

Business Employment Skills Team, Inc.
Board of Directors' Meeting
October 22, 2018
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

REVISED AGENDA

- I. Call to Order (Kathy Enbom)
- II. Roll Call
- III. Approval of the August 27, 2018 Meetings Minutes (Page 1) (Action Item)
- IV. Fiscal Workflow Assessment Update
Dan Bender, CPA, Manager (Invited)
CliftonLarsonAllen LLP
- V. Public Comments
- VI. **Executive Director Report**
 - 1. BEST Successes (Page 6 & 12)
 - 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)
 - 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 (Page 13)
 - f. Human Resource Sites on NCI Works Website

8. Youth Contract Programs Update (PY '18) (Page 9)
 - 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
9. Fiscal Update (Page 11)
 - a. General
 - b. Fiscal Workflow Assessment
 - d. PY 17 Fiscal and Monitoring Letters (Page 15)
10. PY 18 Dashboard (DRAFT) (Page 23)
PY '18 Participant Reports (Page 24)
PY '18 Business Relations Unit Report (Page 24)
11. Approval of the Fiscal Reports for July & August 2018 (Separate Document)
(Action Item)
12. Personnel Issues (Page 26)
 - a. Staff Updates
 - i. General Update
 - ii. Carroll County Report (August)
 - iii. Jo Daviess County Report (August)
 - iv. Carroll County Report (September) (Photos Page 30)
 - v. Jo Daviess County Report (September)
 - b. Update on Staff Work Groups (Page 27)
 - i. Grant Writing
 - ii. Youth
 - c. Community Service Program (Page 28)
 - d. Staff Recognitions (Page 28)
 - e. Rapid Response Activities (Page 28)
 - f. Current On-the-Job Training Contracts (Page 29)
13. Contact List (Page 31)

C. Human Resource Committee Report

1. Employee Health Insurance Renewal (*Possible Action Item*)
(*Information will be provided under separate cover or at meeting*)
2. Paid Hours Off (*Action Item*)
Currently staff accrue Paid Hours Off from January – December. It is recommended to change the accrual period from July – June to coincide with the Program Year. There is no other changes to the PHO Policy.

VII. **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. Approval of the August 24, 2015 Executive Session Meeting Minutes (Page 33)
(*Action Item*)
- B. Approval of August 22, 2016 Executive Session Meeting Minutes (Page 35)
(*Action Item*)
- C. Approval of August 28, 2017 Executive Session Meeting Minutes (Page 37)
(*Action Item*)
- D. Approval of the May 10, 2018 Executive Session Meeting Minutes (Page 38)
(*Action Item*)
- E. Executive Director Performance Evaluation (will be sent under separate cover) (*Action Item*)
- F. Executive Director Contract Negotiations (*Action Item*)

VIII. **Other Business**

- A. Out-of-State Travel Request (NAWB Conference, Washington, DC) (Page 39)
(*Action Item*)
- B. Next Meeting: December 17, 2018

IX. **Adjournment**