

**Business Employment Skills Team, Inc.
HR Committee Zoom Meeting Minutes
June 22, 2020**

The HR Committee meeting was called to order at 5:03 p.m. by Acting Chair Kevin Reibel. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X (late)		Jamey Sulser	X	

Others Present: Carrie Folken, Annette Pace, Jo Ann Johnson

Approval of Meeting Minutes

Jim Duffy motioned to approve the December 16, 2019 Meeting Minutes. Motion was seconded by Jamey Sulser. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising			Jamey Sulser	X	

Motion carried.

Business Meeting

Review and Approval of Revised/Updated Employee Handbook and Job Descriptions

Jo Ann provided members with a summary of the Employee Handbook Revisions. She told members that most of the changes to the Employee Handbook resulted in the addition of applicable laws that we must adhere to such as the Job Discrimination and Sexual Harassment, Pregnancy Protection and Accommodation, Unpaid Leave due to Gender, Sexual or Domestic Violence and Drug Free Workplace Program and Testing Policy. Jo Ann told members that the consultant, Jeff Risch with Smith Amundsen inserted the required laws and also recommended that our separate policies be included in the Handbook. Jo Ann did tell members that Mr. Risch said that he thought that our handbook was in pretty good shape except that some of the language needed to be tightened up a bit so that there was no “gray” areas for interpretation. As an example, Jo Ann said that “shall” and “may” were changed to “will”. Moving on to the sections that are recommended changes include the following:

Section 2.2 – Categories of Employees

- Probationary employees are now considered “Introductory” employees
- Temporary employees: Added statement that “Temporary employees employed specifically for special grant funded positions may not necessarily follow the same hiring process as permanent BEST, Inc. employees due to special grant circumstances which may include dual temporary employee/participant status or other requirements outlined in the grant. Mileage for those temporary employees will be paid at the current approved participant rate due to participant status.

Section 4.7 – Paid Hours Off

- PHOs may be accrued without limit during the Program Year (July – June). However, no more than 237 hours may be carried over from one program year to the next. Any unused PHOs in excess of 237 hours will be forfeited by the employee without compensation. Jo Ann told members that according to the consultant, this last sentence is unlawful and must be removed from the handbook. The consultant does agree with capping the PHO balance, but stated that it is unlawful to take away from an employee what is earned. Since a person can carry 237 hours from one Program Year to the next adding the maximum that a person can earn during a Program Year is 187.46 recommended to cap it at 426.46. However, after talking with management staff, Jo Ann said that we are recommending to increase the cap from 237 hours to 360 hours. She said that adding the 360 hours plus the 90 hours of sick time hours would give staff 12 weeks of time to have available in lieu of short term disability.

Jim asked about the policy regarding sick time. Members were informed that staff were given sick time at the beginning of each program year and there was no carry-forward option. After discussion, members asked that the topic of sick time accrual be put on the August HR Meeting Agenda for discussion and possible action. Members asked that a sick time usage report (for the past few years) be provided for their review.

Jim pointed out that there was some places in the handbook that still has either Executive Directors or appropriate Executive Director and suggested that a search be done on the handbook before it is disseminated to staff. Jo Ann said that she would run it through spell check and search and find before finalizing the document.

Jim Duffy motioned to recommend to the BEST Board the approval the Revised/Updated Employee Handbook and Job Descriptions as discussed. Motion was seconded by Jamey Sulser. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising			Jamey Sulser	X	

Motion carried.

Selection of HR Committee Chairperson

After discussion, Wayne accepted the nomination to be the HR Committee Chair. Jamey motioned to nominate Wayne as the HR Committee Chair. Nominations were closed. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

Request to Waive PHO Carry Forward for this Program Year

Carrie requested to waive the PHO carry forward for this program year. She said that staff have made a very good attempt to take their time off using accrued PHOs for vacation and personal time, however, the last 4 months have been very difficult for some to take the time. Because these are unprecedented times and the obstacles of the COVID-19 pandemic, the computer virus that attacked the IVCC mainframes thus impacting operations for the staff at IVCC, Pam’s departure and staff transitioning, Carrie said that she is asking the Board to consider waiving the limit of 237 PHOs to be carried over from Program Year 2019 to Program Year 2020. She said that there were about 5 staff that would end up losing time that they earned during the program year. Wayne commented that this has been a special year and circumstances. Kevin Reibel motioned to recommend approval by the BEST Board the request to waive PHO carry forward for this year. Carrie noted that staff would have until June 30, 2021 to bring their balance down to the 360 cap that was recently approved. Motion was seconded by Jim Duffy. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Organizational Chart for BEST, Inc.

Carrie informed members that the Organizational Chart was included as an informational item. She said that the flow chart reflects that Joel Torbeck was promoted to Program Manager and Laura Olson was promoted to the Business Relations Representative serving LaSalle, Bureau and Putnam counties. Carrie noted that the Career Advisor in the Ottawa office will be posted soon.

Review and Approval of Revised Employee Job Description and Salary Adjustment

Carrie informed members that since she was hired as the Executive Director, one thing that she has been doing is reviewing the structure of the organization. She said that she is a firm believer in succession planning and her first task was to review some of the job descriptions and actual functions that are done by individual staff members. Carrie said that her first recommendation is to change the title of the Administrative Assistant/EO Officer/HR Assistant to the Manager, Internal Operations. She told members that the actual job duties did not change but she added tasks that Jo Ann has already been doing for a number of years but were never included in the Job Description. Carrie told members that all job descriptions need to be thoroughly reviewed and revised to some extent. Additionally, Carrie recommended that along with the change in title for Jo Ann that a salary adjustment be given to \$52,000 which is the mid-point of the salary range. Kevin Reibel motioned to approve the change in job title for Jo Ann to Manager, Internal Operations along with a salary adjustment to \$52,000/year. Jim commented that the changes for this job description was a big improvement. Motion was seconded by Jim Duffy. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

PY 19 Staff Annual Performance Evaluation Results

Carrie informed members that Annual Performance Evaluations were completed for all staff and the ratings are between 90.9% and 98.2%. She said that she included the breakdown with the meeting materials.

Adjusted Salary Ranges based on COLA / Review and Approval of Employee Salary Increases

Annette informed members that the Adjusted Salary Ranges based on COLA for this year was included with the meeting materials.

She also informed members that she provided a breakdown for potential salary increases for staff based on merit. Annette told members that she included increases at 2%, 2.5% and 3%. Annette told members that for PY 20 the grant funding has increased and based on the structure of the organization the wages should go down. After discussion, Kevin Reibel motioned to recommend to the full Board that 3% merit increases be given to all staff with the exception of the one staff member that has already been capped at the salary range. The motion stated that that individual will receive a 3% incentive bonus. Motion was seconded by Jim Duffy. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

Review and Approval of Career Advisor Job Description Change

Carrie provided members with a revision to the Career Advisor Job Description. She said that the minimum qualifications requires a Bachelor’s Degree preferred, however, we will accept a high school diploma and 5 years of Human Service experience in lieu of the Bachelor’s Degree. Carrie requested to amend the minimum qualifications to: “Bachelor’s Degree preferred. Will accept a high school diploma and 5 years of Human/Customer services”. She told members that it is advantageous for Career Advisors to have customer service as a skill since they work with so many individuals. Motion to recommend approval to the BEST Board was made by Jim Duffy. Motion was seconded by Jamey Sulser. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

Other Business

None

Public Comments

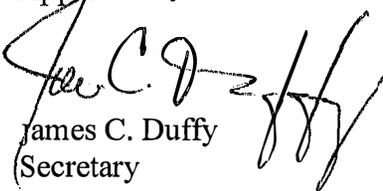
None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Jamey Sulser and carried. Meeting adjourned at 6:00 p.m.

Jo Ann Johnson

Approved by:


James C. Duffy
Secretary