



# 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:    Monday, August 7, 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, Jenny Henkel, Bill Korrer, Harland Lee, Paul Millan, Charles Rayala

Members Excused:                Ted Cushing

Staff Present:                      Tamara Feest

Others Present:                    None

### **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 Henkel, second by Millan to:

**APPROVE MINUTES FROM OCTOBER 17, 2016.**

All ayes, motion carried.

### **III. CLOSED SESSION**

A. The Committee may consider a motion to adjourn into closed session pursuant to:

1. Section 1985(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.

2. Section 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

The topics that would be discussed in closed session are: (1) concerns made by a former employee concerning a management employee; (2) management's response to the concerns; (3) employee disciplinary action; (4) compensated absences policy; (5) succession planning. 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 Millan, second by Campbell to:

**ADJOURN INTO CLOSED SESSION**

Roll call vote:

Aye: Campbell, Henkel, Korrer, Millan, Rayala

No:

Adjourned into closed session at 2:04 P.M.

**IV. RETURN TO OPEN SESSION**

Motion by Henkel, second by Millan to:

**RETURN TO OPEN SESSION**

Roll call vote:

Aye: Campbell, Henkel, Korrer, Millan Rayala

No:

Returned to open session at 2:48 P.M.

Chair Lee reported no action taken in closed session.

**V. COMPENSATED ABSENCES POLICY: ACTION ITEM**

Feest distributed a draft version of a compensated absences policy specific to Administration. Feest provided the Committee data on the number of accumulated hours, and hours worked in excess of the standard work week. Feest discussed the recommendation of the auditors to draft a policy on compensated absences and carryover. Discussion occurred on the need for clarification within the policy as originally worded. Motion by Korrer, second by Henkel to:

**FORWARD DRAFT POLICY ON COMPENSATED ABSENCES WITH SUGGESTED CHANGES TO THE POLICY COMMITTEE.**

All ayes, motion carried.

**VI. NEXT MEETING DATE:**

Set at Board

**VII. ADJOURNMENT**

Motion by Millan, second by Rayala to:  
**ADJOURN THE MEETING.**  
Meeting adjourned at 3:04 P.M.

Respectfully submitted,

Michelle Bellile  
Administrative Assistant

APPROVED