Business Employment Skills Team, Inc.
Human Resource Committee Meeting
June 23, 2025

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		Jamey Sulser	X	
Kathy Enbom	(Proxy)		Wayne Reising	X	
Chris Flikkema	X				

Others Present: Carrie Folken, Jo Ann Johnson, Jessica Green

Proxies: Kathy Enbom to Wayne Reising

Approval of Meeting Minutes

Jim Duffy motioned to approve the April 28, 2025 Meeting Minutes. Motion was seconded by Jamey Sulser. Jim pointed out that in the April 28, 2025 Meeting Minutes, the Roll Call vote to convene in Executive Session was not listed. Jo Ann was asked to correct the April 28, 2025 Meeting Minutes to reflect the Roll Call vote. Roll Call vote for the approval of the April 28, 2025 Meeting Minutes as corrected was taken.

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

Motion carried.

Business Meeting

Review and Approval of Annual Staff Increases

Carrie informed members that as Jessica pointed out in her Fiscal Update Report for the BEST Board of Directors, we received an increase of $947,631 in our Program Year (PY) 2025 allocations. She said that at the last meeting the funding situation was uncertain. Carrie said considering the increase in funding and the review of staff performance appraisals she is asking for a 3% increase for all staff. Members noted that COLA increase this year is 2.6% for a request for 3% is reasonable. Wayne asked Carrie if she had any concerns with DOGE. She told members that we are always at the mercy of Congress and they have the right to rescind funding. Carrie said that the President's Budget, which starts on October 1, talks about consolidating 11 workforce programs into one funding stream. However, she said, anything can happen between now and then. Carrie told members that she is not as concerned now as she was before. After discussion, Jim Duffy motioned to give employees a 3% increase. Motion was seconded by Jamey Sulser. Roll Call vote was taken.

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

Motion carried.

Review and Approval of "Above and Beyond" Increases

Carrie told members of six staff members that she would like to give an additional 1% salary increase for going above and beyond. Carrie noted that these individuals stood out and helped make her job easier.

Members discussed giving a bonus vs a percentage increase. Members then asked Carrie if any staff member was getting close to the top of the salary range. Carrie responded that a few may be getting close, but not at this time. Members suggested that the top end of the salary range be adjusted to allow for future increases.

Chris Flikkema motioned to provide the 6 staff Carrie referred to with a 1% additional increase for going above and beyond. Motion was seconded by Jim Duffy. Roll call vote was taken.

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

Motion carried.

Review and Approval of Executive Director Contract Renewal and Salary Increase

Discussion was held regarding Carrie's contract renewal and increase. After discussion, Jim Duffy motioned to give Carrie a 3% increase effective June 1, 2025. Motion also included continuing Carrie's contract through June 30, 2026. Motion was seconded by Chris Flikkema. Roll Call vote was taken.

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

Motion carried.

Other Business

None

Public Comments

None

Adjournment

With there being no further business, the HR Committee Meeting was adjourned. Meeting adjourned at 5:58 p.m.

Jo Ann Johnson