



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, February 10, 2021 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(via video), Cindy Gretzinger, Nancy Tauer, Ken Storms joined at 2:04 PM, 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 Vice Chair Gretzinger 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 DECEMBER 9, 2020

Motion by Tauer, second by VanRaalte to:

APPROVE THE MINUTES AS PRESENTED FROM DECEMBER 9, 2020.

All ayes, motion carried

III. EMPLOYEE HANDBOOK UPDATES: ACTION ITEM

Paddock proposed to the committee to add an additional sentence to the employee resignation section of the employee handbook to include a thirty-day notice for staff retiring.

Motion by VanRaalte, seconded by Lee to:

ACCEPT THE UPDATE TO THE EMPLOYEE HANDBOOK RESIGNATION SECTION AS PROPOSED.

All ayes, motion carried.

IV. POLICY AND PROCEDURES

A. SALARY ADMINISTRATION: ACTION ITEM

Paddock presented to the committee a Salary Administration Policy that provides a procedure for the maintenance of the salary administration and the processing of salary recommendations for the agency.

Motion by VanRaalte, second by Tauer to:

APPROVE THE SALARY ADMINISTRATION POLICY WITH THE ADDITION OF THE WORD "RELEVANT" BEFORE EDUCATION IN SECTION A3.

All ayes, motion carried.

B. MANAGEMENT SALARY: ACTION ITEM

Feest presented the committee with the Management Salary Administration Policy. Feest reported that having written guidelines in place to allow for flexibility in step increases for annual evaluations of managers would be beneficial. Feest reported that the fiscal impact for the 2021 budget would be no greater than \$5343.

Motion by VanRaalte, second by Storms to:

ACCEPT THE MANAGEMENT SALARY POLICY AS PROPOSED AND FORWARD TO THE ADMINISTRATION COMMITTEE FOR APPROVAL.

All ayes, motion carried.

C. COVID SICK LEAVE: ACTION ITEM

Paddock reported that the COVID-19 sick leave bank that was part of the Families First Coronavirus Response Act expired as of December 31, 2020 and the recommendation of the agency attorney was to still have a policy in place to deter employees from coming in sick. This policy would provide up to 37.5 hours of paid leave benefits for any full-time employee that has been ordered to quarantine or self-isolate due to COVID-19. These benefits would be prorated for part-time employees and paid at 100% of wage.

Motion by VanRaalte, second by Storms to:

APPROVE THE COVID LEAVE TIME POLICY AND PROCEDURE AS PRESENTED.

All ayes, motion carried.

V. NEXT MEETING DATE

March 10, 2021 at 2:00 P.M.

VI. ADJOURNMENT

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

MEETING ADJOURNED AT 2:21 P.M.

All ayes, motion carried.

Respectfully submitted,

Melissa Gauthier
Administrative Assistant

APPROVED