

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Friday ~~Thursday~~, September 9-10, 2010**  
**9:00 am**  
**Open Session**  
***A Quorum of the County Board may be present***  
***\*Amended – Please note Date Change***

*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 August 26, 2010
  4. Public Comments
  5. Committee Calendar
  6. Corporation Counsel
    - a. Consideration of 2011 Budget/Staffing for Corporation Counsel Office
  7. Employee Relations
    - a. Consideration of 2011 Budget/Staffing for Employee Relations Department
  8. Discussion of Staffing Projections and Related Costs County-wide for 2011
  9. Discussion and Revision of Personnel Policies and Consideration of Resolution(s) Regarding Changes to the Following Policies:
    - a. Policy 103 Employee Recruitment, Selection, and Status
    - b. Policy 202 Personnel Records
    - c. Policy 209 Performance Evaluations
      - Revised Performance Evaluation Format
    - d. Policy 302 Benefit Administration for Non-Represented Employees and Compensation
    - e. Policy 390 Non Represented Employees Compensation
      - Non-Represented Compensation Analysis
      - Elected Official Compensation
      - Interim Appointment Compensation and Related Policy Language (Union agreements)
    - f. Policy 703 Sexual Harassment
  10. Employee Morale
  11. Committee Observations
  12. Agenda Items for Next Meeting
  13. Review County Labor Agreement Benefits/Contracts
  14. 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.**
15. Adjourn

\*Amended September 8, 2010

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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Friday, September 10, 2010

Supervisor Arcand called the meeting to order at 9:01 am.

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

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

**Motion (Schmidt/Edgell) to approve minutes of August 26, 2010. Motion carried by voice vote.**

Public Comments – None.

Committee Calendar – Next regularly scheduled Personnel Committee meeting September 23, 2010. Also scheduled are: Safety Committee September 20<sup>th</sup>, 10:00 am, Wellness Committee meeting, September 16<sup>th</sup>, 7:30 am, and Labor Negotiations Forum, October 6<sup>th</sup>, 2010 at 1:00 pm.

Corporate Counsel – Jeff Fuge presented and summarized Corporate Counsel 2011 budget, as well as gave Department Activity Report.

Employee Relations – Jerrick presented and summarized Employee Relations 2011 budget, and noted that information regarding any position changes included in Committee's Meeting handouts.

Break: 10:20 a.m.  
Resume: 10:34 a.m.

Discussion and Revision of Personnel Policies – Resolution was offered to the Committee to reflect the language changes to the following policies to update various delegations of duties consistent with the authority of the County Administrator:

- Policy 202 – Personnel Records
- Policy 302 – Benefit Administration for Non-Represented Employees and Compensation
- Policy 703 – Sexual Harassment

**Motion (Sample/Schmidt) to move the Resolution amending Policies 202, 302, and 703 forward to County Board with changes as presented. Motion carried by voice vote.**

Sample discussed his opinions regarding his suggested changes to Policy 390, as well as sharing documents of his working model for Non-Rep wages. An action item was requested of

Frey to research and provide information regarding other Counties Non-Rep compensation, as well as basic Public sector data explaining compensation. There was a committee consensus that this is an area that will need to be reviewed.

Agenda Items for the Next Personnel Meeting – Requested that agenda continues to include language for review of contracts and the opportunity to meet in closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to provide committee members venue to seek clarification when/if necessary regarding current Labor Agreements.

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

Adjourned: 11:44 a.m.