

**Polk County Personnel Committee**  
**Polk County Government Center, West Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Thursday, December 30<sup>th</sup>, 2010**  
**9:00 am**  
**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.*

1. Call to order
  2. Approval of Agenda
  3. Approval of Minutes of December 9, 2010
  4. Public Comments
  5. Committee Calendar
  6. Employee Relations
    - a. Wellness Committee
      - Discussion/Consideration of Government Center Fitness Center
    - b. \*Consideration for Out-of-County Travel – ER Director to attend WPELRA Conference
  7. Discussion – Personnel Committee Duties and Responsibilities
  8. Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management
  9. Elected Officials Compensation Discussion
    - a. \*Compensation for Officials Appointed by Elected Officials
  10. Discussion on Compression between Human Services Non-Rep Positions and Union Positions
  11. Employee Morale
  12. Committee Observations
  13. Agenda Items for Next Meeting
  14. Review County Labor Agreement Benefits/Contracts
  15. 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.**
16. Adjourn

*\*Amended December 28, 2010*

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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Thursday, December 30, 2010

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

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

**Motion (Sample/Schmidt) to approve agenda. Discussion. Will move item #9a to the end of the agenda as discussion may lead to items appropriate for closed session. Motion carried by voice vote.**

**Motion (Schmidt/Edgell) to approve minutes of December 9, 2010. Motion carried by voice vote.**

Public Comments – None

Committee Calendar – Next Personnel Committee meeting is scheduled for Thursday, January 13, 2011.

Employee Relations – Jerrick provided an update on Wellness in Kusmirek's absence. Informed the committee that the Discussion/Consideration of Government Center Fitness Center would be postponed until the next meeting, and Karl Beaupre and Kusmirek would be putting together a rough draft proposal for the committee to start with. Jerrick also discussed the upcoming WPELRA conference but decided upon advice of Counsel that committee approval was not necessary for Jerrick's attendance at the conference.

Discussion – Personnel Committee Duties and Responsibilities – The committee reviewed the main and Personnel chapters of the Duties and Responsibilities of Governing Committees policy and discussed process for revising duties. Frey provided a handout titled "Overview of Potential Governing Committee General Roles and Responsibilities" introduced as a draft document for committees to begin reviewing. Committee will review information and bring ideas forward at the next committee meeting.

Discussion and Consideration of Amendments to Policy 390 – Non-Represented Employee Compensation Management and Discussion on Compression between Human Services Non-Rep Positions and Union Positions – Frey provided documents "390 Section 4 edits" and "General Compensation Policy Issues". The committee discussed status of Policy 390 revision.

Committee Recessed at 10:35 am; Reconvened at 10:55 a.m.

Committee continued discussion on Policy 390 revision upon reconvening.

**Motion (Sample/Edgell) to freeze all Non-Represented salaries for 2011 and use budgeted amount for step increases to fund a full market study for the County. Discussion regarding cost of the study, implementation, and funding source. Motion (Sample/Edgell) to amend the funding source to come from the contingency fund. Motion carried by voice vote.** Chairman Arcand asks that the minutes reflect that it is the intent of the Committee that the amendment nullify the provision of the motion seeking to freeze salaries of non-represented employees. Supervisor Sample states his

concurrence. Noted amendment nullifies the freezing of the non-represented salaries. **Motion (Sample/Schmidt) to table the motion. Motion carried by voice vote.**

**Motion (Sample/Edgell) to amend the motion made at the meeting on November 19, 2010 as follows:**

**~~“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 direct the CA and the ER Director to participate in the re-write to Policy 390, and combine a review of the reclassification to the new grid as submitted with the comparables.”~~ Motion to amend carried by voice vote.**

**Motion (Sample/Edgell) to take the motion pertaining to the full market study off the table. Motion carried by voice vote.** Discussion. Chairman Arcand calls for withdrawal of motion regarding full market study. Sample requests withdrawal of said motion regarding full market study. Edgell states that he also requests to withdraw his second. Chairman Arcand declares withdrawn the motion to conduct a full market study.

Committee discusses conducting a special market study on a limited number of positions. Employee Director reminds Committee that Policy 390 already contains language to make possible a special market study. Chairman Arcand declared it is the consensus of the Committee that the Employee Relations Department conduct with its departmental funds as budgeted for 2011 a special market study be conducted as provided by Policy 390. Chairman Arcand stated that it is the consensus of the Committee that the Employee Relations Department provide a progress update on a regular basis with the goal that the special market study be completed in no more than 3 months time.

Committee reviewed and discussed handout “General Compensation Policy Issues” and provided input on each item for purposes of the Policy 390 re-write. Committee discussed compression issues in Human Services. Sample expressed concerns but comfortable with it being handled under WI Stat 59.22. Additional discussion of compensation for specific individuals will be held over to the January meeting.

Break at 1:08 pm. Reconvene at 1:20 pm.

Discussion – Elected Officials Compensation – The committee discussed whether Elected Officials compensation should be tied into current policy. Clerk of Court Lois Hoff and Chief Deputy Clerk of Court Joan Ritten joined the committee to discuss compensation for officials appointed by Elected Officials.

Bargaining – **Motion (Sample/Schmidt) to go into closed session 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. Roll call vote – all yes. Motion carried by voice vote.**

Closed session at 1:50 pm.

**Motion (Schmidt/Sample) to return to open session. Motion carried by voice vote.**

Open session at 2:10 pm.

Agenda Items: Policy 390, Personnel Committee Duties and Responsibilities, Wellness Committee – Govt Center Fitness Center, closed session for: bargaining, compensation of specific individuals pertaining to compression issues, and for performance reviews for Corp Counsel and ER Director.

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

Adjourned: 2:12 p.m.