

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**December 17, 2018**  
**6:30 p.m.**  
**Old Lee County Courthouse, 3<sup>rd</sup> Floor, Dixon, IL**

***AGENDA***

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the October 22, 2018 Meetings Minutes (Page 1) (*Action Item*)
- IV. PY 17 Audit Report (Rusty)
- V. Public Comments
- VI. **Executive Director Report**
  1. BEST Successes (Page 6 & 12)
  2. Legislative Update (Page 6)
  3. PY '18 Incumbent Worker Training (IWT) (Page 6)
  4. State 50% 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
  - c. Approval of PY 16 Audit (*Action Item*) (Provided at Meeting)
  
10. PY 18 Dashboard (*DRAFT*) (Page 15)  
  
PY '18 Participant Reports (Page 16)  
PY '18 Business Relations Unit Report (Page 17)
  
11. Approval of the Fiscal Reports for September & October 2018 (*Separate Document*) (*Action Item*)
  
12. Personnel Issues (Page 18)
  - a. Staff Updates
    - i. General Update
    - ii. Carroll County Report (October)
    - iii. Jo Daviess County Report (October)
    - iv. Carroll County Report (November)
    - v. Jo Daviess County Report (November)
  
  - b. Office Update
  
  - c. Update on Staff Work Groups (Page 19)
    - i. Grant Writing
    - ii. Youth
  
  - d. Community Service Program (Page 20)
  
  - e. Staff Recognitions (Page 20)
  
  - f. Rapid Response Activities (Page 21)
  
  - g. Current On-the-Job Training Contracts (Page 21)
  
  - h. Vacation Time (Page 21)
  
13. Contact List (Page 22)

VII. **Other Business**

A. 2019 Holiday Schedule (Informational) (Page 24)

B. Election of Officers (*Action Item*)

Current Officers: Kathy Enbom & Kevin Reibel, Co-Chairs  
James Duffy, Secretary

C. Membership List (Page 25)

D. Next Meeting: February 26, 2019