

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting Minutes  
August 27, 2018**

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

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

**PROXY:** Kevin Reibel to James Duffy

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

Approval of Meeting Minutes

Wayne Reising motioned to approve the June 25, 2018 Meeting Minutes. Motion was seconded by Jim Duffy and carried.

**Business Meeting**

Salary Review for Career Advisor/HSE Tutor

Pam reminded members that at the last HR Committee Meeting she proposed an increase for Judy Fitzpatrick but was asked to provide some additional materials for consideration before any action was taken. She told members that, as requested, she included copies of the Career Advisor and Career Advisor/HSE Tutor Job Descriptions along with salary information on the Youth Project Providers. Pam said that she also provided information on the BEST, Inc. Career Advisor caseloads. Pam pointed out that although Judy has a smaller caseload than some of the other Career Advisors, she does a lot of travelling to meet her customers at a public location that is convenient for them. She noted that many of Judy's customers do not have transportation to meet her at either the Mount Carroll or Galena offices. Members asked what the success rate was for the Career Advisor/HSE position. Pam said that could not be determined at this time, but pointed out that she does provide a detailed report from Judy in her Director's Report prior to each Board Meeting. She said that Judy is working with customers to attain their High School Equivalency in addition to actively recruiting new enrollments. Pam told members that Judy has been doing outreach by visiting schools and media spots on the radio and newspaper. The results of Judy's outreach has been beneficial. Members then discussed increasing Judy's salary from \$19.57/hour to \$21.00/hour that was proposed by Pam. After discussion, Wayne motioned to increase Judy's salary to \$20.50/hour. Motion was seconded by Jim Duffy and carried.

Employee Retirement Plan Procedure Revision

Jo Ann provided an overview of the inconsistencies of administering the Employee Retirement Plan since 2012. She referred members to the typed report that was included with the meeting materials. In regards to the administrative fee for former BEST staff, Jo Ann recommended to authorize Nationwide to deduct the Annual Fee (on a quarterly basis) according to their Fee Disclosure Statement. By doing so, she would eliminate billing the former staff for these

charges and ensure that BEST, Inc. is not paying for staff no longer employed. Jo Ann also recommended to reimburse a former staff member who was billed incorrectly for the Annual Fee. The former staff person was billed \$25.00 per quarter (\$100.00/year) instead of \$25.00/year. Jim Duffy motioned to approve Nationwide to deduct the Annual Fee, on a quarterly basis, from former BEST, Inc. staff members' retirement account. The motion also included the approval to reimburse \$75.00 to the former staff that was billed incorrectly. Motion was seconded by Wayne Reising and carried.

#### Document Retention & Destruction Policy Revision

Jo Ann presented a draft policy for Document Retention & Destruction for review. Members recommended some revisions and after discussion, Jim Duffy motioned to table until further clarifications can be researched. Motion was seconded by Wayne Reising and carried.

#### Executive Session

Jim Duffy motioned to convene in Executive Session under 5 ILCS 120/2 (c) 1: The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion was seconded by Wayne Reising and carried. Executive Session convened at 5:56 p.m. CST.

Roll Call vote was taken: Kathy Enbom, James Duffy, Wayne Reising, Kevin Reibel via Proxy to James Duffy

Open Session reconvened at 6:03 p.m.

Wayne Reising motioned to table the Evaluation of the Executive Directors Performance until the next meeting in order to give members the opportunity to review the materials and to survey the other board members. Motion also included a two-month extension on Pam's current contract and any recommendations regarding her contract will be retroactive to September 1, 2018. Motion was seconded by Jim Duffy and carried.

#### **Other Business**

#### Exit Interview

Pam pointed out that the Exit Interview for Sally Pflibsen was included for members review. She told members that Sally offered to come back on a temporary basis if she is needed. Pam noted that Sally did comment that the cubicles in the NCI Works Center in Ottawa are close together and does not offer a lot of privacy when staff are working with customers. Pam said that IDES is aware of the lack of privacy and does allow staff to use conference and/or meeting rooms when privacy is required.

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 6:10 p.m.

Jo Ann Johnson

Approved by:

James Duffy  
Secretary