

Business Employment Skills Team, Inc.
Human Resource Committee Meeting Minutes
April 27, 2015

The 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: Pam Furlan, Kathy Day, Jo Ann Johnson

Approval of Meeting Minutes

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

Kathy informed members that the Minutes from the August 25, 2014 Meeting were not completed. She said they would be presented at the next meeting.

Business Meeting

Employee Handbook Policies

Jo Ann informed members that when the Employee Handbook was approved in June 2014 the following policies were pulled from the handbook: Code of Conduct, Drug Free Workplace, Fraud and Abuse Policy, Record Retention and Documentation Destruction Policy, Whistle-Blower Policy, Community Service Program, Conflicts of Interest Policy, Internet and Computer Usage, Access to Electronically Stored Accounting Data, Credit Card Usage and Reporting. Members recalled pulling these policies as they are subject to change and it is recommended that they be reviewed on an annual basis with employees.

Jo Ann continued by saying that she did a review of Meeting Minutes and found that these policies, although they were submitted to the HR Committee last year for review, were not official acted on. Again, members recalled discussing them and at that time did not have any concerns. Pam and Kathy indicated that they had reviewed them and had no concerns.

Jennifer Robbins motioned to recommend to the BEST Board approval of the following policies for BEST, Inc. employees: Code of Conduct, Drug Free Workplace, Fraud and Abuse Policy, Record Retention and Documentation Destruction Policy, Whistle-Blower Policy, Community Service Program, Conflicts of Interest Policy, Internet and Computer Usage, Access to Electronically Stored Accounting Data, Credit Card Usage and Reporting. Motion was seconded by Wayne Reising and carried.

Revised Travel Policy

Kathy D presented the following revised Travel Policy for consideration.

Travel Policy

G. Meals – When traveling outside of the LWIA for a full day, meals (breakfast, lunch, dinner) will be reimbursed the full amount of the meal (including tips/gratuities not to exceed 20%). Breakfast, and/or dinner may be paid for an “extended day”, which is defined as a single day trip during which the employee leaves home before 7:00 a.m. or returns home after 6:00 pm. Lunch may be paid if the employee is conducting business outside the LWIA during normal lunch hours. This policy is meant to provide fair and reasonable reimbursement for meals. Excessive and unreasonable expenditures above the recommended Federal Government Per Diem Rate will not be reimbursable. ~~As determined by the Executive Director of Fiscal Operations, for meals will be disallowed.~~

Unallowable expenses

Expenses incurred in the normal commute to and from an employee’s assigned place of work and home are not reimbursable. Travel to and from a BEST, Inc. office and an employee’s home necessary to attend an agency function (e.g. NCI Works or Board meeting) after normal work hours or when such travel would not normally have been incurred is reimbursable. Other common expenses which are not allowable include, but not necessarily limited to the following:

- Personal entertainment or services
- Personal auto, travel or accident insurance
- Fines for violation of laws
- Family expenses on business trips
- Theft or loss of personal funds or property
- Any expense which is not bona fide, reasonable, and supportable for federal income tax purposes
- Alcohol

She told members that at the last DCEO monitoring visit, she was asked if there was a cap on travel reimbursement for meals. Kathy informed the monitors of the current policy of staff being reimbursed for total costs. She told members that after reviewing the OMB Circulars and the current travel policy she is recommending to change the policy to allow for reimbursement of meals that are above the recommended federal per diem rate.

After a discussion, Wayne Reising motioned to recommend approval of the Revised Travel Policy to the BEST Board of Directors. Motion was seconded by Jennifer Robbins and carried.

Employee Engagement Survey

Kathy E reminded members that Kathy and Pam were asked to develop an employee engagement survey to get a feel for employees’ satisfaction of the company and the leadership of the organization. Kathy E said that survey will be given to all employees to complete and returned to the HR Committee. After discussion, it was agreed that a cover letter would be signed by the Co-Chairs of the BEST Board and a self-addressed stamped envelope would be included. Members also agreed that Kathy E would receive the completed surveys. Kathy D told members that an all-staff meeting is planned for Wednesday, April 29th and she would disseminate the information to staff. Pam asked members what they were going to do with the results of the survey. After discussion, members agreed that they will review and calculate the results.

Pending the results, the committee will determine appropriate action to take, if needed, in response to the survey results. After a final review of the form it was agreed to change the name from Executive Director Performance Survey to Executive Director Leadership Survey. Wayne Reising motioned to approve the Employee Engagement Survey as presented and corrected. Motion was seconded by Jennifer Robbins. Members asked that the survey be completed and return to Kathy E by May 15. Jo Ann was asked to email staff a week before the due date as a reminder to complete and return the survey. Motion carried.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Jennifer Robbins and carried. Meeting adjourned at 6:00 p.m.

Jo Ann Johnson