

Business Employment Skills Team, Inc.
Human Resource Committee Special Meeting Minutes
May 10, 2018

The BEST, Inc. HR Committee Meeting was called to order at 5:15 p.m. by Chairperson Kathy Enbom.

MEMBERS PRESENT: Kathy Enbom, Wayne Reising, James Duffy, Kevin Reibel

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson

Approval of Meeting Minutes

Kevin Reibel motioned to approve the February 26, 2018 Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Jim Duffy motioned to approve the March 26, 2018 Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Discussion of Chief Financial Officer Position to replace Executive Director-Fiscal Operations

Members began discussion about replacing the position in the BEST, Inc. Fiscal Office. Pam told members that she is recommending that the position be replaced with a Chief Financial Officer (CFO). She said that prior to the merger in 2013, BEST, Inc. always had a CFO. Kevin asked what would happen if a qualified individual was not found for the position. Pam replied that a Plan B would need to be considered if a qualified CFO was not available. Kathy told members that last year she recommended that an efficiency study be conducted for the Fiscal Office. Kathy said that she agreed with pursuing the hiring of a CFO but having an efficiency study done will look at the long term plan of the agency. Kevin asked if there was an urgency in filling the position. Wayne replied that the sooner the better. Pam stated that both Annette and Jessica will need to train this new person. She said that if we want to look at long term, it may not be urgent, however, that department will have a lot going on during the next few months. Pam continued to saying that DCEO will be conducting programmatic and fiscal monitoring in June and the audit will not be far behind. She said that staff can handle the workload, but on a short term basis. Pam then reminded members that Annette currently works 4 days per week, however, she had said that she will probably need to work 5 days a week at times. Jim Duffy asked if there was anything that Annette and Jessica could not do. Pam told members that she met with Kathy D, Annette and Jessica and reviewed the list of duties of the Executive Director-Fiscal Operations. Pam said that there was nothing on that list that Annette and Jessica could not do. However, Pam told members, that Annette and Jessica did not want to do Procurement as it is time consuming and very technical. That job duty, Pam said, was given to the Administrative Assistant/EO Officer/HR (Jo Ann Johnson) who did that job prior to the merger.

Kathy informed members that organizations do outsource some of their accounting functions. She said that there are a number of local firms that do that service and some specialize in WIOA. Pam told members that Annette is very good at WIOA accounting, however, she would feel less

comfortable with the accountant types of duties (i.e. maintaining adequate internal controls). Pam told members that we would want to hire someone to do the internal controls of the Fiscal Unit whether it would be through direct hire or outsourcing. She said that although Annette offered to work 5 days a week through this transition, she does want to go back to 4 days per week. It was also noted that Annette has commented about retiring in a few years. Members briefly talked about outsourcing. Pam commented that Annette and Jessica will not do the Memorandum of Understanding (MOU) cost sharing reporting, so she will assume that responsibility. In regards to the MOU Cost Sharing negotiating, Pam reminded members that a neutral party is hired to do that service. Members then briefly discussed internal control safeguards. Pam confirmed that 2 signatures are required for checks and 2 approvals for purchases. Pam also reminded members that they need to be aware of separation of duties. Wayne commented that for the short term he would not mind hiring a firm to help staff out and it may give a new perspective. For the intermediate/long term, Wayne said that an additional person will need to be hired. Kathy agreed that the goal should be to hire a CFO noting that it could be several months before the right person is found. Members then discussed salary for the CFO position. Pam informed members that the prior CFO with BEST, Inc. earned \$45,000.00. A salary range for the CFO position was discussed. Pam recommended that the starting salary be \$55,000 plus benefits. She provided an overview of the benefits for members.

Kathy recommended that an efficiency study be conducted at a cost of about \$7,000-\$8,000. She said that the results of this study will give members some ideas on how the Fiscal Unit could be more efficient. Members agreed commenting that this is a good time to do the study with the staffing changes. Pam said that staff would need some help in developing the Request for Proposal for such a study. Kathy said that would be able to provide information about a Request for Proposal.

Jim motioned to recommend to the BEST, Inc. Board of Directors to open the position for a Chief Financial Officer and accept the Job Description as presented by Pam. Motion was seconded by Kevin Reibel. Discussion was had regarding an item listed under "Other" stating that the person must be bondable. Pam told members that BEST, Inc. has an umbrella coverage that applies to all staff. Wayne explained that there is a blanket bond and an individual bond. Based on the Job Description, he interpreted it as an individual bond. After discussion it was agreed that the blanket bond would be acceptable, however Wayne suggested that Pam talk with the insurance company about bonding. Kathy noted that on the Job Description it states that the individual must submit to a background check. She said that does not imply that they need to pass the background check. Members agreed and commented that staff should review the Job Descriptions for consistency. Motion carried.

Kevin Reibel motioned to recommend to the BEST, Inc. Board of Directors that a workforce process assessment be conducted for the Fiscal Unit. Motion was seconded by Wayne Reising and carried.

Discussion of Revised Job Descriptions for the Executive Director, Business Relations Manager, Program Manager and Administrative Assistant/EO Officer/HR Assistant, Accountant I

Pam presented the Revised Job Descriptions for the Executive Director, Business Relations Manager, Program Manager, Administrative Assistant/EO Officer/HR Assistant and Accountant to members. She said that some of the duties from the Executive Director-Fiscal Operations were disbursed between these 5 individuals. Pam provided an overview of some of the revisions for members. Wayne Reising motioned to recommend approval of the revised Job Descriptions to the BEST, Inc. Board of Directors. Motion was seconded by Kevin Reibel and carried.

Jim suggested that staff review the non-essential requirement of each of the Job Descriptions for consistency. Pam asked if members wanted this conducted internally or externally. Members agreed to have Jo Ann review them first then see if we need to have an external source review them. Jim motioned to recommend to the BEST, Inc. Board of Directors to have the Job Descriptions reviewed for consistency items that are not essential job functions. Kevin Reibel seconded the motion. Motion carried.

Executive Session

Due to time constraints members agreed to dispense with Executive Session and discuss the Compensation for Chief Financial Officer and Compensation Adjustments for Revised Positions during the BEST, Inc. Board Meeting to follow this meeting.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:00 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Secretary