

Business Employment Skills Team, Inc.
Board of Directors' Meeting
February 26, 2018
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kathy Enbom)
- II. Roll Call
- III. Approval of the December 18, 2017 Meetings Minutes (Page 1) (Action Item)
- IV. Public Comments
- V. **Executive Directors' Reports**
 - A. Kathy Day (Annette Pace/Jessica Green Reporting)
 - 1. Approval of the Fiscal Reports for November 2017 & December 2017 (Separate Document) (Action Item)

Fiscal Unit Updates (Page 6)
 - a. Request for Proposals/Quotes
 - b. Technology (Action Item)
 - c. Grants
 - 2. Additional Agenda Reports/Updates (Page 7)
 - a. Community Service
 - b. Staff Recognition
 - c. Personnel Issues
 - d. Out of State Travel
 - 3. Activities Report (Page 8)
 - 4. PY '17 Goals Update (Page 9)
 - B. Pam Furlan
 - 1. BEST Successes (Page 11 &17)
 - 2. Legislative Update (Page 11)

3. PY '17 Incumbent Worker Training (IWT) (Page 11)
4. State 40% Training Expenditure Requirement (Page 12)
5. Essential Skills Training Program (Page 13)
6. Update on Current Projects and Grants (Page 13)
 - a. LaSalle County Adult Redeployment Grant
 - b. State Technical Assistance Grants
7. NCI Works Activities (Page 13)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program/Project Reach
 - c. Healthcare Networking Event(s)
 - d. Promoting the Local Workforce System (Survey – Page 20)
 - e. Partner Informational Sessions
 - f. Job Fairs
 - g. Human Resource Sites on NCI Works Website
8. Youth Contract Programs Update (PY '17) (Page 14)
 - a. Bridge – Streator Township High School
 - b. Education Outreach Program – Regional Office of Education #47
 - c. Regional Work Study – LaSalle County Regional Office of Education
 - d. Step Ahead – Bureau County Regional Office of Education
 - e. Project Reach – Carroll and Jo Daviess Counties
9. PY '17 Participant Reports (Page 25)
10. PY '17 Business Relations Unit Report (Page 26)
11. Personnel Issues (Page 27)
 - a. Program/Business Relations/Admin Staff Updates
 - i. General Update
 - b. BEST, Inc. Vision, Mission, Goals (Page 28)
 - c. Update on Staff Work Groups (Page 29)
 - i. Grant Writing
 - ii. Youth
 - iii. Basic Information Cross-Training
 - d. Community Service Program (Page 30)

- e. Staff Recognitions (Page 30)
- f. Rapid Response Activities (Page 30)
- g. Current On-the-Job Training Contracts (Page 30)

12. PY '17 Goals Update (Page 32)

13. Contact List (Page 35)

C. Human Resource Committee Report (Kathy Enbom)

1. Discussion Regarding Staff Working from Home (*Potential Action Item*)

2. Discussion/Guidance Regarding Weather Issues (*Potential Action Item*)

VI. **Business Meeting**

A. Cyber Security Audit Update (Jo Ann Johnson)

B. Review & Approval of the Revised BEST, Inc. Procurement Policies (Enclosed)
(Annette Pace) (*Action Item*) (Page 38)

VII. **Other Business**

A. Meeting Schedule: April 23, 2018
June 25, 2018
August 27, 2018
October 22, 2018
December 17, 2018

VIII. **Adjournment**