

Business Employment Skills Team, Inc.
Human Resource Committee Meeting Minutes
December 16, 2019

The BEST, Inc. HR Committee Meeting was called to order at 5:33 p.m. by Kathy Enbom, Chair. Roll Call was taken.

MEMBERS PRESENT: Kathy Enbom, James Duffy, Kevin Reibel, Wayne Reising

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Kevin Reibel motioned to approve the October 28, 2019 Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Business Meeting

Review & Approval of the Apprenticeship Navigator/Project Coordinator Job Description

Pam informed members that we submitted a grant for the Apprenticeship Expansion Grant to DCEO. She said that the proposal included hiring a Navigator to go out to businesses and educate them on the advantages of apprenticeships. Pam told members that the grant includes the 8-counties in Local Workforce Area #4 and the 3-counties in Local Workforce Area #13. Due to the size of the regional coverage area, Pam said that we are proposing to subcontract with chamber staff, community college staff and economic development staff as well as staff from Local Workforce Area #13. Pam noted that the BEST, Inc. Business Relations staff will also be involved with this project. Pam told members that we are requesting a maximum of \$150,000, which would cover the cost of the Navigator position, the subcontractors, our staff time and some administrative dollars. Pam said that the Navigator position is temporary for approximately 14 months and is expected to work 30 hours a week at a rate of \$25.00/hour.

Jim asked if there were individuals that would be willing to do this type of job on a temporary basis. Pam responded that she did not know for sure, but perhaps someone who is retired from a community college or from the trades and/or manufacturing industry might be interested. Pam stated that the person should know what apprenticeships are all about. She commented that apprenticeships will go beyond the usual manufacturing or trades that we normally hear about and include health care, insurance, etc. Kevin asked if there are any incentives for companies to participate in the apprenticeship programs. Pam responded that there are benefits to apprenticeships. She told members that the curriculum is certified by the U.S. Department of Labor and usually requires 2000 hours of training. The business, Pam said, sets the wages and the apprentice is trained for a position within that business. The length of the training is typically 2-4 years.

Pam said that the grant funds will be used for the Apprenticeship Navigator/Project Coordinator position, mileage reimbursement for this position, payment to subcontractors and

some administrative dollars for BEST, Inc. After discussion Wayne Reising motioned to recommend to the BEST Board of Directors to approve the Apprenticeship Navigator/Project Coordinator position contingent upon receiving the grant. Motion was seconded by Kevin Reibel and carried.

Employee Health/Life Insurance Renewal

Jo Ann informed members that employee health insurance coverage with United Health Care will renew on January 1, 2020. As she reported at the previous meeting, the rates with United Health Care increased by 9.2%. She said that she obtained quotes from Blue Cross/Blue Shield and Health Alliance in comparison to what we currently have with United Health Care. Jo Ann pointed out that the plan with Health Alliance is considered a HMO and Point of Services which means that staff would need to have a referral to see any doctor and/or specialist. She also pointed out that with that this type of plan is for larger metropolitan areas but not necessarily for the rural areas. Jo Ann said that the plan with Blue Cross/Blue Shield is a PPO network and has broader coverage, but noted that the rates do not include any underwriting, so it is expected that they could increase by 19-25%. Jo Ann told members that after discussion with the agent, Tom Payton, she is recommending to renew the current health/life coverage with United Health Care effective January 1, 2020. After discussion, Wayne Reising motioned to recommend to the BEST, Inc. Board of Directors to renew the current plan with United Health Care. Motion was seconded by Jim Duffy and carried.

Employee Handbook Updates

Jo Ann referred members to the “Employee Handbook Updates” that was included with the meeting materials. She informed members that currently the definition of vacation is defined as three (3) consecutive working days off (inclusive of any designated Holiday). Jo Ann requested to change the definition of vacation is defined as three (3) consecutive working days. As an example, she said that if staff want to take off either December 23 or December 26 they would need to submit a vacation request since December 24 and December 25 are defined as Holidays. Jim Duffy motioned to approve the amended the language as requested. Motion was seconded by Kevin Reibel and carried.

Jo Ann informed members that she has reviewed the Employee Handbook for compliance with the new laws that will become effective January 1, 2020. She said that based on what she can tell the policies meet the basic guidelines. However, there is always a loophole that may need to be defended in court. Jo Ann recommended that the Employee Handbook and job descriptions be reviewed by an employment law expert. She said that that they can provide us with any information and/or policies that need to be updated. Jo Ann told members that after checking on some prices for this type of project, the costs would be about \$9,500.00. After discussion, members agreed that it would be good to have the Employee Handbook reviewed by an expert. Wayne Reising motioned to approve Jo Ann’s request to have a consultant/employment law expert review the Employee Handbook and job descriptions for compliance not to exceed \$9,500. Motion was seconded by Kevin Reibel and carried. Annette stated that some of the funding for this project would come from the incentive grant.

Other Business

Exit Interview

Members reviewed and discussed the information included in the Exit Interview for Beth Hollaway that was included with the meeting materials. After discussion, Pam said that she, Annette and Jessica were going to get together after the Holidays to discuss the fiscal office staffing arrangements.

Public Comments

None

Adjournment

With there being no further business, Kevin Reibel motioned to adjourn. Motion was seconded by Jim Duffy and carried. Meeting adjourned at 5:53 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy
Secretary