

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
April 23, 2018**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kathy Enbom.

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

PROXIES: Robert Albrecht to Jim Duffy, Steve Malavolti to Randy Freeman, Kevin Reibel to Ron Smith

OTHERS PRESENT: Kathy Day, Jo Ann Johnson, Paige Fritz

Jo Ann informed members that Pam was spending time with her father who was very ill and would not be attending the meetings this evening.

Approval of Meetings Minutes

Ron Smith motioned to approve the February 26, 2018 Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Wayne Reising motioned to approve the March 19, 2018 Special Meeting Minutes. Motion was seconded by Randy Freeman and carried.

Public Comments

Jo Ann stated that Paige Fritz was present for the meeting and said that Paige is a Career Advisor with the Sterling BEST, Inc. Office.

Executive Directors' Reports

Jo Ann asked Kim if he had heard anything from DCEO regarding the re-designation. He said that he has not heard anything. Jo Ann noted that Pam commented that DCEO was to be sending out letters to schedule a meeting and was just checking to see if he had received anything yet. She said that she would let Pam know.

In regards to the State Technical Assistance Grants, Jo Ann noted that in Pam's report she stated that as part of the Talent Pipeline Grant she contacted Vermillion Advantage to serve as a

consultant for replicating their program of establishing community-led partnerships throughout our 8-county region. Jo Ann reported that Pam did hear from Vermillion Advantage and after looking over our proposal they do not feel that their program has anything to add. However, it was noted that if we get down the line and feel there is something else they might be able to do, they did offer to help as a professional courtesy.

Pam wanted to let members know that the Youth Committee will be making recommendations for final approval of the Youth Program for 2018. Jo Ann said that Pam wanted to make members aware of the project with Streator High School Bridge Program. She said that staff will be talking to them during contract negotiations about whether the program as is is necessary or whether they need to make changes to their current proposal.

Jim Duffy asked if there were was any information of how many students were hired as a result of the BEST, Inc./Jo Daviess-Carroll Career Technical Education Academy Student Job Fair that was held in March. Jo Ann said that she did not have that information, but would find out and send it to members.

Personnel Issues

Jo Ann referred members to the General Update section in Pam's typed report. As stated in her report, Jo Ann said that due to the resignation of Ken Skoff, Pam would like to temporarily increase the hours for Roger Anderson and Mary Katos up to 4 days a week (30 hours). Wayne Reising motioned to approve the request to allow Roger Anderson and Mary Katos to work up to 4 days per week effective immediately. Discussion was held regarding keeping these individuals at 4 days per week instead of hiring another individual as noted in Pam's typed report. Kathy Day pointed out that due to distance between the offices, travel would increase thereby cutting down on their actual work hours. She said that it would be less expensive to hire an additional person. Motion was seconded by Kevin Lindeman and carried.

Referring to Pam's Contacts and Visits, Jo Ann reported that Pam did attend the April 17 Integrated Services Policy Work Meeting; the April 19 Advantage Illinois Listening Tour at WACC; and the April 19 American Job Center Workforce Consortium Virtual Webinar. Additionally, Jo Ann stated that the April 16 conference call with Doug Cartland was rescheduled.

Kathy D thanked members for all of their support during her mother's recent illness and passing. She especially thanked Annette, Jessica and Pam for taking care of things that needed to be done during her absence.

Kathy informed members that she was notified that the building where the fiscal office is has been sold and that renewing the lease is not an option. She said that the lease will expire on June 30, 2018. Kathy said that she has located an office in Dixon that will be acceptable for the Fiscal Office. She said that the 1100 square foot office is located at 404 N. Galena Avenue, Dixon. Kathy told members that the rent for this space would be \$950.00/month, however, if a 2-year lease is secured they will reduce the rent to \$900.00/month. Once concern, Kathy said, is that DCEO will be conducting fiscal and programmatic monitoring the week of June 11. She said

that does not give staff time to get everything packed up and moved before the June 30 deadline. One option, Kathy said, is that the landlord of the new facility would allow staff to move in rent free for the last two weeks of May. The issue is that we would pay rent for the new and old offices for the month of June. Kathy reminded members that fiscal staff drive from Rock Falls and Mendota, therefore, Dixon is centrally located. Kathy then asked members for some direction regarding the move of the fiscal office. Kathy E asked if Kathy D talked with DCEO about rescheduling the monitoring visit. Kathy D responded that she would contact them but did not think that they would since the week of their visit is close to the end of the Program Year. Another option, Kathy said, is that she will request the list of items needed from the monitors and get the data to them earlier than required so that staff would have time to pack up the remaining files and begin the move. Kevin recommended making sure that the internet and telephones are working at the new facility before the move. Ron asked if utilities were included in the rent. Kathy D responded that BEST would need to pay for heat, electric, water/sewer, internet, telephone, etc., just as they have been doing at the current location. She said that only utility BEST does not pay for is garbage or maintenance. Kathy D also noted that the new location is handicapped accessible and space would be available for meetings. Randy Freeman motioned to authorize the move of the fiscal office during the month of May and pay rent in the two locations for June. Motion was seconded by Gary Camarano and carried.

Fiscal Reports

Kathy D presented the Fiscal Reports for January & February 2018. Kathy reported that through the end of February, the Adult and Dislocated combined expenditure level was 60.14%. She reminded members that the minimum requirement is 40%. In regards to the Work Based Learning expenditure rate, Kathy D reported that level was 24.9% as of the end of February. Kathy informed members that the projected rates for the Adult, Dislocated Worker and Work Base Learning is expected to be on target meeting minimum requirements. Kevin Lindeman motioned to approve the January and February 2018 Fiscal Report. Motion was seconded by Ron Smith and carried.

Talent Pipeline Grant Subcontractor Approval

Kathy D told members that she is finishing up a Talent Pipeline Grant that is due to DCEO on May 1. She said that a Request for Proposal (RFP) was issued to get a contractor to help us with this project as staff do not have the time to devote to such a project. Kathy said that the consultant will develop a universal talent pipeline template that can be used for any of our counties or industries. She said that 2 proposals were received in response to the request for the RFP. If awarded the grant, the 18-month project would cost \$110,000. The selected proposal for this project was Workforce Enterprise Services from Springfield, IL. Kathy told members that Tim & Becky Harmon have experience and knowledge of the workforce development system. After discussion, Wayne Reising motioned to approve Workforce Enterprise Services as the subcontractor pending the approval from DCEO for the Talent Pipeline Grant. Motion was seconded by Randy Freeman and carried.

It was asked if Workforce Development Services would be assisting with Phase 2 of the project. Kathy commented that most of the work will be done in Phase 1 and Phase 22 will include some staff assistance.

Jim asked how many hours were associated with the \$110,000 funding request. Kathy did not have that information available at the meeting, but would get the information to Jo Ann to share with members. **NOTE: Jo Ann provided correspondence to members notifying them that 926.5 hours was proposed for the project.**

Human Resource Committee Report

Kathy E reported she did not have an HR Committee Report.

Business Meeting

Cyber Security Assessment Update

Jo Ann informed members that the Cyber Security Assessment was conducted by Wipfli recently and referred members to the Summary of the Assessment/Action Plan that was included with the meeting materials. She said that as part of the Assessment a few policies were recommended for consideration. Those policies include:

- Password Protection
- Smartphone Email Access
- Incident Response

Jo Ann provided a brief overview of each of these policies for members. After discussion, Ron Smith motioned to approve the Password Protection Policy. Motion was seconded by Jim Duffy and carried. Ron Smith motioned to approve the Smartphone Email Access Policy. Motion was seconded by Randy Freeman and carried. Wayne Reising motioned to approve the Incident Response Policy. Motion was seconded by Kevin Lindeman and carried.

Randy suggested staff check with Tri-County Opportunities Council about a new policy they were mandated to implement regarding Personal Identification Information. Randy also commented that Tri-County Opportunities recently lost \$25,000 due to their bank account being hacked. Kathy D commented that when she balancing the checking account recently, she noted that \$16,000 was withdrawn from the BEST account. Fortunately, she said that funds were withdrawn from the wrong account and the BEST account has been corrected.

BEST Board of Director's Committee List

Kathy E commented that a copy of the Committee List was included with the meeting materials and asked members that have not selected a committee to do so. List was updated.

Other Business

Updated BEST, Inc. Organizational Chart

Jo Ann stated that an updated copy of the BEST, Inc. Organizational Chart was included as an informational item.

Meeting Schedule

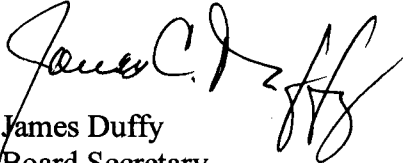
Kathy E stated that the next meeting will be June 25, 2018 at which time, employee evaluations will be discussed.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 7:30 p.m.

Jo Ann Johnson

Approved by:


James Duffy
Board Secretary

**Business Employment Skills Team, Inc.
Board of Directors' Special Meeting Minutes
May 10, 2018**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:05 p.m. by Co-Chair Kevin Reibel.

Name	Present Dixon	Present Oglesby	Absent	Name	Present Dixon	Present Oglesby	Absent
Robert Albrecht			X	Kevin Lindeman			
Gary Camarano				Steven Malavolti			
Carl Carlson				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: Gary Camarano to Wayne Reising, Carl Carlson to Kathy Enbom, Kevin Lindeman to Wayne Reising, Steve Malavolti to Randy Freeman

OTHERS PRESENT: Pam Furlan (Dixon), Jo Ann Johnson (Dixon), Carrie Folken (Oglesby)

HR Committee Report

Recommendation to hire a Chief Financial Officer to replace the Executive Director-Fiscal Operations

Kevin informed members that the HR Committee met prior to the BEST Board Meeting and recommended to hire a Chief Financial Officer for the Fiscal Office. Kevin informed members that a copy of the Job Description was included with the meeting materials. Jim Duffy motioned to approve the HR Committee's recommendation to hire a Chief Financial Officer. Motion was seconded by Ron Smith.

Randy asked if the CFO position was needed or if the two staff in the fiscal office would be able to do the job. Kathy said that the HR Committee talked about importance of starting the search immediately, however, commented about having a study done on the work flow to determine the efficiency in the department. Randy expressed his concern about future budget issues as well as rushing into a decision if it is not needed. After a discussion it was agreed to start the search but not make a decision until after the study was completed.

Pam continued discussion by saying that Annette has agreed to work 5 days a week during the transition, but not long term. It was also noted that both Annette and Jessica would need to train the new person.

Randy commented that prior to the merger he recalled having a CFO at BEST, Inc. Pam confirmed stating that after the CFO left BEST, Kathy Day assumed Fiscal Operations. Jim

noted that the recommendation is to return to a Chief Financial Officer instead of having Co-Executive Directors. With there being no further discussion, motion carried.

Kevin informed members that another recommendation from the HR Committee is to hire a firm to conduct a study of the workflow in the fiscal office. Kathy Enbom motioned to engage a firm to conduct a workforce study for the fiscal office. Motion was seconded by Randy Freeman and carried. Kevin confirmed that a Request for Proposal (RFP) will be issued. Jim Duffy motioned to amend the motion to include an amount in the RFP not to exceed \$8,000.00. Wayne Reising seconded the motion. Amended motion carried. Original motion as amended carried.

Recommendation to approve the revised Job Descriptions for the Executive Director, Business Relations Manager, Program Manager and Administrative Assistant/EO Officer/HR Assistant, Accountant I

Kevin presented the revised Job Descriptions that were included with the meeting materials. Pam pointed out that some of the duties that were done by Kathy Day have been allocated to other personnel. Randy Freeman motioned to approve the revised Job Descriptions for the Executive Director, Business Relations Manager, Program Manager, Administrative Assistant/EO Officer/HR Assistant and Accountant I. Motion was seconded by Wayne Reising and carried.

Executive Session

Randy Freeman motioned to convene in Executive Session under 5 ILCS 120/2 (c) 1 for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion was seconded by Wayne Reising. Roll call was taken:

Name	Present Dixon	Present Oglesby	Absent	Name	Present Dixon	Present Oglesby	Absent
Robert Albrecht			X	Kevin Lindeman			
Gary Camarano				Steven Malavolti			
Carl Carlson				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: Gary Camarano to Wayne Reising, Carl Carlson to Kathy Enbom, Kevin Lindeman to Wayne Reising, Steve Malavolti to Randy Freeman

Motion carried. Executive Session convened at 6:20 p.m.

It was motioned and seconded to reconvene from Executive Session (6:45 p.m.). Roll call was taken:

Name	Present Dixon	Present Oglesby	Absent	Name	Present Dixon	Present Oglesby	Absent
Robert Albrecht			X	Kevin Lindeman			
Gary Camarano				Steven Malavolti			
Carl Carlson				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: Gary Camarano to Wayne Reising, Carl Carlson to Kathy Enbom, Kevin Lindeman to Wayne Reising, Steve Malavolti to Randy Freeman

Kathy motioned to increase the salary of the five individuals taking on additional duties by \$2,000.00. The motion also included establishing a salary range for the Chief Financial Officer of \$55,000 - \$65,000 with the understanding that the position be posted at \$55,000. Motion was seconded by Ron Smith and carried.

Other Business

Consultant to Modify the Firewall/Conflict of Interest Policy

Pam reminded members that a year ago a consultant was hired and prepared a firewall and conflict of interest policies so that BEST, Inc. could serve as a single entity with multiple roles. Pam informed members that she contacted the consultant, Melanie Arthur, about updating the policies. Pam told members that Melanie provided input on the Job Descriptions as well to confirm the separation of duties between the staff. Pam told members that Melanie provided a cost of no more than \$4,000 to revise the firewall and conflict of interest policies. Pam continued by saying that both she and Kathy Day discussed this and since the cost was under the procurement threshold of \$5,000 Melanie was given the approval to move forward. Kathy asked if these revisions should wait until after the workflow study was completed. Pam said that she would check with Melanie about developing firewall with a Chief Financial Officer list and one without. After discussion, Randy Freeman suggested that instead of listing the position of Chief Financial Officer to list Fiscal Unit. Members agreed.

Kathy, on behalf of the BEST Board thanked Annette for her assistance.

Pam informed members that Kathy Enbom was made partner at Wipfli. Members congratulated Kathy.

Pam publically thanked Annette, Jessica, Dianna, Carrie and Jo Ann for stepping up and assisting with tasks and accepting additional responsibilities.

Jim asked about the status of the Fiscal Office move since the April BEST Board meeting. Jim said that emails were sent to members and it appeared that the move was put on hold. It was noted that Kathy (Day) did not sign the lease to the new office, however, the current landlord did agree to a month-to-month agreement. Members agreed that with Kathy Day leaving it was not the best time for the fiscal staff to move since they would be short on staff and DCEO will be monitoring in a few weeks. Members discussed the action that was taken at the April BEST Board meeting and agreed to postpone the move for now. Kim Gouker motioned to suspend the move of the fiscal office until further discussion can be held at the June BEST Board Meeting. Motion was seconded by Jim Duffy and carried. Randy Freeman passed.

Public Comments

None

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 6:55 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Secretary