

Business Employment Skills Team, Inc.
HR Committee Meeting Minutes
April 25, 2022

The HR Committee meeting was called to order at 5:30 p.m. by Chair Wayne Reising. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Others Present: Carrie Folken, Jo Ann Johnson, Randy Freeman

Approval of Meeting Minutes

Jamey Sulser motioned to approve the October 25, 2021 Meeting Minutes. Motion was seconded by Kevin Reibel and carried.

Executive Session

Wayne informed members that the HR Committee needed to convene in Executive Session per Section (5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Jim Duffy motioned to convene in Executive Session. Motion was seconded by Kevin Reibel. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Kevin Reibel	X	
Wayne Reising	X		Jamey Sulser	X	

Motion Carried. Executive Session convened at 5:32 p.m.

Roll call vote was done to reconvene from Executive Session. Meeting reconvened at 6:11 p.m.

Business Meeting

Approval of April 8, 2021 Executive Session Meeting Minutes

Jim Duffy motioned to open the Executive Session Meeting Minutes from April 8, 2021. Motion was seconded by Jamey Sulser and carried.

Exit Interview

Carrie informed members that a copy of the Exit Interview completed by Rose Vasquez was included with the meeting materials for review. She told members that Rose was very complimentary of her supervisor and staff members. Carrie said that Rose left BEST to pursue a law degree.

Succession Planning for Fiscal Office

Carrie informed members that Annette has expressed an interest to go to 3-days per week in the near future and is shifting some of her responsibilities to Jessica. The process, Carrie said, will take about a year and a half to two years, but Annette has requested to start the process immediately so that she will be available to help Jessica learn the processes. Since Jessica is taking on more responsibilities, Carrie recommended an increase wage adjustment of \$2,400 effective May 1, 2022. After discussion, Kevin Reibel motioned to recommend to the full Board an increase wage adjustment of \$2,400 for Jessica Green effective May 1, 2022. Motion was seconded by Jim Duffy and carried.

Executive Director Contract Renewal

Wayne informed members that the Executive Director Contract Renewal will be addressed at the full BEST Board meeting.

Other Business

None

Public Comments

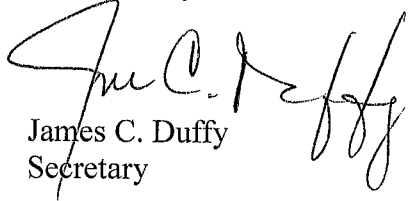
None

Adjournment

With there being no further business, the HR Committee meeting was adjourned by the Chair at 6:21 p.m.

Jo Ann Johnson

Approved by:


James C. Duffy
Secretary