

**Business Employment Skills Team, Inc.
Human Resource Committee Meeting
June 26, 2023**

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		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Chris Flikkema	X				

Others Present: Carrie Folken, Jo Ann Johnson

Approval of Meeting Minutes

Jim Duffy motioned to approve the April 24, 2023 Human Resource Committee Meeting Minutes. Motion was seconded by Chris Flikkema. 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				

Motion carried.

Business Meeting

PY 22 Staff Evaluation Annual Performance Evaluation Results

Carrie informed members that staff evaluations were conducted on all staff for Program Year 2022 (July 1, 2022 – June 30, 2023). She said that the staff evaluations are completed by both the supervisor and employee and it contains a lot of goal setting. These goals, Carrie said, will be part of discussion during the All Staff Meeting that will be held in July. Overall, Carrie told members that the evaluations were very good with most staff receiving high 90s and some with 100s. Carrie said that she did have the copies of the evaluations if members were interested in seeing them. Carrie also pointed out that most staff have been with the agency for a great number of years performing the same job.

Review and Approval of Proposed Staff Increases

Members then reviewed the proposed salary increases for staff. Jim commented that we have a number of Career Advisors with the same start date but with different salaries. Carrie explained that when the merger took place in May 2013, the staff were brought in with the current salaries from their respective agency. Therefore, their start date with BEST would reflect the May 2013 start date, but their salaries were reflective of what they were making with the previous agency (i.e. IVCC Dislocated Worker Center or Partners for Employment)

Carrie noted that Jessica was excused from the meetings this evening because the fiscal office was moved to IVCC today and she was in the process of getting settled. However, Carrie said

that Jessica was involved with the preparation of the budget along with Annette. Carrie said that they prepared for a 3% and 4% increase for consideration. Carrie pointed out that BEST will receive a savings with the closure of the Dixon Fiscal Office of about \$11,700. She said that we are obligated to cover costs through August 31. Carrie also noted that we did receive an increase in the WIOA grant this year and plans to apply for an Apprenticeship Grant that will help pay for some activities that are being planned with Jo Carroll Energy.

Members reviewed and discussed the proposed percentages for an increase to staff. Jim Duffy motioned to recommend to the BEST Board a 4% increase for staff.

Jim asked Carrie if with the extra funding would we still meet our expenditures. Carrie responded that with the extra WIOA funds and Apprenticeship Grant funds we will have better direct training costs.

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				

Motion carried.

Other Business

Wayne informed members that employee dental and vision will be renewing in September and health benefits in December. Therefore, he said that at the August meeting members will be reviewing dental and vision coverage for staff.

Public Comments

None

Adjournment

With there being no further business, the meeting was adjourned until August 28, 2023. Meeting adjourned at 5:47 p.m.

Jo Ann Johnson