

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting  
June 2, 2014**

**MEETING MINUTES**

The BEST, Inc. HR Committee meeting was called to order at 1:00 p.m. by Chair Kathy Enbom.

**MEMBERS PRESENT:** Kathy Enbom, Jennifer Robbins

**MEMBER ABSENT:** Wayne Reising

**OTHERS PRESENT:** Pam Furlan, Kathy Day

Approval of April 25, 2014 Meeting Minutes

**Business Meeting**

Employee Handbook Review

Discussion was held regarding the content of the proposed Employee Handbook. During the review members made changes that will be recommended to the Board of Director's at their next meeting.

Specifically the committee recommended removing the 12 holidays from the PHO accrual and pay staff separately for holiday. The committee also suggested the floating holiday be removed and that the 13<sup>th</sup> holiday be used as an all staff training day. Pam and Kathy agreed that Columbus Day would work best for the all staff training day.

The committee is recommending that the Board of Directors' discuss whether employees remain working 37.5 hours per week or increase it to 40 hours per week.

With the recommendation to remove the holidays from the Paid Hours Off (PHO) accrual, the earning schedule will be adjusted accordingly. Members agreed to retain the policy that employees will be allowed to carry-over 237 PHOs from one calendar year to the next.

Members recommended that the following holidays be observed for all employees: New Year's Day, Martin Luther King Day, President's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (2), Christmas Day (2). It was noted that part-time employees shall be paid a pro-rata rate for the holidays.

(Kathy – were these items discussed at the committee meeting?)

- **HR Committee Responsibilities**

- Employee Insurance Benefit for staff who work less than 30 hours/week and exhaust Paid Hours Off
- Leave of Absence

Jennifer Robbins motioned to recommend the Employee Handbook be approved by the BEST Board of Directors with changes made by the HR Committee. Motion was seconded by Kathy Enbom and carried.

#### Re-evaluation of Fiscal Job Description and Salary

Members discussed a salary increase for Jessica Green. It was agreed that the HR Committee would recommend that Jessica's salary be increased to \$36,000 effective with other wage increases if approved by the Board. The HR Committee asked Kathy Day to encourage Jessica to complete the one course she needs in order to receive her Associates Degree. Motion was made by Jennifer Robbins and seconded by Kathy Enbom. Motion carried.

Members also discussed adopting a single job description for Annette Pace and Jessica Green and a wage range of \$32,000 - \$45,000 for the position. Kathy Enbom motioned to recommend that the Board of Director's approve combining the job description for Jessica and Annette and revising the wage range for their position. Motion was seconded by Jennifer Robbins and carried.

#### Performance Based Raises for Employees

A recommendation was presented for employee wage increases ranging from 1.5% to 2.5% based on results of employee performance evaluations. Jennifer Robbins motioned for the BEST Board of Director's consider the wage increases ranging from 1.5% to 2.5% as presented by the Executive Directors.

#### Other Business

None

#### Public Comments

None

#### Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Kathy Enbom and carried. Meeting adjourned at 5:18 p.m.