

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
October 26, 2020
5:00 p.m.**

**Join Zoom Meeting
<https://us02web.zoom.us/j/89598801470>**

Meeting ID: 895 9880 1470

**Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 895 9880 1470**

AGENDA

Call to Order

Roll Call

Approval of August 24, 2020 Meeting Minutes (**Page 1**) (*Action Item*)

Business Meeting

- Clarification of Sick Time Policy (Carrie Folken) (*Possible Action Item*)

“Each full-time employee will receive 12 paid sick days (**1 per month**) per Program Year (July 1 – June 30). Less than full-time employees will receive a pro-rated amount based on their number of hours scheduled.”
- Employee Health Insurance Renewal (Jo Ann Johnson) (**Page 3**) (*Action Item*)
- Review and Approval of Youth Job Developer Position (Carrie Folken) (**Page 5**) (*Action Item*)
- Discussion about Executive Director Performance Evaluation (**Page 8**) (*Possible Action Item*)

Other Business

- Discussion regarding December HR Committee Meeting

Public Comments

Adjournment