

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
June 25, 2018**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:32 p.m. by Co-Chair Kevin Reibel.

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

**PROXIES:** Gary Carlson to Steve Malavolti, Kathy Enbom to Wayne Reising, Kevin Lindeman to Wayne Reising, Ron Smith to Kevin Reibel

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson, Matt Gingrich

Approval of Meetings Minutes

Wayne Reising motioned to approve the April 23, 2018 Meeting Minutes. Motion was seconded by Steve Malavolti and carried.

Wayne Reising motioned to approve the May 10, 2018 Special Meeting Minutes. Motion was seconded by Robert Albrecht and carried.

Public Comments

Pam introduced Matt Gingrich to members. Matt is one of the Career Advisors in the Sterling office.

Executive Director Report

Pam informed members that her report was included with the meeting materials and would just review and update. First of all, Pam said that she did receive an email from the Department of Commerce & Economic Opportunity regarding the next steps and status of the realignment of the Local Workforce Area. Kim told members that he wrote an email and plead Ogle County's case, but he has not received any reply or further information. Pam stated that Kim and his team put together an excellent letter in response to the realignment. Pam told members that she (and Kim) will continue to keep everyone informed on this matter.

The next update, Pam said, was in regards to the Incumbent Worker Training (IWT) project with FN Smith. Pam reported that their contract was extended as the trainer was out on medical.

In regards to the 40% training expenditure rate, Pam reported that the Direct Expenditure Rate for the Adult Program was 66.4% and the Dislocated Worker Program was 62.8%. She said that these

expenditure rates are well over the 40% required by the State. Pam informed members that starting July 1, the minimum expenditure rate for the Adult and Dislocated Workers Programs will increase to 50%.

Referring to the State Technical Assistance Grants, Pam told members that BEST, Inc. did not receive the Talent Pipeline Grant from DCEO. She told members that since the Chief Elected Officials and NCI Works approved using formula funding for this project, if DCEO special grant funds were not received, we are proceeding with the project.

Continuing with the State Technical Assistance Grants, Pam told members that the NCI Works Executive Committee will be meeting to approve one of the responses to the Request for Proposal to hire a consultant to collect information on issues and challenges facing the targeted populations by employers. Once the consultant is secured then Dianna Schuler will apply for an Innovation Grant for the project.

Pam updated members on the Streator High School project for Program Year 2018. She told members that the Youth Committee and NCI Works voted to not fund the project this year citing that Streator High School is operating a similar program to that of the BRIDGE Program. Pam noted that Streator High School was informed that if they have a future need for an out-of-school youth program, they can feel free to submit a proposal for consideration. Pam said that the students that were currently enrolled in the BRIDGE program would have an opportunity to be moved to the program being offered at Streator High School or the program offered by the Regional Office of Education at the IVCC Ottawa Campus.

Moving on to the Fiscal Update, Pam reported that Annette and Jessica have done an outstanding job keeping the fiscal office operating. She said that other staff have helped them in terms of filing, mailing, etc. Pam told members that it is a true team effort.

Pam told members that we will be entering into a one year Lease with the landlord of the Fiscal Office in Dixon. She said that they honored the current rate of \$1,000/per month if we entered into a one-year Lease, but if we continued on a month-to-month basis the cost would be \$2,000/month. Members concurred with that the decision but directed Pam to start looking for a new place in the Dixon area starting January 1, 2019 with hopes of finding something no later than May 1, 2019.

Pam informed members that staff will be checking in to some electronic storage options. As mentioned in her typed report, Pam said that Jessica contacted Abila and they provided her with a module, but she has not had time to take a look at it to see how it will work. Pam said that staff are also going to review the record retention and destruction policy to see what revisions will need to be made to that Policy.

Lastly, Pam reported that the Auditors will be starting the audit on September 4. She asked members if they wanted to have the auditors present the final audit to them at the BEST Board December meeting similar to what they did last year. Members said yes.

### Fiscal Workflow Assessment

Wayne provided an overview of the Fiscal Workflow Consultant Request for Quotes for members. He said that proposals were received from Clifton/Larson/Allen (\$7,500), Sikich (\$8,000) and Wipfli (7,500). Referring to the Request for Quote Rating Summary that was included with the meeting materials, Wayne said that Clifton/Larson/Allen received the highest rating. After discussion, Steve

Malavolti motioned to approve the Request for Quote submitted by Clifton/Larson/Allen in the amount of \$7,500. Motion was seconded by Jim Duffy and carried.

Approval of the Fiscal Reports

With there being no questions, Wayne Reising motioned to approve the Fiscal Reports for March & April 2018. Motion was seconded by Robert Albrecht and carried.

Personnel Issues

Pam pointed out that under Staff Recognitions, a photo was also included of Shelley Zinke and the DAR Scholarship winner from Whiteside County Schools.

Pam also noted that she recognized Annette and Jessica but would be remiss not to mention all of the staff who volunteered to help them during this transitional period.

Contact List

Pam told members that she did attend the events that she had listed on her contact list for June 19, 20 and 21.

**Human Resource Committee Report**

Adjusted Salary Ranges based on COLA

Wayne informed members that the HR Committee met and reviewed the Adjusted Salary ranges based on COLA adjustments. He said that a copy of the Adjusted Salary Ranges was included with the meeting materials.

Employee Salary Increases

Wayne reminded members that last year the Board approved revisions to the Performance Evaluation that resulted in changes to the rating calculations. Last year he said, staff were rated between 1 and 5. This year, they are rated between 1 and 3. Based on the information provided by Pam in her typed report and the recommendations of the HR Committee, Wayne motioned to give a 3% increase to all employees except for the one that had exceeded the salary cap for the position. For the individual that exceeded the salary cap, Wayne included in the motion that the individual be given a bonus of \$1,800 for this year which equates to a 3% increase. Motion was seconded by Jim Duffy. Discussion was held regarding the salary increases. Roll call vote was taken.

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

Motion carried.

#### Salary Review for Career Advisor/HSE Tutor

Wayne informed members that the HR Committee discussed at length the salary review for the Career Advisor/HSE Tutor. He told members that the HR Committee tabled the action so that additional information could be provided at the next HR Committee meeting. He noted that at the next meeting, if the Board decides to make an adjustment to the salary for this individual it would be retroactive to July 1. Members agreed that the 3% increase as voted on earlier for this individual would be effective July 1, 2018.

#### Working from Home Request

Wayne told members that the HR Committee discussed at length the recommendation on a Working from Home Request Policy. He said the HR Committee agreed that the purpose of the BEST Board is to focus on the big picture of the agency and not micro-manage the day to day operations. The consensus of the HR Committee, Wayne said, is to give Pam the authority to make those kinds of decisions. Wayne told members that if Pam provided examples of the types of tasks that could be done from home and that no BEST office would be closed during office hours as a result of an individual working from home. Additionally, Wayne told members that staff would only be allowed to use BEST, Inc. owned equipment and a professional image would be displayed at all times. Members discussed different scenarios as to the benefits and disadvantages of working from home. Wayne Reising motioned to not have a Working From Home Request Policy, but instead give Pam the authority for making the decision to authorize staff to work from home. Motion was seconded by Robert Albrecht. Motion carried. Kathy Enbom voted no.

#### Sick Time Policy Update

Pam informed members that the Sick Time Policy was well received and appreciated by all staff. Wayne informed members that the HR Committee is recommending to implement a permanent Sick Time Policy giving full-time staff 12 sick days per year. Sick Time for part-time staff will be prorated based on their hours scheduled. Motion was seconded by Jim Duffy and carried.

#### **Business Meeting**

#### Agreement for Single Entity Performing Multiple Roles Revision

Pam told members that at the May 10, 2018 Board meeting, members voted to hire Melanie Arthur to modify the Firewall/Conflict of Interest Policy so that BEST, Inc. could continue to serve as a single entity performing multiple roles. Pam referred members to the revised document that was provided under separate cover. Wayne Reising motioned to approve the revised Agreement for Single Entity Performing Multiple Roles. Motion was seconded by Robert Albrecht and carried. Discussion was held. Jim commented that he is uncomfortable with the policy as it appears that the BEST Board and Chief Elected Officials are supervising themselves. Pam stated that there are two additional documents that Melanie has recommended that would clarify the roles of Business Employment Skills Team, Inc. She said that Melanie has recommended a "Role as Fiscal Agent" document that will make clear that BEST, Inc. has the entire role of grant sub-recipient and fiscal agent. The second document she is recommending is for Business Employment Skills Team, Inc. to seek approval of the Chief Elected Officials to allow Pam to serve as the Executive Director. After discussion, Kevin called for the vote on

the revised Agreement for a Single Entity Performing Multiple Roles. Motion Carried. Jim Duffy voted no.

Pam asked members for permission for Melanie to prepare the 2 separate documents as she presented in the earlier discussion. Wayne Reising motioned to approve the development of the 2 separate documents as part of the Agreement for a Single Entity Performance Multiple Roles. Motion was seconded by Steve Malavolti and carried.

Other Business

Kevin pointed out that the next meeting is scheduled for Monday, August 27, 2018.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 7:47 p.m.

Jo Ann Johnson

Approved by:

James Duffy  
Secretary