

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
TELECONFERENCE ON ZOOM**

**June 22, 2020
6:30 p.m.**

“Waiting Room” will open at 6:15 p.m. Please mute your device unless participating in a discussion or voting on an item.

**Join Zoom Meeting
<https://us02web.zoom.us/j/84932723181>**

Meeting ID: 849 3272 3181

**Dial by your location
+1 312 626 6799 US (Chicago)**

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REVISED AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the April 27, 2020 Meetings Minutes **(Page 1)** *(Action Item)*
Approval of the May 7, 2020 Special Meeting Minutes (Separate Cover) *(Action Item)*
- IV. Public Comments
- V. **Executive Director Report**
 - Legislative Update **(Page 6)**
Waivers from State Unified Plan 2020
 - Covid 19 – IE Layoff Aversion Grant Update **(Page 6)**
 - Opioid Grant Update **(Page 7)**
 - PY 19 DCEO Monitoring **(Page 7)**
 - NCI Works Activities **(Page 7)**
 - a. One Stop Certification

- b. NCI Works Committee's Goals Process
- c. Youth Contracts

Personnel Issues (Page 8)

- COVID-19 Office Update
- Flex Time
- Staffing Update
- Staff Recognition
- Contacts (Page 11)

PY 19 Dashboard (Page 12)

- PY '19 Participant Reports (Page 17)
- PY '19 Business Relations Unit Report (Page 18)
- Carroll & Jo Daviess County Reports (Page 19)
- Customer Success Stories (Page 20)

VI. Finance Director Report (Annette Pace)

- 1. Trade Grant Update (Page 21)
- 2. PY 18 WIOA
- 3. 1E Supplemental DW Funding
- 4. Opioid Grant
- 5. PY 19 WIOA
- 6. PY 20 WIOA
- 7. Apprenticeship Grant
- 8. Approval of the Fiscal Reports for March & April 2020 (Separate Documents) (Action Item)

VII. HR Committee Meeting

- 1. Approval of Revised/Updated Employee Handbook & Job Descriptions (Sent under separate cover) (Summary on Page 22) (Action Item)
- 2. Request to Waive PHO Carry-Forward for this Program Year (if applicable) (Page 23) (Action Item)
- 3. Organizational Chart for BEST, Inc. (Informational) (Page 24)
- 4. Review and Approval of Revised Employee Job Description (Page 25) (Action Item)
- 5. PY 19 Staff Evaluation Annual Performance Evaluation Results (Page 30)
- 6. Adjusted Salary Ranges based on COLA (Informational) (Page 31)
- 7. Review and Approval of Employee Salary Increases (Page 31) (Action Item)
- 8. Approval of Revised Career Advisor Job Description (Page 32) (Action Item)

VIII. **Other Business**

- A. Next Meeting: August 24, 2020

IX. **Adjournment**