

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting Minutes  
October 28, 2019**

The BEST, Inc. HR Committee Meeting was called to order at 5:33 p.m. by Acting Chair Jim Duffy

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

**PROXY:** Wayne Reising to James Duffy

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

Approval of Meeting Minutes

Wayne Reising (through proxy) motioned to approve the August 26, 2019 Meeting Minutes. Motion was seconded by Kevin Reibel and carried.

**Business Meeting**

BEST, Inc. Incentive/Cost of Living Award Policy

Annette presented a revision to the BEST, Inc. Incentive/Cost of Living Award Policy. She told members that the only change to the policy was to increase the Incentive Cap. Copies of the revised policy was included with the meeting materials. Annette reminded members that this policy affects individuals who have or may in the future exceed their salary cap. After discussion, Kevin Reibel motioned to approve the revised BEST, Inc. Incentive/Cost of Living Award Policy effective July 1, 2018. Motion was seconded by Jim Duffy and carried.

Project Coordinator Position for Opioid Grant

Pam presented the Project Coordinator Position for the Opioid Grant to members. She told members that this individual will work between 20-29 hours per week and earn \$25.00 if an internal candidate is hired and \$22.00 if we need to hire externally. Pam said that the policy of BEST, Inc. is to post all position internally for 3 days before posting the position to external candidates. She noted that some staff may be interested in taking on this position. Pam also stated that if an internal candidate was hired that once the grant would be completed they would return to their current position/salary. Kevin asked what the benefits would be for a current employee to take on the responsibilities of this position. Pam responded by saying that after talking with Carrie and Dianna, the individual's work load would be divided up among other staff. Pam said that when she presented the information at an "all staff meeting" recently, staff were made aware that this position would be an addition to their regular work load but that some of their duties would be divided up during the period of the grant. Pam stated that maybe that no one internally would apply and we would need to post the position external. Kevin asked how the position would be posted. Pam replied that the position would be posted internally for 3 days to allow a current staff to apply for the position. She continued to saying that if we could find an individual with some experience we could start right away which would offset some of our staff costs. She reminded members that last year we received a 13% cut in funds and this year a 7% cut, so the use of another grant will help offset some of our staff costs. Jim asked if there was anyone on staff qualified for the position. Pam said that she did not know and would need to wait until internal candidates applied. Pam told members that if approved, the position would be posted tomorrow. Most of the work,

Pam said, will be upfront as we plan to do a massive outreach campaign that would include a lot of meetings. Members then briefly discussed the different positions that would be covered under the Opioid Grant. Pam informed members that the grant total is \$681,416. She said that 3 position have been approved that include an Education Coordinator at Perfectly Flawed in LaSalle, 2 Nurses at Sinnissippi Centers and 2 Job Coaches for BEST. Pam said that these positions are considered "Disaster Relief Employment/ Temporary Jobs" so they need to be considered a Dislocated Worker to be a part of this grant. Members held a brief discussion about the role of the Job Coaches. Pam told members that in addition to the positions covered under the Opioid Grant that 30 customers will be integrated back to the workforce through this grant either through work experience or on-the-job training. Annette informed members that funds for this grant would be given in one-third increments and modifications will be allowed. Members held a discussion of the various agencies and organizations that work with individuals that have an opioid crisis. Pam told members that the Job Coaches will work with law enforcement and other agencies that have a vested interested in the opioid crisis. Pam noted that this grant is a pilot program with a full budget to cover the staff positions and customers. In regards to a job description for the Job Coaches, Pam said that staff will be working on developing a list of activities and tasks for those positions.

Kevin Reibel motioned to approve the Opioid Project Coordinator position as proposed. Motion was seconded by Jim Duffy and carried.

#### Other Business

Jo Ann informed members that she received correspondence from United Health Care regarding the employee health insurance renewal rates. She told members that overall we received a 9.2% increase which is lower than the industry standard of 14%. Members asked Jo Ann to bring some cost information to the December meeting for consideration.

#### Public Comments

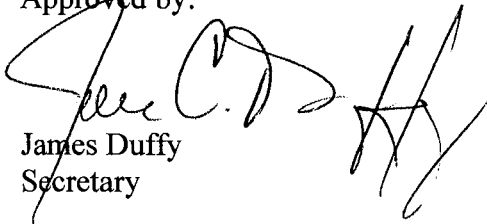
None

#### Adjournment

With there being no further business Jim Duffy motioned to adjourn. Motion was seconded by Kevin Reibel and carried. Meeting adjourned at 6:01 p.m.

Jo Ann Johnson

Approved by:

  
James Duffy  
Secretary