

**Business Employment Skills Team, Inc.**  
**Human Resource Committee Special Meeting Minutes**  
**June 25, 2018**

The BEST, Inc. HR Committee Meeting was called to order at 5:02 p.m. by Acting Chair Wayne Reising.

**MEMBERS PRESENT:** Wayne Reising, James Duffy, Kevin Reibel

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson

**PROXY:** Kathy Enbom to Wayne Reising

Approval of Meeting Minutes

Kevin Reibel motioned to approve the May 10, 2018 Meeting Minutes. Motion was seconded by Jim Duffy and carried.

**Business Meeting**

Adjusted Salary Ranges based on COLA

Pam presented the Adjusted Salary Ranges based on COLA report that was provided in the meeting materials. She reminded members that a few years ago, members agreed to automatically increase the salary caps based on COLA for all employees. Pam reported that this year the COLA increase of 2% and the Inflation Rate was 2.8%. Members asked if any staff were still above the salary cap. Pam stated that one employee is significantly over. After a review of the Adjusted Salary Ranges report, it was noted that this was provided for informational purposes and no action was needed.

Employee Salary Increases

Pam presented the results of the Staff Performance of Evaluations noting that the ranges were from 2.5% to 3%. Pam also referred members to the Employee Information list that indicated their years of service, currently salary and amount of a proposed increase from 1% to 3%. Pam pointed out that with the new performance evaluations, the rating categories went from 1 – 5 (lowest to highest) and 1 – 3 (lowest to highest), and therefore the rating scales changed from 100% maximum base to “3” maximum basis. After a review of the information provided and discussion, Kevin Reibel motioned to recommend to the BEST Board that all staff be given a 3% increase effective July 1, 2018. Motion also included to give the one employee that has exceed the salary cap a bonus in the amount of \$1,800 (equivalent to 3%). Jim Duffy seconded the motion. Motion carried.

Salary Review for Career Advisor/HSE Tutor

Pam reminded members that when Judy Fitzpatrick was hired as the Career Advisor/HSE Tutor her salary was debated. She said that Judy was hired in to this position earning the same amount as a Career Advisor (\$19.00/hour) with the understanding that her performance would be reviewed after one year and if her performance was acceptable the base salary would be adjusted

accordingly. Pam pointed out that the Career Advisor/HSE Tutor has additional job duties than that of a Career Advisor. Pam told members that she reports at every meeting the number of students that Judy is serving as well as the progress she has made in Carroll and Jo Daviess Counties. Pam then recommended to increase Judy's salary to \$21.00/hour.

A lengthy discussion followed with members asking Pam for information regarding the difference between the essential job functions of the Career Advisor and the Career Advisor/HSE Tutor. Pam provided members with an overview of the job descriptions noting that the Career Advisor/HSE Tutor actually requires a teaching certificate since they are instructing students with getting their high school equivalency. Members asked about the difference in caseloads between the Career Advisors and the Career Advisor/HSE. Pam commented that caseloads vary depending on the area being served. Jim commented that it sounds like the work loads are inequitable and expressed concern for being over staffed. Pam stated that if staff were asked to serve other areas then they would be on the road more than being of service to the customers. Pam noted that about 2000 individuals are served in the 8-county region.

After discussion, members requested additional information before making a decision on the request to increase the salary of the Career Advisor/HSE Tutor position to \$21.00/hour. It was also noted that the salary bump, if passed, would be in lieu of the 3% increase that is being proposed. Pam was asked to provide members with salary information and job descriptions for the instructors/tutors of the Youth Projects. Also, Jim said that he would like to see a report of each of the Career Advisors caseloads and the BEST, Inc. Career Advisors job descriptions. Members agreed to table this discussion (and possible action) for the next HR Committee Meeting. Wayne noted that if the salary adjustment passes at the next HR Committee meeting it would be retroactive to July 1.

#### Working from Home Request

Pam informed members that the Working from Home Request was brought up by staff during the Employee Satisfaction Survey. She said that members asked that some background, advantages and examples of how staff would be able to work from home. Pam told members that now that the Cyber Security Assessment has been completed and policies are in place regarding internet security she is bringing the possible action to the committee. Pam then provided members with some advantages of staff working from home as well as examples and documentation of work that was done while working from home. Wayne commented that his concern is that if staff are making phone calls from home, using company devices, they continue to be professional. He said that sometimes when staff from other businesses are working from their homes the background noise is very unprofessional (birds chirping, children playing, TV/Radio sound, etc.). Jim expressed concern that the criteria in draft policy, as presented, was judgmental and he could not support it as written. He also expressed concern why staff could not get some of their tasks done in the office. Using, Jo Ann as an example, Pam said that with interruptions throughout the day, it would be beneficial for Jo Ann to stay home and get her minutes done. Other staff, Pam said, may have other tasks such as reports, grant writing, special projects, etc. that require no distractions. Members noted that if staff would be allowed to work from home it should not include any overtime. Wayne stated that the Board oversees the big picture of BEST, Inc. and not the day to day operations. He noted that Pam is the Executive Director and the day to day operations of the agency is her responsibility. Wayne stated that the decision for staff to work from home is her decision, however, she needs to know that the work is getting done. He said that the offices are to remain open. Pam informed members that she

wants all offices open as much as possible. She told members that she expects staff to cover offices when someone needs to be out of their respective office. Members noted that Kathy Enbom had a concern about accountability and was not totally supportive of the recommendation to work from home. Pam commented that she does not believe that staff would abuse the privilege of being allowed to work from home given the examples and documentation she provided. After discussion, Kevin Reibel motioned to recommend to the BEST, Inc. Board that Pam use her discretion in allowing staff to work from home based on the examples and documentation that she provided. Motion was seconded by Wayne Reising. Jim Duffy voted “no”. Motion carried.

#### Sick Time Policy Update

Pam informed members that she was asked to report to the HR Committee/BEST Board how the Sick Time policy was received by staff. She reported the staff were very receptive to the Sick Time Policy implemented a year ago and used their time when they were sick, birth of a child, surgery, family illness, etc. Pam told members that overall the policy was very successful and would recommend extending the Policy. Members concurred and agreed to implement the Sick Time Policy permanently. Pam confirmed with members that 12 days would be allowed for the period of July 1 – June 30 with no carry over provisions. Jim Duffy motioned to permanently implement the Sick Day Policy as discussed. Motion was seconded by Kevin Reibel and carried.

#### Other Business

None

#### Public Comments

None

#### Adjournment

With there being no further business, the meeting was adjourned at 6:11 p.m.

Jo Ann Johnson

Approved by:

James Duffy, Secretary  
BEST, Inc. Board of Directors