

**Business Employment Skills Team, Inc.**  
**Human Resource Committee Meeting**  
**February 25, 2019**  
**5:15 p.m.**  
**Lee County Board Room, Old Lee County Courthouse**  
**Dixon, IL**

## AGENDA

Call to Order

Roll Call

Approval of October 22, 2018 Meeting Minutes (Page 1) (*Action Item*)

Business Meeting

- Review & Approval of Fiscal Staffing Structure
  - Organizational Charts (Current & Proposed) (Page 4) (*Action Item*)
  - Review & Approval of Job Descriptions (*Action Item*)
    - ◆ Finance Director (Page 6)
    - ◆ Controller (Page 9)
    - ◆ Accountant (Page 12)
  - Probationary Period Waived (*Action Item*)

Once the application process is completed and if the current Accountants are hired/promoted as the Finance Director and Controller we are requesting to waive the 90- day trial period for these employees. Both employees have been doing these job functions for well over the 90-day trial period.

- Chartwell Staffing Contract (*Action Item*)

The contract with Chartwell Staffing Agency for the Workforce Clerk position does not expire until after 720 hours have been reached. According to the contract, the agreement can be cancelled but we would be charged a certain percentage of the annual salary for that position based on the number of hours that the employee has worked. Based on the number of hours that Beth has currently worked and what she is expected to work within the next few weeks, we would need to pay 15% of the annual salary or \$3,802.50. Annette has checked with DCEO and this payout is an allowable expense.

## Other Business

- Approval to purchase Abila HR Modules (*Action Item*)

We are requesting to purchase the Abila HR & Employee Web Service (EWS) Module to compliment the Abila Accounting software that we are currently using. The initial cost for installation and training will be up to \$13,216.00. Once the installation and training is completed, the annual cost for the HR & EWS modules will be \$3,576.00.

## Public Comments

## Adjournment