



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Personnel

Date and Time of Meeting: Wednesday, September 13, 2017 at 2:00 P.M.

Person Taking Minutes: Michelle Bellile

**Minutes reflect the recorder's notations of actions taken and are subject to approval of the appropriate committee and/or Board.*

Members Present: Dave Campbell, Ted Cushing, Jenny Henkel, Bill Korrer,
Harland Lee, Paul Millan, Maggie Peterson, Charles Rayala

Members Excused: None

Staff Present: Tamara Feest

Others Present: Su Borem, Lisa Charbarneau, Jane Hendricks

I. MEETING CONVENED

Chairman Lee called the meeting to order at 2:00 P.M. It was noted that the agenda has been distributed to all members and that the meeting had been announced in accordance with the Wisconsin Open Meeting Law.

II. APPROVE PREVIOUS MEETING MINUTES

Motion by Rayala, second by Millan to:

APPROVE MINUTES FROM AUGUST 7, 2017.

All ayes, motion carried.

Chairman Lee stated he will move the order of the agenda items in the interest of Ms. Lisa Charbarneau's time.

III. COMPENSATED ABSENCES POLICY: ACTION ITEM

Chairman Lee provided an update on the Compensated Absences Policy as discussed in the Policy Committee meeting, held on September 11, 2017.

As requested, Feest obtained the policies regarding vacation time, carryover and payouts from the three counties. Feest spoke to the policies of Forest and Vilas Counties. Ms. Lisa Charbarneau provided the Committee with an overview of Oneida County's policy, payout limits and background on IRS payout rules.

Feest discussed payout amounts and requested to correct the immediate situation and develop a policy for 2018. Motion by Cushing, second by Korrer to:
FOR 2017, THE COMPENSATED ABSENCES POLICY IS FOR ALL MANAGEMENT STAFF VACATION BANKS IN EXCESS OF 37.5 HOURS AS OF DECEMBER 1, 2017, ARE PAID OUT THE LAST PAY PERIOD OF DECEMBER 2017 FROM THE RESERVE.

All ayes, motion carried.

Motion by Cushing, second by Rayala to:

DIRECT THE STAFF TO COME UP WITH A POLICY TO COVER ALL EMPLOYEES AND BRING THE POLICY BACK TO THE PERSONNEL COMMITTEE FOR CONSIDERATION.

All ayes, motion carried.

IV. SUCCESSION PLANNING: ACTION ITEM

Feest discussed upcoming retirement of Probst and Citro, thoughts on how to best fill the vacancies and requested direction on appropriate time frame for recruitment efforts, training overlap, position responsibilities. The Committee requested a breakdown of current tasks and responsibilities of Citro's position as the Human Resources, Facilities, and Operations Manager.

Motion by Korrer, second by Henkel to:

AUTHORIZE THE EXECUTIVE DIRECTOR TO INITIATE THE HIRING PROCESS FOR THE FINANCIAL MANAGER.

All ayes, motion carried.

V. EXECUTIVE DIRECTOR EVALUATION/SALARY CHANGE PROCESS: ACTION ITEM

Feest sought direction from the Committee on appropriate evaluation process and salary change process for the Executive Director position. Feest is to complete a self-evaluation, provide the Committee with current salary information and the grid. The Committee requested this information be provided a week prior to the next scheduled Personnel Committee meeting for review.

No action taken.

VI. NEXT MEETING DATE:

October 13, 2017 at 2:00 P.M.

VII. ADJOURNMENT

Motion by Cushing, second by Henkel to:

ADJOURN THE MEETING.

Meeting adjourned at 2:46 P.M.

Respectfully submitted,

Michelle Bellile
Administrative Assistant

APPROVED