

Business Employment Skills Team, Inc.
Human Resource Committee Meeting
August 25, 2014

MEETING MINUTES

The BEST, Inc. HR Committee meeting was called to order at 5:30 p.m. by Chair Kathy Enbom

MEMBERS PRESENT: Kathy Enbom, Jennifer Robbins, Wayne Reising

OTHERS PRESENT: JoAnn Johnson

Approval of June 2, 2014 Meeting Minutes

Motion by Jennifer Robbins to approve the June 2, 2014 Meeting Minutes as presented. Motion was seconded by Wayne Reising and carried.

Business Meeting

HR Committee Purpose and Procedures

The committee reviewed the propose HR Committee purpose and procedures. Motion by Jennifer Robbins to recommend that the Board approve the purpose and procedures. Motion was seconded by Wayne Reising and carried.

Delta Dental Insurance Renewal

In the absence of JoAnn Johnson, Kathy presented a proposal from Delta Dental for a plan rider that meets the pediatric dental essential health benefits required under the Affordable Care Act. Kathy stated that the current plan meets these guidelines. Jennifer Robbins motioned to recommend that the Board not accept the rider. Motion was seconded by Wayne Reising and carried.

Performance Evaluations

The committee discussed Pam Furlan's performance during the contract year, including the status of the goals that were set for Pam. Discussion was held regarding specific contract terms requested by Pam, including salary considerations. Jennifer Robbins motioned to recommend that the Board extend Furlan's contract for an additional year with a salary increase to be determined by the Board. Motion was seconded by Wayne Reising and carried.

The committee then discussed Kathy Day's performance, status of previously established goals, and contract terms requested by Day. Considerable discussion was held regarding the salary

variances between Day and Furlan. Wayne Reising motioned to recommend that the Board extend Day's contract for an additional year with no salary increase but consideration of other contract terms requested by Kathy. Motion was seconded by Jennifer Robbins and carried.

The committee agreed that the executive directors should establish goals meeting the SMART standards and that the status of the goals should be reported throughout the year.

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:20 p.m.

Submitted by

Kathy Enbom
Chair, HR Committee