendation on a resolution on employee benefits

Meeting documents:

- Resolution to Allow Higher Initial Leave Accruals for Recruitment of Mid-Career Professionals

## 1. Standing items

1.1 Call meeting to order

County Board Chair

1.2 Approve agenda

County Board Chair

## 3. New business

2.1 Election of officers

County Board Chair / 10 minutes

## 1. Standing items (continued)

1.3 Public comment

Speakers limited to 3 minutes

1.4 Approve minutes of previous meeting

Personnel Committee Chair

1.5 Corporation Counsel Department report and discussion

- Department overview
- Current 2012 financial status
- Report on progress towards policy goals

Department head / 15 minutes

1.6 Employee Relations Department report and discussion

- Department overview
- Current 2012 financial status
- Report on progress towards policy goals

Department head / 15 minutes

## 2. Old business

2.1 Final report on compensation by funding source

2.2 Update on benefits broker selection process

2.3 Update on compensation review process

County Administrator/15 minutes

## 3. New business

3.1 Consideration of Resolution to Allow Higher Initial Leave Accruals for Recruitment of Mid-Career Professionals

County Administrator/10 minutes

3.2 Meeting schedule for 2012-2014

Chair / 5 minutes

**4. Ending items**

4.1 Review action items

Chair / 5 minutes

4.2 Committee member comments

Committee / 5 minutes

4.3 Set next meeting date/agenda items

Chair / 5 minutes

4.4 Adjourn

Polk County Personnel Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Thursday, May 10, 2012

The meeting to order at 9:00 a.m. by County Board Chairman William Johnson IV.

Members Present: Arcand, Schmidt, Edgell, Cockroft, Engel

Others Present: Frey, Kusmirek, Fuge

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

Chairman Johnson opened the nominations for Personnel Chair. **Schmidt nominated Arcand. Motion (Cockroft/Schmidt) to close nominations for Chair. Motion to approve nominee Arcand for Chair carried by unanimous voice vote.**

Chairman Arcand opened the nominations for Personnel Vice-Chair. **Arcand nominated Schmidt. Motion (Engel/Cockroft) to close nominations for Chair. Motion to approve nominee Schmidt for Vice Chair carried by unanimous voice vote.**

Chairman Arcand opened the nominations for Personnel Secretary. **Schmidt nominated Engel. Motion (Cockroft/Schmidt) to close nominations for Chair. Motion to approve nominee Engel for Personnel Secretary carried by unanimous voice vote.**

Public Comments – Corrections Officer Jeremy Cox addressed the committee regarding a personnel concern. Schmidt requested to review the copy of the letter Cox read.

**Motion (Schmidt/Engel) to approve the minutes from March 1, 2012. Motion carried by voice vote.**

Corporate Counsel Department Report and discussion – Fuge offered the Committee on an overview of the office of Corporate Counsel, and shared both the department's current 2012 financial status and the progress toward policy goals.

Employee Relations Department Report and discussion – Kusmirek briefed the Committee on an overview of the Employee Relations Department, and shared both the department's current 2012 financial status and policy goals.

Final Report on Compensation by Funding Source – Frey provided the committee with the 2012 Operating and Capital Budget to demonstrate the various departmental personnel funding sources.

Update on Benefits Broker Selection Process and Compensation Review Process – Frey summarized the competitive process, and announced that Willis was selected, summarizing the level and diverse services available; including studies for salary compensation at no or minimal costs.

Consideration of Resolution to Allow Higher Initial Leave Accruals for Recruitment of Mid-Career Professionals –

**Motion (Engel/Arcand) to move the Resolution to Allow Higher Initial Leave Accruals for Recruitment of Mid-Career Professionals for consideration by the County board with recommendation for passage.** Frey assisted the Committee during their discussion with information regarding recruitment of mid-career professional. **Roll Call Vote: Those voting yes: Engel, Cockroft, Arcand; those voting no: Schmidt, Edgell. Motion carried.**

Meeting Schedule – The Committee will meet at 9 a.m. on the second Thursday of each month, reserving the fourth Thursday as optional if/when it is necessary.

Set next meeting date/agenda items – Next meeting will be on Thursday, June 14, 2012. Agenda items requested include: Review of Strategic Planning for Departments, Committee Appointments (if directed by the Administrative Committee), Temporary and Seasonal Employees history regarding compensation.

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

Adjourned – 11:25 a.m.