

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting  
June 22, 2020  
5:00 p.m.**

Join Zoom Meeting  
<https://us02web.zoom.us/j/84932723181>  
Meeting ID: 849 3272 3181

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## **REVISED AGENDA**

Call to Order

Selection of an HR Committee Chairperson

Roll Call

Approval of December 16, 2019 Meeting Minutes **(Page 1)** *(Action Item)*

Business Meeting

- Review and Approval of Revised/Updated Employee Handbook & Job Descriptions (Sent under separate cover) **(Summary on Page 4)** (Jo Ann Johnson/Carrie Folken) *(Action Item)*
- Request to Waive PHO Carry-Forward for this Program Year (if applicable) (Carrie Folken) **(Page 5)** *(Action Item)*
- Organizational Chart for BEST, Inc. (Informational) (Carrie Folken) **(Page 6)**
- Review and Approval of Revised Employee Job Description and Salary Adjustment **(Page 7)** (Carrie Folken) *(Action Item)*
- PY 19 Staff Evaluation Annual Performance Evaluation Results (Carrie Folken) **(Page 12)**
- Adjusted Salary Ranges based on COLA (Informational) (Annette Pace) **(Page 13)**
- Review and Approval of Employee Salary Increases **(Page 13)** (Carrie Folken/Annette Pace) *(Action Item)*
- Review and Approval of Career Advisor Job Description change **(Page 14)** (Carrie Folken) *(Action Item)*

Other Business

Public Comments

Adjournment