

**Business Employment Skills Team, Inc.  
HR Committee Zoom Meeting Minutes  
June 28, 2021**

The HR Committee meeting was called to order at 5:30 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, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Jamey Sulser motioned to approve the April 8, 2021 Meeting Minutes. Motion was seconded by Kevin Reibel. 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**

Organizational Chart for BEST, Inc.

Carrie informed members that a copy of the updated Organizational Chart was included with the meeting materials. She noted that Rose Vasquez, Career Advisor at the Ottawa Office was included on the chart. Wayne asked why some of the positions were grayed out. Carrie responded that those positions are hired through a temporary grant. Wayne asked about the coverage for the Mt Carroll Office. Carrie replied that staff from the Sterling office and Sally Hanrahan (Dixon) covers that office. She told members that the office is still listed on the Organizational Chart because BEST still maintains an office at the Carroll County Courthouse at least twice a month to meet with customers.

PY 20 Staff Evaluation Annual Performance Evaluation Results

Carrie reported that all of the supervisors conducted Performance Evaluations on their respective staff and each staff person received above a 90%. She told members that staff expressed their appreciation for allowing staff to work from home during the pandemic and keeping them safe. Carrie told members that some of the comments under the section to improve BEST included: a designated staff member to do marketing; continue to move more toward digital forms; in-person meeting with all staff; and occasional work from home. Carrie informed members that although she is not against staff working from home on an occasional basis if they have something they need to get done, but her main goal is to open the offices and see what the needs of our customers are – both individuals and employers. After a discussion regarding the percentages

that staff received, it was requested that in the future a breakdown of the percentages be included with the meeting materials.

### Review and Approval of Proposed Staff Increases

Based on the performance evaluations, Carrie proposed that all staff be given a 3% increase of salary or 3% incentive increase. She informed members that Annette has kept immaculate records regarding the fiscal records especially with the 80% expenditure reporting. At this time, we are meeting the 80% expenditure/obligation rate, however if obligations come in at a lower amount the actual expenditure would reduce the 80%. This could put this percentage in jeopardy. Carrie told members that she is proposing to provide the 3% increase for the best interest of the agency. She said that if the 80% expenditure rate is evident, then staff would receive a 3% salary increase. However, if there is any concern about meeting the 80% expenditure rate, staff will receive a 3% incentive bonus instead. Carrie explained to members that certain obligations like an Individual Training Account or Work Experience Contract can be counted towards the 80% expenditure.

Members asked when staff would know which increase would be given. Annette told members that all costs should be in so that the increase would be given on the July 15 payroll.

After discussion, Kevin Reibel motioned to approve a 3% increase of salary or 3% incentive increase as determined by Carrie. 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 Proposed Removal of the Salary Range

Carrie informed members that when salary ranges were created at the consolidation process of the agencies in 2013 they were developed so that no one staff member would have a decrease in salary by becoming one company. Since that time, Carrie said, the top range was used as a cap and updated based on the COLA increase. Carrie then provided information to members regarding her rationale for removing the cap for all of the positions. She said that if members were not comfortable removing the caps she would like for them to consider raising the cap for the "managers" to \$68,771.68. A lengthy discussion followed. Carrie told members that the majority of the staff at BEST have been with the agency for a number of years. In order to review the salaries, Carrie said that she and Jo Ann would be conducting a salary study. In the meantime, Carrie said that she checked with a few other local workforce areas and found that the salary for the Will County Program Manager is \$99,965. In another area, a Career Advisor is significantly higher than ours. Carrie also commented that with the change in the Minimum Wage Law it would be a good time to review the BEST Salary Structure. She pointed out that our Career Advisors come in at \$17.11 which is only a few dollars above the soon to be new minimum wage. After discussion members agreed that the salary ranges should be looked at and was glad to hear that a complete and comprehensive study was going to be done. Members agreed that some staff need to have their salaries adjusted, however, they did not feel comfortable removing the cap at this time. Kevin Reibel motioned to increase the cap for the

Program Manager, Business Relations Manager, Manager of Internal Operations and Finance Director to \$68,771.68. 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.

Other Business

None

Public Comments

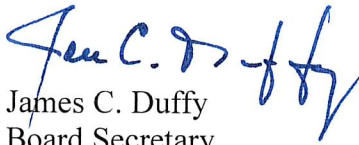
None

Adjournment

With there being no further business, it was motioned to adjourn. Meeting adjourned at 6:35 p.m.

Jo Ann Johnson

Approved by:



James C. Duffy  
Board Secretary