



# THE HUMAN SERVICE CENTER

(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

## MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting     Special Board Meeting     Committee Meeting

Type of Committee:            Operations Committee

Date and Time of Meeting:    Wednesday, November 11, 2020 at 2:00 PM

Person Taking Minutes:      Melissa Gauthier

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

Members Present:            Harland Lee, Cindy Gretzinger, Nancy Tauer, Ken Storms,  
Alan VanRaalte

Members Excused:            None

Members Absent:             None

Staff Present:                 Angela Paddock, Melissa Gauthier

Others Present:                None

### **I. MEETING CONVENED**

The meeting convened at 2:00 P.M. by Pro-Tem Chair Lee and it was noted that the posting of the agenda and media notification had taken place in accordance with the Wisconsin Open Meeting Law.

### **II. ELECTION OF OFFICERS**

#### **A. Election of Chair: Action Item**

Pro-Tem Chair Lee called for nominations for the position of Chair.

Motion by Tauer to:

**NOMINATE HARLAND LEE FOR CHAIR OF THE OPERATIONS COMMITTEE.**

Lee called for additional nominations.

There being no other nominations, motion by VanRaalte, seconded by

Tauer to:

**CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR LEE AS CHAIR.**

All ayes, motion carried.

**B. Election of Vice Chair: Action Item**

Chair Lee called for nominations for the position of Vice Chair.

Motion by Tauer to:

**NOMINATE CINDY GRETZINGER FOR VICE CHAIR OF THE OPERATIONS COMMITTEE.**

Lee called for additional nominations.

There being no other nominations, motion by VanRaalte, seconded by Lee to:

**CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR GRETZINGER AS VICE CHAIR.**

All ayes, motion carried.

**C. Election of Secretary**

Chair Lee called for nominations for the position of Secretary.

Motion by VanRaalte to:

**NOMINATE KEN STORMS FOR SECRETARY OF THE OPERATIONS COMMITTEE.**

Lee called for additional nominations.

There being no other nominations, motion by VanRaalte and seconded by Tauer to:

**CLOSE NOMINATIONS AND CAST A UNANIMOUS BALLOT FOR STORMS AS SECRETARY.**

All ayes, motion carried.

**III. LEAVE TIME TRANSFER: ACTION ITEM**

Paddock presented the committee a proposal to transfer one of the two personal days given to HSC employees to a holiday as the day after Thanksgiving starting in 2021. After discussing financial impact and impact on employees:

Motion by Gretzinger, seconded by VanRaalte to:

**MAKE THE DAY AFTER THANKSGIVING AN AGENCY CLOSED HOLIDAY AND REMOVE ONE PERSONAL DAY FROM HSC EMPLOYEES.**

All ayes, motion carried.

**IV. REMOTE MEETING POLICY for BOARD MEMBERS: ACTION ITEM**

The committee was presented with the addition to the Bylaws of The Human Services Board as Article VII, Section I: Telephonic/Virtual Attendance. The committee reviewed the addition. After discussing, the Committee decided that the policy should include in writing that the board members receive per diem for appearing telephonically or through video conferencing.

Motion by Lee, second by Storms to:

**RECOMMEND APPROVAL OF THE REMOTE MEETING POLICY AS PRESENTED WITH THE ADDITION THAT BOARD MEMBERS RECEIVE PER DIEM AND FORWARD TO BOARD FOR APPROVAL.**

All ayes, motion carried.

**V. POSITION RECLASSIFICATION  
A. CUSTODIAN: ACTION ITEM**

Paddock presented the board with the new job description and fiscal impact report to reclassify the Custodian position to Facilities Technician of The Human Service Center. After discussing the increase in job expectations and the fiscal impact:

Motion by Storms, second by VanRaalte to:

**APPROVE THE POSITION RECLASSIFICATION FROM CUSTODIAN TO FACILITIES TECHNICIAN AND FORWARD TO ADMINISTRATION COMMITTEE FOR APPROVAL.**

All ayes, motion carried.

**VI. NEXT MEETING DATE**

Next meeting date to be determined at Board.

**VII. ADJOURNMENT**

There being no further business, Lee made a motion to adjourn the meeting. Tauer seconded.

**MEETING ADJOURNED AT 2:20 P.M.**

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier  
Administrative Assistant