

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday June 9, 2011**  
**9:00 a.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.*

1. Call to order
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes: May 12<sup>th</sup>, 2011 meeting
5. Corporation Counsel
  - a. Discussion Recommendation on Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011/ Termination of Parental Rights Cases
6. Employee Relations
  - a. Consideration of Employee Relations Department 2010 Annual Report
  - b. Job openings/new hires report
  - c. Health insurance report
  - d. Department update (safety, wellness, general)
7. County Administrator
  - a. Update/discussion – status of policy 881 revisions
  - b. Review and discuss Budget Preparation and Execution Policy
  - c. Organizational Structure Report
8. Review County Labor Agreement Benefits/Contracts  
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. Employee Morale
10. Committee Calendar
11. Committee Observations
12. Agenda Items for Next Meeting
13. 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.

**Polk County Wisconsin**

**BUDGET PREPARATION AND EXECUTION**

Policy \_\_\_\_

Effective Date: \_\_\_\_\_

**1. Contents and scope**

This policy governs the preparation, submission, approval and implementation of the annual budget for Polk County, Wisconsin under the Laws of the State of Wisconsin and subject to other relevant policies adopted by the Polk County Board of Supervisors including, but not limited to, policies on fund balance, procurement, investment, and employee compensation and benefits as well as any negotiated labor agreements.

**2. Definitions**

For purposes of this policy, the following terms have the meanings given:

- a. *Budget* means a plan of raising and using financial resources to ensure achievement of tasks and execution of functions during a budget period.
- b. *Budget period* means one calendar year.
- c. *Budget reserve* means unassigned general fund balance as of the close of the preceding year as determined through audit.
- d. *Contingency account* means that described in Wisconsin Statutes 59, as amended from time to time.
- e. *Debt service* means scheduled payment for principal, interest, or both for a bond, loan or other similar financial obligation.
- f. *Fiscal year* means a calendar year from January 1 through December 31 of that same year.
- g. *Budget year* means the fiscal year following the current fiscal year.
- h. *Forward year* means a year following the budget year.
- i. *Program* means a systematized list of activities aimed at achieving a general goal and tasks, implementation of which is proposed and fulfilled by a spending unit in accordance with its responsibilities.
- j. *Capital expenditure* means an expenditure of greater than \$5,000 on an individual item with an expected use for greater than one year.
- k. *Capital budget* means an accounting of non-recurring capital expenditures of greater than \$25,000 incorporated in the annual budget in the current budget year.
- l. *Capital improvement plan* means a estimate of the capital budget for the county for the budget year and four forward years.
- m. *Forward year estimate* means the estimated annual budget for any year following the budget year.
- n. *Performance measure* means an indicator that shows, in current terms, the adequacy of a program in meeting its objectives.
- o. *Budget classification* means a consolidated, systematized grouping of budget revenues and expenditures (including borrowing net of principal payment), as well as of sources of budget financing based on such features as economic essence, functional activity, organizational structure, and other features established in compliance with Wisconsin statutes and County Board policy.

- p. *Budget balance* means the difference between total resources and total expenditures in a fiscal year by fund and in total.
- q. *Balanced budget* means a budget within which total resources are greater than or equal to total expenditures.
- r. *Structural balance* means the difference between recurring expenditures and recurring revenues in any calendar year.
- s. *Personnel costs* means the sum of wages, salaries, and benefits for a department or agency as defined in the chart of accounts.
- t. *Operating costs* means the sum of payments for utilities, materials other than capital expenditures, rent, travel, vehicle expenses and others as defined in the chart of accounts.
- u. *Professional services* means the cost of outside consultants or provision of services by outside agencies as defined in the chart of accounts.
- v. *GASB* means the Government Accounting Standards Board.

### **3. Budget funds.**

The draft and final budgets must be reported using the following fund structure:

- a. General fund
  - i) Contents. To the greatest extent permitted by State and Federal law, accounting standards, funding agreements, County Board policy and practicality, all revenues and expenditures must be incorporated in the general fund.
  - ii) Categorization of revenues and expenditures. General fund revenues and expenditures will be reported in the draft and final budget and in subsequent financial reports using the classifications prescribed in Wisconsin statutes section 65.90 as amended from time to time.
- b. Contingency fund.

The county administrator must recommend a funding level and source for a contingency fund pursuant to Wisconsin statutes as part of the annual budget recommendation, including any carryover of prior year unused resources.
- c. All other funds.

Funds that are required to be separate by State or Federal law, accounting standards, funding agreements, County Board policy or practicality must be combined to the extent possible and reported using the same categorization of expenditures as is required for the General Fund.

### **4. Consolidated budget.**

In addition to individual budget funds as specified in this section, the county administrator must prepare a consolidated, or all funds, budget combining all revenues and all expenditures following adoption of the annual budget.

### **5. Budget revenues**

Budget revenues must be reported using all categories as required by State law and accounting practices, including but not limited to property tax levy, fees, charges, interest income, interest on delinquent taxes, grants, state aid, federal aid, and fines.

### **6. Budget expenditures**

Budget expenditures must be reported using all categories as required by State law and

accounting practices, including but not limited to personnel costs, operating expenses, professional services, supplies and expenses, fixed charges, debt service, grant contribution, capital outlay and transfers.

## **7. Components of budget legislation**

Budget legislation consists of the laws of the United States of America, of the State of Wisconsin, this policy, and other financial policies adopted by the Polk County Board of Supervisors.

## **Section 2: Preparation and adoption of the annual budget**

### **1. Classification and level of detail.**

Proposed and final budgets must be prepared in accordance with Wisconsin Statutes, specifically section 65.90 as amended from time to time in terms of classification, form and detail. In addition, budgets must also be prepared listing expenditures by program as possible. Revenues and expenditures must be separately reported and, unless specifically permitted by the county administrator and identified in the proposed budget, revenues may not be used to offset expenditures.

### **2. Budget calendar**

The county administrator must distribute a budget calendar to all agencies on or before February 1 of each year. The budget calendar must set out dates for the submission and review of budget documentation and submissions by the county administrator, the governing committees, the finance and personnel committees, and the board of supervisors.

### **3. Development of the draft budget**

The following individuals or committees have assigned responsibilities for the development of the draft budget.

- a. County administration. In accordance with Wisconsin Statutes section 59.18, as amended from time to time, the county administrator is responsible for the preparation and submission of the annual budget.
- b. Governing committees. Each governing committee is responsible for the review and approval of budgetary goals and objectives for each program administered by each department under their jurisdiction. Each committee must also review the budget request as submitted by the department and make recommendations to the county administrator on that budget request.
- c. Department heads. Each department head is responsible for the preparation of the budget narrative and budget request for their department as well as any analysis as requested by the county administrator, governing committee, or county board.
- d. Finance committee. The finance committee is responsible for reviewing the overall budget context and advising the county administrator on overall budget size and resources.
- e. Personnel committee. The personnel committee is responsible for review of overall employee benefits and wages, with recommendation to the county administrator.

**4. Fee schedule**

The County Board must annually adopt a fee schedule prepared by the county administrator. This schedule incorporates any local fees or charges, including fees for service, over which the county board has discretion.

- a. Contents. The fee schedule must include past year fee rate, current year fee rate, proposed rate, past year actual revenues, current year projected revenues and forward year estimated revenue. Where possible, the schedule must also include an estimate of the actual cost of providing the service to which the fee relates. The county administrator is responsible for prescribing the form of this report.
- b. Adoption. Department heads must submit sections of the fee schedule for their departments on or before July 15. The county administrator must review and make a recommendation on the proposed fee schedule prior to the August regular meeting of the county board. Once adopted, projected revenues from these fees and charges must be incorporated in the annual budget proposal.
- c. Amendment. Fees and charges may be amended as part of the consideration of the annual budget. Following adoption of the annual budget, any amendment to the fee schedule must be made in the same manner as any amendment to the annual budget.

**5. Budget submission**

In addition to those requirements set out in Wisconsin Statutes, the proposed budget submitted by the county administrator must provide additional information for consideration by the board and meet additional requirements where possible. These include:

- d. Contents. This information and information on prior year, current year, budget year, and one or more forward year estimates.
- a. Proposed budget balance. The budget submitted by the county administrator must be balanced and must be structurally balanced or incorporate a plan to regain a structural balance should the administrator deem it expedient to defer from a structural balance for a period of time.
- b. "Last dollar" levy. For purposes of budget preparation and adoption, all other revenues must be incorporated to offset expenditures prior to the inclusion of any property tax levy revenues.
- c. Commitment and assignment of funds. Any funds to be carried over from the current to the budget year must be expressly identified in the budget proposal.
- d. Grant funds. The budget must include all grant funds to the extent possible. The department head must also have available, on request, supporting documentation as to the permitted use of these funds.
- e. Resolution format. The proposed budget resolution must contain enabling language for any grant or other revenue recommended to be incorporated in the annual budget and for the recommended continuation of any funds assigned or committed by past County Board action.

**6. Public availability and fiscal transparency.**

The county administrator's budget recommendation including budget narratives, a letter of transmittal, and a budget summary must be made publicly available on submission of the annual budget.

**7. Capital improvement plan.**

The county administrator must annually submit a capital improvement plan for all departments along with the annual budget. The capital improvement plan must provide information as to specific items to be purchased, their priority in accord with the priority set by the county board, alternatives should the purchase not occur or occur at a later date, financing options, and associated performance measures.

**8. Budget review and adoption.**

The following committees have the responsibility assigned them in the adoption of the annual budget.

- a. Governing committees. The annual budget for each department must be prepared and presented to each respective governing committee at the first meeting following its submission by the county administrator. Any governing committee may, by majority vote, recommend an amendment to the draft budget for consideration by the finance committee and the County Board. These recommendations include those on any amendment recommended by the finance committee.
- b. Personnel committee. The annual budget must be presented to the personnel committee at its first meeting following its submission. The personnel committee must make a recommendation to the finance committee and the County Board on wage and benefit amounts where not prescribed by negotiated labor agreements.
- c. Finance committee. The annual budget must be presented to the finance committee at their first meeting following its submission. The finance committee must review the recommended budget and make a recommendation to the county board as to overall amount of the budget in total and by fund and sources of financing. This recommendation must be in the form of an amendment reducing or increasing expenditures or amending overall revenue composition provided the proposed budget would remain balanced. Amendments affecting expenditure amounts for individual departments must be referred to the appropriate governing committee for their recommendation as possible prior to consideration by the County Board. The finance committee must also review amendments recommended by governing committees for compliance with the overall budget recommendation and prior to the consideration of any amendment by the full County Board.
- d. County Board. The County Board must consider the recommendation of the finance committee as to overall budget amount and revenue composition and every amendment proposed by governing committees or the finance committee prior to their consideration.

**9. Budget adoption and reporting**

Pursuant to Wisconsin statutes, the County Board is responsible for the adoption of the

annual budget. In addition to the reports required by Wisconsin statutes, the annual budget report, which must be completed within three months following adoption, must contain expenditures by program, performance measures and history, and a summary and explanation of the budget in simplified terms including major factors affecting the annual budget.

### **Section 3: Budget execution**

#### **1. Responsibilities for budget execution.**

As provided by Wisconsin Statutes section 59.18, the county administrator is responsible for the implementation of the annual budget and enforcement of the budget policy, including any reports required under this section. Each department head is responsible for the implementation of their annual budgets and providing prompt and accurate reports on budget execution to the county administrator and to the appropriate governing committee.

#### **2. Transfer rules.**

During the execution of a budget, any department head may transfer funds within any of the following categories: operating expenditures, personnel costs, capital costs, and professional services. Any transfer in excess of \$5,000 under this section must be approved by the county administrator. Any transfer in excess of \$20,000 within a budget category must be approved by the finance committee, who may also authorize the transfer of funds within all budget categories for any department pursuant to Wisconsin Statutes section 65.90 and as possible following a recommendation by the county administrator.

#### **3. Reporting**

Each department must report at least quarterly to their governing committee on their budget execution and on progress towards their annual goals at least semi-annually in a form prescribed by the county administrator. Each department must report to their governing committee on grant revenues and expenditures on a quarterly basis

#### **4. Budget amendments.**

Except as provided in this section and as permitted by Wisconsin statutes, no funds in excess of amounts approved by the County Board in the budget may be expended without County Board approval.

- a. Contingency fund transfer. Pursuant to Wisconsin Statutes section 65.90, the finance committee may transfer funds from the contingency fund to any budget category subject to limitations under Wisconsin Statutes and as possible following a recommendation by the county administrator.
- b. County Board amendments. Pursuant to Wisconsin Statutes section 65.90, the County Board may amend the annual budget to increase or decrease any expenditure, provide for a new expenditure or amend any revenue amount subject to any restriction by State or Federal law, accounting standards, funding agreements, or practicality. Any proposed amendment, where possible, must be accompanied by a recommendation from the county administrator, governing committee, and finance committee prior to its consideration.

- c. Mid-year grant application and approval procedure. If grant funds become available at a time when inclusion in the regular budget process is impractical, the county administrator or her/his designee must approve the application for any grant, with notification to the appropriate governing committee. On receipt of grant funds, a budget must be submitted to the county administrator and governing committee, with the department head providing supporting documentation as to the permitted use of these funds or other contractual obligations available on request.

**5. Year-end expenditures**

Unless provided by other policy, State and Federal law, grant or other funding contract, all expenditures for capital assets must be made so that delivery of that asset occurs on or before December 31 in the year in which the purchase was authorized without the permission of the county administrator or his/her designee.

**6. Cancellation**

For purposes of budget execution, it is considered that all other revenues and all non-general fund revenues are expended to the extent possible before property tax levy funds are expended. Further, unless otherwise provided by State law, Federal law, County Board action, or a condition of funding pursuant to GASB regulations, all unspent appropriations cancel to the general fund at the close of the fiscal year.

**7. Severability.**

If any portion of this policy is found to be in violation of State or Federal law, contractual obligations or grant agreements that portion is to be considered null and void.



### Sound Principles for Design of a Budget Policy

1. **Authoritativeness:** The policy should clearly assign responsibility (within the constraints of state law): The administrator prepares a draft annual budget and supporting documents; the County Board approves the annual budget after amendments; no expenditure may be made without the approval of the County Board through the budget; the administrator is responsible for the implementation of the budget and reporting on its implementation. The budget policy incorporates an amendment process to be used after the budget is adopted.
2. **Annual basis:** Budget authority is for a 12 month period. The policy incorporates exceptions from that rule, such as multi-year appropriations and year-end carryovers, such as non-lapsing accounts. All ongoing transactions are estimated for their one-year cost.
3. **Comprehensiveness:** All revenues and expenditures are included in the budget on a gross basis. Expenditures are not offset by revenues unless specified. Dedicated funds are minimal, established by action of the County Board. Contingency funds are defined in the budget policy.
4. **Unity:** The budget presents, and the County Board approves, all receipts and payments in the same annual budget resolution, including all capital expenditures. All new revenue measures are approved in the annual law, other than fees and charges adopted at a scheduled prior date.
5. **Common pooling of revenues:** All resources must belong to a common fund to the extent possible.
6. **Specificity:** Revenues and expenditures are approved with some detail in the budget estimates. Authorized spending is intended for particular purposes (inputs or programs/outputs).
7. **Balance:** Budget payments are balanced by receipts (accounting balance, cash basis). Budget expenses are balanced by budget revenues and financing (accrual basis). "Balance" is well defined and may be subject to legal limitations and further constrained to structural balance (ongoing expenditures offset by ongoing revenues).
8. **Accountability:** The administrator must account to the County Board for how administration and departments has met their responsibilities at least twice a year. An independent external audit body reports at least annually to the County Board on budget execution. Within administration and departments, the accountability of budget managers is clearly defined.
9. **Transparency:** The roles of public bodies are clear. Timely and regular financial and nonfinancial information on the budget is publicly available. The terms used in the budget policy are clearly defined.

10. **Stability:** Budget and public debt objectives are framed in the context of a regularly updated medium term budget framework. The rates and bases of taxes and other charges are relatively stable.
11. **Performance:** The expected and recent past results (outputs and/or outcomes) of budget programs are reported in the budget document.

Reference: Modified from Ian Lienert and Israel Fainboim, Reforming Budget System Laws, IMF Fiscal Affairs Department, October 2007

Polk County Wisconsin

STAFFING AND POSITION ADMINISTRATION

Policy 881

Effective Date: 02-18-93

Revision Date: 06-15-04, 6-20-06,  
6-19-07, 3-11-08, 6-21-11

**1. Scope**

This policy provides definitions for reference in other policies, governs the creation of new positions outside of the annual budget process, provides restrictions on certain positions and assigns authority for other types of positions. It is applicable to all positions within County government unless otherwise specified but does not supersede any provision in the County's labor agreements with which it may conflict.

**2. Definitions**

For purposes of this policy:

- a. *Position* means a financially compensated employment opportunity controlled by the county and as defined by county labor agreement, contract, or similar.
- b. *Limited position* means a position with a defined ending date, either funded entirely through a grant or other dedicated revenue or limited by the type and scope of work to be performed. Types of limited positions are:
  - i. A *temporary limited position* is one that does not exceed 2080 hours in any calendar year (including extensions) for any one department.
  - ii. A *seasonal limited position* is a position that fulfills a specific assignment of a recurring, well-defined nature, not to exceed six months in any calendar year.
  - iii. An *emergency limited position* is an appointment to meet staffing needs of an unforeseen or critical nature.
- c. *Full-time positions* are those non-limited positions designed for a full work week as defined by labor contract, personnel policy, or other appropriate controlling document (such as County Board resolution or contract with outside agency).
- d. *Part-time positions* are those non-limited positions designed to work fewer hours than a full work week as defined by labor contract, personnel policy, or other appropriate controlling document including County Board resolution or contract with an outside agency. Part time positions are divided into three sub-classifications:
  - i. *Regular part-time* positions are scheduled to work 1020 hours or more in a calendar year.
  - ii. *Restricted part-time* positions scheduled to work less than 1020 hours in a calendar year.
  - iii. *Casual* positions are limited part-time positions with an irregular or variable number of hours per year but established on a permanent basis by County Board resolution and do not exceed 600 hours in a calendar year except in the case of the sheriff's department.
- e. *Fee Reimbursement Funded* positions are limited, full-time, or part-time positions that provide patient care and that are fully funded through fees and charges.

**3. Positions, how created**

No position may be created except as herein provided.

## DRAFT

- a. Any non-limited position must be authorized by the final annual budget resolution.
- b. A department head may establish emergency limited positions or expand the hours of existing part-time non-limited positions in an emergency for a period not to exceed one hundred thirty-five (135) calendar days or the remainder of the calendar year, whichever is shorter, on approval by the county administrator and provided adequate funding is available.
- c. A department head may establish a limited position with the approval of the employee relations director for the remainder of the calendar year.
- d. The sheriff may establish a casual position with the approval of the employee relations director for the remainder of the calendar year.

In an emergency where it is not possible to receive prior approval of the employee relations director or the county administrator, a department head may establish a limited position provided such approval is received within 72 hours of that hire.

#### **4. Limited positions, restrictions**

Limited employees do not participate in the County's benefits program except as provided for elsewhere in the County's personnel policy or collective bargaining agreements or as required by law. The number of hours worked may be either full-time or part-time. Limited positions must serve one of four major purposes:

- a. To fill positions that are temporarily vacated by non-limited employees.
- b. To provide assistance to departments with temporary and substantial increases in workload.
- c. To fill a full or part-time position for a limited period of time as part of a seasonal program or activity.
- d. To enable county participation in an activity for which a dedicated funding source is available.

Unless subsequently authorized by the County Board in the annual budget resolution, a limited position ends when the dedicated revenue used to fund this position is exhausted or when any contractual time limitation associated with that funding is reached.

#### **5. Fee reimbursement funded positions, procedure**

A department head may adjust the number of approved fee reimbursement funded positions and hours as needed provided that these adjustments reflect actual changes in client caseloads, resident census, and or other directly relevant criteria. The department head may reclassify these positions from limited part-time to non-limited status for the remainder of the calendar year. A department head must report to their governing committees on a quarterly basis on the number of such positions that exist in each department and the number of hours established for each position.

#### **6. Filling vacant positions**

Notwithstanding any other policy to the contrary, the county administrator may authorize the filling of any vacant position authorized in the annual budget resolution. The county administrator may also authorize replacing a full-time vacant position with a part-time or limited position or a full-time position at a lower pay rate.

RESOLUTION NO: \_\_\_\_\_

Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011

TO THE HONORABLE SUPERVISORS OF THE BOARD OF SUPERVISORS OF THE COUNTY OF POLK:

¶1 WHEREAS, during the past years, the County Board of Supervisors has resolved to authorize a legal services agreement between the Human Services Department and the Office of Corporation Counsel for the provision of legal services on termination of parental rights cases; and

¶2 WHEREAS, as a result of those legal services agreements, the County improves the quality of lives of those children who have been placed in foster care by placing those children by court order in a planned living arrangement, such as adoption, guardianship or sustaining care; and

¶3 WHEREAS, as a result of such legal services agreements, the County has been able to capture federal reimbursements under Title IV-E of Social Security Administration Act, thereby reducing net costs to the County that are expended for legal services in child welfare cases, which include termination of parental rights cases; and

¶4 WHEREAS, the Federal Title IV-E legal reimbursement program allows reimbursement of legal services provided by the Office of Corporation Counsel based upon the personnel costs of attorneys and staff and non-personnel costs of the Office of the Corporation Counsel that are expended toward the provision of legal services in termination of parental rights cases; and

¶5 WHEREAS, in order to continue to receive Federal IV-E reimbursements for legal services for termination of parental rights cases, it is necessary for the County to authorize on an annual basis a legal services agreement between the Human Services Department and the Corporation Counsel; and

¶6 WHEREAS, entering into and implementing a legal services agreement as required for Federal Title IV-E reimbursement will allow Polk County to continue to prosecute termination of parental rights cases expeditiously and cost effectively; and

¶7 WHEREAS, the Personnel Committee and the Human Services Board have recommended approval of the 2011 legal services agreement between the Human Services Department and the Corporation Counsel that directs the Corporation Counsel to provide legal services for the purposes of prosecuting termination of parental rights cases.

¶8 NOW THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes the Polk County Human Services Department and the Polk County Corporation Counsel to enter into a legal services agreement for the purposes of Federal Title IV-E reimbursement for termination of parental rights cases.

RESOLUTION NO: \_\_\_\_\_-11

Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011

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¶9 BE IT FURTHER RESOLVED that the authorization provided herein to the Polk Human Services Department and the Polk County Corporation Counsel to enter into a legal services agreement for the purposes of Federal Title IV-E reimbursements for termination of parental rights cases shall be continuous and on-going until such authorization is repealed.

Initial Funding Amount: \$15,328 Projected 2011 County Levy Expenditures  
\$6,131 Projected Title IV-E Program Reimbursement  
(40% Rate)

Funding Source: 2011 Approved County Levy m - Corporation Counsel

Finance Committee Advised: CY 2011 Budgetary Process

Finance Committee Recommendation: Adoption with the CY 2011 Budget

Date Submitted to County Board: June 21, 2011

County Board Action: \_\_\_\_\_

Effective Date: Upon Passage

Submitted by Personnel Committee: \_\_\_\_\_

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Submitted by the Human Services Board: \_\_\_\_\_

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Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

\_\_\_\_\_

Dana Frey, County Administrator

RESOLUTION NO: \_\_\_\_\_-11

Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011

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Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

\_\_\_\_\_  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. \_\_\_\_\_-11, Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011, by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

\_\_\_\_\_  
William Johnson, IV, County Board Chair

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Carole Wondra, Polk County Clerk

RESOLUTION NO: \_\_\_\_\_

Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011

TO THE HONORABLE SUPERVISORS OF THE BOARD OF SUPERVISORS OF THE COUNTY OF POLK:

¶1 WHEREAS, during the past years, the County Board of Supervisors has resolved to authorize a legal services agreement between the Human Services Department and the Office of Corporation Counsel for the provision of legal services on termination of parental rights cases; and

¶2 WHEREAS, as a result of those legal services agreements, the County improves the quality of lives of those children who have been placed in foster care by placing those children by court order in a planned living arrangement, such as adoption, guardianship or sustaining care; and

¶3 WHEREAS, as a result of such legal services agreements, the County has been able to capture federal reimbursements under Title IV-E of Social Security Administration Act, thereby reducing net costs to the County that are expended for legal services in child welfare cases, which include termination of parental rights cases; and

¶4 WHEREAS, the Federal Title IV-E legal reimbursement program allows reimbursement of legal services provided by the Office of Corporation Counsel based upon the personnel costs of attorneys and staff and non-personnel costs of the Office of the Corporation Counsel that are expended toward the provision of legal services in termination of parental rights cases; and

¶5 WHEREAS, in order to continue to receive Federal IV-E reimbursements for legal services for termination of parental rights cases, it is necessary for the County to authorize on an annual basis a legal services agreement between the Human Services Department and the Corporation Counsel; and

¶6 WHEREAS, entering into and implementing a legal services agreement as required for Federal Title IV-E reimbursement will allow Polk County to continue to prosecute termination of parental rights cases expeditiously and cost effectively; and

¶7 WHEREAS, the Personnel Committee and the Human Services Board have recommended approval of the 2011 legal services agreement between the Human Services Department and the Corporation Counsel that directs the Corporation Counsel to provide legal services for the purposes of prosecuting termination of parental rights cases.

¶8 NOW THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes the Polk County Human Services Department and the Polk County Corporation Counsel to enter into a legal services agreement for the purposes of Federal Title IV-E reimbursement for termination of parental rights cases.



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Finance Committee Advised: CY 2011 Budgetary Process

Finance Committee Recommendation: Adoption with the CY 2011 Budget

Date Submitted to County Board: June 21, 2011

County Board Action: \_\_\_\_\_

Effective Date: Upon Passage

Submitted by Personnel Committee: \_\_\_\_\_  
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\_\_\_\_\_  
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Submitted by the Human Services Board: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Review By County Administrator:

- Recommended
- Not Recommended
- Reviewed Only

\_\_\_\_\_  
Dana Frey, County Administrator

RESOLUTION NO: \_\_\_\_\_-11

Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011

Page 3

Review By Corporation Counsel:

- Approved as to Form
- Recommended
- Not Recommended
- Reviewed Only

\_\_\_\_\_  
Jeffrey B. Fuge, Corporation Counsel

At its regular business meeting on June 21, 2011, the Polk County Board of Supervisors adopted the above-entitled resolution, Resolution No. \_\_\_\_\_-11, Resolution to Authorize a Legal Services Agreement between the Human Services Department and the Corporation Counsel for CY 2011, by a simple majority vote of \_\_\_ in favor and \_\_\_ against.

\_\_\_\_\_  
William Johnson, IV, County Board Chair

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_  
Carole Wondra, Polk County Clerk

Polk County Personnel Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Thursday, June 9, 2011

Chair Arcand called the meeting to order at 9:00 a.m.

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

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

**Motion (Schmidt/Edgell) to approve the minutes from the May 12, 2011 meeting. Motion carried by voice vote.**

Public Comments – None

Employee Relations Report – The Employee Relations 2010 Annual Report was reviewed by committee, a request was made to include costs of employee benefits with reference that those expenses are covered by a combination of County levy, grants, fees, State and Federal funding, and other funding streams.

**Motion (Schmidt/Edgell) to receive and forward the Employee Relations 2010 Annual Report to the Full County Board as presented with inclusion of discussed benefits costs data. Motion carried by voice vote.**

Jerrick completed departmental update including job openings/new hires and health insurance report.

Corporation Counsel Report – The Committee discussed the recommendation on the resolution to authorize a legal services agreement between Human Services and Corporation Counsel for 2011, termination of parental rights cases.

**Motion (Nelson/Edgell) to receive and forward the resolution on to the Full County Board. Motion carried by voice vote.**

County Administrator – Frey reviewed the revisions thus far on Policy 881 as well as the Budget Preparation and Execution Policy.

Break – 10:25 am  
Reconvene – 10:37 am

Committee Calendar – The next scheduled Personnel Committee meeting will be Thursday, July 7, 2011; unless it becomes necessary to meet prior to that date. The Safety Committee is scheduled to meet at 10 a.m. on Monday, June 20<sup>th</sup>.

**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 10:57 a.m.

Return to open session at 11:05 a.m.

Committee announced that they will issue notices to commence the labor negotiations process.

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

Adjourned: 11:07 a.m.