

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
December 16, 2019
5:30 p.m.
Lee County Board Room, Old Lee County Courthouse
Dixon, IL**

AGENDA

Call to Order

Roll Call

Approval of October 28, 2019 Meeting Minutes **(Page 1)** *(Action Item)*

Business Meeting

- Review & Approval of the Apprenticeship Navigator/Project Coordinator Job Description (Pam Furlan) *(Action Item)* **(Page 3)**
- Employee Health/Life Insurance Renewal (Jo Ann Johnson) *(Action Item)* **(Page 5)**
- Employee Handbook Updates (Jo Ann Johnson) *(Action Items)* **(Page 7)**

Other Business

- Exit Interview (Beth Hollaway) **(Page 9)**

Public Comments

Adjournment