



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: Personnel

Date and Time of Meeting: Friday, September 28, 2018 at 10:00 A.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, Harland Lee, Charles Rayala

Members Excused: Maggie Peterson

Staff Present: Angela Beauchaine, Michelle Bellile, Tamara Feest

Others Present:

I. MEETING CONVENED

Chairman Lee called the meeting to order at 10:00 A.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 Cushing, second by Rayala to:

APPROVE THE MINUTES FROM OCTOBER 13, 2017.

All ayes, motion carried.

III. ELECTION OF OFFICERS: ACTION ITEM

Motion by Cushing to:

NOMINATE LEE AS CHAIR. Lee called three times for additional nominations.

There being none, motion by Rayala, seconded by Cushing to:

CLOSE THE NOMINATIONS AND CAST A UNANIMOUS BALLET FOR LEE AS CHAIR.

All ayes, motion carried.

Motion by Cushing to:

NOMINATE HENKEL AS VICE CHAIR. Lee called three times for additional nominations. There being none, motion by Cushing, seconded by Campbell to:
CLOSE THE NOMINATIONS AND CAST A UNANIMOUS BALLET FOR HENKEL AS VICE CHAIR.

All ayes, motion carried.

Motion by Henkel to:

NOMINATE CAMPBELL AS SECRETARY. Lee called three times for additional nominations. There being none, motion by Henkel, seconded by Cushing to:
CLOSE THE NOMINATIONS AND CAST A UNANIMOUS BALLET FOR CAMPBELL AS SECRETARY.

All ayes, motion carried.

IV. UPDATES TO EMPLOYEE HANDBOOK: ACTION ITEM

A. Resignation Section

Beauchaine discussed the addition of a Resignation Section to the Employee Handbook, noting the suggested addition included language determining appropriate notice based on Pay Grade.

Motion by Cushing, seconded by Henkel to:

ACCEPT THE CHANGES AS PRESENTED AND FORWARD TO THE FULL BOARD FOR CONSIDERATION.

All ayes, motion carried.

B. Travel and Lunch Outside of the Tri-County Area

Beauchaine outlined the suggested changes which allows employees to waive or shorten lunch periods to accommodate travel time when outside of the Tri-County area of Forest, Oneida and Vilas. Motion by Cushing, seconded by Rayala to:

ACCEPT THE CHANGES AS PRESENTED AND FORWARDED TO THE FULL BOARD FOR CONSIDERATION.

All ayes, motion carried.

V. VACATION CARRY OVER POLICY FOR MANAGEMENT: ACTION ITEM

Feest presented a policy for 2018 and forward for vacation carry over for management. Feest sought approval to allow management to carryover 75 hours, instead of the 37.5 approved for 2017. Any vacation hours in excess of 75 would be paid out on the pay period immediately following December 31st of the prior year at the management staff's rate of pay as of December 31st. Feest projected a maximum payout of \$7,200.00 for 2018. Feest discussed the extra hours worked by the management team and difficulties encountered when planning for vacations. Motion by Cushing, seconded by Rayala to:

APPROVE THE VACATION CARRYOVER POLICY AND SUBMIT TO THE FULL BOARD FOR APPROVAL.

VI. 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 governmental body has jurisdiction or exercises responsibility.

The topics that would be discussed in closed session are: 1. Executive Director performance review, 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 Cushing, seconded by Campbell to:

ADJOURN INTO CLOSED SESSION.

Roll call vote:

Aye: Campbell, Cushing, Henkel, Lee, Rayala

No:

Adjourned into Closed Session at 10:11 A.M.

VII. RETURN TO OPEN SESSION

The Committee will return to Open Session and may ratify any action taken in the Closed Session. Motion by Cushing, seconded by Rayala to:

RETURN TO OPEN SESSION.

Roll call vote:

Aye: Campbell, Cushing, Henkel, Lee, Rayala

No:

Returned to Open Session at 10:43 A.M.

Chair Lee reported no action taken in Closed Session.

Motion by Cushing, seconded by Henkel to:

APPROVE AND FORWARD TO THE BOARD AN INCREASE FROM PAY GRADE 17 LEVEL 8 TO PAY GRADE 17 LEVEL 9 FOR THE EXECUTIVE DIRECTOR, RETROACTIVE TO JANUARY 1, 2018.

All ayes, motion carried.

VIII. NEXT MEETING DATE

On Hold

IX. ADJOURNMENT

Motion by Rayala, seconded by Campbell to:

ADJOURN THE MEETING.

Meeting adjourned at 10:46 A.M.

Respectfully submitted, Michelle Bellile, Administrative Assistant