

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, July 22, 2010
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 July 9, 2010
 4. Public Comments
 5. Committee Calendar
 6. Corporation Counsel
 - a. Department Report
 7. Employee Relations
 - a. Health Insurance Update
 - b. Safety/Wellness Report
 - c. Job Openings/New Hires Report
 8. Labor Negotiations Forum Discussion
 9. Budget & Staffing Projections – Employee Relations and Corporation Counsel; County Wide
 10. Discussion Policy 390 and Non-Represented Compensation and Policy 203 Performance Evaluations
 - a. Request for Proposal – Non-Represented Compensation Analysis
 - b. Revised Performance Evaluation Format
 11. Employee Morale
 12. Committee Observations
 13. Agenda Items for Next Meeting
 14. Review County Association Benefits/Contracts
 15. 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
 - b. For purposes of reviewing applicant(s) for consideration as a recipient under Policy 508 – Voluntary Vacation Leave Donation and consideration of payment of insurance claims. Closed Session under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons.
- 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.**
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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Supervisor Arcand called the meeting to order at 9:01 am.

Present: Arcand, Schmidt, Edgell, Nelson, Sample

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

Motion (Schmidt/Nelson) to approve minutes of July 9th, 2010. Motion carried by voice vote.

Public Comments – None

Committee Calendar – Next regularly scheduled Personnel Committee meeting August 12th, and August 26th, 2010.

Employee Relations – Jerrick gave an updated report on the Health Insurance Fund Cost Savings Details reflecting claims paid dates of January 1st, 2010 through June 30th, 2010 along with updated Fund Balance sheet. Kusmirek updated Committee on current programs active through the Wellness Committee and Safety Committee looking at providing training on “Defusing Difficult Situations”. Distribution of Job Openings/New Hires Report.

Labor Negotiations Forum – Brief discussion of legislative issues related to collective bargaining and WCA’s role at the State level. Continue to look at late September, or early October to host Forum.

Budget & Staffing Projections – Employee Relations and Corporation Counsel; County Wide – County Administrator Frey led the discussion regarding Policy and Management, and committee discussed Employee Relations budget and programs.

Break: 10:40 a.m.

Resume: 10:39 a.m.

Discussion Policy 390 and Non-Presented Compensation and Policy 203 Performance Evaluations – Frey explained the anticipated plans regarding Department Heads Performance Evaluations based on the recently revised Policy 203, including basic goal setting including measurements of accountability. Policy 390 including Non-Represented Compensation Analysis was discussed, and will be an agenda item for the next Personnel Committee Meeting.

Agenda Items – Policy 390 (as stated previously), Labor Negotiations Forum Discussion

Break (for members to read and prepare for next agenda item): 11:40 a.m.

Resume: 11:55 a.m.

Review County Association Benefits/Contracts – Jerrick and Malone, with the assistance of Chair Arcand reviewed information and answered questions regarding Municipal Employment Relations Act (MERA).

Motion (Sample/Schmidt) to go into Closed Session for the purposes of considering letters of agreement concerning Polk County bargaining units pursuant to Wis. Stat. Sec. 19.85(1)(e) conduction other specified business, whenever competitive or bargaining reasons require a closed. Those voting yes: Arcand, Schmidt, Edgell, Sample, Nelson.

Closed: 12:20 p.m.

Present in Closed Session: Members of the Personnel Committee, Supervisor Kienholz, Dana Frey, Andrea Jerrick, Malia Malone, Darlene Kusmirek

Motion (Schmidt/Sample) to return to Open Session. Motion carried by voice vote.

Open: 12:50 p.m.

Motion (Schmidt/Sample) to agree to the terms of the Letter of Agreement regarding Human Services. Motion carried by voice vote.

Motion (Sample/Schmidt) to agree to the terms of the Letter of Agreements regarding Highway Call-Out procedures and the extension of test period for 4-10 work week. Motion carried 4-1. (Voting yes: Arcand, Schmidt, Sample, Edgell; opposed: Nelson)

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

Adjourned: 12:55 p.m.