

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
August 27, 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	X		Kevin Lindeman		X
Gary Camarano	X		Steven Malavolti		
Carl Carlson			Kevin Reibel		
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Ron Smith		
Randy Freeman	X		Jim Wentling		X
Kim Gouker	X				

PROXIES: Carl Carlson to Kathy Enbom, Steven Malavolti to Kim Gouker, Kevin Reibel to James Duffy

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Roger Anderson

Approval of Meetings Minutes

Wayne Reising motioned to approve the June 25, 2018 Meeting Minutes. Motion was seconded by Ron Smith and carried.

Public Comments

Pam introduced Roger Anderson to members. Pam told members that Roger is the Business Relations Representative in the Oregon Office and covers the Ogle County and will be assuming the Bureau County Area.

Executive Director Report

Pam began by letting members know that her report was included with the meeting materials, but will provide them with some updates on the different sections. In regards to the Local Workforce Area Realignment, Pam asked Kim if he had any update. He told members that he did talk with a representative last Friday who mentioned that the Department of Labor may be accepting a waiver of the rules so Ogle County may be able to stay in LWIA #4. Kim told members that a conference call is scheduled for next week, so hopefully additional information will be available. Continuing, Kim told members that in talking with Senator Bivins and Representative Demmer, they suggested that Ogle County pass a Resolution so that they are on record with their desire to stay in Local Workforce Area #4. Both Senator Bivins and Representative Demmer, Kim said, suggested that it may be beneficial if the other County Boards in the LWIA be asked to support a Resolution. Kim said that Ogle County passed the Resolution on Tuesday and he received the call on Wednesday regarding the waiver. County Board members told Kim to let them know if a Resolution was needed from them.

Pam referred members to the State Technical Assistance Grants section of her typed report. She told members that the Youth Committee plans on sponsoring a summit for youth service providers to learn which types of services and programs would help them prepare Transitional Aging Youth for entering the workforce. Pam told members that after consulting with Annette, there would be formula funding available for this project. Pam requested authorization to release a Request for Proposal to engage someone who is a professional in the field of working with low-income youth. She said that his/her responsibilities would be to serve as keynote speaker and coordinator of the summit. Wayne motioned to authorize Pam to release the Request for Proposal as outlined above. Motion was seconded by Randy Freeman and carried.

Kathy asked Pam if she knew why the Talent Pipeline Grant was denied. Pam replied that it did not meet the criteria of the grant. Pam said that the Talent Pipeline project is being done using formula funding.

Referring members to the Incumbent Worker Training section, Pam pointed out that BEST, Inc. recently entered into an agreement with Carus Chemical (Peru) for a mechanic and one for their apprenticeship program.

Pam informed members that the second Industry Briefs was presented at the July NCI Works meeting. The first presentation, Pam said, was on Economic Development at which representatives from each area informed members of what was happening in their respective areas. Healthcare was the second Industry Brief and all members should have received a copy. These Industry Briefs, Pam said, will be sent to all local schools and library's to be shared with students and the general public. The next Industry Brief will be on Manufacturing, Pam said.

Gary asked Pam for additional information regarding some of the numbers that were included in the Healthcare Industry Brief. He told members that he received it today and would like to see more trends over the last couple of years. Pam stated that NCI Works members liked the Industry Brief because it provided local information. Gary continued by saying that comparisons with other local areas or state would be beneficial. Pam said that she would talk with Dianna Schuler who developed the Industry Brief to see what other type of information could be provided, even if it was in a separate document.

During the discussion of the Youth Projects, Gary pointed out that some of the reports that are provided to members are confusing and requested that a Dashboard be developed as a summary of each of the reports. Jim pointed out that there is a huge difference in the amount of money for the Youth Contracts and asked for a cost-per-person for each of the providers. Pam said that may be difficult to determine since each of the contracts are individualized and do not offer the same types of services. Gary stated that by including that information on the dashboard it could be consistent. Pam told members that staff will try to develop such a report. Pam told members that in prior years, staff developed an Economic Impact Report that showed how much money was being put back into the local economic, but was not necessarily a return on investment report. Kathy asked Pam to begin putting a Dashboard together and bring it to the next meeting for review. Pam told members that staff could start with the youth, Business Relations Representatives and Participant reports, but would like to wait on including fiscal information. Gary requested that the number of dropouts from the youth reports also be included.

Jim questioned why the Streator High School project was not renewed for PY 18. Pam informed members that Streator High School was having a tougher time meeting enrollments. Also, she told members that Streator High School is operating a program similar to the one that was WIOA funded.

Pam also stated that the Youth Committee made the recommendation to NCI Works to not fund the Streator High School project this Program Year.

Moving on to the Fiscal Update, Pam informed members that one of the findings pointed out in the monitoring review again this year is that some outstanding checks are not resolved within the required 90-day requirement. She said that Annette and Jessica revised our procedures to ensure that this will not happen again. As part of the procedure, Pam said, she is asking for approval to sign up for a service provided by our Bank (Midland States) that will help us better identify and track outstanding checks and stop payment on them before they reach the 90-day maximum. Pam told members that the cost will be \$40.00 for the two accounts that we have with Midland States. She informed members that without this service, the cost to stop payment on each check is \$36.00. Pam stated that according to the fiscal staff, the total cost for stop payments last year was about \$1,000.00. Members asked if our checks indicated that they would be void if not cashed within 90 day. **Note: Jo Ann checked with the fiscal staff and our checks indicated that they will void if not cashed after 60 days.** After discussion, Wayne Reising motioned to approve the request to sign up for the service provided by Midland States. Motion was seconded by Robert Albrecht and carried. After discussion, Jim questioned why this action needed to be determined by the Board when Pam, as Executive Director, should have made the decision. Ron commented that the discussion was good and stated that going forward Pam would have the authority to renew the service if it was beneficial for the agency. Pam stated that since the request was to add a service that it should have been presented to the Board for approval. Jim said that she should have gone ahead with the service and reported to the Board. If the Board would have been against the decision, they would have indicated so.

Pam reported that of the 3 applications received for the CFO position, one withdrew, one did not meet minimum qualifications, and one was interviewed but there were concerns regarding her work history. Since the interview, Pam told members that two individuals that meet minimum qualifications were identified through the IL Job Link System. One resides in DeKalb and one in Rockford. Pam told members that these individuals will be contacted and if they are interested in applying for the position, they will be interviewed. In the meantime, Pam said that we need some assistance and recommended that the Workforce Specialist Clerk position be posted and filled temporarily until a CFO can be hired. Pam told members that she is recommending to hire through a temporary agency noting that an administrative fee will apply. Jim asked about outsourcing some of the fiscal duties to an accounting firm. Pam stated that Clifton Larson Allen is going to take a look at our fiscal procedures to see if anything can be outsourced. Kathy commented that she will raise that question to them when she talks to them on Wednesday. After discussion regarding the staffing structure of the fiscal office, Robert Albrecht motioned to hire a Workforce Specialist Clerk using a temporary agency. Motion was seconded by Jim Duffy and carried.

Pam presented the Fiscal Reports for May and June 2018. Wayne Reising motioned to approve the May and June 2018 Reports. Motion was seconded by Randy Freeman and carried.

Personnel Issues

Pam reminded members that she had requested earlier this month to combine the two part time Business Relations Representative positions into one full-time position. Pam informed members that Roger Anderson, if approved, would become full-time and service the areas of Lee and Ogle Counties. The vacant full-time position would service the Jo Daviess and Carroll Counties area. Wayne Reising motioned to approve the request to combine the two part time Business Relations Representative positions. Motion was seconded by Ron Smith and carried.

Pam informed members that she did attend the Lee County Board and Whiteside County Board meetings on August 21.

Human Resource Committee Report

Kathy informed members that the HR Committee reviewed the salary for the Career Advisor/HSE Tutor and recommended to increase the salary for this position to \$20.50/hour. Wayne Reising motioned to approve the salary increase for the Career Advisor/HSE Tutor to \$20.50/hour. Motion was seconded by Robert Albrecht and carried.

Kathy told members that years ago the BEST Board voted to bill former staff who remained on our Retirement Plan the administrative fee of \$25.00/year. Recently, staff learned that the administrative fee can be deducted from the former staff members account. She told members that the HR Committee recommends to notify those former staff members that the administrative fee will be taken from their personal account with Nationwide effective July 1, 2018. Wayne Reising motioned to approve the recommendation to deduct the Annual Administrative Fee for all former BEST, Inc. employees from their personal accounts. Motion was seconded by Jim Duffy and carried.

Regarding the Document Retention & Destruction Policy, Kathy told members that the HR Committee reviewed a draft of the policy, but since BEST, Inc. has to follow the CFR they suggested that the document presented be turned into a procedure instead of a policy. No action required.

Executive Session

Since the HR Committee did not have any action to recommend to the full Board, Executive Session was not needed. Kathy told members that the HR Committee spent too much time discussing other items on the Agenda and did not have adequate time to discuss the Executive Directors' Performance Evaluation. Jim Duffy motioned to give Pam Furlan a two-month extension of her current contract. The motion included that any future increase would be retroactive to September 1, 2018. Motion was seconded by Robert Albrecht and carried.

Kathy pointed out that the Executive Session Minutes are not ready for review and/or action. Jim commented that the Board is in violation of the Open Meetings Act.

Business Meeting

Review & Approval of Local Elected Officials' Agreement with BEST, Inc. as Designated Subgrant Recipient & Fiscal Agent for Workforce Development Area #4

Pam presented the Local Elected Officials' Agreement with BEST, Inc. as Designated Subgrant Recipient and Fiscal Agent. Pam told members that this document seeks the approval of the Chief Elected Officials to allow Pam to serve as the Executive Director. She said that the Chief Elected Officials will also be considering a similar document for adoption at their meeting. Wayne Reising motioned to approve the Local Elected Officials' Agreement with BEST, Inc. as Designated Subgrant Recipient & Fiscal Agent for Workforce Development Area #4.

Other Business

Kathy noted that the next BEST Board Meeting will be Monday, October 22, 2018, 6:30 p.m. at the Lee County Board Conference Room in Dixon.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Randy Freeman and carried.

Jo Ann Johnson

Approved by:

James Duffy
Secretary