



THE HUMAN SERVICE CENTER

(HUMAN SERVICES BOARD 51.42/51.437)

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CORRECTED MINUTES of the HUMAN SERVICES BOARD

Regular Board Meeting Special Board Meeting Committee Meeting

Type of Committee: Personnel

Date and Time of Meeting: Wednesday, March 27, 2019 at 1:00 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, Harland Lee,
Charles Rayala

Members Excused: Maggie Peterson

Members Absent: Tom Tallier

Staff Present: Tamara Feest, Angela Paddock, Jessica Kaul

Others Present:

I. MEETING CONVENED

Chairman Lee called the meeting to order at 1:00 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 Cushing, second by Henkel to:

APPROVE MINUTES FROM SEPTEMBER 28, 2018.

All ayes, motion carried.

At discretion of Chairman Lee, Agenda Item V discussed first, followed by Agenda Item IV and Agenda Item III.

III. EMPLOYEE ASSISTANCE PROGRAM: ACTION ITEM

Paddock provided a general description of what an Employee Assistance Program (EAP) provides; including 24/7 phone support for mental health concerns, family life, and crisis care.

Three quotes for EAPs were received: Aspirus, Ascension, REALiving. REALiving provides four counseling sessions per employee, Ascension and Aspirus both provide up to eight. Feest expressed importance of remaining cognizant of HSC employees' need to access safe, confidential mental health care, given the nature of the work performed by the organization.

Board members discussed whether employees have access to similar services through health insurance and other community resources. Feest and Paddock explained that an EAP could potentially lower insurance costs by reducing number of outpatient mental health care claims. Paddock noted that an EAP is also a marketable asset for employee recruitment and retention. Motion by Cushing, second by Henkel to:

ACCEPT AND FORWARD TO FINANCE THE QUOTE FROM **ASPIRUS IN THE AMOUNT OF \$3500.00.**

Aye: Cushing, Henkel, Lee, Rayala

No: Campbell

Motion carried.

IV. EMPLOYEE VOLUNTEER DAY: ACTION ITEM

Feest discussed potential to add a paid employee volunteer day to employee benefits. Might be a benefit to employee recruitment and retention, in addition to branding/PR/community awareness of HSC. Feest suggested allowing either ½ (4 hours) or one full day (7.5 hours) per year for employees to volunteer their time, at a cost of \$5171 or \$10,000/yearly, respectively.

Lee suggested calling it an "employee day of service" and noted that the money wouldn't be an addition to the budget as it's already accounted for in payroll. Lee suggested starting with the half-day option to gauge employee reception. Motion by Cushing, second by Henkel to:

ACCEPT AND FORWARD TO FINANCE FOR CONSIDERATION.

Aye: Cushing, Henkel, Lee, Campbell

No: Rayala

Motion carried.

V. EMPLOYEE HANDBOOK UPDATE, SECTION 6.8, SICK LEAVE: ACTION ITEM

Paddock pointed out a discrepancy between verbiage in employee handbook and common practice. Handbook states that employees may bank up to 675 hours of sick time to use, but may only receive a payout at end of tenure of up to 45 days. Some employees have accrued an excess of 675 hours and Paddock

requested a change to the handbook to allow for this excess, however, noted that maximum Termination Pay Provisions will still apply to these employees. Paddock informed the Committee that agency legal counsel has approved the suggested wording change. Motion by Cushing, second by Rayala to: **ACCEPT AND FORWARD TO BOARD FOR CONSIDERATION.** All ayes, motion carried.

VI. NEXT MEETING DATE:

Next meeting date to be set as needed.

VII. ADJOURNMENT

Chair Lee declared the meeting adjourned at 1:36 P.M.

Respectfully submitted,

Michelle Bellile
Administrative Assistant

APPROVED