



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: Operations Committee

Date and Time of Meeting: Wednesday, December 9, 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: Tamara Feest, Angela Paddock, Melissa Gauthier

Others Present: None

I. MEETING CONVENED

The meeting convened at 2:00 P.M. by 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. APPROVAL OF MINUTES FROM NOVEMBER 11, 2020

Motion by Tauer, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM NOVEMBER 11, 2020.

All ayes, motion carried

III. ANTI-BULLYING POLICY & PROCEDURE: ACTION ITEM

Paddock presented the committee the proposed Anti-Bullying Policy & Procedure and explained that this will be a great tool, along with the handbook to spell out clearly the expectations of employee behavior. Paddock further explained that the policy was modeled after Oneida County Social Services' Anti-Bullying policy and will be reviewed by HSC's attorney.

SERVING FOREST - ONEIDA - AND VILAS COUNTIES

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Motion by VanRaalte, seconded by Gretzinger to:

ACCEPT THE POLICY AS WRITTEN SUBJECT TO COUNSEL REVIEW AND FORWARD TO FULL BOARD FOR CONSIDERATION.

All ayes, motion carried.

IV. CLOSED SESSION

A. THE COMMITTEE MAY CONSIDER A MOTION TO ADJOURN INTO CLOSED SESSION PURSUANT TO:

1. Section 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.

The topics that would be discussed in closed session are: 1. Executive Director Annual Evaluation and 2. Executive Director Wage Review. The Committee will reconvene in open session immediately following the closed session and take action, if any, on any matter discussed in closed session.

Motion by Lee, second by VanRaalte to:

ADJOURN INTO CLOSED SESSION.

Roll call vote:

Aye: Lee, Gretzinger, Storms, VanRaalte, Tauer

No:

Adjourned into closed session at 2:10 P.M.

V. RETURN TO OPEN SESSION

A. THE COMMITTEE WILL RETURN TO OPEN SESSION AND MAY RATIFY ANY ACTION TAKEN OR DISCUSSED IN THE CLOSED SESSION.

Motion by Tauer, second by VanRaalte to:

RETURN TO OPEN SESSION.

Roll call vote:

Aye: Lee, Gretzinger, Storms, VanRaalte, Tauer

No:

Returned to Open Session at 2:42 P.M.

Motion by VanRaalte, second by Storms:

APPROVE AND FORWARD TO THE BOARD THE EXECUTIVE DIRECTORS SALARY BE MOVED UP 3 STEPS ON PAY SCALE FROM 11 TO 14, RETROACTIVE DATE BACK TO SEPTEMBER 4, 2020 BASED UPON EXCELLENT PERFORMANCE EVALUATION.

All ayes, motion carried.

VI. BYLAWS ARTICLE IV, SECTION D, REMUNERATION REVISION : ACTION ITEM

Feest presented the committee the bylaws remuneration revision that included options for remuneration if a meeting is cancelled. The committee reviewed the options and discussed what they found to be the best option.

Motion by VanRaalte, second by Gretzinger:

IF A MEETING IS CALLED TO ORDER, THEN BOARD OR COMMITTEE MEMBERS SHALL RECEIVE PER DIEM. IF A MEETING IS CANCELLED PRIOR TO BEING CALLED TO ORDER, BOARD OR COMMITTEE MEMBERS ARE NOT TO RECEIVE PER DIEM BUT MAY RECEIVE MILEAGE. FORWARD TO FULL BOARD FOR CONSIDERATION.

All ayes, motion carried.

VII. NEXT MEETING DATE

Next meeting date to be determined at Board.

VIII. ADJOURNMENT

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

Tauer seconded.

MEETING ADJOURNED AT 3:00 P.M.

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier
Administrative Assistant