

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
February 27, 2023**

The HR Committee meeting was called to order at 5:31 p.m. by Chair Wayne Reising. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Chris Flikkema	X				

Others Present: Carrie Folken, Jo Ann Johnson

Approval of Meeting Minutes

Chris Klinkema motioned to approve the December 19, 2022 HR Committee Meeting Minutes. Motion was seconded by Jamey Sulser. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Chris Flikkema	X				

Business Meeting

Discussion regarding Finance Director Position

Wayne informed members that Carrie sent out information regarding the filling of the Financial Director position. Carrie told members that Annette Pace has indicated that she is interested in leaving BEST and retiring. Carrie said that Jessica Green, the Controller, is not interested in the position so we will be posting the position both internally and externally to find a replacement for Annette. Carrie said that when Kathy Day left the position a few years ago, the HR Committee interviewed the selected candidate that was determined not suitable for the position. At that time, Carrie told members, that duties were shifted and Annette assumed the position of Finance Director and the Controller and Accountant positions were created. Carrie stated that since we had a difficult time filling the position a few years ago she would like to post the position throughout the Dixon and Illinois Valley area. Carrie noted that if a person was hired in the Illinois Valley area the fiscal office could be moved to Illinois Valley Community College and the Dixon Fiscal Office could be closed. In regards to the salary range, Carrie said that the person would start out at the base salary unless they have experience then the salary could be negotiable.

Jim told members that he has talked with some accounting firms and they are having a difficult time hiring as young people are not entering the accounting profession. He asked if Carrie considered contracting with a third-party vendor to do any of the tasks done by the Finance

Director. Carrie responded that there is nothing saying that contracting with a third-party cannot be done, but her concern is that the agency will not have the day-to-day connection with that position. Kathy Enbom stated that firms can have the day-to-day connection and they will make their staff available to do so as long it is in the agreement. Kathy said that contracting with a third-party firm would be more costly and asked if Carrie (and Annette) could break down the duties to ascertain the specific tasks for that position since the cost for outsourcing is somewhere between \$100/\$200 per hour. Kathy asked if an accounting person could be hired to help Jessica with some of the other duties. Carrie said that if we outsourced the Finance Director position an additional person would need to be hired to help Jessica to allow for the separation of duties as required by the law. Carrie commented that Annette works 4 days per week and does not have a benefit package, so the costs for that position are minimal.

In regards to a third-party contractual arrangement, Carrie told members that we would need to release a Request for Quote (RFQ) for such services. Carrie said that DCEO and the feds would not object to the costs as long as procurement was done correctly. Jim asked Kathy how much CPAs make in the private sector. She responded that they generally are paid \$120 to \$125/hour but that is working 45 hours per week. Kathy stated that the contractual position with BEST would not need that many hours.

Wayne asked Carrie what kind of timelines she was under to refill this position. Carrie told members that Annette has agreed to stay on to train the person for her position. Carrie noted that the end of the Program Year is June 30 so by mid-July all of the reporting for the Program Year needs to be completed. Annette said that she would like to be able to train the new person on the close-out process.

Carrie did tell members that the Accountant position is on the Organizational Chart so there will be no need to change the structure of BEST.

Carrie asked members if they wanted the opportunity to interview the selected candidate(s) for the position at hopefully the April meeting. Most members said that they were not interested in interviewing the candidate(s), but Kathy offered to sit in the interview with Carrie.

Carrie told members that if the selected candidate is from the Illinois Valley area, the training will be done at the Dixon Fiscal Office, so that office will remain open until that person is fully trained. However, she said that if the person is from the Sauk Valley area the Dixon Fiscal Office will remain opened.

In regards to posting the position, Carrie said that in addition to our normal postings she will send it to the Illinois Workforce Partnership. Carrie said that she will also draft an RFQ after talking with Annette about the specifics of the position. Kathy agreed to review the RFQ before it is released.

Carrie did tell members that the job posting would be posted on the BEST website and asked members if they knew of anyone who might be interested to refer them to the website.

Public Comments

None

Adjournment

With there being no further business, Chairman Wayne Reising declared the meeting adjourned.
Meeting adjourned at 5:54 p.m.

Jo Ann Johnson