

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Friday, November 4, 2011**  
**9:00 a.m.**  
**Open Session**  
\*Amended

*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.*

Order of Business

A. Organizational Matters

1. Call to order
2. Approval of Agenda
3. Public Comments
4. Approval of Minutes: October 6, 2011 meeting

B. Items of Business

5. Status of Non-Represented Compensation/Wage Grid Review
6. Discussion/Consideration of 2012 Budget Amendments relating to Personnel, Employee Relations and/or Corporation Counsel
7. County Administrator
  - a. Discussion/action on health insurance premiums and plan features for 2012
  - b. Review of provisions of Policy 512 – County Business and Travel Expense
  - c. Discussion of funding streams for County positions (ongoing item)
8. Corporation Counsel
  - a. Monthly Report
  - b. Distribution and Discussion on Legal Opinion on Implementation of 2011 Step Increases of Non-Represented Employees and Committee Recommendations on Same
9. Employee Relations
  - a. Monthly Report
  - b. Quarterly Financial Report – Employee Relations Department
  - c. Safety/Wellness Report
  - d. Job Openings/New Hires Report
10. \*Elected Officials Compensation – for terms commencing January 1, 2013
11. Review County Labor Agreement Benefits/Contracts – including consideration of “renewal clauses” in existing collective bargaining agreements and any necessary steps that need to be taken based upon said clauses.  
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 considering health insurance claim payment request 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.
12. Committee Calendar
13. Agenda Items for Next Meeting
14. Adjourn

\*Amended Tuesday, November 01, 2011

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.

Polk County Personnel Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Friday, November 4<sup>th</sup>, 2011

Chair Arcand called the meeting to order at 9:03 a.m.

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

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

Public Comments – None

**Motion (Schmidt/Edgell) to approve the minutes from the October 6<sup>th</sup>, 2011 meeting. Motion carried by voice vote.**

Discussion – Status of Non-Representatives Compensation/Wage Grid Review – Discussion of Legal Opinion provided by Corporation Counsel as requested of implementation of 2011 step increases.

**Motion (Nelson/Schmidt) to amend Policy 390 to delegate the authority to the County Administrator to freeze step increases within the salary range established by the County Board and implement salary adjustments pending compensation study. Motion carried by voice vote.**

Corporate Counsel Report – Fuge reviewed the Committee Quarterly Report and followed with a brief department update.

Break – 10:00 a.m.  
Reconvene – 10:15 a.m.

County Administrator - Frey gave Committee an update on the Health Insurance Claims, 2010 and 2011 thru September. Hand-out for Self-funded Renewal Proposal for 2012 needs revisions and will need further review and consideration at next Personnel Committee meeting on Nov. 15<sup>th</sup>, 2011 at 5:30 p.m.. The Committee reviewed Policy 512, including option to adopt the State of Wisconsin Travel policy.

Employee Relations Report – Jerrick gave Employee Relations Quarterly Financial Report, and briefly shared departmental update.

Discussion – Elected Officials Compensation – for terms commencing January 1, 2013. Jerrick will bring seek compensation if available from comparable Counties (Barron, Dunn and Pierce).

Committee Calendar –Next Personnel Committee will be at 5:30 p.m. Tuesday November 15<sup>th</sup>, right before County Board at 6:00 p.m., Tuesday, November 15<sup>th</sup>, 2011. Safety Committee November 28<sup>th</sup>, 2011.

Agenda Items – Elected Officials Compensation, trends for increases in other Counties, review of the Health Insurance Renewal Proposal. Arcand also requested future Agenda's be fashioned with a Business Items, Reports, and Discussion, to make better use of the Employee's and the Committee's time.

**Motion (Sample/Nelson) 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, Roll call vote – those voting yes: Arcand, Schmidt, Nelson, Sample, Edgell.**

**Closed session at 11:35 a.m.**

Present in Closed Session: Members of the Personnel Committee, Jerrick, Cooper, Malone, Fuge (11:38). Supervisor Nelson left Closed Session at 11:56 a.m.

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

Return to open session at 11:59 a.m.

**Motion (Schmidt/Sample) to authorize Chairman Arcand as Signatory on letters assuring of non-renewal of existing collective bargaining agreements.**

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

Adjourned – 12:00 p.m.