

Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
October 17, 2011

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:45 p.m. by Acting Chairman Marc Wilt. It was noted that Co-Chairman Gilbert Tonozzi would be late.

Roll Call was taken.

MEMBERS PRESENT: Lisa Lynch, Chuck Phillips, Marc Wilt, Gilbert Tonozzi, Joe Panzica, John Fritts, Kathy Enbom (Proxy to Lisa Lynch)

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Amy Stock, Carrie Folken

Public Comments

Pam recognized Carrie Folken and Amy Stock as being in the audience.

Executive Director's Report

BEST Successes

Pam reported 2 success stories were included in the meeting materials and encouraged members to read them.

Legislative Update

Pam informed members that there was not anything to add to her typed report that was provided in the meeting materials. She said that Representative McKeon is a great supporter of the WIA Reauthorization bill.

WIA Authorization/Appropriations

Pam informed members that BEST is operating under a continuing resolution through November 17. Pam noted that she participated in a webcast regarding funding and posed a question regarding the current year funding, but to date she had not received a response. Pam said that she would keep members updated on the funding situation.

PY '11 Incumbent Worker Training

Pam told members that testimony was provided at the funding hearings which encouraged Congress to revise the rules for Incumbent Worker Training. She said that the Incumbent Workers Training is a popular program with employers.

State 40% Training Expenditure Requirement

Pam noted that the spending level through August for PY '11 Adult Program was 13%. She said that when some community college tuition bills are paid, this percentage will increase.

Soft Skills Training Program

Pam said that that Mike Winters would be conducting Soft Skills Training at a Job Fair next month.

Update on Current Grants and Projects

Pam said information regarding the Board Development and National Science Foundation Grant was included in her typed report.

NCI Works Activities

North Central IL Logistics Council

Pam said that the North Central IL Logistics Council continues to meet on a monthly basis.

“No Place Like Home”

Information regarding No Place Like Home was provided in her typed report, Pam said.

CEO Manufacturing Networking Breakfast

Pam informed members that the Manufacturing executives are continuing to meet with NCI Works and IVCC co-hosting the meetings. She said that the next meeting is November 1.

Work Readiness Certificate Program

Pam informed members that she met with Mr. Otto, Superintendent of DePue Schools regarding the development of a Workforce Readiness Certificate Program. She said that along with an agreement with the NCI Works Board, a pilot project will be started with DePue Schools. Pam said that she will keep the Board informed about the progress.

Youth Program Update

PY '11 Youth Projects Update

Pam told members that for PY 11 3 projects have been funded through December 31, 2011. She said that pending funding levels the programs may be extended.

ICommand

Pam said that the ICommand Program will be started when eligible youth apply for the program.

PY '11 Participant Reports

Pam told members that the PY '11 Participant Reports were included for informational purposes.

Economic Impact Report

Pam informed members that she included the PY '10 Economic Impact Report as an information item. She reminded members that this report is not a return on investment but merely a report on wages of individuals who have left the WIA program and gotten a job.

Contact List

Pam informed members that she did attend the three events that were listed as "planned to".

Approval of the Meetings Minutes

Marc Wilt motioned to approve the August 15, 2011 Meeting Minutes as presented. Motion was seconded by Joe Panzica and carried.

Business Meeting

Review/Approval of Monthly Financial Statements

Amy informed members that she had no comments regarding the Monthly Financial Stateemtns for June and July 2011. She told members that the reports reflect that BEST has received 100% of the money but that is not correct. Amy said that the money is obligated but she cannot access it.

Chuck Phillips motioned to approve the Monthly Financial Statements for June and July 2011. Motion was seconded by John Fritts and carried.

Review of Staff Training Summaries

Corrected copies of the Staff Training calendars were disseminated to members. Pam noted that most of the staff training has been done by webinars.

Out-of-State Travel Request

Pam requested that she be allowed to attend the National Association of Workforce Board's Annual Conference in Washington, DC in March 2012. John Fritts motioned to allow Pam to attend. Motion was seconded by Chuck Phillips and carried.

Personnel Issues

Pam stated that staff have been doing an outstanding job through the transition. Gilbert asked Pam to let staff know that the Board is pleased with their performance.

Pam noted that Jo Ann will be taking a leave of absence.

Staff Updates

Audit and Monitoring Reports

Pam reviewed the monitoring findings that were outlined in the correspondence from DCEO. Chuck stated that he had talked with Kathy Enbom regarding some of the findings. Pam informed members that some of the findings have been fixed already. In reviewing the document, Chuck stated that he wanted to make sure that the processes, procedures and internal controls were being followed. Amy Stock assured members that they are. Amy said that in her conversations with the auditors, they said that all internal controls were covered. Pam commented that the monitors will find something because that is their job.

Community Service Program

Pam noted that staff did not participate in any Community Services Programs this report period.

Staff Recognitions

Pam informed members that a couple of emails were included recognizing staff.

Other Business

Lynn Wagner's Resignation

Pam informed members that Lynn resigned from the BEST Board. She told members that Gil found a replacement for her and he was interested, however, he had a conflict with the Board's meeting week. After discussion, it was acceptable to all members to move the meeting week to either the 2nd or 4th week. Gil told members that Jay McCracken was very interested in being on the Board, but had a conflict with attending the meeting tonight. Gil said that he would invite him to the December Board meeting.

Newspaper Clippings

Pam stated that the News Tribune and Times published articles about the local Awards Banquet. She said that copies were provided for members information.

December Board Meeting

It was agreed to move the December BEST Board meeting to Monday, December 12, 2011, 5:00 p.m. at Uptown Grill in LaSalle.

DCEO Correspondence

Pam told members that a copy of the DCEO correspondence regarding the monitoring findings she addressed under the Audit and Monitoring reports was included with the meeting materials.

BEST Website Report

Provided as information.

Audit Committee

It was noted that Lynn Wagner was part of the Audit Committee. Chuck Phillips volunteered to serve on the Audit Committee replacing Lynn Wagner.

Adjournment

With there being no further business, John Fritts motioned to adjourn. Motion was seconded by Chuck Phillips and carried. Meeting adjourned at 7:40 p.m.

Jo Ann Johnson