Business Employment Skills Team, Inc.
Board of Directors’ Meeting
August 26, 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 June 24, 2019 Meetings Minutes (Page 1) (Action Item)

IV. Public Comments

V. Executive Director Report

1. BEST Successes (Page 4 & 20)

2. Legislative Update (Page 4)

3. PY ’18 Incumbent Worker Training (IWT) (Page 4)

4. PY ’18 On-the-Job Training Contracts (Page 5)

5. State 50% Training Expenditure Requirement (Page 6)

6. Foundation (Essential) Skills Training Program (Page 6)

7. Update on Current Projects and Grants (Page 6)
   a. LaSalle County Adult Redploy Illinois Grant
   b. State Technical Assistance Grants
      i. Apprenticeship Expansion Grants
      ii. State Youth Grant
      iii. Targeted Population Assessment Project
      iv. Opioid Grant
   
   b. Special Projects (Page 7)
      i. Rapid Talent Pipeline Initiative (RPTI) Pilot Projects

8. NCI Works Activities (Page 8)
   a. Chief Manufacturing Executives (CME) Group
   b. Healthcare Networking Event(s)
   c. Industry Informational Session (Page 21)
   d. NCI Works Annual Employer Conference and Awards Luncheon
e. NCI Works Hiring Events
f. Human Resource Sites on NCI Works Website

9. PY '18 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

10. PY '19 Youth Contract Programs Update (Page 11)
    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

11. PY 18 Dashboard (Page 13)
    PY '18 Participant Reports (Page 18)
    PY '18 Business Relations Unit Report (Page 19)

12. Personnel Issues (Page 23)
    a. Staff Updates
       i. General Update
          • Princeton Office
          • Carroll County Report (June)
          • Jo Daviess County Report (June)
          • Carroll County Report (July)
          • Jo Daviess County Report (July)
          • Sterling Office Update
       
    b. Update on Staff Work Groups (Page 25)
       i. Grant Writing
       ii. Youth

    c. Community Service Program (Page 26)

    d. Staff Recognitions (Page 26 & 27)

    e. Correspondence (Page 26 & 28-29)

    f. Rapid Response Activities (Page 26)

13. Contact List (Page 30)
VI. Finance Director Report (Annette Pace)

1. Grants Update (Page 32)
   - Grant Close-Outs
   - PY 18 Expenditure Requirements
   - Trade Payment Processing/Trade Funding

2. Monitoring (Page 32)

3. Audit (Page 32)

4. PY 19 Funding (Page 32)

5. Policy Changes/Additions (Page 34) (See HR Committee Report for details)

6. Approval of the Fiscal Reports for May & June 2019 (Separate Document) (Action Item)

VII. Human Resource Committee Report

- Employee Dental Insurance Renewal (Page 33) (Action Item)
- BEST, Inc. Incentive/Cost of Living Award Policy (Page34) (Action Item)
- Employee Telephone Usage Policy (Page 35) (Action Item)
- Memorandum of Understanding/Resource Sharing Agreement Policy (Page 35) (Action Item)

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.)

- Approval of the August 27, 2018 Executive Session Meeting Minutes (will be sent under separate cover (Action Item)

- Approval of the October 22, 2018 Executive Session Meeting Minutes (will be sent under separate cover (Action Item)

- Executive Director Performance Evaluation (will be sent under separate cover) (Action Item)

- Executive Director Contract Negotiations (Action Item)

VIII. Other Business

A. DCEO Monitoring Letter (Page 36)
B. Next Meeting: October 28, 2019
C. Discussion regarding December 23, 2019 Meeting

IX. Adjournment