

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
December 21, 2020
6:00 p.m.**

**Join Zoom Meeting
<https://us02web.zoom.us/j/82690658124>**

Meeting ID: 826 9065 8124

**Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 826 9065 8124**

AGENDA

Call to Order

Roll Call

Approval of October 26, 2020 Meeting Minutes **(Page 1)** *(Action Item)*

Business Meeting

- Employee Handbook Revisions (Carrie Folken)
 - Categories of Employees **(Page 4)** *(Action Item)*
 - Employee Benefits **(Page 5)** *(Action Item)*

Other Business

- Organizational Chart **(Page 13)** (For your information)
- 2021 Holiday Schedule **(Page 14)** (For your information)

Public Comments

Adjournment