

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
August 28, 2017
4:30 p.m.
BEST, Inc. Office, Dixon, IL**

AGENDA

Call to Order

Roll Call

Approval of August 9, 2017 Meeting Minutes (*Page 1*) (*Action Item*)

Business Meeting

- Benefit Survey Results from other organizations (*Page 6*) (Kathy Day)
- Salary Range Adjustments (*Page 8*) (*Action Item*)
- Employee Benefit Review (*Action Items*)
 - ✓ Paid Hours Off Accrual Adjustment (*Page 9*)
 - ✓ Leave of Absence Proposed Change (*Page 11*)
- Corrective Action Recommendations in Response to the Employee Engagement Survey (Enclosed) (*Page 14*)
- Executive Director's Performance Evaluation (*will be sent under separate cover*)

Other Business

Public Comments

Adjournment