

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
October 28, 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		Steven Malavolti		
Gary Camarano		X	John Nicholson	X	
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jamey Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman	X				

PROXIES: Carl Carlson to Kevin Lindeman, Kathy Enbom to Kevin Lindeman, Steve Malavolti to Randy Freeman

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Annette Pace, Tammy Nehrkorn

Approval of Meetings Minutes

Wayne Reising motioned to approve the August 26, 2019 Meetings Minutes. Motion was seconded by Kevin Lindeman and carried.

Public Comments

Pam introduced Tammy Nehrkorn to members. Pam told members that Tammy is the Business Relations Representative in the Sterling Office and covers the counties of Whiteside, Carroll and Jo Daviess.

Pam informed members that Wayne Reising was appointed by John Finfrock, Ogle County Board Chairman, to serve as a CEO Representative on the BEST, Inc. Board and CEO Board replacing Kim Gouker. She continued by saying that Jamey Sulser was appointed by John Finfrock to replace Wayne Reising on the BEST, Inc. Board of Directors.

Executive Director Report

Pam informed members that her typed report was included with the meeting materials and provided updates for members.

Apprenticeship Expansion Grants

Pam informed members the one of the Business Relations Representatives recently attended a Bidders Conference to gather information about the Apprenticeship Expansion Grants. She told members that staff are interested in applying for the grant and will be meeting soon to go over the details.

Pam said that three other grants will be available in spring 2020: Youth Career Pathways, Workforce Innovation & Pipeline Grant. She told members that once these grants are released staff will take a look at the process and consider applying for some or all of them.

Opioid Grant

Pam informed members that a Press Release was printed in the local media throughout the 8-county area regarding the Opioid Grant that BEST, Inc. received. She told members that there is an action item under the Human Resource Committee Report to hire a Project Coordinator. Pam stated that the 20 month program is scheduled to end on June 30, 2021 and is planning to serve 30 individuals. Pam said that the purpose is for those who have successfully gone through recovery to get them back into the workforce. She told members that the Project Coordinator will also be working with employers that will be hiring individuals recovering from the Opioid crisis.

Randy shared his concerns of individuals that lose their jobs due to lack of transportation and asked how this grant would help them. He said that he is aware of individuals who are trying to better themselves but seem to struggle between getting (and keeping) a job and transportation issues getting to work and court. Pam stated that BEST, Inc. will not be doing the Opioid Grant alone. She said that we have a system of resources such as North Central Behavior Center and Sinnissippi who will work with these individuals first and get them ready to enter the workforce. Pam informed members that individuals being served under this grant need to be Dislocated Workers. She said that we have received calls from interested businesses who are willing to participate in this program. Continuing, Pam said that once these individuals are ready to enter the workforce then we will have Job Coaches hired by BEST, Inc. to assist the individuals. Randy asked how these individuals are able to pay their rent if they are going through recovery. Pam responded that Tri-County Opportunities Council and some local townships offer assistance to cover their rent. Randy stated that the individual that he is referring to is able to work and can make a living but his problem is transportation. Pam said that we are going to need to develop an infrastructure and maybe something can be worked out for those that will need help with transportation. She said that staff will need to look at each case on an individual basis. The first step, Pam said, is to gather resources and set up referrals with these agencies which is why she is asking for a Project Coordinator. Pam stated that she has heard that local law enforcement agencies has a list of people who are ready to re-enter the workforce but we could not move forward until it was confirmed that we received the grant.

Members continued a brief discussion regarding lack of transportation for individuals needing to go to work or to appointments. Jayme said that he is on the LOTS Board and they are trying to expand transportation in Lee & Ogle to cover all 3 shifts. Kevin said that NCAT is working on Saturdays to transport individuals to Peoria.

Rapid Talent Pipeline Initiative (RPTI) Pilot Project

Although Pam did not provide any update to the RPTI Pilot Project, Jim asked how the hiring events were promoted and how many were hired as a result of the hiring event. Pam explained that some of the hiring events may be targeted and others may be in general. She said that information on the type of hiring event is sent through eblasts from IDES, local Chambers of Commerce, Business Services Team members and BEST, Inc. Business Relations Representatives. Pam also informed members that these types of events are usually low costs because they are held at locations that are free, so the only costs, if any could be printing and postage. Randy asked how individuals that do not have transportation can

attend such an event. Tammy Nehrkorn replied that the BEST, Inc. works with the homeless shelters and ask for copies of resumes to be distributed to potential employers.

Personnel Issues

Rapid Response Activities

Pam provided an update to the Rapid Response Activities listed in her typed report. She said that staff recently learned that RayOVac/Spectrum will be closing in 2020. Pam said that she is not sure how many employees will be affected but said that 190 are currently working. Another layoff will be from John Deere in Moline. Pam said that although John Deere is out of our area, there are residents from our area that are employed there. Pam said that 25 employees will be affected by Covia (Utica) and 15 by Covia (Oregon). Jim asked if there were any other updates for DelMonte. Pam said they will have about 400 that will be affected.

Sterling Office Update

Pam reported that at this time staff have decided to stay at the current Sterling Office and see what happens with IDES. She said that IDES now has someone in the area actively looking for office space. Pam said that CMS has submitted a bid for a facility that will house IDES and BEST, Inc. Pam told members that based on the relationship that the BEST Staff and IDES have it was agreed that they would stay there for now.

Contact List

Pam told members that she did do the NCI Works Podcast on the Opioid Grant on October 21; met with IVCC and SVCC Perkins Representatives on October 24 and attended the CEDS Committee Meeting and Blackhawk Hills Regional Council Fall Summit on October 25.

Finance Director Report

Trade Grant

Annette informed members that the current Trade Grant (17-661004) has been closed out. She said that we are requesting approval to apply for a Trade Grant (18-661004) to cover the period of October 1, 2019 – September 30, 2020. She told members that currently we have only one customer in Trade training at this time, but anticipate additional Trade enrollments.

PY 19 WIOA

Annette told members that at the CEO Meeting she will be requesting a transfer of \$550,000 from the Dislocated Workers grant to the Adult grant due to the large volume of Adult enrollments.

1E Supplemental Dislocated Worker Funding

Annette said that we received confirmation that we are eligible to receive Supplemental Dislocated Worker funding for an initial amount of \$350,000 to \$400,000, with an option that will allow us to modify the grant up to \$700,000 if it becomes necessary, to serve potential customers that have lost jobs due to the recent plant closures/layoffs in our Local Workforce Area.

Opioid Grant

Annette told members that she submitted the Uniform Budget Templates and Work Plans have been submitted to the State for approval.

Audit Update

Annette told members that she spoke with Rusty Gibson from CLA and he has confirmed that the audit is progressing and they are working on preparation of the 990. He also confirmed that CLA will meet the audit completion deadline and we will have the draft prior to November 1.

Approval of the Fiscal Reports for July & August 2019

Annette presented the Fiscal Reports for July & August 2019. With there being no questions, Wayne Reising motioned to approve the Fiscal Reports for July & August 2019. Motion was seconded by John Nicholson and carried.

Human Resource Committee Report

BEST, Inc. Incentive/Cost of Living Award Policy

Jim informed members that Annette presented a revision to the BEST, Inc. Incentive/Cost of Living Award Policy. He said that the only change to the policy was to increase the Incentive Cap. Copies of the revised policy was included with the meeting materials. Members were reminded that this policy affects individuals who have or may in the future exceed their salary cap. Wayne Reising motioned to approve the revised BEST, Inc. Incentive/Cost of Living Award Policy effective July 1, 2018. Motion was seconded by Randy Freeman and carried.

Project Coordinator Position for Opioid Grant

Jim told members that the HR Committee reviewed the job description for the Project Coordinator Position for the Opioid Grant. Copies of the revised Job Description was disseminated to members noting that the only change from the copy that was included with the meeting materials is the Education/Experience was added requiring at least 2 years' experience in human services. Pam said that, if approved, the position will be posted internally for 3 days. If no internal applicants apply then the position will be posted externally. Pam said that this grant is for 20 months ending June 30, 2021. She continued by saying that if a current staff person applies for the position the salary will be \$25.00/hour for the time that they are working on Opioid Grant activities. During this time, some of their duties will be disseminated to other staff. Pam said that if BEST, Inc. hires externally, the hourly rate will be \$22.00/hour. Robert Albrecht motioned to approve the hiring of Project Coordinator Position for the Opioid Grant. Motion was seconded by Kevin Lindeman and carried.

Other Business

Out of State Conference Request

Pam presented a request to allow up to 2 people to attend the National Association of Workforce Board Conference, March 21-24, 2020 in Washington, DC. She said that we are requesting the approval to attend the Out-of-State Conference only if funds are available. Kevin Lindeman motioned to approve

sending up to 2 people to the National Association of Workforce Board Conference. Motion was seconded by Scott Toot and carried.

Next Meeting:

Kevin reminded members that the next meeting will be Monday, December 16, 2019 at 6:30 p.m.

BEST Board Membership List

Kevin informed members that a copy of the updated Board Membership list was included with the meeting materials.

Health Insurance

Jo Ann informed members that she received correspondence from United Health Care regarding the employee health insurance renewal rates. She told members that overall we received a 9.2% increase which is lower than the industry standard of 14%. Jo Ann stated that the HR Committee asked her to bring cost information back to the December meeting for consideration.

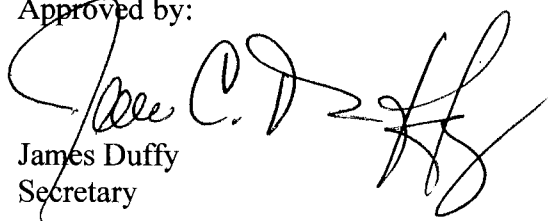
Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Kevin Lindeman and carried. Meeting adjourned at 7:18 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Secretary

A handwritten signature in black ink, appearing to read 'James Duffy', is written over the printed name and title. The signature is stylized and cursive.