

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting  
July 29, 2016  
10:00 a.m.  
BEST, Inc. Office, Oregon, IL**

**AGENDA**

Call to Order

Roll Call

Approval of October 6, 2015 Meeting Minutes (Enclosed) *(Action Item)*

Business Meeting

- Salary Range Adjustments (Enclosed) *(Action Item)*
- Yearly Salary Adjustments (Enclosed) *(Action Item)*
- Request to Increase Hours for Theresia Charley *(Action Item)*
- Complying with the New Wage & Hour Laws *(Possible Action Item)*
- Employee Benefit Review *(Possible Action Items)*
  - ✓ Changing of Paid Hours Off Rate
  - ✓ Dental Insurance
  - ✓ Health Insurance
- Request for Out-of-State Travel for Joel Torbeck to attend Michigan Works! WIOA Conference *(Possible Action Item)*

(Kathy is in the process of checking the budget to see if we are able to send him to this Conference. If so, she will have the costs available at the HR Committee Meeting. If funds are not available, this request will be withdrawn)

- Executive Director's Performance Evaluation

Other Business

Public Comments

Adjournment