

**Business Employment Skills Team, Inc.  
HR Committee Zoom Meeting Minutes  
October 26, 2020**

The HR Committee meeting was called to order at 5:01 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

Kevin Reibel motioned to approve the August 24, 2020 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	X		Jamey Sulser	X	

Motion carried.

**Business Meeting**

Clarification of Sick Time Policy

Carrie asked members for some clarification regarding the Sick Time Policy that they approved at the August 24, 2020 Meeting. She said that when staff were putting together the information to establish an Accrued Leave Account some questions were raised as to whether staff were given 12 days on July 1 or if they were accrued 1 per month. Jim said that his intention was to give staff the 12 days upfront. Annette said that if staff are given the 12 days on July 1 and leave BEST, Inc. then they would need to be paid out for those days not used. Using the similar scenario to Annette's question, Carrie asked what if staff are given the 12 days on July 1 and use them before they leave BEST, Inc., then will they be asked to reimburse BEST for the days that they took. Carrie told members, these were just a few questions that were raised and asked members for their intent on the sick time policy. Annette told members that the reason she approached Carrie on this matter was that she was protecting the agency since it does receive federally funded tax dollars. After discussion, Wayne Reising motioned to award staff 12 sick days on July 1. It was noted that sick time would be prorated for non-full-time employees. It was also agreed that awarded time will not be paid out. 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.

Employee Health Insurance Renewal

Jo Ann informed members that the Employee Health Insurance is scheduled to renew on January 1. She said that the current Plan with United Health Care is no longer available, but they did quote us a plan that is similar. The only change in benefit, Jo Ann said, is the out of pocket would increase to \$6,000/\$12,000. Overall, she told members that the group received a 13% increase. Jo Ann told members that the agent, Tom Payton, has requested a reduction in premium, but we have not heard if United Health Care has granted that request. Jo Ann provided members with some quotes that were received from Blue Cross/Blue Shield and Humana stating that these rates are preliminary as the group would need to go through underwriting that will more than likely result in an increase in premium between 19-25%. Jo Ann also pointed out that our group did have Humana coverage a few years ago and found that their network did not cover all employees. Jo Ann told members that after reviewing the options with Tom Payton, she is recommending to renew the coverage with United Health Care effective January 1, 2021. Wayne commented that with the skinny network it is hard to find physicians. He said that he supported Jo Ann’s recommendation to continue with United Health Care. Kevin Reibel motioned to renew the United Health Care plan as presented. Motion was seconded by Jim Duffy. Roll call vote was taken.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Name</b>	<b>Yes</b>	<b>No</b>
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

Review and Approval of Youth Job Developer Position

Carrie presented a Youth Job Developer position to members. She said that after reviewing the agency and the staff and office structure she has determined that a Job Developer dedicated to working with youth is needed in the northern counties of the local workforce area. Carrie said that this individual will work with Sally Hanrahan out of the Dixon Courthouse. She told members that working with youth and working with businesses will increase the Work Based Learning percentage that will help with the performance measures. Carrie informed members that she is not requesting to refill the Career Advisor/HSE position that was split between the Mount Carroll and Galena Office. She said that staff from the Sterling office will cover customers from the Carroll and Jo Daviess counties. Annette pointed out that Work Based Learning was removed from the Youth Service Providers from their PY 20 contracts so that staff would have more control over the performance. Wayne asked about the age limits for the WIOA Youth Program. Carrie told members that the youth program serves customers ages 16-24. She continued by saying that if a youth is enrolled while they are 24 years of age and turns 25 during their enrollment in the program they are still counted at a “youth”. Carrie also told members that the WIOA Adult program starts serving customers at age 18. She said that there are different scopes of work for youth and young adults that fall into the Youth Program.

Members then reviewed the Job Description that was included with the meeting materials. Jim recommended some grammatical corrections. Jim Duffy motioned to approve adding a Youth Job Developer Position as proposed. 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.

#### Discussion about Executive Director Performance Evaluation

Wayne referred members to the copies of the Executive Director Performance Evaluations that were included with the meeting materials. Carrie told members that she received copies of evaluations from Will County and Career Link (Peoria/Bloomington/Pekin) that can be used as samples. The other copy that was included, she said, is the evaluation that was used for the previous Executive Directors. After a discussion regarding the evaluations, members agreed to use the Career Link evaluation tool with some modifications to the rating scale: 4 = Exemplary, 3 = Meets Expectations, 2 = Needs Attention; 1 = Unsatisfactory, N/A = Not Applicable Jamey Sulser motioned to adopt the modified Career Link evaluation tool. 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.

#### **Other Business**

#### Discussion regarding December HR Committee Meeting

Members agreed that the HR Committee will meet prior to the December 2020 BEST Board meeting.

#### Public Comments

None

#### Adjournment

With there being no further business, the meeting was adjourned by unanimous vote at 6:19 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy  
Secretary