

Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 22, 2019
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the February 25, 2019 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director Report**
 1. BEST Successes (Page 6 & 11)
 2. Legislative Update (Page 6)
 3. State 50% Training Expenditure Requirement (Page 6)
 4. Foundation (Essential) Skills Training Program (Page 6)
 6. Update on Current Projects and Grants
 - a. State Technical Assistance Grants (Page 7)
 - i. Rapid Talent Pipeline Initiative (RTPI)
 - ii. Disconnected Youth Project
 - iii. Targeted Population Assessment Project
 7. NCI Works Activities (Page 7)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program
 - 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 8)
 - 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 10)
 - a. Office Relocation
 - b. 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 (Page 12)

PY '18 Participant Reports (Page 16)
PY '18 Business Relations Unit Report (Page 17)

11. Approval of the Fiscal Reports for January & February 2019 (Separate Document) (Action Item)

12. Personnel Issues (Page 18)
 - a. Staff Updates
 - i. General Update
 - Carroll County Report (February)
 - Jo Daviess County Report (March)
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 - ii. Sterling Office Update

 - b. Update on Staff Work Groups (Page 20)
 - i. Grant Writing
 - ii. Youth

 - d. Community Service Program (Page 20)

 - e. Staff Recognitions (Page 20)

 - f. Rapid Response Activities (Page 21)

 - g. Summer Flex Schedule (Page 21)

- h. Change in Administrative Assistant Responsibilities (Page 21 & 25)
(Action Item)
- i. NAWB Conference Take Aways (Page 21)

13. Contact List (Page 24)

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.)

- 1. August 27, 2018 Executive Session Meeting Minutes Review (will be provided under separate cover)
- 2. October 22, 2018 Executive Session Meeting Minutes Review (will be provided under separate cover)
- 3. Evaluation for Annette Pace & Jessica Green (Request to waive remainder of 90-day Trial Period for Annette Pace and Jessica Green) (Page 26) (Action Item)

VII. **Other Business**

- A. Computer Purchase Request (Page 28) Jo Ann Johnson (Action Item)
- B. Insurance Renewals (Page 28) (Jo Ann Johnson)
- C. Selection of Audit Firm (Page 29)
Request for Proposals were received from CliftonLarsonAllen LLP and Sikich to conduct the 2018 Audit for BEST, Inc. RFP Rating Summary Sheets are included.
- D. NCI Works Industry Brief: Hospitality & Tourism (Page 33)
- E. Next Meeting: June 24, 2019

VIII. **Adjournment**