

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday, August 12, 2010**  
**9:00 am**  
**Open Session**  
***A Quorum of the County Board may be present***  
***\*Amended***

*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 22, 2010
4. Public Comments
5. Committee Calendar
6. Corporation Counsel
  - a. Department Report
  - b. Review of Baseline Budget and Staffing Positions and Consider Adjustment Recommendations on Same
  - c. Authorization to Extend Position Authorization through December 31, 2010 for LTE Child Support Receptionist/Secretary Position – Funding Limited Part-Time and Recommendations on Resolution to Authorize Extension of Position Authorization through December 31, 2010 for LTE child Support Receptionist/Secretary Position-Funding Limited Part-time
7. Employee Relations
  - a. Department Report
  - b. \*Health Insurance Fund Discussion
  - c. Review of Baseline Budget and Staffing Positions and Adjustment Recommendations on Same
  - d. Safety/Wellness Report
  - e. Job Openings/New Hires Report
  - f. Consideration of Revised Position Description of Real Property Lister under Land Information Department
8. Labor Negotiations Forum Discussion
9. \*Consideration/Recommendation on Resolution Requiring Review and Approval of Position Vacancies by County Administrator for 2010
10. \*Presentation/Discussion on Proposed Changes to Policies Consistent with County Administrator Authority:
  - a. 703 – Sexual Harassment
  - b. 202 – Personnel Records
  - c. 302 – Benefit Administration for Non-Rep Employees
11. Discussion Policy 390 and Non-Represented Compensation and Policy 203 Performance Evaluations, and Elected Officials Compensation
  - a. Revised Performance Evaluation Format
12. Employee Morale
13. Committee Observations
14. Agenda Items for Next Meeting
15. Review County Labor Agreement Benefits/Contracts
16. 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

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.

- 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.**

17. Adjourn

\*Amended August 11, 2010 at 8:45 am

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Supervisor Arcand called the meeting to order at 9:03 am.

Present: Arcand, Schmidt, Edgell, Nelson, Sample

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

**Motion (Schmidt/Edgell) to approve minutes of July 22, 2010. Motion carried by voice vote.**

Public Comments – None

Committee Calendar – Next regularly scheduled Personnel Committee meeting August 26<sup>th</sup>, 2010. Safety Committee at 10 a.m. on September 13<sup>th</sup> and Wellness at 7:30 a.m. on September 16<sup>th</sup>.

Corporate Counsel – Fuge gave a Department Update, as well as shared the Department's initial baseline budget and staffing plan.

Employee Relations – Jerrick gave a Department Update, as well as shared the Department's initial baseline budget and staffing plan. Kusmirek summarized activities of both the Safety and Work Wellness Committees. Distribution of Job Openings/New Hires Report. Frey lead a discussion regarding the Health Insurance Fund, including the current balance and the various information and process that would be used to make decisions if/when any changes would be necessary.

McCurdy presented background information regarding a forthcoming resolution for Consideration of Revised Position Description of Real Property Lister under Land Information Department.

**Motion (Schmidt/Edgell) to support the Resolution presented. Motion carried by voice vote.**

Break: 10:25 a.m.

Resume: 10:43 a.m.

Labor Negotiations Forum – WCA will supply presenters/speakers for this Forum, Jerrick will work with these individuals to select a date during first few weeks of October. Neighboring counties will be invited to attend.

Consideration/Recommendation on Resolution Requiring Review and Approval of Position Vacancies by County Administrator for 2010 – Frey the limited duration of this proposed resolution, explaining that before the end of the year, Policy 881 would be brought before the

Board for consideration of various changes, including this issue. This process would cause each vacancies to be analyzed for possible efficiencies.

**Motion (Edgell/Sample) to support the resolution. Motion carried by voice vote.**

Presentation/Discussion on Proposed changes to Policies Consistent with County Administrator Authority– Frey reviewed proposed changes on Policies: 703 – Sexual Harassment, 202 – Personnel Records, and 302 – Benefit Administration for Non-Reps. The Committee will review.

Discussion Policy 390 and Non-Represented Compensation and Policy 203 Performance Evaluations, and Elected Officials Compensation – Frey gave an update, and the Committee requested to include on the agenda for the next meeting.

Agenda Items for Next Meeting – In addition to previously mentioned items, Sample requested discussion for Policy 103 to be included.

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

Adjourned: 11:55 p.m.