



# THE HUMAN SERVICE CENTER

SERVING FOREST – ONEIDA – AND VILAS COUNTIES

(HUMAN SERVICES BOARD 51.42/51.437)

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## **A M E N D E D**

# **M E E T I N G N O T I C E**

There will be a meeting of the:  
**PERSONNEL COMMITTEE**  
of the Human Services Board

on  
**TUESDAY, SEPTEMBER 10, 2019 at 3:00 P.M.**  
(Minocqua Room)

at The Human Service Center  
705 East Timber Drive, Rhineland, WI

Entry: Main Entrance (follow posted signs) Handicap accessibility at main entrance.

Posted & Media Notified By: Jessica Kaul

*A quorum of the Human Services Board and various Human Services Board committees may be present at this meeting. No business will be discussed nor any action taken by the Human Services Board or any other Human Services Board committee, other than the committee listed on this notice*

## **AGENDA**

*ALL AGENDA ITEMS ASSUMED TO BE DISCUSSION/DECISION ITEMS*

- I. Meeting Convenes
- II. Approval of Minutes from March 27, 2019
- III. 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 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.
- IV. Return to Open Session

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Date Posted and Emailed to Media: Thursday, September 5, 2019

Media Notified: The Northwoods River News, The Forest Republican, Vilas County News Review

- A. The Committee will return to open session and may ratify any action taken or discussed in the closed session.
  
- V. Position Reclassifications
  - A. Accounting Technician: Action Item
  - B. Billing Specialist: Action Item
  - C. Behavioral Health Administrator: Action Item
- VI. Employee Handbook Updates
  - A. Time Reporting Requirements: Action Item
  - B. Vacation Payout: Action Item
- VII. Discuss/Approve Job Descriptions
  - A. CCS Mental Health Professional: Action Item
  - B. PT Rehabilitation Specialist: Action Item
  - C. Early Head Start Home Visitor: Action Item
  - D. Behavioral Health Department Secretary: Action Item
  - E. Women's Grant Therapist: Action Item
  - F. Women's Grant Service Facilitator: Action Item
- VIII. Volunteer Time Off Policy: Action Item**
- IX. EAP Utilization Update
- X. Next Meeting Date
- XI. Adjournment

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aides and services.  
Contact A. Paddock at 715-369-2215, ext. 3935.

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