



# THE HUMAN SERVICE CENTER

SERVING FOREST – ONEIDA – AND VILAS COUNTIES  
(HUMAN SERVICES BOARD 51.42/51.437)

P.O. BOX 897

705 EAST TIMBER DRIVE • RHINELANDER, WI 54501-0897

TELEPHONE: 715-369-2215

FAX: 715-369-2214

## **MEETING NOTICE**

There will be a meeting of the:

### **THE PERSONNEL COMMITTEE**

of the Human Services Board on

**Tuesday, September 20, 2011, at 6:00 P.M.**

at the Human Service Center  
705 E. Timber Drive, Rhineland, WI.

ENTRY: Back door of new addition (follow posted signs). Handicap ramp located in front of building.

Media notified and agenda posted by: \_\_\_\_\_

### **AGENDA**

- I. Meeting Convenes
- II. Approval of Agenda
- III. Approval of Minutes: August 17, 2011
- IV. Communications & Reports
- V. Discuss/Approve Continuation of Employment: Action Item
  - A. Tiffany Simmons – Part-Time House Staff - Koinonia
  - B. Keri Tober – Part-Time CMA – Koinonia
- VI. Discuss/Approve Extension of Probationary Period: Action Item
  - A. Sheryl Woods-Cirks – Part-Time House Staff - Koinonia
- VII. Discuss/Approve Changes to Personnel Policies
  - A. Koinonia House Staff Holiday Pay: Action Item
  - B. Medical/Dental Insurance – 90 Days: Action Item
  - C. Emergency Use of Vacation Time in Probation: Action Item
- VIII. Discuss/Approve Employee Handbook: Action Item
- IX. Discuss/Approve Independent Hearing Officer: Action Item
- X. Discuss/Approve Commencement of Wage Negotiations, Local 79B: Action Item
- XI. Next Meeting Date
- XII. Adjournment

Notice is given that a majority of the Human Services Board may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Human Services Board per State ex rel. Badke v. Greendale Village Board, even though the Human Services Board will not take formal action at this meeting.