

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday, September 23, 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 September 10, 2010
  4. Public Comments
  5. Committee Calendar
  6. Corporation Counsel
    - a. Consideration of 2011 Budget/Staffing for Corporation Counsel Office
  7. Employee Relations
    - a. Department Report
    - b. Consideration of 2011 Budget/Staffing for Employee Relations Department
    - c. Safety/Wellness Report
    - d. Job Openings/New Hires Report
  8. Discussion and Revision of Personnel Policies and Consideration of Resolution(s) Regarding Changes to the Following Policies:
    - a. Policy 209 Performance Evaluations
      - Revised Performance Evaluation Format
    - b. Policy 390 Non Represented Employees Compensation
      - Non-Represented Compensation Analysis
      - Elected Official Compensation
      - Interim Appointment Compensation and Related Policy Language (Union agreements)
  9. Employee Morale
  10. Committee Observations
  11. Agenda Items for Next Meeting
  12. Review County Labor Agreement Benefits/Contracts
  13. 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.**
14. 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  
Also: Fuge (9:04), Frey, Jerrick, Kusmirek, Cooper

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

**Motion (Schmidt/Edgell) to approve minutes of September 10, 2010. Motion carried by voice vote.**

Public Comments – None.

Committee Calendar – Next regularly scheduled Personnel Committee meeting October 14<sup>th</sup>, 2010. Also scheduled are: Labor Negotiations Forum, October 6<sup>th</sup>, 2010 at 1:00 pm., Personnel Committee to meet regarding Labor Forum October 8<sup>th</sup>, at 9:00 am, Safety Committee November 15<sup>th</sup>, 10:00 am, Wellness Committee meeting, November 18<sup>th</sup>, 7:30 am,

Corporate Counsel – Frey and Fuge presented and summarized Corporate Counsel 2011 staffing and budget. **Motion (Schmidt/Sample) to approve the 2011 Budget/Staffing for Corporation Counsel Office and to forward to Finance Committee for consideration. Motion carried by voice vote.**

Employee Relations – Frey and Jerrick presented and summarized Employee Relations 2011 staffing and budget. **Motion (Nelson/Edgell) to approve the 2011 Budget/Staffing for Employee Relations Department and to forward to Finance Committee for consideration. Motion carried by voice vote.**

Break: 10:15 a.m.  
Resume: 10:31 a.m.

Safety and Wellness and Job Openings/New Hires Report - Kusmirek updated Committee on the continued effort surveying employees of Worksite Gym and also that Safety Committee working on making updates and changes to the current Emergency notification Voice Alert Receiver system. Hand out of Job Openings/New Hires Report and distribution and discussion on Position Vacancy Analysis Staffing/Position Justification Request form.

Policy 209 Performance Evaluations – Employee Relations meeting with Departments on Tuesday, September 28, 2010. Will report back at next Committee Meeting.

Policy 390 Non Represented Employees Compensation – Employee Relations and Corp Counsel’s office excused. Discussion amongst Committee Members and Frey.

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

Adjourned: 12:20 p.m.