

**Business Employment Skills Team, Inc.  
HR Committee Zoom Meeting Minutes  
December 21, 2020**

The HR Committee meeting was called to order at 6:00 p.m. by Chair Wayne Reising. Roll call was taken.

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
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 October 26, 2020 Meeting Minutes. Motion was seconded by Jamey Sulser. 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.

**Business Meeting**

**Employee Handbook Revisions**

Carrie informed members that after reviewing the sections of the Employee Handbook regarding temporary employees a few items needs to be updated. In regards to the Categories of Employees, which is Section 2 of the Employee Handbook, it defines a Temporary Employee as an employee hired to fill a position for a limited or defined period of time. It also included a statement about hiring temporary staff as a participant. Carrie explained that when a participant is hired as a temporary employee there is a Contract Agreement between the agency and BEST so there is no need to include it in the Employee Handbook. Jim Duffy motioned to remove the following statement from Section 2 of the Employee Handbook:

“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 rates for those temporary employees will be paid at the current approved participant rate due to participant status.”

Motion was seconded by Jamey Sulser. 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.

Moving on to Employee Benefits which is Section 4 of the Employee Handbook. Carrie explained that the Handbook says that Temporary workers are not eligible for company benefits. She said that after a review of this section it was found that although temporary employees are not eligible for health/life/dental benefits they are eligible for the following benefits: Retirement, Other Training and Development, Travel Expenses, Holidays, Employee Telephone Usage, and Cell Phone Usage. Carrie requested that the HR Committee consider revising the first part of Section 4 – Employee Benefits to read:

“Temporary workers (as defined in Section 2.3) are not eligible for company benefits as those outlined in Section 4.1, 4.2, 4.3, 4.5, 4.7, 4.12”.

Jim Duffy motioned to accept the change in Section 4 – Employee Benefits as recommended. 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**

#### Organizational Chart

Carrie presented an updated Organizational Chart to members. She told members that a second interview was held for the Youth Job Developer and is expecting a decision to be made soon. Wayne asked if staff were looking to fill the Accountant position in Fiscal. Carrie said that she did not believe so at this time. Annette confirmed that at this time there is not enough workload to keep 3 people busy at all times. Annette did say that if they do get to a position where they need some assistance she will ask staff to help out, but at this time the fiscal office is managing very well.

#### 2021 Holiday Schedule

Carrie told members that the 2021 Holiday Schedule was being provided as an informational item.

#### Public Comments

None

#### Adjournment

With there being no further business, the meeting was adjourned. Meeting adjourned at 6:16 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy  
Secretary