

Business Employment Skills Team, Inc.
Human Resource Committee Meeting Minutes
August 22, 2016

The BEST, Inc. HR Committee Meeting was called to order at 5:50 p.m. by Chairperson Kathy Enbom.

MEMBERS PRESENT: Kathy Enbom, Wayne Reising, Jennifer Robbins

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

Approval of Meeting Minutes

Kathy Enbom pointed out a correction to the July 29, 2016 Meeting Minutes. Corrected copies were distributed to members. Kathy Enbom motioned to approve the July 29, 2016 Meeting Minutes as corrected. Motion was seconded by Jennifer Robbins and carried.

Business Meeting

Salary Adjustments for Individuals Above Salary Range

Kathy D informed members that she revised the Salary Ranges based on Social Security Cost of Living Adjustments (COLA) as was recommended at the July HR Committee meeting. She referred members to the Adjusted Salary Range information that was included with the meeting materials. She noted that after the adjustments, 8 individuals are either over or close to the salary caps. Kathy then informed members that she listed the staff members who will be above the salary cap if they receive a merit increase at 3%. Kathy mentioned that at the last meeting members noted that such increase would need to be discussed on an individual basis.

Members then discussed the staff members nothing that they have been with whatever agency for a very long time. Jennifer commented that if a person is a top performer then they need to move up and if there is not an opportunity for them to move up then they may want to consider moving elsewhere to be highly compensated. Jennifer and Kathy E shared experiences of showing appreciation to staff without monetary incentives.

Pam reminded members that when BEST, Inc. merged with the IVCC Dislocated Workers and PfE staff were brought in at their current salaries. She said that since the merger, staff were awarded percentage increases based on their performance evaluations. Pam stated that staff are being penalized for their longevity and have been at the top of their performance. She continued by saying that when the agencies merged, the Salary Ranges were developed by the fiscal staff (at the time) by taking salaries of staff in like positions and creating the salary structure. She said that it was nothing scientific but mathematically. Pam reminded members that last year she proposed to include specialist positions to allow staff the opportunity for advancement, but it was not approved by the Board.

Bonus Information

Kathy D informed members that she talk with the IL Department of Commerce and U.S. Department of Labor about a Bonus Policy. Kathy disseminated a draft of a Bonus Policy to members. She said that it is allowable to give employees a bonus is lieu of a merit increase. Kathy told members that the policy that she presented has been approved by the IL Department of Commerce and U.S. Department of Labor. She said that if the Board chooses to not raise the cap then a bonus policy could be implemented to compensate those employees with a bonus. Kathy told members that the bonus policy has to be a written policy and consistent. Kathy pointed out that the draft policy includes a bonus of 2%, 2.5% and 3% consistent with the merit increases of those individuals below the salary cap. She continued by saying that the bonus policy is only allowable with the approval of the BEST, Inc. Board and in lieu of a merit increase.

It was noted that taxes would be taken from the bonus. Kathy D stated that the bonus would be issued in a separate check and not with the employee's regular wages.

Employee Insurance Discussion (Humana Benefit Utilization Enclosed)

Jo Ann presented a spread sheet with information she had obtained from some of the counties regarding their insurance coverage. She said that she is continuing to work on this project as some of the data was not yet received.

In summary, Kathy E noted that the following actions will be presented to the BEST, Inc. Board:

- 1). Salary adjustments for individuals above the salary range
- 2). Bonus Policy
- 3). Employee Insurance Discussion

Other Business

Public Comments

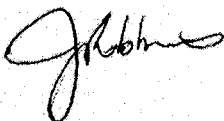
None

Adjournment

With there being no further business, Jennifer motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:18 p.m.

Jo Ann Johnson

Approved by:



Jennifer Robbins
Secretary