

Business Employment Skills Team, Inc.
Board of Directors' Meeting
June 25, 2018
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kevin Reibel)
- II. Roll Call
- III. Approval of the April 23, 2018 Meetings Minutes (Page 1) (Action Item)
- IV. Approval of the May 10, 2018 Special Meeting Minutes (Page 6) (Action Item)
- V. Public Comments
- VI. **Executive Director Report**
 1. BEST Successes (Page 10 & 18)
 2. Legislative Update (Page 10)
 3. PY '17 Incumbent Worker Training (IWT) (Page 10)
 4. State 40% Training Expenditure Requirement (Page 11)
 5. Essential Skills Training Program (Page 12)
 6. Update on Current Projects and Grants (Page 12)
 - 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. Job Fairs
 - e. Industry Informational Sessions
 - f. 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 16)
10. PY '17 Business Relations Unit Report (Page 17)
11. Approval of the Fiscal Reports for March & April 2018 (Separate Document)
(Action Item)
12. Fiscal Update (Page 20)
 - a. General
 - b. Monitors
 - c. Plan Modifications
 - d. Electronic Storage
 - e. CFO Applications
 - f. Office Relocation
 - g. Fiscal Workflow Assessment (Action Item)
 - h. Audit
13. Personnel Issues (Page 21)
 - a. Staff Updates
 - i. General Update
 - ii. Results of Staff Performance Appraisals
 - b. BEST, Inc. Vision, Mission, Goals (Page 23)
 - c. Update on Staff Work Groups (Page 24)
 - i. Grant Writing
 - ii. Youth
 - d. Community Service Program (Page 25)
 - e. Staff Recognitions (Page 26 & 30)
 - f. Rapid Response Activities (Page 26)
 - g. Current On-the-Job Training Contracts (Page 26)

- h. National Association of Workforce Development Professionals (NAWDP) Conference Take-Aways (Page 26)
- i. Update on PY 17 Staff Goals (Page 28)

14. Contact List (Page 31)

C. Human Resource Committee Report

- 1. Adjusted Salary Ranges based on COLA (Page 34)
- 2. Employee Salary Increases (Page 35) (Action Item)
- 3. Salary Review for Career Advisor/HSE Tutor (Action Item)
- 4. Working from Home Request (Page 36) (Action Item)
- 5. Sick Time Policy Update (Action Item)

VII. **Business Meeting**

- 1. Agreement for Single Entity Performing Multiple Roles Revision (Pam Furlan) (Information will be provided under separate cover) (Action Item)

VIII. **Other Business**

- A. Meeting Schedule: August 27, 2018
October 22, 2018
December 17, 2018

IX. **Adjournment**