

**Business Employment Skills Team, Inc.
HR Committee Zoom Meeting Minutes
August 24, 2020**

The HR Committee meeting was called to order at 5:00 p.m. by Chair Wayne Reising. Roll call was taken.

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

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

Approval of Meeting Minutes

Jamey Sulser motioned to approve the June 22, 2020 Meeting Minutes. Motion was seconded by Kevin Reibel. 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.

Business Meeting

Discussion of Proposed Sick/PHO Policies

Carrie reminded members that at the last meeting a discussion was held about staff losing time at the end of the Program Year as well as whether staff were using all of the sick time that they were given. She told members that she reviewed the last two years of sick time usage and in PY 19, 3 staff used all of their time and in PY 18 only 5 staff used all of their sick time. Carrie did say that the individuals that used all of their time were linked to either their sickness or that of a family member. She told members that she did not see any abuse of staff using their sick time just to use it.

Carrie and Annette then presented some proposals to consider regarding PHO and sick hours for staff. After a lengthy discussion it was agreed that the PHO structure will remain as it is with staff allowed to carry forward 360 hours from one Program Year to the next. In regards to sick time, members proposed that staff continue to earn 12 sick days (90 hours) a year, but be allowed to carry forward 60 days (450 hours) from one Program Year to the next. However, once a staff person reaches 60 days (450 hours) of sick time, they no longer accrue sick hours.

Annette provided members with an overview of the Accrued Leave Account as per the Fiscal Manual. Carrie pointed out that when staff deplete all of their accrued time, they have an opportunity for extended pay based on years of service.

Jamey Sulser motioned to continue to provide staff with 12 sick days (90 hours) per year, adding that effective July 1, 2020, staff will be allowed to carry forward a maximum of 60 sick days

(450 hours) from one Program Year to the next. All other benefits remain as provided in the Employee Handbook. 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.

Discussion about Executive Director Performance Evaluation

Jo Ann informed members that she included a copy of the Self-Evaluation and Evaluation Forms that were used for Pam when she was Executive Director. Members discussed the document and noted that it was difficult to respond to some of the factors since they did not see Pam work on a day to day basis. After a lengthy review of the evaluation tool, members agreed that they need to develop one for Carrie that evaluates her on her goals. Carrie asked members if they would like her to contact other Executive Directors to see how they are evaluation. Members agreed and asked Carrie to bring any evaluations to the October HR Committee meeting. Carrie did tell members that she would like to know what goals she is being evaluated on prior to the actual evaluation. It was noted that the goals would be to improve the organization. Members supported Carrie by saying that they are there to help her.

Other Business

Exit Interview for Judy Fitzpatrick

Carrie informed members that Judy Fitzpatrick resigned her position with BEST to become a full time teacher at Mt Carroll High School. A copy of her Exit Interview was provided for members review. Carrie informed members that she did talk with Judy regarding the suggestions that she made and is in the process of implementing some of the suggestions.

Carrie told members that one of her goals is to develop a marketing plan for BEST, Inc. She said that she has worked for BEST for 29 years and there are still people that do not know what BEST is or services we provide.

Public Comments

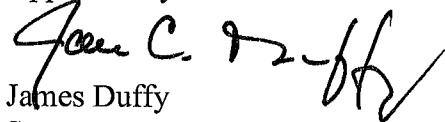
None

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Jamey Sulser and carried.

Jo Ann Johnson

Approved by:


James Duffy
Secretary