

**Business Employment Skills Team, Inc.  
Human Resource Committee Meeting Minutes  
June 27, 2022**

The HR Committee meeting was called to order at 5:06 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		

**Proxy:** Jamey Sulser to Wayne Reising

**Others Present:** Carrie Folken, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Kevin Reibel motioned to approve the April 25, 2022 Meeting Minutes. Motion was seconded by Jim Duffy and carried.

**Business Meeting**

Organizational Chart for BEST, Inc.

Carrie informed members that the Organizational Chart was included with the meeting materials for their information. She pointed out that there is a vacancy for a Career Advisor in the Ottawa Office. Carrie also noted that the Organizational Chart includes the Apprenticeship Navigator position which will end on June 30 as the grant will expire. Carrie told members that the tasks that were done by Nikelle (Apprenticeship Navigator) will be assumed by the Business Relation Representatives. Members asked if Nikelle would be going to another job or what her plans were. Carrie responded that Nikelle will receive Unemployment Insurance benefits until she returns to work.

Proposed Change to Position Titles for Business Relations Manager to Business Service Manager

Carrie told members that she is recommending that the title for the Business Relations Manager be changed to Business Service Manager. She explained that prior to the merger the Business Relations staff were referred to as Business Service but during the past few years the titles were changed. She told members that in order to keep uniform with other partner agencies that are part of the Team she suggested that the titles be reinstated to Business Services. Jim Duffy motioned to recommend to the BEST Board to change the title of the Business Relations Manager to Business Service Manager. Motion was seconded by Kevin Reibel and carried.

Proposed Change to Position Title for Business Relations Representative to Business Service Representative

Referring to the same rationale as above, Carrie recommended to change the titles of the Business Relations Representatives to Business Service Representatives. Kevin Reibel motioned

to recommend to the BEST Board to change the title of the Business Relations Representative to Business Service Representative. Motion was seconded by Jim Duffy and carried.

PY 21 Staff Evaluation Annual Performance Evaluation Results

Carrie informed members that staff evaluations were conducted by managers for all staff. She told members that this year a revised evaluation tool was used that is similar to the one used for the Executive Director. Carrie noted that the form included open ended questions allowing for a dialogue between the staff member and manager. Carrie reported that no one received a rating less than 25 out of 28 and most were exemplary which shows that staff are performing. Carrie stated that she did have the copies of the evaluations available if anyone would like to see them.

Review and Approval of Proposed Staff Increases

Carrie referred members to the spreadsheet that was included with the meeting materials. She told members that she discussed the proposed wage increase with Annette to confirm that funding was available. Carrie also noted that funding was cut for PY 2022 but there is carry forward money available to help with costs. She also reminded members that last year staff were awarded additional increases based on longevity. Members commented that with the rate of inflation, 3% is not a large amount in terms of an increase. Carrie informed members that she has been allowing staff to work remotely on a limited basis as a non-monetary benefit and staff have been very appreciative to have that option available to them. Carrie also pointed out that we need to make sure that the 50% Direct Training Expenditure is met, otherwise, we would need to lay off staff. After discussion, Jim Duffy motioned to recommend to the BEST Board to increase staff salaries by 4%. Motion was seconded Kevin Reibel and carried.

Other Business

None

Public Comments

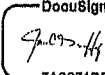
None

Adjournment

With there being no further business, Chairman Reising adjourned the meeting. Meeting was adjourned at 5:32 p.m.

Jo Ann Johnson

Approved by:

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James C. Duffy  
Secretary