

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
May 10, 2018
5:00 p.m.
BEST, Inc. Fiscal Office, Dixon, IL**

AGENDA

Call to Order

Roll Call

Approval of February 26, 2018 Meeting Minutes (Enclosed) (*Action Item*)

Approval of March 26, 2018 Meeting Minutes (Enclosed) (*Action Item*)

- Discussion of Chief Financial Officer Position to replace Executive Director-Fiscal Operations (Enclosed) (*Action Item*)
- Discussion of Revised Job Descriptions for the Executive Director, Business Relations Manager, Program Manager and Administrative Assistant/EO Officer/HR Assistant, Accountant I (Enclosed) (*Action Item*)

Executive Session (5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.)

- Compensation for Chief Financial Officer Position (*Action Item*)
- Compensation Adjustments for Revised Positions (*Action Item*)

Other Business

Public Comments

Adjournment