

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
October 24, 2016**

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	Lisa Lynch		X
Gary Camarano	X		Steven Malavolti	X	
Carl Carlson		X	Chuck Phillips		X
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Jennifer Robbins	X	
Kim Gouker		X	Ron Smith		X
Rick Ketchum	X				

**PROXY:** Carl Carlson to Kathy Enbom; Kim Gouker to Rick Ketchum; Chuck Phillips to Kathy Enbom; Ron Smith to Kevin Reibel

**OTHERS PRESENT:** Pam Furlan, Kathy Day, Jo Ann Johnson

Approval of the Meetings Minutes

Wayne Reising motioned to approve the August 22, 2016 Meeting Minutes. Motion was seconded by Steve Malavolti and carried.

Public Comments

None

**Executive Director's Reports**

Approval of the Final Fiscal Reports for July & August 2016

Kathy D provided an overview of the financial reports for July and August 2016. Referring members to the summary sheet, she said that 55.78% of the Adult and Dislocated Workers funds have been used for Direct Training expenditures. Kathy also told members that 40% of the Youth funds have been spent. Kathy informed members that at the Chief Elected Officials meeting she will be requesting to transfer money from Dislocated Workers to Adult. She said that more of the customers applying for services qualify for the adult program.

Kathy E asked if funds were incorporated into the budget to allow for an increase in employee health insurance increase. Kathy D responded that they were not included because the employee health benefit crosses between 2 program years. Kathy E recommended that employee health benefit increases be planned for next year's budget.

Randy Freeman motioned to approve the July and August 2016 Financial Reports. Motion was seconded by Jennifer Robbins and carried.

## **Fiscal Unit Updates**

### Fiscal Relocation

Kathy informed members that fiscal staff is continuing to look at different office space in Dixon. She told members that the landlord has agreed upon renewal of their new lease in June to reduce the rent from \$1,355 to \$1,000. Kathy told members that they will continue to look for other options for additional office space.

### Grants Update

Kathy informed members that the Trade Grant starting October 1 is ready for approval by the Chief Elected Officials and NCI Works. She told members that the grant amount is \$337,000.

### Audit

Kathy informed members that the Audit that began in August has still not been completed. She told members that the auditors are involved with another audit and hope to complete our audit within the next few weeks. It was noted that Clifton Larson is new to auditing BEST, Inc. accounts.

### Activities Report

Kathy told members that her activity report was included with the meeting materials.

Pam disseminated a copy of the Annual Report to members. She told members that the Annual Report includes BEST Successes and encouraged members to take time to look at the Report.

Referring to her typed Executive Director's Report that was included with the meeting materials, Pam told members that staff have been approached by Wahl Clipper in Sterling to conduct some Essential Skills Training. In regards to the Project Reach program, the High School Equivalency (HSE) tutoring project in Carroll and Jo Daviess Counties, Pam said that the original contract with the tutor is almost up, so we will be releasing a Request for Proposal for an individual or entity to bid on providing those services in Carroll and Jo Daviess Counties.

Pam disseminated copies of the NCI Works Employers Conference Evaluation Summary to members. She told members that the event was held on October 14 at the Mendota Civic Center, Mendota and thanked Dianna Schuler and Jo Ann Johnson for their work on this event.

In regards to the WIOA Youth Career Pathways project, Pam told members Sauk Valley Community College Adult Ed Department, IL Valley Community College Adult Ed Department and LaSalle-Peru Area Career Center have agreed to move forward on this initiative using WIOA funds. She told members that the marketing materials have been sent to Sauk Valley and IL Valley Community Colleges with hopes to start the program at the beginning of the year. Once this project is complete, the plans are to replicate it at Highland Community College.

### Contact List

Pam informed members that her contact list was included with the meeting materials.

## Human Resource Committee Report

Kathy E informed members that Tom Payton (employee insurance agent) addressed the committee on the Humana Renewal rates and provided some options to consider for the new plan year beginning January 1. Kathy E told members that the committee authorized Tom to go ahead and look into some other options and start the underwriting process. Kathy E noted that the next BEST Board of Directors' Meeting is scheduled for December 19. She commented that meeting that late in the month may not allow enough time to process a new insurance plan and enroll staff accordingly. Kathy E said that the HR Committee is scheduled to meet on November 28 to review potential insurance plans to recommend to the BEST Board of Directors. After discussion, it was agreed to move the BEST, Inc. Board of Directors' meeting to Tuesday, December 6. Kathy informed members that after reviewing some potential plans, the HR Committee may be looking at shifting some of the costs to staff.

### Revisit the Policy When Salary Adjustments Exceed Salary Cap

Kathy E told members that the HR Committee revisited the Policy that was adopted at the last BEST, Inc. Board of Directors' Meeting regarding when Salary Adjustments Exceed Salary Cap. Kathy E explained that when the salary adjustment and bonus policy was approved at the August meeting it only allowed a raise for the Program Manager and Business Relations Manager to the salary cap. This action, Kathy E said affected their increase negatively this year, and could affect other staff in the future. It was noted that the difference was slightly over \$500.00 for each Manager. Kathy E informed members that options with respect to raise or bonus adjustments were included with the meeting materials. She asked members for discussion about giving these 2 individuals the balance of their merit increase as a bonus. Pam stated that she and Kathy D contact the Department of Commerce regarding this matter and was advised to not have salary caps. Most members disagreed noting that salary caps are needed but agreed that they should be reviewed and revised if needed. Kevin, Randy, and Steve shared their respective employer and county board salary structures, increases, bonuses and salary caps. After discussion, Kevin commented that at the last BEST Board meeting members did not make a provision for an individual receiving an increase to the salary cap and bonus. Members then reviewed the options that were included with the meeting materials. After discussion, Jim Duffy motioned to approve the first option –

At the discretion of the Board of Directors, a merit bonus may be awarded to any employee in lieu of an annual merit raise/increase. Any bonus or merit increase granted by the Board will be based on the individual employee's performance evaluation using the BEST, Inc. performance rating scale, and will be awarded using the applicable tier below:

Tier	Performance Rating Scale	Increase (percentage of annual salary)	Bonus (percentage of annual salary)
1	79% - 85%	2%	2% maximum \$1,000
2	86% - 92%	2.5%	2.5% maximum \$1,200
3	93% - 100%	3.0%	3% maximum \$1,500

If a merit increased based on the percentage of annual salary would result in the employee's salary exceeding the salary cap for the respective position, a raise would be awarded up to the salary cap, and the remainder of the full raise would be awarded as a bonus, not to exceed the amount of bonus.

The motion also included that this Policy be approved retroactively. Motion was seconded by Rick Ketchum and carried.

Jim Duffy requested that in the future, when discussing salary that a staffing chart is available that includes individual's current salaries.

#### Wage & Benefit Survey

Kathy E told members that the HR Committee reviewed the proposed Wage & Benefit Survey and made some corrections. She said that no action was required. Once the survey is finalized, Kathy E said it would be shared with all members. Jim asked if other workforce boards would be receiving the survey to complete. Pam responded that "like agencies" (community colleges, tri-county opportunities, local workforce boards, etc.) will be asked to complete survey.

#### Employee Handbook Revisions

Kathy E informed members that the Salary Ranges and Merit Bonus Policy will be included with the Employee Handbook. The Paid Hours Off Policy, Kathy E said may require some clarification and will be addressed at an HR Committee meeting before presenting it to the full Board.

#### **Business Meeting**

#### Out-of-State Travel Request

Pam requested to authorize up to 4 individuals to attend the Annual NAWB Conference in Washington D.C. on March 25-28, 2017. She told members that this is the conference that she attends each year and finds it very beneficial to the agency. Pam told members that cost information was included with the meeting materials. After discussion, Rick Ketchum motioned to approve the request to send up to 4 individuals (Pam being one) to the NAWB Conference on March 25-28, 2017 in Washington, DC. Motion was seconded by Wayne Reising and carried.

#### Approval of the August 24, 2015 Executive Session Meeting Minutes

Jim Duffy motioned to approve the August 24, 2015 Executive Session Meeting Minutes. Motion was seconded by Steve Malavolti and carried.

#### Other Business

After discussion regarding the December meeting, it was agreed to meet on Tuesday, December 6, 2016, 6:30 p.m.

Kathy D disseminated a copy of the BEST, Inc. Board of Directors Membership list to members.

Members asked to have page numbers included on the meeting materials and identify them on the meeting agenda.

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Randy Freeman and carried. Meeting adjourned at 7:30 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "JRobbins", is written over a light gray rectangular background.

Jennifer Robbins  
Secretary