

**Business Employment Skills Team, Inc.
Special Meeting
Thursday, May 10, 2018
6:00 p.m.**

BEST, Inc. Fiscal Office, Dixon
IL Valley Community College, Room C328, Oglesby

AGENDA

Call to Order

Roll Call

HR Committee Report

- Recommendation to hire a Chief Financial Officer to replace the Executive Director-Fiscal Operations (Proposed Job Description Enclosed) (*Action Item*)
- Recommendation to approve the revised the Job Descriptions for the Executive Director, Business Relations Manager, Program Manager and Administrative Assistant/EO Officer/HR Assistant, Accountant I (Proposed Job Descriptions Enclosed) (*Action Item*)

Executive Session (5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.)

- Compensation Adjustments for Revised Positions (*Action Item*)

Other Business

- Consultant to Modify the Firewall/Conflict of Interest Policy

Public Comments

Adjournment