

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
April 27, 2020**

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		X	Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman	X				

**PROXIES:** Steve Malavolti to Randy Freeman

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson, Carrie Folken, Dianna Schuler, Kerri Hicks, Annette Pace

Approval of the Meetings Minutes

Jamey Sulser motioned to approve the February 24, 2020 Meeting Minutes. Motion was seconded by Randy Freeman. Roll call vote was taken:

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano	X		John Nicholson	X	
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman	X				

Motion carried.

Robert Albrecht motioned to approve the April 13, 2020 Special Meeting Minutes. Motion was seconded by John Nicholson. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano	X		John Nicholson	X	
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman	X				

Motion carried.

## Public Comments

Pam noted that Carrie Folken, Dianna Schuler and Kerri Hicks were attending the meeting. Pam said that Kerri Hicks is the Opioid Grant Coordinator and will be available for questions regarding that project later in the meeting.

## **Executive Director Report**

Pam said that as she has done in the past she has included a typed Director's Report with the meeting materials and will only provide updates as necessary.

## Legislative Update

Pam reported that PY 20 allocations have not been released to the local areas. She said that the state did receive their allocation and have been told that the local areas should receive their next week.

## State 50% Training Expenditure Requirement

Pam told members that at this point we are exceeding the 50% training requirement and we expect to do so by the end of the Program Year (June 30). However, she said that with the impact that that COVID 19 crisis has had in local areas, the State is seriously considering waiving this requirement for the current program year. She added that federal waivers to the 20% youth work-based learning expenditures and the 80% expenditure/obligation requirements for all program are also being considered for this program year.

## Update on Current Projects and Grants

Pam informed members that we did receive the Apprenticeship Expansion Grant for \$123,000. She recognized Dianna Schuler and Annette Pace for their work on getting all of the information together and submitting the grant application to DCEO. Pam noted that the start of for this grant may be delayed due to the COVID 19 crisis since most employers are not currently hiring for apprenticeships.

## U.S. DoL Youth Apprenticeship Grant

Pam told members that after reviewing the U.S. DoL Youth Apprenticeship Grant staff decided that it did not fit into our plans and will not be applying for this grant.

## Opioid Grant

Pam informed members that Kerri provided information on the Opioid Grant for her Director's Report and asked if any members had any questions for Kerri. With there being none, the meeting continued.

## Chief Manufacturing Executives (CME) Group

Pam told members that the May 6 meeting of the CME Group was postponed.

## Human Resource Sites on NCI Works Website

Pam told members that Dianna and Jo Ann put together a list of Essential Businesses that are currently hiring and posted to the NCI Works and BEST, Inc. websites. She said that the information was also shared with Facebook and has reached over 10,000 as of April 15.

## PY 19 Dashboard

Jim commented that he had some questions regarding the Performance Measures on the Dashboard. It was noted that Carrie would be making a presentation on Performance Measures toward the end of the meeting.

## **Personnel Issues**

### Sterling Office Update

Pam informed members that IDES have their hands full with thousands of people applying for UI benefits, so the move to a new office has been put on hold until late 2020 or early 2021. She did mention that the office roof has been leaking again along with a few other maintenance issues that have been reported to the Property Manager and Landlord.

### Staff Recognitions

Pam recognized all staff for doing an excellent job. She said that staff have been attending webinars and continuing to keep in contact with their customers. Pam did say that it has been challenging for our students and the staff have been available to help them.

Pam informed members that DCEO has made available funding for local business to reinforce layoff aversion activities. She said that businesses could apply for funding to offset the costs for things such as clean-up sanitation services, computer software and hardware, and cost-functional and/or transitional training that are directly related to COVID-19 Stay-at-Home Order. The range for funding, Pam said, is \$5,000 - \$50,000 per employers/physical location. Pam told members that Dianna sent out the information to chambers of commerce and economic development organizations in the 8-county area late Friday afternoon and she has already received 7-8 projects from local employers. Pam said that the funds will be made available on a first-come first-serve basis or until the money runs out.

Pam recognized Dianna and Jo Ann for taking advantage of online options that will allow us to continue to conduct our daily business. Staff are also working on a power point presentation that will be available for job seekers.

Pam also reported that a lot of information on Rapid Response and COVID-19 information is available on both the BEST, Inc. and NCI Works websites.

### Finance Director Report

Annette told members that Pam references the percentages for direct training and youth work-based learning expenditures and did not have anything to add. Wayne Reising motioned to approve the January & February 2020 Fiscal Reports. Motion was seconded by Randy Freeman. Roll Call vote was taken:

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano	X		John Nicholson	X	
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jamey Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman	X				

Motion carried.

## Other Business

### Performance Measure Presentation

Carrie referred members to the Performance Year 19 Local Performance Measures for 4<sup>th</sup> Quarter that was the last page of the Dashboard that was included with the meeting materials. Carrie noted that the definitions for the performance is listed at the bottom of the page. She noted that these numbers reflect actual individuals that came in the program whether they were served by our program and/or by one of our providers. Carrie then explained the various columns noting that at this time we are exceeding all of the performance measures. Carrie told members that the State will soon be negotiating the performance measures for Program Year 20.

### Computer Purchase Notification

Jo Ann informed members that when we implemented the BEST, Inc. COVID-19 Preparedness Plan we did not have enough laptops and cell phones for staff to use while working remotely. She said that in order to prepare staff for working remotely we purchased additional mobile devices so that staff who would be working from home would be able to maintain contact with their business customers and participants. Additionally we utilized all laptops that were available within the agency that were being used in the Resource Room or by staff when needed. After assessing the situation, Jo Ann said that we determined that at least 3 laptops and 6 cell phones were needed for staff to be allowed to work remotely. After securing quotes per our policy, the following items were purchased:

3 Laptops at a cost of \$1,482.73 each

6 Cellphones at a cost of \$179.00 each

Total Costs for the laptops = \$4,448.19

Total Costs for the cellphones = \$1,074.00

Jo Ann reminded members that our Procurement Policy states that the Executive Director has the authority to approve any purchases under \$5,000 but is to notify the BEST, Inc. Board of Directors and NCI Works at their next regularly scheduled meeting of such purchases. Therefore, she asked members to accept this as notification that the above items were purchased for staff to be able to work remotely under the BEST, Inc. COVID-19 Preparedness Plan.

As stated earlier, Jo Ann told members that in order to get staff prepared to work remotely, we borrowed 2 laptops from other sources within the agency. After talking with Annette, she suggested that since we have funding remaining from our PY 17 Incentive Grant that must be spent by June 30, 2020 that we

purchase 2 laptops to replace those that were borrowed. Therefore, Jo Ann told members that we are in the process of checking prices from the same vendor to see if we are able to purchase 2 more laptops.

For your information, DCEO approval is not required for purchases of the computer laptops.

### Insurance Renewal Information

Jo Ann provided members with an update on insurance renewal information:

- Commercial Package (General Liability/Commercial Property & Commercial Auto) with Cincinnati Insurance Company at an annual rate of \$8,170.00. This coverage decreased from last year's premium.
- Executive Package (Director's & Officers, Employment Practices Liability and Fiduciary Liability) with Cincinnati Insurance Company at an annual rate of \$2,726.00. This policy was with Westchester (Chubb) for the past three years. We were able to secure a lower rate with Cincinnati for the same coverage.
- Workers Compensation with Liberty Mutual at an annual rate of \$14,868. This premium is reduced from last year's due a reduction in claims filed.

### Next Meeting

Kevin informed members that the next meeting is scheduled for June 22, 2020. At this time we cannot confirm if it will be an in-person meeting or via Zoom.

### Adjournment

With there being no further Business, Kevin Lindeman motioned to adjourn. Motion was seconded by Robert Albrecht and carried. Meeting adjourned at 7:00 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy  
Secretary