

# Polk County Personnel Committee

Meeting date: June 28, 2012

Start time: 9:00 a.m.

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

Location: West Conference Room, Government Center Building

Purpose: Consideration of annual report; strategic planning to identify policy issues for budget consideration and future action

Meeting documents:

- Employee Relations Annual Report

## 1. Standing items

1.1 Call meeting to order

1.2 Approve agenda

1.3 Approve minutes of previous meeting

1.4 Public comment

Personnel Committee Chair/5 minutes

Speakers limited to 3 minutes

## 2. Old business

2.1 Report on property tax-funded employees

2.2 The Committee may entertain a closed session for purposes of considering collective bargaining strategy, review and/or negotiation of labor agreement benefits/contracts expiring on December 31, 2011, WPPA Corrections Officers Association: 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.

Employee relations director/15 minutes

## 3. New business

3.1 Provide Advice and Policy Direction on strategic issues for Corporation Counsel's Office for 2013 budget

3.2 Receipt and Discussion of Annual Report for Corporation Counsel's Office

3.3 Annual report for Employee Relations

3.4 Identification of strategic issues for Employee Relations for 2013 budget

Corporation Counsel/40 minutes

Corporation Counsel/10 minutes

Employee relations director/10 minutes

Employee relations director/20 minutes

## 4. Ending items

4.1 Review action items

4.2 Committee member comments

Chair / 5 minutes

Committee / 5 minutes

4.3 Set next meeting date/agenda items

Chair / 5 minutes

4.4 Adjourn

*\*Times listed are indicative of the projection of time needed to address each item. Please be aware items may be taken in different order.*

Polk County Personnel Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Thursday, June 28, 2012

The meeting to order at 9:06 a.m. by Chairman Arcand.

Members Present: Arcand, Schmidt, Edgell  
Members Absent: Cockroft, Engel  
Others Present: Frey, Kusmirek, Fuge, Jerrick

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

**Motion (Schmidt/Edgell) to approve the minutes from May 10, 2012. Motion carried by voice vote.**

Public Comments – None

Old Business:

- Report on property tax-funded employees – Frey distributed a summary of all funds by department allocated by percentage of funding by levy versus non-levy support.
- Closed session – the closed session item was not necessary; Chairman Arcand struck the item from the agenda.

New Business

- Provide Advice and Policy Direction on strategic issues for Corporation Counsel's Office for 2013 budget – Fuge distributed two documents for review by the committee “Strategic Planning Process – Office of Corporation Counsel – Plan in Development” and “Step 4 SWOT Analysis.” Fuge requested the committee review and complete the latter document and submit to the Corporation Counsel office
- Receipt and Discussion of Annual Report for Corporation Counsel's Office – Fuge distributed and reviewed the 2011 Corporation Counsel Annual Report. **Motion (Edgell/Schmidt) to accept and forward the 2011 Corporation Counsel Annual Report to the full County Board. Motion carried by voice vote.**
- Annual Report for Employee Relations - Jerrick distributed and reviewed the 2011 Employee Relations Department Annual Report. **Motion (Schmidt/Edgell) to accept and forward the 2011 Employee Relations Department Annual Report to the full County Board. Motion carried by voice vote.**
- Identification of Strategic Issues for Employee Relations for 2013 Budget – Jerrick distributed and reviewed the SWOT issues identified by the Employee Relations Department staff.

Ending Items

- Review action items – The committee discussed the personnel committee's membership on the Safety Committee and Chairman Arcand appointed Schmidt to continue serving on the Safety Committee as the Personnel Committee's representative.
- Committee member comments - Edgell requested information on recently hired seasonal employees.
- Set next meeting date/agenda items – 2013 budget and strategic planning for both departments, hold July 12 meeting if needed, defer until July 26 if meeting on the 12<sup>th</sup> is not necessary.
- Adjourn – **Motion (Schmidt/Edgell) to adjourn. Motion carried by voice vote.** Adjourned at 10:57 a.m.