

Business Employment Skills Team, Inc.
Board of Directors' Meeting
August 27, 2018
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kathy Enbom)
- II. Roll Call
- III. Approval of the June 25, 2018 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director Report**
 1. BEST Successes (Page 6 & 13)
 2. Legislative Update (Page 6)
 3. PY '17/PY '18 Incumbent Worker Training (IWT) (Page 6)
 4. State 40% Training Expenditure Requirement (Page 7)
 5. Essential Skills Training Program (Page 7)
 6. Update on Current Projects and Grants
 - a. LaSalle County Adult Redeployment Grant (Page 7)
 - b. State Technical Assistance Grants (Page 8)
(Approval to Spend Formula Funds on the Youth Summit) (Page 8)
(*Action Item*)
 7. NCI Works Activities (Page 8)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program/Project Reach
 - c. Healthcare Networking Event(s)
 - d. Job Fairs
 - e. Industry Informational Sessions
 - f. Human Resource Sites on NCI Works Website

8. Youth Contract Programs Update (PY '17 Final) (Page 9)
 - a. BRIDGE – Streator Township High School
 - b. Education Outreach Program – Regional Office of Education #47
 - c. Regional Work Study – LaSalle County Regional Office of Education
 - d. Step Ahead – Bureau County Regional Office of Education
 - e. Project Reach – Carroll and Jo Daviess Counties

9. Youth Contract Programs Update (PY '18) (Page 11)
 - a. Education Outreach Program – Regional Office of Education #47
 - b. Regional Work Study – LaSalle County Regional Office of Education
 - c. Step Ahead – Bureau County Regional Office of Education

10. PY '18 Participant Reports (Page 20)

11. PY '18 Business Relations Unit Report (Page 21)

12. Fiscal Update (Page 22)
 - a. General
 - b. Monitoring
Approval to Purchase the Outstanding Checks/Stop Payment Service)
(Page 22) (Action Item)
 - c. Storage Situation
 - d. CFO Applications/Restructure of Fiscal Unit
 - e. Fiscal Workflow Assessment
 - f. Audit

13. Approval of the Fiscal Reports for May & June 2018 (Separate Document)
(Action Item)

14. Personnel Issues (Page 24)
 - a. Staff Updates
 - i. General Update (Approval of full-time Business Relations Representative (Action Item)
 - ii. Career Advisor/High School Equivalency Tutor Hourly Rate Increase (Page 26) (Action Item)

 - c. Update on Staff Work Groups (Page 26)
 - i. Grant Writing
 - ii. Youth

 - d. Community Service Program (Page 27)

- e. Staff Recognitions (Page 27)
- f. Rapid Response Activities (Page 27)
- g. Current On-the-Job Training Contracts (Page 27)

15. Contact List (Page 29)

C. Human Resource Committee Report

- 1. Salary Review for Career Advisor/HSE Tutor (See Director's Report) (Action Item)
- 2. Employee Retirement Plan Procedure Revision (Page 32) (Action Item)
- 3. Document Retention & Destruction Policy Revision (Page 34) (Action Item)

VI. **Executive Session** (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.)

- A. August 22, 2016 Executive Session Meeting Minutes Review (will be provided under separate cover)
- B. August 28, 2017 Executive Session Meeting Minutes Review (will be provided under separate cover)
- C. May 10, 2018 Executive Session Meeting Minutes Review (will be provided under separate cover)
- D. Executive Director Performance Evaluation (will be sent under separate cover)
- E. Executive Director Contract Negotiations

VII. **Business Meeting**

- A. Approval of the August 22, 2016 Executive Session Meeting Minutes (Action Item)
- B. Approval of the August 28, 2017 Executive Session Meeting Minutes (Action Item)
- C. Approval of the May 10, 2018 Executive Session Meeting Minutes (Action Item)
- D. Executive Director Performance Evaluations & Contract Negotiation Results (Action Item)

- E. Review & Approval of Local Elected Officials' Agreement with BEST, Inc. as Designated Subgrant Recipient & Fiscal Agent for Workforce Development Area #4
(Separate Document) *(Action Item)*

VIII. **Other Business**

- A. Next Meeting: October 22, 2018

IX. **Adjournment**