

**Business Employment Skills Team, Inc.
HR Committee Zoom Meeting Minutes
August 23, 2021**

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, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Kevin Reibel motioned to approve the June 28, 2021 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

Review and Approval of Employee Dental Insurance Renewal

Jo Ann informed members that the employee dental insurance through Delta Dental will renew on September 1, 2021. She said that the renewal resulted in no increase for coverage. Jo Ann told members that in the past Delta Dental provided us with a 2-year renewal option, but this year they gave us a one year renewal. Wayne told members that his experience with Delta Dental is positive and supported the recommendation to renew the employee Dental Insurance coverage. Kevin Reibel motioned to recommend to the full Board the approval of the renewal with Delta Dental effective September 1, 2021. Motion was seconded by Jim Duffy. Roll call was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

Review and Approval of Employee Salary Structure & Possible Salary Adjustments

Carrie presented members with a Salary Survey that looked at the current employee structure of BEST, Inc. regardless of whether the position was exempt or non-exempt. She said that information from Pay Scale, Bloomington Local Workforce Area, Labor Market Information from the Economic Development Region and State of Illinois was included on the survey. Carrie told members that she reached out to other local workforce areas in the State, but they did not have similar positions to compare. She told members that each area is designed differently

depending if they are part of a county, community college or contractual employees. Carrie told members that when she was reviewing the information from the Economic Development Areas she looked at the ONet codes and matched the tasks to the positions instead of a job title since some job titles don't mean the same for each agency/business.

Next, Carrie said that she and Jo Ann did a review of the Salary Ranges. She said that we looked at the currently salaries and based on the data that was gathered in the salary survey developed proposed Salary Ranges for each of the positions with BEST, Inc. Carrie told members that we wanted to be realistic and also provide an incentive for anyone to apply for a position with our agency. Jim asked how the salary caps were determined. Using the Program Manager and Business Relations Manager positions as an example, Carrie said that although they have different duties they both have supervisory duties and are in charge of their respective units in the agency. She said that in the big picture they do the same thing but with different people. Wayne commented that it has been quite some time since salary ranges were adjusted. Carrie responded that salary adjustments were made as part of the merger in 2013. Wayne asked Carrie if adjustment would be needed to current staff salaries if the proposed Salary Ranges would be approved. Carrie referred members to the Proposed Wage and Adjustments that was included with the meeting materials.

Reviewing the Proposed Wage and Adjustments spreadsheet for members, Carrie pointed out that the adjustments are based on longevity increases. In reviewing the spreadsheet for members, Carrie said that longevity bumps were considered to determine the proposed adjustments. She told members that based on the longevity bumps the entry level wage would increase to \$19.49. Using longevity increases, Carrie said, that adjustments for all staff were calculated and listed in the "Proposed Adjustment" column. A lengthy discussion followed with members expressing concerns and discussing sustainability of the funding for the positions. In regards to financial burden, Carrie pointed out that longevity increases would occur at the individual's anniversary, so the increases would be staggered and not across the board at one time. Jim asked if annual increases would be considered. Carrie said that in this proposal, staff will not receive an annual increase. However, she did say that she would not be opposed to asking for an incentive bonus for performance if funding was available. She also noted that non-cash incentives could be made available if funding was not available. Members then discussed the longevity proposal vs annual/cost of living increases. After discussion, Jim Duffy motioned to recommend to the full board to accept the Proposed Salary Ranges as presented. 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.

Jim Duffy motioned to recommend to the full board the proposed adjustments as outlined on the spreadsheet. Kevin Reibel seconded the motion. Roll call vote was taken. No action was taken on the longevity step proposal.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion carried.

Jim commented that he appreciated all of the work that was done on the salary survey and that the information was provided ahead of the meeting so that members had time to review it. Jim said that it was a welcome effort. Wayne echoed Jim's comments stating that it gave the committee stability of what is being addressed.

Other Business

None

Public Comments

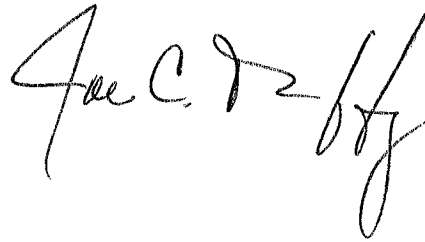
None

Adjournment

With there being no further business, the meeting was adjourned at 5:58 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "James C. Duffy". The signature is written in a cursive style with a large, sweeping initial "J" and "D".

James C. Duffy
Secretary