

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
5:30 p.m.
Lee County Board Room
Old Lee County Courthouse, Dixon, IL**

REVISED AGENDA

Call to Order

Roll Call

Approval of June 2, 2014 Meeting Minutes (Enclosed) *(Possible Action Item)*

Approval of August 25, 2014 Meeting Minutes (will be provided at meeting) *(Action Item)*

Business Meeting

✓ Employee Handbook Policies (Enclosed) *(Action Item)*

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

✓ Revised Travel Policy (Enclosed) *(Action Item)*

✓ Employee Engagement Survey (Enclosed) *(Action Item)*

Other Business

Public Comments

Adjournment