

**Business Employment Skills Team, Inc.**  
**Human Resource Committee Meeting Minutes**  
**August 9, 2017**

The BEST, Inc. HR Committee Meeting was called to order at 4:14 p.m. by Chairperson Kathy Enbom.

**MEMBERS PRESENT:** Kathy Enbom, Wayne Reising

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson, Kathy Day

Approval of Meeting Minutes

Wayne Reising motioned to approve the February 27, 2017 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

**Business Meeting**

Benefit Survey Results from other organizations

Kathy D referred members to the Benefit Survey that was included with the meeting materials. She said that she surveyed the Marion, Quad Cities and Peoria/Bloomington Local Workforce Areas for their benefits plans. Members then reviewed the plans in comparison to the benefit plan offered by BEST, Inc. After a lengthy discussion members suggested allocating some sick time, but segregating that time from personal and vacation time. Members discussed the possibility of giving new employees a one week vacation after their first 6 months of employment, and another week after completion of one year of employment. Kathy E asked Kathy D to simplify the benefit survey so that it is easily followed when presented to the Board.

Members agreed that if the Board approves the segregation of sick and vacation time, the sick time should be accrued and tracked separately from personal/vacation time. Under the proposed plan, employees could accrue hours on a bi-weekly basis to be used as sick time. This will give new employees sick time to use if it is needed.

In regards to vacation and personal time, members agreed to recommend that the new employees be granted one week of vacation time after the first six months of employment, and an additional week after the completion of their first full year of employment.

Members discussed that the proposed plan would allow staff to accrue an equivalent of 10 vacation days and 12 sick days per year. It was noted that the first year of employment is accrued on a pro-rated basis. Members suggested the policy state that all sick time not used during the year should be lost, or that only a minimal amount of carryover be allowed.

Staff expressed concern for staff members who have been employed for 2 years or less and have been accruing PHOs under the current system. These staff members would have accrued less time off after one year, than new employees would receive under the new plan. Members agreed

to recommend that any staff members who has been employed for 2 years or less be given one week of time off.

Discussion then centered on expanding the PHO accrual past the 15 years as stated in the current policy. It was agreed to recommend that after 15 years an employee would be granted an equivalent of 5 weeks PHO and at the Board discretion an additional one week for each 5 year anniversary.

Kathy E asked Kathy D to provide the HR Committee with the budget for the increase in benefits as previously discussed and proposed.

### Salary Range Adjustments

Kathy D presented the results of the salary range survey that was compiled. She told members that Quad Cities, Peoria/Bloomington and Marion Local Workforce Areas were included along with Labor Market Information (LMI). Kathy D disseminated a report that showed the LMI ranges for each of the positions along with recommendations for adjustments. Members agreed that some adjustments could be recommended, without changing the current starting range nor increasing the salary range to the highest LMI range. It was decided to recommend using the mid-point of the LMI range plus 20% as the new top range of the current salary structure. Kathy D was asked to revise the form using the new salary range and include these changes in the budget for members to review. Pam suggested that some of the job titles be changed to reflect new duties that were assigned to the management staff. Members stated that BEST, Inc. is a small staff and did not support changing titles for the management staff. Members also noted that adjustments would not be retroactive commenting that all staff received either an increase of salary or bonus last year. Kathy D commented that using the LMI mid-point range plus 20% would bring most of the staff under their salary cap. Kathy E asked Kathy D to calculate the numbers and get those to her by early next week.

### Proposed Salary Increases

Kathy D stated that last year the BEST, Inc. Board of Directors wanted to decide the ranges for the increase based on performance, so staff did not prepare anything for consideration. After discussion, the committee agreed to recommend to the BEST, Inc. Board that a 3%, 2% or 1% be given to staff based on their performance evaluation. Kathy D and Pam stated that the performance scores were provided to members at the last BEST, Inc. Board meeting. Kathy D was asked to prepare the budget based on the percentages that were provided at the last meeting and report the information at the next HR Committee meeting.

### **Employee Benefit Review**

#### Paid Hours Off Accrual Adjustment

The PHO Accrual Adjustment was addressed under the Benefit Survey Results at the beginning of the meeting.

### Leave of Absence Proposed Change

Kathy D presented some proposed changes to the Leave of Absence Policy. She told members that the current policy says that “an employee anticipating an absence of five (5) consecutive days or more must apply for a leave of absence.” Kathy told members that this statement is confusing and asked that it be removed. The other recommended change is to allow staff who are on a Paid Leave of Absence to continue to accrue their Paid Hours Off. Jo Ann was asked to revise the Policy for the next HR Committee Meeting.

### Dental Insurance Renewal

Jo Ann informed members that the employee dental plan with Delta Dental will expire on September 1, 2017. She said that Delta Dental submitted correspondence offering to renew the plan for two years without any premium increase. Members agreed that they would recommend to the full Board to renew the plan with Delta Dental.

### Revised Job Descriptions & Performance Evaluations

Pam presented the revised Job Descriptions and Performance Evaluations for the Business Relations Manager, Program Manager, and Administrative Assistant/EO/HR. Pam told members that the revised Job Description for the Business Relations Manager (Dianna Schuler) includes an increase of duties for NCI Works. Pam said that Dianna will be totally responsible for two of the NCI Works Committees and will be doing more NCI Works initiatives. Pam said that the Program Manager (Carrie Folken) Job Description has changed as Carrie is now one of the partners of the One Stop Operators. Regarding the Administrative Assistant (Jo Ann Johnson) Job Description, Pam told members that she took out the tasks associated with the Fiscal Department. Kathy E suggested that the Job Title be changed to Administrative Specialist/HR Administrator. Kathy D told members that the Accountant I Job Description was included with the mailing as informational as no revisions were recommended. Wayne Reising motioned to recommend to the BEST, Inc. Board of Directors to accept the job descriptions as revised. Motion was seconded by Kathy Enbom and carried.

Members then reviewed the Performance Evaluation tools for the Business Relations Manager, Program Manager, Administrative Assistant/EO/HR, and Accountant I. Kathy E stated that it was evident the new tools followed the job descriptions which was in line with the Board directives. It was noted that not all of the Performance Evaluations presented included the general section. Pam commented that only one copy of the general section was provided to the members for purposes of review, but all evaluation tools would contain the general section. Kathy E asked that the complete Performance Evaluation instrument be provided for the full Board Meeting. It was also stated that these Performance Evaluations, if approved by the Board, would be used for the Program Year 2017 evaluation period (July 1, 2017 – June 30, 2018). Wayne Reising motioned to recommend to the BEST, Inc. Board of Directors to accept the Performance Evaluation tools as revised. Motion was seconded by Kathy Enbom and carried.

## Executive Director's Performance Evaluation

Kathy E informed members that she received the Self Evaluations from the Executive Directors and has sent the evaluation tool to the other Board members for their input. She said that the HR Committee will meet prior to the BEST, Inc. Board of Directors meeting to review the results. Members agreed to have an HR Committee Meeting prior to the BEST, Inc. Board of Directors meeting on Monday, August 28, 2017, 4:30 p.m. at the BEST, Inc. Office in Dixon.

## Other Business

### Cyber Security Update

Jo Ann informed members that she has been in contact with the Department of Homeland Security regarding their Cyber Security Hygiene Program. She told members that they provide free vulnerability scanning on computer systems and that she was arranging to have one completed for BEST. Jo Ann said that she would keep members informed on the progress.

### Exit Interviews

Kathy Enbom disseminated the Exit Interviews from Cindy Kulas, Theresia Charley and Kate Hansen for review. She noted that she didn't see anything notable on them except for a comment about communication within the organization. Pam mentioned that staff meetings had been restarted recently after a brief period of time during which schedules did not allow for them.

### Employee Satisfaction Survey & Leadership Survey Results

Kathy E commented that during the review of the Employee Satisfaction Surveys she noticed that staff did not have a clear vision of what the company will be doing in 12 months. Pam stated that at the last All Staff Meeting a vision was created and staff will be working together towards the vision.

Kathy E asked Pam and Kathy D to identify the 2 lowest ratings and figure out how to address them. She also asked that they take 1 or 2 of the highest rating and comment on them. She told them that she would like to have an action plan developed to present to the next HR Committee meeting.

Kathy E noted that several staff commented on the impression of lack of communication between the Executive Directors. She said that she took note of those comments and will need to have additional conversations on how to rectify the situation.

Kathy E stated that Pam could share the Business Relations Manager Leadership Survey Results with Dianna Schuler and the Program Manager Leadership Survey Results with Carrie Folken. She also noted that the results of the cumulative scoring for the Employee Engagement Survey could be shared with staff. Kathy E asked that the comments not be shared before a plan can be developed. She said that the plan will be discussed at the next HR Committee meeting.

Kathy E commented that the results of the Executive Director's Leadership Survey will be discussed during their individual evaluations.

Public Comments

None

Adjournment

With there being no further business, Kathy Enbom motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:45 p.m.

Jo Ann Johnson

Approved by:

Kathy Enbom, Co-Chair  
BEST, Inc. Board of Directors