

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting Minutes  
February 25, 2019**

The BEST, Inc. HR Committee Meeting was called to order at 5:16 p.m. by Chair Kathy Enbom

**MEMBERS PRESENT:** James Duffy, Kevin Reibel, Kathy Enbom

**MEMBER ABSENT:** Wayne Reising

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

Approval of Meeting Minutes

Kevin Reibel motioned to approve the October 22, 2018 Meeting Minutes. Motion was seconded by Jim Duffy and carried.

**Business Meeting**

Review & Approval of Fiscal Staffing Structure

Pam presented the following information for members in regards to the revised staffing structure for the Fiscal Office.

Organizational Charts

Pam told members that both the current and proposed Organizational Charts were included with the meeting materials. She said that the proposed Organizational Chart reflects the positions of Finance Director, Controller and Accountant. Pam told members that she left the Workforce Clerk in the structure but has no intentions of filling that position. Kevin Reibel motioned to approve the Reviewed Organizational Chart as presented. Motion was seconded by Jim Duffy and carried.

Review & Approval of Job Descriptions

Pam provided an overview of the Finance Director, Controller, and Accountant Job Descriptions that were included with the meeting materials. Pam reminded members that when Kathy Day left, parts of her Job Description like grant writing were given to Dianna Schuler and procurement/purchasing was given to Jo Ann Johnson. Pam said that most of the job duties that was part of the Chief Financial Officer Job Description is now included on the Finance Director Job Description. Pam said that some of the recommendations from the Workflow Study was implemented in each of the Job Descriptions. Members asked Pam about salary for the fiscal staff. Pam referred members to the Job Descriptions as each of them included the salary ranges for the Fiscal Staff positions. Pam told members that should Annette and Jessica apply for the Finance Director and Controller positions that adjustments would be made to their current salary to fit within the salary ranges presented. Pam also noted that Annette plans to continue to work 4 days a week. She stated that should the current Workforce Clerk be hired for the Account position, she is planning to work 4 days a week. Pam said that the office would be covered 5 days per week. Jim Duffy expressed his concern with staff requesting their preference of how

many days they want to work when in reality the Executive Director should be determining what is best for the agency. Members then discussed the advertising for the positions. Pam informed members that according to the BEST policy, the Finance Director and Controller positions would be posted internally for 3 days. The Accountant position, Pam said, will be posted both internally and externally to allow for qualified candidates to apply.

Kathy commented that staff will need to schedule their duties for dual control. Jim asked if Pam saw a problem with one person 5 days per week and 2 working 4 days per week. Pam responded no.

Jim Duffy motioned to approve the Finance Director, Controller and Accountant Job Descriptions as presented. Motion was seconded by Kevin Reibel and carried.

#### Probationary Period Waived

Pam explained that once the application process is completed and if the current Accountants are hired/promoted as the Finance Director and Controller she is requesting to waive the 90-day trial period for these employees. Pam told members that both employees have been doing these job functions for well over the 90-day trial period. Kevin Reibel motioned to concur with Pam's request to waive the 90-day trial period should the current Accountants be hired as the Finance Director and Controller. Discussion was held about waiving the trial period. Should Annette and Jessica be hired (promoted) to the Finance Director and Controller positions, members asked Pam to conduct an evaluation on them by the next Board Meeting and if they are performing satisfactorily a recommendation to terminate the trial period could be presented at that time.

#### Chartwell Staffing Contract

Pam told members that 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, she said, 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 Hollaway 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. Pam told members that Annette has checked with DCEO and this payout is an allowable expense. Jim Duffy moved to terminate the contract with Chartwell Staffing Agency once the Accountant position is filed. Motion was seconded by Kevin Reibel and carried.

#### **Other Business**

##### Approval to purchase Abila HR Modules

As recommended by the Workflow Study, Pam told members that staff are requesting to purchase the Abila HR & Employee Web Service (EWS) Module to compliment the Abila Accounting software that we are currently using. She said that 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. Kevin Reibel motioned to purchase the Abilia HR Modules as presented. Motion was seconded by Jim Duffy and carried.

Public Comments

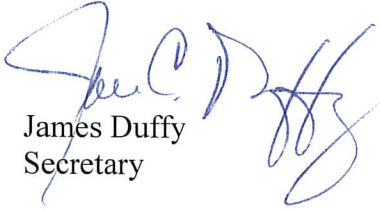
None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Kevin Reibel and carried. Meeting adjourned at 5:49 p.m.

Jo Ann Johnson

Approved by:

  
James Duffy  
Secretary