

**BUSINESS EMPLOYMENT SKILLS TEAM
BOARD OF DIRECTOR'S
MEETING MINUTES
October 20, 2008**

The Business Employment Skills Team, Inc. Board of Director's meeting was called to order at 6:30 p.m. by Co-Chairman Gilbert Tonozzi.

MEMBERS PRESENT: Kathy Enbom, Lynn Wagner (proxy to Kathy Enbom), Tim Benedict, Luanne Conrad, Marc Wilt, John Fritts, Art Rigby, Gilbert Tonozzi

MEMBERS ABSENT: Lynn Wagner

OTHERS PRESENT: Pam Furlan, Becky Lambert, Jo Ann Johnson, Dianna Schuler

Approval of Meetings Minutes

Marc Wilt motioned to approve the October 20, 2008 Meeting Minutes as presented. Motion was seconded by Luanne Conrad and carried.

Public Comments

Pam noted that Becky Lambert and Dianna Schuler were attending the meeting.

Executive Director's Report

Co-Chairman Tonozzi stated that **BEST Successes** were included in the members meeting materials.

Legislative Update – Pam Furlan informed members that there was nothing new to add to her typed written report. She stated that everything is on hold until after the election.

PY '08 Incumbent Worker Training – Pam informed members that the PY 08 grant included money for Incumbent Worker Training. She said that staff with all agencies involved will be meeting this week to plan the program.

State 40% Training Expenditure Requirement – Pam told members that the most recent analysis showed the direct training expenditure level about 50% which exceeds the minimum 40% requirement.

Soft Skills Training Projects – Pam told members that Dianna Schuler completed the final module with US Foods and provided them with copies of the evaluations from the workshop. Pam said that Dianna is working with another company that is interested in providing 3 modules for their employees. Pam reminded members that this program is a fee-for-service but costs are only being reimbursed; it is not a money-making project.

Update on Current Grants and Projects – Pam informed members that the updates on current grants and projects were included in her typed written report. She added that the Work in the Real World event

was held at Sauk Valley Community College on October 17th with 102 students and 11 employers attending. Pam provided members with copies of the Sauk Valley Community College evaluations. She noted that the Illinois Valley Community College evaluations were included with the meeting materials.

After the success of the employer panel at the Work in the Real World event, she was approached to coordinate a panel for the teachers in-service day. Pam said that about 2-3 weeks before the in-service was to take place, only 16 teachers registered for the event, so it was cancelled. Pam noted that it is good for employers to hear what the teachers are facing on a day-to-day basis.

Pam told members that the rest of the items listed on the agenda are addressed on her typed written report.

Regarding the Contact List that was enclosed, Pam stated that she did attend the 3 events noted as "planned to" and also attended the Princeton Chamber of Commerce After Hours on October 16th.

Monthly Financial Statements

Becky informed members that as of June 30th all expenditure levels are acceptable. She said that performance is either being met or exceed. John Fritts motioned to approve the June and July 2008 Monthly Financial Statements as presented for audit. Motion was seconded by Art Rigby and carried.

Staff Training Summaries

Pam provided members with a corrected October calendar noting that these calendars are provided for informational purposes.

Pam informed members that Lenna Rios will be receiving the Individual Achievement Award at the State Conference and Banquet in October. She said that an Innovative Solutions Awards was nominated but we have not heard if it will receive the award.

Staff Update

Pam pointed out that the first round of interviews for the Business Services Representative position did not go as well as expected. She stated that the position was opened for an individual to work between the Dixon and Princeton offices for 30 hours per week. Pam said that of the 4 applications received for this position, only 2 met minimum qualifications. She said that interviews will be scheduled for these individuals in the near future. It is recommended that if an appropriate individual is not found during this interview process that we consider a temp-to-hire individual. Pam said that there would be an administrative fee, but BEST would not be responsible for benefits. Art Rigby motioned to pursue the filling of the Business Services Representative Position with a temp-to-hire employee, if necessary. Motion was seconded by Luanne Conrad and carried.

Pam shared with members the staff structure for the BEST offices. She said that one recommendation from staff is to close the Princeton office for one day a week. Pam said that when she addressed this recommendation with Kathy Enbom, she asked for traffic numbers of each office. Pam said that although offices kept track of this information it was in different formats, so now all staff are keeping

track of customer flow in the same fashion. Pam provided numbers of traffic flow in her typed written report. Pam told members that we have 5 staff covering 4 offices. Dianna, she said, needs to be out of the offices working with businesses. She said that with staff on vacation, personal time, sick, etc. that it was recommended to close the Princeton office for a day a week until December. At that time, Pam said, that a review of everything will be done. After discussion, it was the consensus of the Board members that this did not require any action. They noted that the Executive Director would have the authority to make these types of decisions.

Additional Duties for NCI Works Staff Person

Pam informed members that Carol Betts is doing an outstanding job for us. She said that at the staff meeting, Carol volunteered to assist with Soft Skills Training since she has experience in doing training workshops. Pam told members that the Soft Skills Training would give Carol more hours and since it is a fee-for-service there would be no cost to BEST, Inc. or NCI Works. After discussion, Marc Wilt motioned to allow Carol Betts to conduct Soft Skills Training workshops. Motion was seconded by Kathy Enbom and carried.

Good Job Recognitions

Pam informed members that in the past Board members were asked to sign "Good Job" cards to recognize staff for things they did extremely well or above and beyond their assigned job duties. Pam said that staff suggested that instead of having cards signed at each meeting, that a report of staff recognitions be provided in her Personnel report. She then pointed members to the section of the report which lists the Good Job Recognitions. Additionally, Pam stated that Darlene Passini should be recognized for volunteering to serve on the Youth Council.

On behalf of the staff, Pam thanked members for approving the 8:30 a.m. start time. She said that she has received comments from staff who asked her to share their appreciation with the Board members.

Other Business

Jo Ann informed members that at the August 18, 2008 meeting, no action was taken in regards to transcribing the Executive Session tape. Gilbert Tonozzi motioned to authorize Jo Ann Johnson to transcribe the Executive Session tape from the August 18, 2008 BEST Board meeting. Motion was seconded by Art Rigby and carried.

DCEO Correspondence

Pam stated that the DCEO Correspondence indicated the results of the programmatic monitoring that was done by the DCEO. She stated that there were no findings.

BEST Website Report

Pam informed members that the Website report is provided for informational purposes. She noted that staff has been continuing to update the website to keep it current.

Adjournment

With there being no further business, Marc Wilt motioned to adjourn. Motion was seconded by Tim Benedict and carried. Meeting adjourned at 6:55 p.m.

Jo Ann Johnson

Approved by:

Art Rigby
Secretary