

**Business Employment Skills Team, Inc.**  
**Human Resource Committee Meeting Minutes**  
**February 26, 2018**

The BEST, Inc. HR Committee Meeting was called to order at 5:00 p.m. by Chairperson Kathy Enbom.

**MEMBERS PRESENT:** Kathy Enbom, Wayne Reising, Kevin Reibel

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

Approval of Meeting Minutes

Wayne Reising motioned to approve the August 28, 2018 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

**Business Meeting**

Discussion Regarding Staff Working from Home

Pam informed members that the topic of staff working from home was suggested on the Employee Engagement Survey. Pam said that when the issue was brought up before it was denied by the Board. However, this time, Pam said, that she and Kathy Day developed a list of some advantages of working from home as well as examples of what could be done at home. Pam also said that both she and Kathy Day would need to agree/approve all staff from working from home. Kathy Enbom began the discussion by asking what circumstances would an employee work from home and how many days a week would it occur. Pam told members that there are times when an employee would benefit from working from home as they would be outside of their office with no phone calls, emails, interruptions, etc. As an example, Pam said, Jo Ann could work on her meeting minutes at home without any interruptions. She also said that Kerri Hicks could work on performance reports without any interruptions. In regards to the fiscal staff, Pam said that they would do supportive services, payroll and required reports. During discussion, Kathy Enbom pointed out that if staff are allowed to work from home they would need to use office laptops with encryption software. She also said that staff would not be allowed to turn in receipts for cell phone calls and/or internet usage for working from their home. It was also pointed out that offices would need to be open during regular business hours. Wayne expressed concern regarding security not only of the computer system(s), but for taking personal information outside of the office. Kathy Enbom commented that supervisors would need to monitor the productivity of staff working from home. As an example, at the end of the day, they would need to turn in the project that they did working from home. Wayne stated that working from home may not be as productive as working at the office and he would not want to see it abused. Kathy E also commented that both Pam and Kathy D would need to agree and approve the individual working from home. Discussion then turned toward security. It was agreed that the HR Committee would wait to act on this request until the results of the cyber security assessment are received. The topic was tabled until the April 23, 2018 meeting.

### Discussion/Guidance Regarding Weather Issues

Pam asked members for some guidance on inclement weather concerns. She told members that BEST, Inc. has a policy, however, each area can be affected differently by inclement weather. Recently, Pam said that schools closed the day before an anticipated snow storm was to hit certain areas. She told members that Kathy D followed the community college lead and closed her office the day before of the storm. Pam said her concern is that a decision may be made to close the office on the day before the storm, but then the storm does not materialize. After a discussion regarding this matter, members said that first and foremost is the safety of our staff. However, they did suggest using the community colleges district as a starting point. Kevin said that if the Carroll County Courthouse closes that would be a good indication to close the BEST, Inc. office. Members did comment that schools close more than they should but understand that it is a bussing concern. Kathy E commented that if inclement weather is imminent the day before that staff should take home their laptops in the event they need to work from home. She also stated that if they do, then SKYPE should be utilized by all staff so that communication can continue. However, it was agreed that if staff are encouraged to take work home with them in anticipation of bad weather, a final decision to close offices would not be made until 6:00 a.m. Kathy informed Pam and she should develop a guide matching the appropriate BEST, Inc. to the Community College district. Additionally, a “work at home policy” would need to be developed before any action would be taken by the HR Committee or BEST, Inc. Board. Discussion regarding the use of PHOs was also discussed.

### Other Business

Kathy asked Jo Ann to send out a notice asking Business Employment Skills Team, Inc. Board members to update their selection on the Standing Committees. It was noted that Kevin Reibel has joined the HR Committee.

### Public Comments

None

### Adjournment

With there being no further business, Kathy motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:08 p.m.

Jo Ann Johnson

Approved by:

Kathy Enbom