

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Friday, November 19, 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 November 5, 2010
  4. Public Comments
  5. Committee Calendar
  6. Employee Relations
    - a. Status of Policy 209 and Employee Performance Evaluation Revision
    - b. Job Openings/New Hires Report
    - c. Health Insurance Claims and Fund Report
      - Discussion of Broker Services
  7. County Administration
    - a. 2010-2011 Work Plan
    - b. Report from Department Head Meeting
  8. Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management
  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
- 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.

Polk County Personnel Committee  
Polk County Government Center, West Conf Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Friday, November 19, 2010

Chair Arcand called the meeting to order at 9:00 a.m.

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

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

**Motion (Schmidt/Sample) to approve minutes of November 5, 2010. Motion carried by voice vote.**

Public Comments – None.

Committee Calendar – Next regularly scheduled Personnel Committee meeting is Thursday, December 9, 2010, and the date of Thursday, December 30, 2010 will be reserved if there is a need for a second meeting in December.

Employee Relations – Jerrick updated the Committee on the current status of Policy 209 and the Employee Performance Evaluation form revision. Current new hire/job opening information was distributed, as well as a brief update on the Health Insurance Fund. Based on the number of continued years of service from our current Insurance Broker, an RFP will be issued after the first of the year.

County Administration – Frey discussed the need to focus on Policy 881 – Position Administration. He will offer a draft revising this policy into two separate policies – one will address the Personnel issues and the other focused on the Budget process. Additional updates including updates from the Organizational Committee and the Department Head Meeting also shared.

Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management – Sample led a discussion regarding this Policy 390.

**Motion (Sample/Nelson) to re-write Policy 390 to empower the CA to obtain quotes and/or an RFP for a limited market study to be reviewed by Personnel, requesting the CA to participate in re-write to Policy 390 and combine a review of the reclassification to the new grid as submitted with the comparables.**

**Nelson offered an amendment to not include market study, failed for lack of second. Motion carried 4-1, Sample, Nelson, Edgell, and Arcand voted in favor, Schmidt was opposed.**

Agenda Items: Consideration of non-represented staff compensation.

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

Adjourned: 12:34 p.m.