

**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