

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
August 9, 2017
4:00 p.m.
BEST, Inc. Office, Princeton, IL**

AGENDA

Call to Order

Roll Call

Approval of February 27, 2017 Meeting Minutes (*Page 1*) (*Action Item*)

Business Meeting

- Employee Satisfaction Survey & Leadership Survey Results (*Will be disseminated at meeting*)
- Benefit Survey Results from other organizations (*Page 4*) (Kathy Day)
- Salary Range Adjustments (*Page 7*) (*Action Item*)
- Proposed Salary Increases (*will be available at meeting*) (*Action Item*)
- Employee Benefit Review (*Action Items*)
 - ✓ Paid Hours Off Accrual Adjustment (*Page 8*)
 - ✓ Leave of Absence Proposed Change (*Page 10*)
 - ✓ Dental Insurance Renewal (*Will be disseminated at meeting*)
- Revised Job Descriptions & Performance Evaluations (*Action Items*)
 - ✓ Business Relations Manager (*Page 14*)
 - ✓ Program Manager (*Page 21*)
 - ✓ Administrative Assistant/EO/HR (*Page 26*)
 - ✓ Accountant I (*Page 39*)
- Executive Director's Performance Evaluation (*will be sent under separate cover*)

Other Business

- Cyber Security Update (Jo Ann)
- Exit Interviews (*will be provided at meeting*)

Public Comments

Adjournment