

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday , December 9<sup>th</sup>, 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 19, 2010
  4. Public Comments
  5. Committee Calendar
  6. Corporation Counsel
    - a. Review of 2010 Goal Statement
  7. Employee Relations
    - a. Review of 2010 Goal Statement
    - b. Job Openings/New Hires Report
    - c. Health Insurance Claims and Fund Report
  8. County Administration
    - a. 2011 Work Plan
    - b. Performance Review Process for Department Heads
    - c. Draft Scope of Work for Management Compensation Review and Timetable
  9. Status of Policy 209 and Employee Performance Evaluation Revision
  10. Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management
  11. Elected Officials Compensation Discussion
  12. Policy 302- Discussion and possible action on comparables between Non-Rep Benefits to Union Benefits
  13. Discussion on Compression between Non-Rep Positions and Union Positions
  14. Employee Morale
  15. Committee Observations
  16. Agenda Items for Next Meeting
  17. Review County Labor Agreement Benefits/Contracts
  18. 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.**
19. 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 9:00 a.m.

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

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

**Motion (Schmidt/Edgell) to approve minutes of November 19, 2010. Motion carried by voice vote.**

Public Comments – The committee heard public comment from Bob Blake and Neil Johnson.

Committee Calendar – Next Personnel Committee meeting is scheduled for Thursday, December 30, 2010.

Employee Relations – Jerrick reviewed the 2010 goals for the Employee Relations Department. Current new hire/job opening information was distributed. The committee reviewed the fund balance through November 30, 2010 and received the fund balance report and an updated projections report from CA Frey. Jerrick also updated the Committee on the current status of Policy 209 and the Employee Performance Evaluation form revision.

Corporation Counsel – Fuge reviewed the 2010 goals for the Corporation Counsel Office and discussed establishing goals for 2011 and the evolving workload of the office requiring goals to be oriented to the nature of that work.

County Administration – Frey distributed an outline for the committee titled “Potential 2011 Work Schedule, Personnel Committee” and discussed with the committee. This was developed in conjunction with a potential schedule for the Finance Committee. Frey reviewed the open positions and discussed impact on levy, cost of payouts upon retirements, and projected long term savings through holding vacancies indefinitely. An update on the Performance Evaluation revision process was also provided.

Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management, Elected Officials Compensation Discussion, and Policy 302 – Discussion and Possible action on comparables between Non-Rep Benefits and Union Benefits – Frey introduced a document “Classification and Compensation Study for Non-represented Employees – Scope of Work”. The committee discussed status of Policy 390 revision and the need to review positions within the current Non-represented compensation structure. Supervisor Sample, on behalf of Personnel, will work with Frey and Jerrick to develop a proposed revision to Policy 390 for the committee to review at the December 30 meeting.

Agenda Items: Policy 390 and Personnel Committee Duties and Responsibilities.

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

Adjourned: 12:32 p.m.

