

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting Minutes
February 27, 2017**

The BEST, Inc. HR Committee Meeting was called to order at 5:40 p.m. by Chairperson Kathy Enbom.

MEMBERS PRESENT: Kathy Enbom, Wayne Reising, Jennifer Robbins

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Kathy Day, Carrie Folken, Chuck Phillips

Approval of Meeting Minutes

Wayne Reising motioned to approve the November 28, 2016 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

Business Meeting

Employee Surveys

Kathy E informed members that she provided some corrections to Kathy D for the Employee Satisfaction Survey. She noted that the Employee Engagement Survey required no additional corrections. Members agreed to allow staff two weeks to complete the surveys and return them to Wayne who will compile the results. Kathy told members that the cover letter was ready and asked Kathy D to get it out to staff as soon as possible.

Performance Evaluations

Kathy E stated that the Performance Evaluations will not need to go to the Board as listed on the Agenda. Pam then presented the Performance Evaluations to members. She said that Cindy Kulas and Theresia Charley took it upon themselves to redesign the Business Relations Representative and Career Advisor Performance Evaluation instruments. Pam said that if the HR Committee agreed with the format of these two evaluations, she will proceed with redesigning them for the other positions. Pam explained that the number is the proposed goals and the letters are from the job description that will help the employee accomplish or lead to that goal. She said that the instrument will be completed by the employee and supervisor separately. Once that is completed, Pam said, the employee and supervisor will discuss the performance ratings and come up with a consensus. If no consensus is achieved, the supervisors rating will be used, but the employee can comment on the rating, Pam said. Jennifer noted that the instrument was missing all of the core competencies and behaviors. Pam told members that the General Section of the Performance Evaluation does include the core competencies and behaviors. Kathy E commented that this evaluation is tied to the goals of the organization. Members then discussed the Performance Rating Scale and suggested eliminating "Often Exceeds Expectations" and keep "Consistently Exceeds Expectations" and "Meets Expectations". After discussion, Pam told members that staff have recommended that the instrument be presented to staff during their

evaluation this year, but not used as the instrument until next Program Year. Pam said this will allow supervisors to introduce the new Performance Evaluation to all staff and allow them time to become acquainted with it.

Security & Personal Identification Information Policies

Jo Ann informed members that the State Departments are starting to confirm that security mechanisms are in place for all computers used by staff. She disseminated a draft policy for Security & Personal Information and asked members to take a look at it and offer their suggestions. Kathy E said that she would have her company's IT personnel look at the proposed draft policy for their input. Kathy D commented that she would like to have all systems operated by BEST go through Security Screening. She told members that she would need to obtain 3 quotes from different vendors to conduct the screening. Kathy D noted that if the project is over \$10,000 then a Request for Proposal will need to be sent out to potential vendors.

Wage Survey Results

Kathy E stated that Kathy D was asked to do a wage survey with surrounding like agencies in anticipation of upcoming salary discussions. Kathy D told members that Jo Ann provided her with the labor market and community college information. She said that she contacted some of the surrounding Local Workforce Areas for salary information for similar positions. Kathy D then disseminated some spreadsheets that outlined the salary information, years of experience for the senior employee in that position, salary range and name of position used to compare the wages. After discussion, members asked Kathy D and Pam to check with at least three of the organizations listed to check on their benefit packages.

Other Business

As chair of the Audit Committee, Chuck Phillips addressed members about a discussion that came up during the recent Audit. He told members that the auditors included a statement in the audit suggesting that the BEST, Inc. Board begin thinking about succession planning for their organization. Chuck told members that the Audit resulted in no findings or management recommendations. Chuck stated that the auditors identified the fiscal staff noting that two are of retirement age and one is in her mid-30s. He said that he understands succession planning will involve looking at the agency structure as a whole, but encouraged the committee to start thinking of succession planning especially for the fiscal department. Kathy E noted that she has been encouraging the cross training of the fiscal staff should one of them decide to leave. Lastly, Chuck stated that another member is needed for the Audit Committee. Kathy E suggested that the BEST Board take a look at their committee structure and review for any changes. She asked Jo Ann to include the committee responsibilities on the next BEST Board Meeting Agenda.

Public Comments

None

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:35 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "JRobbins", is written over a light gray rectangular background.

Jennifer Robbins
Secretary