

Polk County Personnel Committee
Polk County Government Center, West Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Thursday, October 6, 2011
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. 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.

1. Call to order
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes: September 8 , 2011 meeting
5. Discussion – Status of Non-Representatives Compensation/Wage Grid Review
6. County Administrator
 - a. 2012 Budget Preparation
 - Review, Approve and Make Recommendations to the County Board on the Departmental Budget of Employee Relations and Corporation Counsel/Child Support Agency for 2012 As Submitted by County Administrator, including authorizations for staffing of department
 - Review and Make Recommendation to the County Board Employee Benefits including Health Insurance (2012 Premiums and Plan Design)
 - b. Update on status of report on funding streams for County positions
7. Employee Relations/Corporation Counsel
 - a. Update regarding Personnel Policies
8. Corporation Counsel
 - a. Review /Discussion on Progress Toward Departmental 2011 Goals
 - b. Review YTD 2011 Expenditures
 - c. Departmental Report
9. Employee Relations
 - a. Departmental Report
 - b. Review /Discussion on Progress Toward Departmental 2011 Goals
 - c. Safety/Wellness Report
 - d. Job Openings/New Hires Report
10. Review County Labor Agreement Benefits/Contracts
For purposes of considering collective bargaining strategy 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 For purposes of reviewing applicant(s) for consideration as a recipient under Policy 508 – Voluntary Vacation Leave Donation, may consider a closed session under Wis. Stat. Sec. 19.85(1)(f) considering medical histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data.
11. Committee Calendar
12. Agenda Items for Next Meeting
13. 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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Chair Arcand called the meeting to order at 9:03 a.m.

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

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

Public Comments – None

Motion (Sample/Edgell) to approve the minutes from the September 8, 2011 meeting. Motion carried by voice vote.

Discussion – Status of Non-Representatives Compensation/Wage Grid Review –Frey clarified next step would be for Finance to approve the cost of the abbreviated wage grid review.

2012 Budget Preparation – Frey distributed the 2012 Budget for Corporate Counsel and Employee Relations.

Motion (Sample/Edgell) to approve the 2012 Corporate Counsel Budget, and present it to the full County Board. Motion carried by voice vote.

Motion (Edgell/Nelson) to approve the 2012 Employee Relations Budget, and present it to the full County Board. Motion carried by voice vote.

Review and Make Recommendations to the County Board Employee Benefits including Health Insurance – Frey gave brief fund update, adding it would be beneficial to wait for most current data prior to the any premium and plan design changes, stating that these decisions could be presented to the Full County Board for approval with the final budget in November.

Employee Relations/Corporate Counsel Update regarding Personnel Policies – Jerrick summarized that the process, including the work groups involved to create global policies as well as departmental work rules. Adding that the once completed, Transition Committee would review policies, and send them to the appropriate Standing Committees.

Corporate Counsel Report – Fuge reviewed the status of the 2011 Departmental Goals as well as the year to date expenditures; and followed with a brief department update.

Employee Relations Report – Jerrick provided the progress of the 2011 Departmental Goals, as well as an update regarding the Department including the distribution of the Job Openings/New Hires report.

Break – 10:20 a.m.

Reconvene – 10:35 a.m.

Motion (Edgell/Schmidt) to enter 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 For purposes of reviewing applicant(s) for consideration as a recipient under Policy 508 – Voluntary Vacation Leave Donation, under Wis. Stat. Sec. 19.85(1) (f) considering medical

histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data. Motion carried by voice vote.

Closed session at 10:37 a.m.

Present in Closed Session: Members of the Personnel Committee, Dana Frey, Andrea Jerrick, Jeff Fuge, Darlene Kusmirek

Return to open session at 10:48 a.m.

Announcement of Motion in Closed Session to approve application of a Polk County employee for acceptance of vacation donation pursuant to Policy 508. Motion carried by voice vote.

Committee Calendar – The next Personnel Committee will be at 9:00 a.m. on Friday, November 4, 2011.

Agenda Items – Review of the Health Insurance Fund, and Supervisor Nelson requested a review to Policy 512 – County business travel and Expense Reimbursement, as well as the Polk County Board of Supervisors Rules of Order as associated with Resolution 125-99 – Compensation of County Board Members.

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

Adjourned – **11:20** a.m.