

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
October 6, 2015**

MEETING MINUTES

The BEST, Inc. HR Committee meeting was called to order at 3:40 p.m. by Chair Kathy Enbom

MEMBERS PRESENT: Kathy Enbom, Jennifer Robbins, Wayne Reising

Approval of June 22, 2015 Meeting Minutes

Motion by Jennifer Robbins to approve the June 22, 2015 Meeting Minutes as presented.

Motion was seconded by Wayne Reising and carried.

Business Meeting

Compensation Package Survey Results

The committee discussed the results of the wage and benefit survey that was performed as a result of comments expressed by staff during the employee engagement survey. The committee determined that overall compensation at BEST was in line or at the high end as compared to the other workforce areas surveyed. Although in a couple of cases it appeared that paid time off might have been slightly lower than another workforce area, Jennifer reminded the committee that the staff at BEST are eligible to receive between one and four weeks of additional paid time off (based on length of service) in the event of an approved leave for a non-occupational illness or injury. The committee determined that a message should be sent to staff summarizing the results of the survey.

Executive Director's Evaluations & Review of Contracts

The committee discussed the performance of Kathy Day and Pam Furlan, including progress made on goals established for each individual, and drafted performance evaluation documents to be presented to the Board for further discussion in Executive Session at the October board meeting.

The committee also discussed existing contract terms reviewed. It was noted that Pam's current salary including a discretionary 403(b) contribution is \$79,800; and Kathy's \$87,152. Staff received between raises of between 2.5% and 3%. The committee decided that it would not make a recommendation to the Board regarding potential changes in compensation for Pam and Kathy, and instead would leave it to discussion by the full Board in executive session at the October meeting. Kathy Enbom mentioned that she would bring figures related to how increases at various percentages would impact salaries.

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Jennifer Robbins and carried. Meeting adjourned at 5:30p.m.

Submitted by

Kathy Enbom
Chair, HR Committee