

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**October 28, 2019**  
**6:30 p.m.**  
**Lee County Board Room, 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 August 26, 2019 Meetings Minutes (Page 1) (Action Item)
- IV. Public Comments
- V. **Executive Director Report**
  1. BEST Successes (Page 7 & 12)
  2. Legislative Update (Page 7)
  3. State 50% Training Expenditure Requirement (Page 7)
  4. Foundation (Essential) Skills Training Program (Page 7)
  5. Update on Current Projects and Grants (Page 7)
    - a. State Technical Assistance Grants
      - i. Apprenticeship Expansion Grants
      - ii. Youth Career Pathways, Workforce Innovation & Pipeline Grant
      - iii. Targeted Population Assessment Project
      - iv. Opioid Grant
    - b. Special Projects (Page 8)
      - i. Rapid Talent Pipeline Initiative (RPTI) Pilot Projects
  6. NCI Works Activities (Page 9)
    - a. Career Preparation/Life Skills Program
    - b. Chief Manufacturing Executives (CME) Group
    - c. Certified Medical Assistant Apprenticeship Program
    - d. Industry Informational Session (Page 13)
    - e. NCI Works Annual Employer Conference and Awards Luncheon
    - f. NCI Works Hiring Events
    - g. Human Resource Sites on NCI Works Website

7. PY '19 Youth Contract Programs Update (Page 10)
  - 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
8. PY 18 Dashboard (Page 15)  
PY '18 Participant Reports (Page 19)  
PY '18 Business Relations Unit Report (Page 20)
9. Personnel Issues (Page 21)
  - a. Staff Updates
    - i. General Update
      - Sterling Office Status
      - Leave of Absence for Judy Fitzpatrick
      - Opioid Project Coordinator
      - Carroll County Report (June)
      - Jo Daviess County Report (June)
      - Carroll County Report (July)
      - Jo Daviess County Report (July)
    - b. Update on Staff Work Groups (Page 23)
      - i. Grant Writing
      - ii. Youth
    - c. Community Service Program (Page 24)
    - d. Staff Recognitions (Page 24)
    - e. Rapid Response Activities (Page 24)
10. Contact List (Page 25)

VI. Finance Director Report (Annette Pace)

1. Grants Update (Page 27)
  - Trade Grant
  - PY 19 WIOA
  - 1E Supplemental Dislocated Worker Funding
  - Opioid Grant
  - Audit Update
2. Approval of the Fiscal Reports for July & August 2019 (Separate Document) (Action Item)

VII. Human Resource Committee Report

- BEST, Inc. Incentive/Cost of Living Award Policy (Page 28) (Action Item)
- Project Coordinator Position for Opioid Grant (Page 29) (Action Item)

VIII. **Other Business**

- A. Out of State Conference Request (Page 30) (Action Item)
- B. Next Meeting: December 16, 2019
- C. BEST Board Membership List (Page 31)

IX. **Adjournment**