

**Business Employment Skills Team, Inc.
Special Meeting Minutes
Monday, March 19, 2018**

The Special Meeting of the Business Employment Skills Team, Inc. Board of Directors' was called to order at 6:15 p.m. by Co-Chair Kevin Reibel.

Roll call was taken.

Name	Present IVCC	Present Princeton BEST, Inc. Office	Present BEST, Inc. Fiscal Office, Dixon	Proxy To	Absent
Robert Albrecht		X			
Gary Camarano			X		
Carl Carlson				Kathy Enbom	
James Duffy			X		
Kathy Enbom		X			
Randy Freeman	X				
Kim Gouker					X
Kevin Lindeman				Wayne Reising	
Steve Malavolti				Randy Freeman	
Kevin Reibel			X		
Wayne Reising			X		
Ron Smith				Kevin Reibel	
Jim Wentling			X		

OTHERS PRESENT: Kathy Day (Dixon), Carrie Folken (IVCC), Jo Ann Johnson (Princeton)

CONFERENCE CALL: Pam Furlan

Business Meeting

Retroactively approve Kathy Day's authority to sign the Acknowledgement of Authority form (Action Item)

Wayne Reising motioned to retroactively approve Kathy Day's authority to sign the Acknowledgement of Authority form effective November 10, 2017. Motion was seconded by Randy Freeman and carried.

Designate individual(s) with signatory authority for grant documents

After discussion regarding designating signature authority for the signing of DCEO grant agreements, modification, etc., it was agreed to have the Co-Chairs of the BEST, Inc. Board be the designated signers. Jim Duffy motioned to designate Kevin Reibel and Kathy Enbom as the authorized signers for DCEO grant agreements and related documents. Motion was seconded by Jim Wentling and carried.

Approval of the Chief Elected Official-Grant Recipient/Fiscal Agent Agreement

Jim Duffy motioned to approve the Chief Elected Official-Grant Recipient/Fiscal Agent Agreement as presented. Motion was seconded by Randy Freeman and carried.

Other Related Issues

None

Public Comments

None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Jim Wentling and carried. Meeting adjourned at 6:20 p.m.

Jo Ann Johnson

Approved by:

James Duffy
BEST, Inc. Board Secretary