

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**February 25, 2019**  
**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 December 17, 2018 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director Report**
  1. BEST Successes (Page 5 & 10)
  2. Legislative Update (Page 5)
  3. State 50% Training Expenditure Requirement (Page 5)
  4. Essential Skills Training Program (Page 5)
  6. Update on Current Projects and Grants
    - a. State Technical Assistance Grants (Page 5)
    - b. Disconnected Youth Project (Page 5)
    - c. Targeted Population Assessment Project (Page 6)
  7. NCI Works Activities (Page 6)
    - 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 Session
    - f. Human Resource Sites on NCI Works Website

8. Youth Contract Programs Update (PY '18) (Page 6)
  - 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 8)
  - a. Reorganization of Fiscal Structure
  - b. Office Relation
  - c. Fiscal Workflow Assessment
    - i. More Effective Use of the Abila Software
    - ii. Progress on Cleaning up the Google Drive
    - iii. Implementing the Use of Bank Card to Pay Customer Supportive Services
10. PY 18 Dashboard (*Will be sent under separate cover prior to Board Meeting*)  
  
PY '18 Participant Reports (Page 11 )  
PY '18 Business Relations Unit Report (Page 12)
11. Approval of the Fiscal Reports for November & December 2018 (Separate Document) (Action Item)
12. Personnel Issues (Page 13)
  - a. Staff Updates
    - i. General Update
    - ii. Carroll County Report (December)
    - iii. Jo Daviess County Report (December)
    - iv. Carroll County Report (January)
    - v. Jo Daviess County Report (January)
  - b. Update on Staff Work Groups (Page 14)
    - i. Grant Writing
    - ii. Youth
  - d. Community Service Program (Page 15)
  - e. Staff Recognitions (Page 15)
  - f. Rapid Response Activities (Page 15)
13. Contact List (Page 16)

## VI. **HR Committee**

1. Review & Approval of Fiscal Staffing Structure
  - Organizational Charts (Current & Proposed) (Page 17) (*Action Item*)
  - Review & Approval of Job Descriptions (*Action Item*)
    - Finance Director (Page 19)
    - Controller (Page 22)
    - Accountant (Page 25)
2. Probationary Period Waived (*Action Item*)
3. Chartwell Staffing Contract (*Action Item*)
4. Approval to purchase Abila HR Modules (*Action Item*)

## VII. **Other Business**

- A. Out-of-State Conference Request (Page 27) (*Action Item*)
- B. Computer Purchase (*Information will be sent under separate cover prior to the Board Meeting*) (*Action Item*)
- C. Next Meeting: April 22, 2019

## VIII. **Adjournment**