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)

Meeting ID: 849 3272 3181

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