

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
April 24, 2023**

The HR Committee meeting was called to order at 5:03 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		

Proxy: Jamey Sulser to Wayne Reising

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

Approval of Meeting Minutes

Jim Duffy motioned to approve the February 27, 2023 Meeting Minutes. Motion was seconded by Jamey Sulser by proxy. Roll call vote was taken.

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

Motion carried.

Jim Duffy motioned to convene in Executive Session under Section 5 ILCS 120/2 (c) 1 for 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. Motion was seconded by Jamey Sulser by proxy. Roll Call vote was taken and Executive Session convened at 5:05 p.m.

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

Motion carried.

Meeting reconvened from Executive Session by Roll Call Vote at 5:29 p.m.

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

Motion carried.

Business Meeting

Approval of HR Executive Session Meeting Minutes

Jim Duffy motioned to approve and open the April 25, 2023 Executive Session Meeting Minutes. Motion was seconded by Kathy Enbom. Roll Call vote was taken.

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

Motion carried.

Executive Director Performance Evaluation & Contract Renewal

Wayne informed members that the HR Committee reviewed the Executive Director’s Performance Evaluation/Contract Renewal and will be discussing it at the full BEST Board meeting.

Fiscal Office Update

Carrie informed members that in preparation for Annette leaving, she, Annette and Jessica met with Local Workforce Area #13 about them assisting with some of the fiscal duties. Carrie also said that a Request for Quote was released but no responses were received. After much consideration, Carrie said, that Jessica has decided to apply for the Finance Director position. Carrie said that she intends to meet with Jessica in the near future to talk about timelines. Kathy asked if Local Workforce Area #13 was interested in helping if needed. Carrie responded that they were and that if needed they will be called upon. Jim asked if the Dixon fiscal office would close. Carrie replied that the fiscal office would close as soon as Annette is completed training Jessica. Annette noted that the closing of the fiscal office will save the agency about \$20,000/year. Carrie told members that staff have been very supportive and have volunteered to help out with separation of duties.

Employee Handbook Revision

Carrie informed members that there are some new laws being enacted in the coming months. She said that Illinois Paid Leave for All Workers Act that will be effective January 1, 2024 will affect BEST. Carrie told members that a slight revision to the current Paid Hours Office policy is need to be in compliance with this new law. She said that all workers will need to receive 1 hour for every 40 that they work. Referring to the handout that was included with the meeting materials, Carrie explained that Section 4.7 of the employee Handbook would be changed accordingly:

4.7 Paid Time Off

The employer recognizes the need and importance of time-off from work. To that end, all employees are encouraged to take at least one week off from work each program year for vacation purposes.

A flexible system of paid time off has been designed for employees. All regular employees (full and part-time) may be compensated for any authorized time-off from work (vacation, personal, etc.) by accruing and using Paid Hours Off (PHOs).

~~After 6 months of employment, all regular employees will be granted 37.5 Paid Hours Office (PHOs) to be used for vacation and/or personal.~~ **After 90 days of employment, employees will be granted the ability to use any accrued time off.**

They will also be allowed to begin accruing additional PHOs on a bi-weekly basis in accordance with the following earnings schedule. This schedule is based on 75 hours scheduled in a pay period. Employees who work less than 75 hours will accrue on a pro-rated basis (see below).

Length of Service	PHOs	Total Hours Per Program Year
0 – 3 months accrual	2.88	17.28 hours
3 months – 1 year	2.88	57.60 hours
1-4 years	2.88	74.88 hours
5-9 years	4.33	112.58 hours
10 – 14 years	5.77	150.02 hours
15 or greater	7.21	187.46 hours

Another revision to the Employee Handbook, Carrie said would be Section 2.8. She outlined the changes to this section accordingly:

2.8 Introductory Period

All newly hired and/or re-hired employees must serve an initial introductory period of **6 months** ~~90 days (3 months)~~ from the start date of hire. Prior to the end of the introductory period, a determination will be made whether to extend the length of the introduction period or retain employee as permanent. Such determination will be made by the Executive Director, based on the recommendation of the employee's immediate supervisor.

An employee working in their introductory period may be released from employment at any time without advance notice or recourse.

During the introductory period, the employee will not be ~~maintain no seniority or be~~ entitled to any benefits other than those specifically provided for in this handbook.

Jim Duffy motioned to approve the revisions to the Employee Handbook as presented for Sections 2.8 and 4.7. Motion was seconded by Kathy Enbom. Roll Call vote was taken.

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

Motion carried.

Carrie pointed out that although we are extending the introductory period for new employees, they are still entitled to benefits after 90 days.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, the HR Committee meeting was adjourned at 5:50 p.m.

Jo Ann Johnson