

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Friday, November 5, 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 October 8, 2010
  4. Public Comments
  5. Committee Calendar
  6. Corporation Counsel
    - a. Activity Report
  7. Employee Relations
    - a. Safety/Wellness Report
    - b. Health Insurance Claims and Fund Report
    - c. Status of Policy 209 and Employee Performance Evaluation Revision
    - d. Job Openings/New Hires Report
  8. Proposed Submitted Polk County Budget for 2011:
    - a. Review of The Submitted Proposed Budget, Consider and Make Staffing and Budget Amendments and Make Final Recommendations to County Board on Such Budgetary Items
    - b. Consideration for Continuation of Authorization for Vacant Positions – Policy 881
  9. Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management
  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
- 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

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 9:01 a.m.

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

**Motion (Sample/Schmidt) to approve agenda.** Sample requested to alter the order of the agenda, Chair approved. **Motion carried by voice vote.**

**Motion (Schmidt/Nelson) to approve minutes of October 8, 2010. Motion carried by voice vote.**

Public Comments – None.

Committee Calendar – Next regularly scheduled Personnel Committee meeting will be moved to Friday, November 19, 2010 due to both Veteran's Day and Thanksgiving falling on regularly scheduled dates. Safety Committee will meet at 10 a.m. on Monday, November 15<sup>th</sup>, and Worksite Wellness will be meeting at 7:30 a.m. on Thursday, November 18<sup>th</sup>.

Corporation Counsel – Fuge gave year-to-date Corporation Counsel activity report.

Employee Relations – Jerrick provided aggregate data regarding Health insurance fund, update on work towards Policy 209, and current status on job openings/new hires. Kusmirek summarized activities of both Safety and Worksite Wellness Committees.

Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management – Sample led the discussion and shared several handouts requesting other Committee members review and discuss at the next Personnel Committee.

Proposed Submitted Budget for 2011:

Review of Summary of Recommended Staffing Plan, Compensation and Health Insurance Premiums and Make Recommendations to County Board on Such Budgetary Items. Frey summarized the budgetary changes that will be reflected in the resolution at the November County Board of Supervisors Meeting and discussed Health Insurance Fund projections.

**Motion (Nelson/Schmidt) to establish the premiums of Health Insurance premiums at an 18% increase above 2010 rates effective December 1, 2010. Motion carried by voice vote.**

Consideration for Continuation of Authorization for Vacant Positions: Frey stated that the adopted changes to Policy 881- Staffing, Budget Planning and Position Administration will sunset on December 31, 2010. Therefore language is included in the Budget resolution to

permit the temporary changes to be extended a few additional months in order to permit time to complete all necessary changes to Policy 881.

Committee discussed Employee Morale and Committee Observations.

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

Adjourned: 12:21 a.m.