

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**February 24, 2020**  
**6:30 p.m.**  
**Lee County Board Conference 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 December 16, 2019 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director Report**
  1. BEST Successes (Page 6 & 11)
  2. Legislative Update (Page 6)
  3. State 50% Training Expenditure Requirement (Page 6)
  4. Foundation (Essential) Skills Training Program (Page 6)
  5. Update on Current Projects and Grants (Page 7)
    - a. State Technical Assistance Grants
      - i. Apprenticeship Expansion Grants
      - ii. Service Integration Technical Assistance Grant
      - iii. Youth Career Pathways, Workforce Innovation & Pipeline Grant
      - iv. Opioid Grant
    - b. Special Projects (Page 7)
      - i. Rapid Talent Pipeline Initiative (RTPI) Pilot Projects
  6. NCI Works Activities (Page 8)
    - a. Career Preparation/Life Skills Program
    - b. Chief Manufacturing Executives (CME) Group
    - c. Industry Informational Session
    - d. NCI Works Hiring Events
    - e. Human Resource Sites on NCI Works Website
  7. PY '19 Youth Contract Programs Update (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

8. PY 19 Dashboard (Page 12)

PY '19 Participant Reports (Page 17)

PY '19 Business Relations Unit Report (Page 18)

9. Personnel Issues (Page 19)

a. Staff Updates

General Update

i. Staff

- Job Coach for Opioid Grant
- Temporary Change in Job Duties for Paige Fritz

ii. Sterling Office Update

iii. Carroll County Report (December)

iv. Jo Daviess County Report (December)

v. Carroll County Report (January)

vi. Jo Daviess County Report (January)

b. Update on Staff Work Groups (Page 21)

i. Grant Writing

ii. Youth

c. Community Service Program (Page 21)

d. Staff Recognitions (Page 22)

e. Rapid Response Activities (Page 22)

10. Contact List (Page 24)

VI. Finance Director Report (Annette Pace)

1. Grants Update (Page 26)

- Trade Grant
- PY 19 WIOA
- 1E Supplemental Dislocated Worker Funding
- Opioid Grant
- Apprenticeship Expansion Grant
- Service Integration Technical Assistance Grant

2. Approval of the Fiscal Reports for November & December 2019 (Separate Documents)  
(Action Item)

**VII. Other Business**

- A. Employee Handbook Review Update (Jo Ann Johnson)
- B. Next Meeting: April 27, 2020
- C. December Meeting Schedule: December 21 or December 28

**VIII. Adjournment**