

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting Minutes  
August 26, 2019**

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

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

**PROXY:** Wayne Reising to Kathy Enbom

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

Approval of Meeting Minutes

Kevin Reibel motioned to approve the June 24, 2019 Meeting Minutes. Motion was seconded by Jim Duffy and carried.

**Business Meeting**

Employee Dental Insurance Renewal

Jo Ann informed members that the employee dental plan with Delta Dental will expire on September 1, 2019. She said that Delta Dental submitted correspondence offering to renew the plan for two years without any premium increase. Kevin Reibel motioned to recommend to the BEST, Inc. Board to renew the policy with Delta Dental for 2 years. Motion was seconded by Jim Duffy and carried.

BEST, Inc. Incentive/Cost of Living Award Policy

Annette presented a revision to the Cost of Living Award Policy that was originally approved by the BEST Board August 23, 2016. She told members that when the policy was originally approved, it was based on merit. This year, Annette told members that at their June 24, 2019 Meeting, they provided staff with an across the board increase of 3% which changed the policy. She said that when the bonus policy was approved, it allowed for 3 tiers based on performance.

<b>Tier</b>	<b>Performance Rating Scale</b>	<b>Increase (percentage of annual salary)*</b>	<b>Bonus (percentage of annual salary)</b>
1	79% - 85%	2%	2%, maximum \$1,000
2	86% - 92%	2.5%	2.5%, maximum \$1,200
3	93% - 100%	3.0%	3.0%, maximum \$1,500

Annette continued by saying that one individual was awarded a bonus exceeding the \$1,500 maximum for both 2018 and 2019. With that being the case, Annette asked members to increase

the maximum bonus allowed retroactive to last year. Annette also provided members with a draft revision to the policy and asked members for their approval. After a lengthy discussion, members agreed that they considered the increases based on performance evaluations and that their action only included a bonus for the individual(s) that cap out of the respective salary ranges. Jim Duffy motioned to recommend to the BEST, Inc. Board to increase the cap on Tier 3 from \$1,500 to \$2,000 effective June 2019. Motion was seconded and carried.

Members asked staff to revise the Incentive/Cost of Living Award Policy with tracking changes so that they can see the specific changes being request. Members also stated that they would like to include a review of this policy each June to confirm that the actions that they plan to take at the meeting fits into the BEST, Inc. policies. Jim Duffy motioned to Table the BEST, Inc. Incentive/Cost of Living Award Policy until the October 28, 2019 Meeting. Motion was seconded by Kevin Reibel and carried.

#### Employee Telephone Usage Policy

Annette presented an Employee Telephone Usage Policy for approval. She informed members that the Department of Labor implemented new laws about staff using their personal telephones for company business. She told members that the new policy states that employees that are required to travel with the LWIA on a continual basis will be provided a company cell phone for their use when conducting BEST, Inc. business while they are away from the office. Annette said that BEST, Inc. employees are prohibited from using personal phones for company business with the exception of an emergency call. Jim Duffy asked if BEST, Inc. has a policy about using business phones for personal business. Jo Ann said that the Employee Handbook does address that issue. Kevin Reibel motioned to recommend to the BEST, Inc. Board the approval of the Employee Telephone Usage Policy as presented. Motion was seconded by Jim Duffy and carried.

#### Memorandum of Understanding/Resource Sharing Agreement Policy

Annette presented a Memorandum of Understanding Resource Sharing Agreement Policy to be included in the Fiscal Manual. She said that this policy states that the BEST, Inc. Finance Director will track costs and invoice partners on a semi-annual basis per the negotiated costs outlined in the Resource Sharing Agreement. Kevin Reibel motioned to recommend to the BEST, Inc. Board the approval of the Memorandum of Understanding/Resource Sharing Agreement Policy that will be included with the Fiscal Manual. Motion was seconded by Jim Duffy and carried.

#### Executive Session

Jim Duffy motioned to convene in Executive Session per 5 ILCS 120/2 (c) 1 for 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 Kevin Reibel. Roll Call vote was taken:

Jim Duffy – Yes  
Kevin Reibel – Yes  
Kathy Enbom – Yes  
Wane Reising proxy to Kathy Enbom - Yes

Pam Furlan was asked to remain for Executive Session. Executive Session held at 5:33 p.m.

Motion to reconvene from Executive Session was made by Jim Duffy and seconded by Kevin Reibel. Motion carried. Meeting reconvened at 6:23 p.m.

Jim Duffy motioned to recommend to the full BEST, Inc. Board the Performance Evaluation for Pam Furlan as was discussed in Executive Session. Motion was seconded by Kevin Reibel and carried.

Kevin Reibel motioned to recommend to the full BEST, Inc. Board the increase for Pam Furlan as discussed during Executive Session. Motion was seconded by Jim Duffy and carried.

Other Business

None

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 6:26 p.m.

Jo Ann Johnson

Approved by:

James Duffy  
Secretary