

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
August 26, 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			Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti		
Carl Carlson	X		John Nicholson		X
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Scott Toot		
Kim Gouker	X				

PROXIES: Steve Malavolti to Randy Freeman, Scott Toot to Kevin Reibel, Robert Albrecht to Jim Duffy

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Annette Pace, Roger Anderson

Approval of Meetings Minutes

Wayne Reising motioned to approve the June 24, 2019 Meeting Minutes. Motion was seconded by Randy Freeman and carried.

Public Comments

Pam introduced Roger Anderson to members. Roger is one of the Business Relations Representatives and works out of the Oregon office.

Executive Director Report

BEST Successes

Pam informed members that success stories were included with the meeting materials and encouraged members to read them.

Legislative Update

Pam told members that she did not have any update to her typed report that was included with the meeting materials.

PY '18 Incumbent Worker Training (IWT) & PY '18 On-the-Job Training Contracts

Pam reminded members that information regarding the PY 18 IWT and On-the-Job Training Contracts were included with her typed report included with the meeting materials. As per their request, Pam said that this information is to be provided at the August meetings.

Opioid Grant Update

Pam told members that she was hoping to have some additional information regarding the Opioid Grant since her typed report of last week. However, she said that DCEO has not provided any additional information nor has the Governor submitted a Press Release about the receipt of grant funds. Pam said that the grant is to begin November 1, 2019. Jim asked about the funding source. Pam replied that the federal grant funds are for competitive projects. She told members that DCEO contacted local areas asking if we would be able to benefit from these funds. As listed in her typed report, Pam said that locally, we requested funding for 4 positions that will serve approximately 30 individuals that have been impacted by the Opioid crisis trying to get back into the workforce. Pam told members that the money will come from the state to local areas.

NCI Works Activities

Pam reported that she did not have any updates for NCI Works Activities, but did note that the NCI Works Employers Conference and Local Award Luncheon will be held on October 4, 2019 at the Mendota Civic Center and encouraged members to attend.

Personnel Issues

Princeton Office

Pam referred members to her typed report regarding the Princeton Office situation. She said that it has been resolved with staff and some partners assisting in covering that office so that two individuals are in the building all of the time.

Sterling Office Update

Discussion was then held regarding the Sterling Office. Pam told members that the current leasing company that owns the Sterling office called asking BEST, Inc. to sign a 10-year lease at our current of \$720.00/month plus utilities. Pam informed the leasing company of the complaints regarding the leaking roof and stated that nothing had been done to permanently fix it. Pam said that at some point we are going to need to make a decision what to do either with or without IDES. Pam told members that IDES recently had water dripping in their offices that caused some damage. She also informed members that IDES is planning to move out of the facility and in the meantime will be relocating 6 of their employees between Rockford and Rock Island on a temporary basis. Pam said that this will allow CMS to look for another location that may be able to house both BEST, Inc. and Dept. of Children & Family Services. However, Pam said that in the meantime we need to make a decision. Pam said that under the law, IDES cannot be a standalone office. They need at least one Partner there at least 50% of the time. She told members that she would not be comfortable with BEST, Inc. being the lease holder for any State agency. During the discussion, Pam told members that for BEST, Inc. alone we would need 1,000 square feet of space. If IDES and BEST, Inc. shared an office, we would need 2,000 square feet of space. Wayne Reising suggested that BEST, Inc. look for office space for the short term. If CMS finds a facility, Wayne said, then they would need to buy BEST, Inc. out of the lease or we would not move until the Lease was up. Pam said that she has also talked with Dan Payette about possible space in his office, but he did not have any large enough to accommodate BEST, Inc. Pam did tell members that she was asked by IDES if we would have room in any of our offices to house Bruce Larson, Sterling IDES Manager until they would secure a site. Pam noted that at this time, there is not any extra office space in

the BEST, Inc. offices. Randy suggested Pam contact Tri-County Opportunities Council as they recently purchase Wallace School in Sterling and may have some space available. Pam reminded members that parking and accessibility to the office also needs to be considered when looking for space.

Staff Recognitions

Pam informed members that in addition to the Staff Recognitions included with the meeting materials, we received correspondence from Rock Falls Chamber thanking BEST, Inc. for placing an individual at their office.

Rapid Response Activities

Pam updated the Rapid Response Activities section by reporting that Del Monte will be laying off 473 individuals with 111 of them being full time. Also, she said that Vistra will be laying off 116 individuals. Pam stated that the first Rapid Response meeting with Del Monte will be September 10. Pam informed members that we will be asking for additional money from DCEO to fund individuals affected by these 2 closures. Pam told members that she will keep them informed on this matter.

Contact List

Pam reported that she did attend a public Town Hall Meeting on August 23, 2019 regarding the Vistra closure.

Correspondence

Pam referred members to a thank you note that was included with the meeting materials from staff thanking the Board for their generous salary increase.

Finance Director Report

Grants Update

Annette informed members that she recently closed out a Regular Formula Grant (17-681004), Trade Case Management (16-653004) and Incentive Grant (16-632004). She told members that we met the required 80% expenditure/obligations levels for the PY 18 Adult and Dislocated Worker funding, the 50% direct training expenditure requirement, the 20% Youth Work-Based Learning requirement and the 50% Out of School Youth expenditure requirement set by the State of Illinois. Annette said that we will be submitting a modification to increase a Trade Payment Processing by \$387.00 per State Award and will also be increasing Trade Training by \$9,300.54 to bring the PY Trade Grant Total to \$35,940.73 due to additional enrollments.

Monitoring

Annette told members that the State Monitoring was conducted which resulted in no findings for the period of May 1, 2018 – April 30, 2019.

Audit

Annette said that the annual audit began on July 9 with the engagement letter and audit requests. She told members that all electronic requests have been updated and sent to CLA for review. Annette informed members that the audit team will be on-site September 2- September 6, 2019.

PY 19 Funding

In regards to Program Year 2019 funding, Annette informed members that we have received and accepted the Notice of Grant Award for the PY 19 WIOA Formula Grant via the State of Illinois GATA system. She told members that at the next meeting she will be requesting a transfer of Dislocated Worker Funding to Adult Funding based upon the levels and the current projected enrollments/ anticipated expenditures for each respective cost category.

Fiscal Reports

Annette presented the Fiscal Reports for May & June 2019 that were included with the meeting materials. With there being no questions, Randy Freeman motioned to approve the May & June 2019 Fiscal Reports. Motion was seconded by Wayne Reising and carried.

Human Resource Committee Report

Employee Dental Insurance Renewal

Kathy informed members that the employee dental plan with Delta Dental will expire on September 1, 2019. She said that correspondence was received offering to renew the plan for two years without any premium increase. Kathy told members that the HR Committee is recommending to renew the policy with Delta Dental for 2 years. Jim Duffy motioned to concur with the HR Committee recommendations and renew Delta Dental for employees' dental insurance for 2 years. Motion was seconded by Kin Lindeman and carried.

BEST, Inc. Incentive/Cost of Living Award Policy

Kathy reported that the Incentive/Cost of Living Award was tabled until the October meeting.

Employee Telephone Usage Policy

Kathy told members that the HR Committee reviewed a revised Employee Telephone Usage Policy as required by a change in DOL laws. She said that employees are prohibited to use their personal phones for company business unless it is an emergency. Wayne Reising motioned to concur with the HR Committee's recommendation to adopt the Employee Telephone Usage Policy as presented. Motion was seconded by Jim Duffy and carried.

Memorandum of Understanding/Resource Sharing Agreement Policy (MOU/RSA)

Kathy told members that the MOU/RSA Policy addresses the tracking of costs and invoicing to Partners for their share of the costs associated with the One Stop System. She said that the HR Committee has recommended approval of the MOU/RSA Agreement Policy as presented. Randy Freeman motioned to

concur with the HR Committee's recommendation in approving the Memorandum of Understanding/Resource Sharing Agreement Policy. Motion was seconded by Kim Gouker and carried.

Executive Session

Randy Freeman motioned to convene in Executive Session under 5 ILCS 120/2 (c) 1 for 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. Motion was seconded by Wayne Reising. Roll call vote was taken:

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

Motion carried. Executive Session convened at 7:28 p.m.

It was motioned and seconded to reconvene from Executive Session at 7:56 p.m.

Executive Director Performance Evaluation

Randy Freeman motioned to approve the Executive Director's Performance Evaluation as recommended by the HR Committee. Motion was seconded by Wayne Reising and carried.

Executive Director Contract Negotiations

Randy Freeman motioned to renew the Executive Director's Contract and grant Pam a 3% salary increase to \$89,168.65. Motion also included to continue to defer \$5,200 per year in the 403(b) Plan and allow her to carry over paid time off consistent with policy that staff follow. Motion was seconded by Kim Gouker and carried.

Other Business

DCEO Monitoring Letter

Pam referred members to a copy of the DCEO Monitoring letter that was included with the meeting materials. She said that she had reported the information to members earlier in the meeting, but included the actual letter for their information.

Next Meeting: October 28, 2019

Kevin noted that the next BEST Board Meeting will be October 28, 2019, 6:30 p.m. at the Old Lee County Courthouse, Dixon.

Discussion regarding December 23, 2019 Meeting

After discussion, members agreed to move the December 23, 2019 meeting to December 19, 2019.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Gary Camarano and carried. Meeting adjourned at 8:00 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Secretary