

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
February 26, 2018**

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 | | Kevin Lindeman | X | |
| Gary Camarano | X | | Steven Malavolti | X | |
| Carl Carlson | X | | Kevin Reibel | X | |
| James Duffy | X | | Wayne Reising | X | |
| Kathy Enbom | X | | Ron Smith | X | |
| Randy Freeman | | X | Jim Wentling | | X |
| Kim Gouker | X | | | | |

PROXIES: Kevin Lindeman to Wayne Reising; Ron Smith to James Duffy

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Annette Pace, Jessica Green, Sally Hanrahan

Approval of Meetings Minutes

Robert Albrecht motioned to approve the December 18, 2017 Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Public Comments

Pam acknowledged Annette Pace, Jessica Green, and Sally Hanrahan as being in attendance for the meeting. Pam told members that Annette and Jessica work out of the Dixon Fiscal Office and Sally is the Youth Coordinator for BEST, Inc. and is responsible for youth programs in each of the offices.

Executive Directors' Reports

Approval of the Fiscal Reports for November 2017 & December 2017

On behalf of Kathy Day, Jessica Green reported that December Direct Training Expenditures as follows:

Adult – 62.6%

Dislocated Worker – 64.7%

The projected rate for June 30, 2018 is as follows:

Adult – 63.5%

Dislocated Worker – 59.0%

Jessica informed members that the Work-based Learning Ratio as of December 31 is 26.2% noting that a minimum of 20% is required. In regards to the funding levels, Jessica stated that \$225,907.01 was unobligated for the Adult program; \$263,159.16 was unobligated for the Dislocated Workers program and \$113,961.10 was unobligated for the Youth program. Wayne Reising motioned to approve the November & December 2017 Fiscal Reports. Motion was seconded by Kathy Enbom and carried.

Fiscal Unit Updates

Referring members to Kathy's typed report, Pam told members that Kathy provided information on the Request for Proposals/Quotes.

Technology

Pam informed members that at the last Board meeting, members authorized the purchase of 3 laptop computers not to exceed \$1,200 each or \$3,600. She said that the actual cost of the new computers were just over \$931.00. Prior to purchasing the 3 computers, the fiscal office experienced difficulties with one of their computers, Pam said. Since there were no spare computers, Kathy made the decision to purchase a fourth computer with the approval of the BEST, Inc. Board. As Kathy stated in her typed report, this brought the total computer purchase for the 4 computers to \$3,724.50. Kathy acknowledged that she acted without the approval of the Board and offered to pay to cover the cost of the fourth computer. Pam told members, that this is an action item. After discussion, Robert Albrecht motioned to approve the purchase of the additional computer retroactively. Motion was seconded by Steve Malavolti and carried.

Pam informed members that she had an update under the Legislative Update section of her typed report. She said that we are still waiting for additional information on the re-designation of local areas that are in more than one Economic Development Region (ED) from DCEO. She asked Kim and Wayne if they heard anything from DCEO. Pam continued by saying that DCEO told local areas they would be meeting with local CEOs and workforce board in late January or early February, however, we have not heard anything. She told members that she does know that some local areas are planning to suggest that the state change the EDRs and leave the local areas as they are. Pam told members that one of the neighboring workforce areas (Bloomington/Pekin) has developed a list of things that would need to be redone as a result of moving counties to other areas. Locally, Pam said, it would require us to start all over by developing MOUs, Local Plans, Regional Plans, etc. Additionally, she said it would require BEST, Inc. to sort through the carry-forward money, equipment, participant files and any other things that would need to be re-designated to the other area. Pam said that when the state comes to visit the local area, she intends to share the list with them. Some areas, Pam said, are getting letters signed from the Local Workforce Board Chairs to send to the Governor encouraging him to keep the Local Workforce Areas as they are. She reminded members that the decision of the Governor is final and asked Kim and Wayne if Ogle County has made a decision. Kim responded that he did talk with Senator Bivins who said that it was out of the Governor's hand as it is a requirement from the Department of Labor. After discussion, Wayne and Kim agreed to be proactive to remain in LWA #4. Pam explained that if the restructuring occurs it won't happen before June 30, 2019. She explained that DCEO will need to submit their Plan to the Department of Labor by July 1, 2018 and they believe they will get a waiver for a year. Members discussed amongst themselves how they could reach out to legislators as some were scheduled to attend various meetings. Members asked Pam to develop a list of talking points so that they were prepared. Robert commented that he would be seeing Representative Weaver and would address the issue with him. Pam gave members copies of the talking points that she had from the neighboring local workforce area and said that she would update the list and get it to them tomorrow.

Update on Current Projects and Grants

Pam informed members that two Requests for Proposals were submitted for State Technical Assistance Grants recently. She said that one is for a Talent Pipeline Management and the other is for Workforce

Innovation. A Youth Grant just came out last Friday and she has not had time to review it thoroughly. However, she said that a good discussion was held at the Youth Committee meeting so it looks favorable that we will apply for the grant.

Promoting the Local Workforce System

Pam highlighted for members that NCI Works Retention and Hiring Survey. She said that the response rate has been low, but the survey is still open. Jim asked how data was collected. Pam responded that BEST, Inc. has a subscription that lists employers in each of the areas. She said that information was sent to them asking them to complete the survey and return it. Pam also stated that information was shared through the local chambers as well as posted to the NCI Works website. Jim recommended that businesses be contacted personally to get better results.

Staff Recognitions

Pam referred members to the Staff Recognitions section of her report and pointed out that Judy Fitzpatrick was recently interviewed by a local newspaper about the Project Reach project and provided members with copies of the articles.

Pam also recognized Carrie Folken for being asked to participate in a workgroup for performance standards. Pam said that Carrie is well respected for her knowledge of performance standards.

Rapid Response Activities

Pam reported that 75 individuals will be permanently laid off from iCall in LaSalle County.

Contact List

Pam informed members that she did attend the events on the Contact List that she listed as “planned to”.

Human Resource Committee Report

Discussion Regarding Staff Working from Home & Discussion/Guidance Regarding Weather Issues

Kathy E reported that the HR Committee had some discussion about staff working from home. She said that HR Committee decided to wait until the cyber security assessment was completed to present a recommendation.

The HR Committee, Kathy E said, also provided some guidance to Pam (and Kathy) regarding office closings for weather related issues. She said that the Directors discussed following the community colleges lead, with respect to office closures, however, the HR Committee felt that the decision to close should be left up to Pam and Kathy’s discretion.

Business Meeting

Cyber Security Audit Update

Jo Ann informed members that the Cyber Security Assessment will be conducted at the Dixon Fiscal Office and Sterling BEST, Inc. Office on March 5 and the Ottawa BEST, Inc. Office on March 6. She will provide an update on the findings of the Assessment at the next Board Meeting.

Review & Approval of the Revised BEST, Inc. Procurement Policies

Annette informed members that the BEST, Inc. Procurement Policies were revised to allow the Executive Director of Fiscal Operations the authority to make purchases up to \$5,000. She said that the State no longer needs to approve computer purchases. Robert Albrecht motioned to approve the Revised BEST, Inc. Procurement Policies. Motion was seconded by Wayne Reising and carried.

Other Business

Kathy Enbom informed members that we are still trying to solidify committees and asked members to consider serving on at least one of the Standing Committees (HR, Audit, Bylaws). She disseminated a sign-up sheet for members to list their preference(s). Kathy asked Jo Ann to connect with the members that were not able to attend the meeting and ask them to sign up for a committee.

Kevin noted that the next BEST, Inc. Board meeting is scheduled for April 23, 2018.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Robert Albrecht and carried. Meeting adjourned at 7:13 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Secretary