

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
August 28, 2017**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kevin Reibel.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Kevin Lindeman	X	
Gary Camarano		X	Steven Malavolti	X	
Carl Carlson	X		Chuck Phillips		X
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Ron Smith	X	
Kim Gouker	X		Tim Deem (representing Jim Wentling)	X	

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Mary Katos

Approval of Meetings Minutes

Wayne motioned to approve the June 26, 2017 Meeting Minutes. Motion was seconded by Kim Gouker and carried.

Public Comments

Pam introduced Mary Katos to members. Pam told members that Mary is the Business Relations Representative in Carroll and Jo Daviess Counties.

Executive Directors' Reports

Pam informed members that her Executive Director's Report was included with the meeting packet and she did not have any updates to what was submitted.

Approval of the Fiscal Reports for May & June 2017

Kathy D presented the May & June 2017 Fiscal Reports. She said that the Direct Training Rate is at 61.68% which is well above the 40% that is required. Kathy told members that the State is considering raising the Direct Training Rate to 50% although that has not been finalized. In regards to the Work Based Learning Expenditure Rate, Kathy told members that BEST, Inc. ended the year at 29.2% which is above the 20% that is required. Kathy told members that we did meet our 80% expenditure rate for PY 16. With there being no questions, Randy Freeman motioned to approve the May and June 2017 Fiscal Reports. Motion was seconded by Steve Malavolti and carried.

Kathy D informed members that Centrue Bank was bought my Midland Bank. She said that they are in the process of getting the bank routing numbers and checks changes to reflect the new information. Discussion was held about Midland Bank not accepting checks with the Centrue Bank information

during the transition. Kathy E asked Kathy D to share this information with her as she was not familiar with this practice.

HR Committee Report

Employee Satisfaction Survey

Kathy E informed members that copies of the Employee Satisfaction Survey were included with the meeting materials. She said that the HR Committee asked Pam and Kathy to work together to identify the least favorable scores and make suggestions for an action plan as to how to address some of those issues. Kathy E said that a few of the issues were employee benefit specific and they will be addressed shortly. The other comments that the HR Committee wanted to address from staff is about the dissention between the two Executive Directors. She told members that the HR Committee took note of those comments and asked Pam and Kathy to make a personal commitment to address that issue. She said that they came up with a plan for additional communication as well as a more positive environment and more combined collaborations. Another issue that staff are working on, Kathy said, is development of a vision and mission statement. Kathy told members that the two Managers will be visiting each of the programs offices to share the results of the Employee Satisfaction Survey and ask them about the comments noted on the survey and find out of any concerns and/or issues they have encountered. Once these meetings are completed, the two Managers will share the results with Pam and Kathy.

Benefit Survey Results from other organizations

Kathy E informed members that staff were asked to check with other agencies to find out how BEST, Inc. salaries and benefits compare to like agencies. She said that the HR Committee found BEST was behind other agencies and referred members to a copy of the survey that was included with the meeting materials. Kathy D then provided members with an overview of the findings of the survey.

Kathy E told members that when the HR Committee started to compare the benefits they found that in some areas, like insurance, BEST, Inc. was better than others. However, in the review of Leave Time we were significantly under in those areas. She reminded members that BEST, Inc. has traditionally combined sick and vacation time. Kathy said the HR Committee has reviewed the survey results and will be making some recommendations regarding Paid Hours Off. Kathy E also noted that the Board has talked about asking employees to contribute toward their health plan.

Salary Range Adjustments

Kathy E told members that as part of the Benefit Survey the HR Committee did look at like positions and salary ranges. She reminded members that last year when increases were given there were several staff at the top of the range. In addition to surveying like agencies regarding salary ranges, Kathy E said that labor market information was gathered for positions with similar job duties. Kathy E told members that the HR Committee is recommending approval of raising the upper level of the wage range accordingly:

<u>Position</u>	<u>Revised Range</u>
Accountant I	32,000 – 59,505
Administrative Assistant	33,000 – 58,351
Business Relations Representative	36,000 – 53,248

Career Advisor	34,000 – 49,697
Coordinator	41,000 – 48,164
Manager	41,000 – 58,114

Wayne Reising motioned to approve the Salary Range Adjustments as recommended by the HR Committee. Motion was seconded by Steve Malavolti and carried.

Proposed Salary Increases

Kathy D informed members that the HR Committee asked her to include information in the meeting materials reflecting a 1%, 2% and 3% increase based on performance for staff and how it would affect the budget. She referred members to the Board Action Item that displayed the cost breakdown. She reminded members that last year percentages were awarded with a 3%, 2%, 1% or bonus (if the employee was over the top range). It was suggested, Kathy E said, that those staff with performance rating of 90% - 99% be awarded 3%. Kathy D pointed out that the cost of living increase is .3%. Jim Duffy motioned to give everyone a 3% increase retroactive to July 1, 2017. Motion was seconded by Kevin Lindeman. Wayne commented that one person was less than 90% and recommended that employee a 2% increase. Kathy E noted that one individual was above the salary range and would be eligible for a bonus based on BEST, Inc. policy that was adopted last year. After discussion, the motion was amended to give those individuals with a performance review rating of 90% - 99% a 3% increase. For the individual that was rated less than 90% be given a 2% increase. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht			Kevin Lindeman	X	
Gary Camarano			Steven Malavolti	X	
Carl Carlson	X		Chuck Phillips		
James Duffy		X	Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Ron Smith	X	
Kim Gouker	X		Tim Deem (representing Jim Wentling)	Abstained	

Amendment passes. After discussion it was noted that the individual who received a less than 90% rating was no longer with BEST, Inc. therefore the original motion to award everyone a 3% increase stands. Motion carried with 1 Nay and 1 Abstention.

Employee Benefit Review

Paid Hours Off Accrual Adjustment

Kathy E stated that traditionally BEST, Inc. employees accrued Paid Hours Off (PHO) that could be used for sick, vacation, personal, etc. Kathy E stated that the HR Committee is recommending that sick time be separated from vacation time. The HR Committee is proposing to give staff 1 day per month for sick time and any sick time unused would be forfeited at the end of the calendar year. The HR Committee, Kathy E said, is also recommending to adjust the PHO accrual rate of vacation and personal time. In reviewing the PHO Policy that was included with the meeting materials, Kathy E pointed out the corrections to the accrual rate. She said that after 6 months of employment an employee will be eligible for an equivalent of 1 week PHOs. After they complete the next 6 months, they will be eligible

for the equivalent of the second week. She said that employees with up to 5 years of service will receive an equivalent of 2 weeks PHOs and 12 sick days. After 15 years, Kathy E said, an employee would receive an equivalent of 5 weeks PHOs. Kathy E commented that the current policy allows for employees to carry forward 237 PHOs to the next year. Kathy E also pointed out BEST, Inc. does not have short term disability coverage, so the PHOs that are allowed to be carried forward can be used for their leaves. After some discussion, Jim Duffy motioned to give staff 12 sick days for this program year effective July 1, 2017 with no carry over provisions. The motion stated that for probationary employees, they would be give 1 day per month for the first three months and receive the balance once they have successfully completed their probationary period. It was agreed that the sick time policy would be revisited next year. Motion was seconded by Randy Freeman and carried. Kathy E informed members that Pam and Kathy were asked to define a sick leave policy.

Discussion then centered on PHO Accrual for vacation and personal time. Kathy E stated that the HR Committee is recommending that after 6 months of employment, all regular employees shall be granted 37.5 Paid Hours Office (PHOs) to be used for vacation and/or personal. She said that 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.

Length of Service	# of PHOs Per Pay	Total Per Year	Total Equivalent Days a Year
After 6 months			5
6 months – 1 year	2.88	37.5	5
1 – 4 years	2.88	75	10
5 - 9 years	4.33	112.5	15
10 - 14 years	5.77	150	20
15 or greater	7.21	187.50	25

Randy Freeman motioned to concur with the HR Committee recommendations regarding the PHO Accrual as presented. Motion was seconded by Jim Duffy and carried.

Leave of Absence Proposed Change

Kathy E informed members that some changes to the Leave of Absence Policy were reviewed by the HR Committee and recommended for approval. Randy Freeman motioned to approve the changes to the Leave of Absence Policy as recommended by the HR Committee. Motion was seconded by Carl Carlson and carried.

Dental Insurance Renewal

Kathy E told members that the employee dental plan with Delta Dental will renew on September 1. Delta Dental offered a two year renewal plan with no increase in premium. Steve Malavolti motioned to accept the renewal plan with Delta Dental effective September 1, 2017. Motion was seconded by Kevin Reibel and carried.

Revised Job Descriptions & Performance Evaluations

Kathy E informed members that that HR Committee asked Pam and Kathy to realign the Job Descriptions and Performance Evaluations to make sure that they were adequate. Pam reviewed the Job Descriptions for the Business Relations Manager, Program Manager and Administrative Assistant/EO/HR. She said that the Performance Evaluations were aligned with the Job Descriptions and will be used during their respective performance review next year. Referring to the Program Manager Job Description, Pam pointed out that her job now includes a new set of responsibilities because she is the consortium partner for the One Stop Operator. Pam pointed out all of the additional duties that Carrie (Folken) will be responsible for and suggested giving her some additional money as she is doing 2 positions for BEST, Inc.

Kathy D stated that the Job Description for the Accountant did not change, but she did align the Performance Evaluation tool to match the Job Description.

Jim asked if the Job Descriptions could be streamlined and possibly combining some of the functional abilities.

Wayne Reising motioned to approve the revised Job Descriptions and Performance Evaluations. Motion was seconded by Kim Gouker and carried.

Kathy E commented that with the increase in duties for Carrie Folken, the Board should consider an increase. Kevin suggested that the HR Committee take a look at the salary for Carrie.

Cyber Security Update

Jo Ann reported that she is working with the Department of Homeland Security and Computer Spa about conducting a Cyber Security Hygiene Program for all systems owned and operated by BEST, Inc.

Executive Session

Jim Duffy motioned to convene in Executive Session under 5 ILCS 120/2 (c) 1 – 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 Randy Freeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht			Kevin Lindeman	X	
Gary Camarano			Steven Malavolti	X	
Carl Carlson	X		Chuck Phillips		
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Ron Smith	X	
Kim Gouker	X		Tim Deem (representing Jim Wentling	X	

Motion carried. Executive Session convened at 8:04 p.m.

Tim Deem motioned to reconvene from Executive Session. Motion was seconded by Kevin Lindeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht			Kevin Lindeman	X	
Gary Camarano			Steven Malavolti	X	
Carl Carlson	X		Chuck Phillips		
James Duffy	X		Kevin Reibel		
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Ron Smith	X	
Kim Gouker	X		Tim Deem (representing Jim Wentling)	X	

Motion carried. Meeting reconvened at 9:35 p.m.

It was noted that during Executive Session, Performance Evaluations and Contracts for Pam Furlan and Kathy Day were discussed.

Business Meeting

Approval of the August 22, 2016 Executive Session Meeting Minutes

Since the August 22, 2016 Executive Session Meeting Minutes were not available, the action item was tabled until a future meeting.

Executive Director's Performance Evaluations & Renewal of Contracts

Randy Freeman motioned to renew one year contracts effective September 1, 2017 with Pam Furlan and Kathy Day with the following inclusions:

- To reimburse Pam Furlan up to \$400 per month for Medicare related expenses retroactive to April 2017
- To reimburse Kathy Day up to \$400 per month for Medicare related expenses retroactive to March 2017
- To provide Pam and Kathy with 25 vacations days and allow any unused vacation days to be carried forward just like other employees are allowed
- Pam and Kathy will also be given the same amount of sick days as any other employee
- Pam and Kathy will each be given a \$1,000 bonus in lieu of an increase in pay

Motion was seconded by Jim Duffy and carried.

Other Business

It was noted that the next meeting is October 23, 2017.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 9:30 p.m.

Jo Ann Johnson

Approved by:

James Duffy
BEST, Inc. Board Secretary