

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
June 24, 2019**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kevin Reibel

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Kevin Lindeman		X
Gary Camarano	X		Steven Malavolti	X	
Carl Carlson			John Nicholson	X	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom			Wayne Reising	X	
Randy Freeman	X		Scott Toot	X	
Kim Gouker	X				

PROXIES: Carl Carlson to Wayne Reising, Kathy Enbom to Wayne Reising

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Carrie Folken, Annette Pace, Jessica Green, Lisa Cofoid

Approval of Meetings Minutes

Wayne Reising motioned to approve the April 22, 2019 Meeting Minutes. Motion was seconded by Steve Malavolti and carried.

Public Comments

Pam introduced Lisa Cofoid to members. She said that Lisa is a Career Advisor in the Oglesby office.

Executive Director Report

Pam reported that she had a few updates to her typed report that was included with the meeting materials.

Legislative Update

She said that she stated that the total PY 19 allocation is \$3,007,291, however, Annette's report reflects \$3,240,303.00 as it includes the additional funding that we received for PY 18.

Update on Current Projects and Grants

State Technical Assistance Grants

Pam informed members that she included information regarding the Senior Community Service Employment Program (SCSEP) Grant would be available for application. She told members that the SCSEP grant is a work experience program for individuals age 55+. Currently the SCSEP program is operated by National Able. Pam told members that we have had some problems getting information

from National Able in terms of how many people they are serving in our area and they have not been a cooperative/collaborative partner. Pam said that staff gave some thought to applying for the grant, but after checking into the requirements for the grant application we found that it requires a non-federal money match and therefore have opted to not consider applying for the grant.

Youth Contract Programs Update (PY '18)

Pam reported the Education Outreach Program with the Lee-Ogle-Whiteside Regional Office of Education fell short of their enrollments for Program Year 2018, but they did well throughout the year. She said that the Regional Work Study program with LaSalle County Regional Office of Education exceeded their planning enrollments and have been asked to increase their numbers for next Program Year. Pam noted that the Step Ahead Program with Bureau County Regional Office of Education was on target with their planned numbers. Pam told members that staff will be negotiating contracts for Program Year 2019 and all providers will be asked to decrease their funding request by 10%.

Pam told members that she did not have any changes or updates to the remaining information on her typed report. She said that BEST, Inc. has done well on performance and compliance issues.

Contact List

Pam stated that she did attend the Ottawa Area Chamber Economic Development Task Force meeting on June 18, the IVCC Manufacturing Expo Planning Meeting on June 19 and the IL Workforce Innovation Board meeting on June 20.

Finance Director Report

Annette reported that the Finance Director Report was included with the meeting materials and did not have any updates.

Approval of the Fiscal Reports

Annette referred members to the Monthly Financial Statements for March and April that were included with the meeting materials. She informed members that as of the end of April the year-to-date expenditures are on track for spending 80% of funds. Annette told members that as of the end of April 2019, the Combined Direct Training Expenditure for Adult and Dislocated Workers was 64.89%. The Youth Work Based Learning Percentage ratio was 59.69%, Annette said. She informed members that these percentages meet the compliance requirements. Randy Freeman motioned to approve the March and April Financial Statements as presented. Motion was seconded by John Nicholson and carried.

Human Resource Committee Report

Wayne informed members that the HR Committee met prior to the Board meeting and reviewed the Adjusted Salary Ranged based on the Cost of Living Adjustment (COLA) and reviewed salary increases for staff. Kevin motioned to provide staff with a 3% across the board increase with the exception of one individual who has exceeded the salary cap. Kevin's motion included giving that individual a merit bonus of \$1,820.92. Motion was seconded by Wayne Reising and carried.

Other Business

Selection of Audit Firm

Pam reminded members that at the last BEST Board meeting we reviewed the Audit Proposals that were submitted by Clifton Larson Allen (CLA) and Sikich. She said that since Sikich provided rates for three years, staff were asked to contact CLA to see what their rates would be for the 3 year contract period. The information is as follows: CLA: First year: \$16,300; Second year: \$16,500; Third year: \$16,700. Sikich: First year: \$16,000; Second year: \$16,480; Third year: \$16,980. Steve Malavolti motioned to accept the Audit Proposal from Clifton Larson Allen (CLA). Motion was seconded by Scott Toot and carried.

Out-of-State Travel Request

Pam told members that she is withdrawing the Out-of-State Travel request at this time.

Dept. of Labor Correspondence

Pam informed members that a letter from DCEO and IL Department of Employment Security to the U.S. Department of Labor regarding the results of their findings when they monitored the Local Workforce Areas in March 2019 was included with the meeting materials. She told members that the letter identified three issues that we needed to resolve and we have rectified those findings and submitted our response to the State. Pam said that the State responded to the Department of Labor notifying them that they were resolved. She said that the State is contesting one of the findings in regards to Local Workforce Development Boards failing to Award Funds to the Procured One Stop Operator. Pam told members that the State is looking into this matter and will be developing a policy on this matter.

Other Business

Gary Camarano disseminated labor market information for the Manufacturing and Agriculture industries to members.

Next Meeting

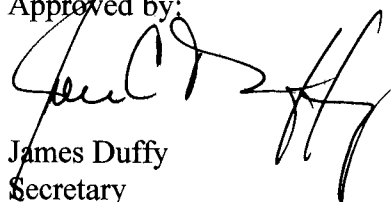
Kevin noted that the next BEST Board meeting will be Monday, August 26, 2019, 6:30 p.m. at the Lee County Board Office, Dixon.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 6:50 p.m.

Jo Ann Johnson

Approved by:



James Duffy
Secretary