

# Polk County Personnel Committee

Meeting date: July 26, 2012

Start time: 9:00 a.m.

Est. end time: 10:30 a.m.

Location: West Conference Room, Government Center Building

Purpose: Consideration of annual report; strategic planning to identify policy issues for budget consideration and future action

Meeting documents: No new documents

## 1. Standing items

1.1 Call meeting to order

1.2 Approve agenda

1.3 Approve minutes of previous meeting

1.4 Public comment

Personnel Committee Chair/5 minutes

Speakers limited to 3 minutes

## 2. Old business

2.1 Provide Policy Advice on Strategic Planning Process of Corporation Counsel

2.2 Provide Policy Advice on Strategic Planning Process of Employee Relations Department

2.3 The Committee may entertain a closed session for purposes of considering collective bargaining strategy, review and/or negotiation of labor agreement benefits/contracts expiring on December 31, 2011, WPPA Corrections Officers Association: 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.

Corporation Counsel – 20 Minutes

Employee Relations Director – 20 Minutes

Employee Relations Director/15 minutes

## 3. New business

3.1 Discussion and Recommendation on Fees for 2013

3.2 2013 Draft Budget – Corporation Counsel

3.3 2013 Draft Budget – Employee Relations

Corporation Counsel – 10 Minutes

Corporation Counsel – 10 minutes

Employee Relations Director – 10 minutes

## 4. Ending items

4.1 Review action items

4.2 Committee member comments

Chair / 5 minutes

Committee / 5 minutes

4.3 Set next meeting date/agenda items

Chair / 5 minutes

4.4 Adjourn

*\*Times listed are indicative of the projection of time needed to address each item. Please be aware items may be taken in different order.*

Polk County Personnel Committee  
Polk County Government Center, County Board Room  
100 Polk County Plaza, Balsam Lake, WI 54810  
Thursday, July 26, 2012

The meeting to order at 9:02 a.m. by Chairman Arcand.

Members Present: Arcand, Schmidt, Edgell, Cockroft, Engel

Others Present: Fuge, Jerrick, Kusmirek

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

**Motion (Edgell/Engel) to approve the minutes from June 28, 2012. Motion carried by voice vote.**

Public Comments – None

Old Business:

- Provide Advice and Policy Direction on strategic issues for Corporation Counsel's Office for 2013 budget – Fuge reviewed two documents from the previous committee meeting, “Strategic Planning Process – Office of Corporation Counsel – Plan in Development” and “Step 4 SWOT Analysis.” Fuge collected input and answered questions from the committee.
- Provide Advice and Policy Direction on strategic issues for Employee Relations for 2013 Budget – Jerrick reviewed the SWOT issues identified by the Employee Relations Department staff with the committee and collected input and answered questions.
- Closed session – the closed session item was not necessary; Chairman Arcand struck the item from the agenda.

New Business

- Discussion and Recommendation on Fees for 2013 Budget for Corporation Counsel – Fuge distributed fee schedule for the Corporation Counsel's office.
- Corporation Counsel's Office – Fuge distributed and reviewed the 2013 Corporation Counsel Draft Budget and identified 2013 budget issues.
- 2013 Draft Budget – Employee Relations - Jerrick distributed and reviewed the 2012 2<sup>nd</sup> quarter financials and discussed budget for 2013. The ER 2013 budget will be distributed at the next committee meeting.

Ending Items

- Review action items – The committee discussed action items for the next meeting to include a resolution establishing fees for Corporation Counsel's office and the ER 2013 Draft Budget.
- Committee member comments - Schmidt requested to include a list of employee names in each department's annual report, Chairman Arcand requested Schmidt make her request directly to Administrator Frey. Schmidt also commented on scheduling of meetings and cancellations and requesting additional detailed information from the departments at each meeting.
- Set next meeting date/agenda items – Resolution establishing fees for Corporation Counsel's 2013 budget and Draft 2013 Employee Relations budget.
- Adjourn – **Motion (Edgell/Cockroft) to adjourn. Motion carried by voice vote.** Adjourned at 11:00 a.m.