

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
October 22, 2018**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:35 p.m. by Co-Chair Kevin Reibel

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

PROXIES: Robert Albrecht to Jim Duffy, Carl Carlson to Kathy Enbom, Randy Freeman to Steven Malavolti, Kevin Lindeman to Wayne Reising, Ron Smith to Kevin Reibel

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Carrie Folken

Approval of Meetings Minutes

Kathy Enbom motioned to approve the August 27, 2018 Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Fiscal Workflow Assessment Update

Kathy Enbom introduced Dan Bender (CPA, Manager with Clifton Larson Allen LLP) to members. She told members that Dan was the lead person conducting the Fiscal Workflow Assessment. Kathy told members that there was a lot of information in the report, but asked Dan to focus on the recommendations for the fiscal office. Dan then presented members with an overview of the recommendations. Dan stated that they met with individuals that interact with the fiscal staff such as HR, IT, and Program Managers to get an overall picture of the agency. Dan told members that the fiscal staff are trying to reduce manual reporting and increase the utilization of the Abila software. He told members that by utilizing Abila software will provide more clarity to the budgets and in real time. Dan told members that utilizing electronic storage will also help cut the time in pulling documents for grants monitoring. Dan said that he talked with representatives of DCEO and understands that electronic documents are acceptable to them during monitoring. This way, Dan said, if they need a hard copy of a document, they can print it, otherwise, the electronic documents would be available for viewing. Dan suggested that staff begin storing documents electronically and see how it progresses. One concern, he stated, is that the storage capacity on the Google Drive may max out and additional space would need to be acquired.

Another task they looked at, Dan said, is the number of checks that are being issued by the fiscal office. He suggested using pre-paid debit cards to replace the number of checks that are being issued to participants for child care, mileage and work experience wages. He said that by issuing pre-paid debit cards would be a clean process and staff can avoid void the possibility of outstanding checks. Also, Dan

said that the pre-paid debit cards would save time and eliminate the costs of checks, envelopes and postage. Dan told members that his team also talked about direct deposit, but understands that many of the participants that would be receiving the payments does not have a checking account. Members then held a lengthy discussion on the pros and cons of the pre-paid debit cards and direct deposit.

Next Dan talked about the current and proposed structures of the Fiscal Department. He said that the ideal structure would include a CFO, Controller, Full-time Accountant and Part-time Accounting Clerk. Dan then highlighted some of the functions of each of these positions.

In summary, Kathy asked Dan for 2 recommendation to pursue in the next 45 days. He replied to utilize the Abila software to its full capacity and have a conversation about implementing the pre-paid debit cards.

Pam informed members that she is recommending that a committee of the staff that were interviewed by CLA be put together to further discuss the findings of the Workflow Report. The committee, Pam said, would break out the findings and determine how and when it can be done if at all. Pam also reminded members that there is a firewall issue with some of the duties that needs to be considered.

In closing, Dan told members that BEST, Inc. has a great team and it was a pleasure working with everyone. He told members that the staff is passionate and love their jobs.

Public Comments

Pam introduced Carrie Folken to members. Pam noted that Carrie is the Program Manager for BEST, Inc. and has attended previous meetings.

Wayne announced that he was a new grandfather a few weeks ago. Members congratulated Wayne on his news.

Executive Director Report

Pam then provided members with updates on her typed report that was included with the meeting materials.

Industry Informational Sessions

Pam referred members to the Manufacturing Industry Brief that was included with the meeting materials. She disseminated copies of the Healthcare Industry Brief that was published in August. The next Industry Brief, Pam said, will be on Agriculture. Gary Camarano questioned Pam on some of the data stating that there were several errors. Pam said that she would check with Dianna who collects the information. Pam also stated that Dianna has been trying to reach Gary to collaborate on some of the errors that he pointed out in the Healthcare Industry Brief. Gary commented that his schedule did not allow him to return her call. Pam informed members that the Industry Briefs are sent to schools, libraries, CEOs, NCI Works members, etc. Gary commented that it might be beneficial to include some of the programs that are available locally by manufacturing companies and local institutions. Gary also noted that it would have been beneficial to mention more of the mentoring and job shadowing programs available. Wayne suggested that Gary send Pam an email with his suggestions. Jim asked for clarification on health care providers in Mendota. Pam pointed out that they could be included with OSF but will confirm with Dianna.

Fiscal Workflow Assessment

As stated during the Workforce Assessment presentation at the beginning of the meeting, Pam reiterated that she is proposing to put together a work group to go over the recommendation presented by Clifton Larson Allen LLP and asked if members were in agreement with her proposal. Members agreed.

PY 18 Dashboard

Pam presented a draft of the Dashboard to members and asked if this was the type of information that they were looking for. Gary commented that he would like to see more information on planned vs actual and whether it either met or exceeded the plan numbers. In regards to the Youth information, he said that he would like to see some trend information regarding high school diplomas received. Carrie pointed out that since the Program Year just began on July 1 that the information would not be available for this report. Pam told members that staff would continue to revise the Dashboard and include their suggestions. Members noted that they wanted to continue to receive the detailed reports for the Program and Business Relations Units.

Approval of the Fiscal Reports

Pam pointed out that the August fiscal report includes the proposed transfer of \$550,000 from the Dislocated Worker Grant to the Adult Grant that the CEOs will be acting on at their meeting following the BEST, Inc. Board meeting. Steve Malavolti motioned to approve the Fiscal Reports for July & August 2018. Motion was seconded by Wayne Reising and carried.

Personnel Issues

Pam informed members that a second interview was conducted and a job offer was extended pending the results of the background check for the Business Relations Representative. She said that once that information is obtained then a start date will be established.

Pam informed members that the Sterling Office has been sold, however the new landlord has assumed the current Lease, therefore there was no increase in rent through June 30, 2019.

Pam also told members that our office at Sauk Valley Community College will be moving to another location within the College. She said that the College personnel have agreed to move Shelley to the new location. No other changes are expected.

Staff Recognitions

Pam informed members that Jo Ann recognized Joy Jaraczewski and Lisa Cofoid for helping with the Manufacturing Industry Brief mailing.

Human Resource Committee Report

Employee Health Insurance Renewal

Kathy informed members that the HR Committee met and discussed the renewal for the Employee Health Insurance effective January 1, 2019. Kathy told members that Jo Ann presented some options for

the HR Committee's consideration. She said that with a 16.8% increase in the premium the committee is recommending that staff pay for part of the premium. Kathy reminded members that currently, staff does not contribute towards the premium for single coverage, but they do pay for 50% of dependent coverage. Kathy told members that the HR Committee is recommending continuing the plan with United Health Care effective January 1, 2019 but asking employees to pay \$40.00 a month towards the premium. Wayne Reising motioned to approve the HR Committee's recommendation to continue the health plan with United Health Care and have employees pay \$40.00/month towards the premium. Motion was seconded by Jim Duffy and carried.

Paid Hours Off

Kathy informed members that the HR Committee is recommending changing the accrual period for Paid Hours Off from July – June to coincide with the Program Year. She said that currently, the PHO accrual is calendar year. She said that this change would be effective January 1, 2019 and that there are no other changes to the PHO Policy. Steve Malavolti motioned to accept the recommendation from the HR Committee that the accrual period for Paid Hours Office be changed to coincide with the Program Year of July – June. Motion was seconded by Wayne Reising and carried.

Executive Session

Steve Malavolti motioned to convene in Executive Session 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 under Section (5 ILCS 120/2 (c) 1 –). Motion was seconded by Jim Duffy. Roll call vote was taken:

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

PROXIES: Robert Albrecht to Jim Duffy, Carl Carlson to Kathy Enbom, Randy Freeman to Steven Malavolti, Kevin Lindeman to Wayne Reising, Ron Smith to Kevin Reibel. Executive Session convened at 8:05 p.m.

Motion by Steve Malavolti to reconvene in General Session (8:29 p.m.) Motion was seconded by Jim Duffy and carried.

Jim Duffy motioned to open the Executive Session Minutes for the following meetings: August 24, 2015, August 22, 2016, August 28, 2017, May 10, 2018. Motion was seconded by Steve Malavolti and carried.

Executive Director Performance Evaluation

Kathy Enbom motioned to approve the Executive Director Performance Evaluation for Pam Furlan as recommended by the HR Committee. Motion was seconded by Wayne Reising and carried.

Executive Director Contract Negotiations

Kathy Enbom motioned to extend the contract for Pam Furlan effective September 1, 2018 – August 31, 2019 with an increase in salary to \$86,571.50 effective September 1, 2018. The motion also included to increase the cap on Pam's reimbursement for Medicare and supplemental plan to \$500.00. Motion was seconded by Steve Malavolti and carried.

Other Business

Out-of-State Travel Request

Pam informed members that the National Association of Workforce Boards (NAWB) Forum will be held in Washington, DC from March 23 – 26, 2019 and requested to send up to 4 individuals to this conference. She reminded members that for the past several years we have sent staff and NCI Works Board members to this annual conference. After discussion Wayne Reising motioned to approve the request to send up to 4 individuals (including Pam Furlan and Dianna Schuler) to the NAWB Conference in Washington DC. Motion was seconded by Kathy Enbom and carried.

Next Meeting

Kevin reminded members that the next BEST Board Meeting will be on Monday, December 17, 2018.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 8:45 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Board Secretary

Executive Director's Report

BEST SUCCESSES

We have **two (2) success stories**. We certainly encourage you to read them at your leisure.

LEGISLATIVE UPDATE

WIOA Appropriations/Legislative Issues

For once, the talk of a government shutdown doesn't apply to us. **Our funding was included in the work Congress completed through the annual appropriations process**, so even if there is a shutdown, we won't be affected.

No word yet from DoL on the **State's waiver request regarding the requirement that a local area can only be in one Economic Development Region (EDR)**. We submitted a letter to DCEO on November 30, **officially notifying them that LWIA #4 does not wish to be re-aligned to LWIA #3**, so now we just wait to see what happens. I'll let you know if anything major develops before the December meeting.

PY '18 INCUMBENT WORKER TRAINING (IWT)

Dianna Schuler, our **Business Relations Manager**, is our **point person** for IWT projects. Current Projects are as follows:

Mennie's Machine – Training is for IATF 16949 (Automotive Industry Quality Control) at a cost of \$31,000.00 and is for 21 employees. Company is using wages paid during training as their match so the grant will pick up the entire cost of the training. Training started Dec. 12, 2017. **Completed and reimbursement processed.**

JT Cullen- \$72,092.90 for Business Process Improvement to run until end of November for 59 employees. **Completed and in the process of reimbursement**

Carus - \$6,706.00 for 1 Industrial Maintenance Mechanic Apprentice to run until 12-31-18.

Carus - \$6,912.12 for 1 Mechanic to run until 12-31-18.

Sinnissippi Centers - \$21,957.44 for 86 employees on Credible Software to run until 11-2-18. **Completed and reimbursement processed.**

Metform - \$5,531.36 for 3 employees for Handling Tool Operation and Programming to run Dec. 3 – 6..

STATE 50% TRAINING EXPENDITURE REQUIREMENT

Our Direct Training spending level through the **end of October for the Adult Program was 71.8% and for the Dislocated Worker Program was 62.1%. The combined total is 67.0%.** As a reminder, the State required that a minimum of **50% of our total expenditures for PY '18** be spent on Direct Training services which include the following:

- **occupational training**, in our case usually at local training institutions such as IVCC and SVCC
- **customized training**, which is designed to meet special requirements of an employer or group of employers
- **occupational bridge programs** that are designed to incorporate workplace competencies and skills into GED programs (we attempted to do this under the Critical Skills Shortages Initiative with very little success)
- **On-the-Job Training (OJT)**, which includes staff costs related to direct work with employers
- **Work-based experiences**, which we offer as either work experience opportunities, apprenticeships or “internship” programs; includes staff costs directly related to the development and management of the agreements/contracts.
- **transitional jobs**, which means a limited work experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history
- **Incumbent Worker Training**: Training to workers that have an established employment history for six months or more
- **academic remediation/pre-vocational services**, which we have very rarely offered due to a vague definition of “pre-vocational services”
- **books, materials and supportive services.**

ESSENTIAL SKILLS TRAINING PROGRAM

No new Essential Skills Training since last report.

UPDATE ON CURRENT PROJECTS AND GRANTS

LaSalle County Adult Redeploy Illinois Grant

Since my last report, there have been no new workshops for this grant. As a reminder, Joel Torbeck, our Business Relations Rep, offers 2 different workshops, one for just general job search information, and the other on how to deal with the barrier of having a criminal background when applying for a job. We are then reimbursed for Joel's time and related costs. The **LaSalle County Adult Redeploy Illinois Program**, initiated by the LaSalle County Probation Department, targets non-violent offenders (e.g., retail theft, property offenses, driving offenses, etc.) and is **designed to provide an alternative to incarceration this population.** The idea is to better utilize local resources for intensive supervision and treatment which will

hopefully lead to their re-integration into society. **Our role is to provide essential skills and job search training** to these individuals at the appropriate time during this process.

State Technical Assistance Grants

Our Talent Pipeline project is being led by Workforce Enterprise Services (WES). The goal of this project is to **develop a universal talent pipeline template, designed to create a continuous pool of applicants for employers in a variety of different industry sectors.** WES has already talked with some of the stakeholders in the region to find out what's being done already in terms of career pathways and talent pipeline activities and what the challenges are for businesses. **Their next steps are to begin developing the plan for implementation of the project, which will include meetings with a variety of stakeholders to determine their roles.** This project is under the oversight of the NCI Works Employer Engagement Committee.

We let out our RFP for the Youth Initiative the NCI Works Youth Committee would like to do. Proposals are due on December 17, so we'll see what we get back. As a reminder, we are **looking for a topic expert to develop a survey that will be distributed to at-risk youth (i.e., low-income, drop-outs, teen parents, foster children or those aging out of foster care, etc.) asking them what kinds of services they are looking for to help them get on a proper path to career.** The one requirement for our topic expert is that s/he **must be familiar with working in a rural area.** Other youth providers who will be invited to participate in this **project include ROE's, high schools, Youth Service Bureaus, Department of Children and Family Services, family counseling facilities, juvenile justice systems, etc.** Our goal is to **provide these youth with both the life skills and work skills they need to start an appropriate career, utilizing our work-based learning activities as appropriate along the way.** Again, we are hoping that there may be a youth grant available that we could apply for.

Our other project has started as well. We are working with **Thomas P. Miller & Associates (TPMA)** on this one, which is to learn about employer hiring practices for **returning citizens, individuals with disabilities and Veterans into the workforce.** We have some preliminary information from the surveys TPMA sent out, but their **next step is to start doing face-to-face interviews with some employers** throughout our eight counties in order to be able to get more detailed information. Eventually, they will **compile the data they receive, analyze it and make recommendations for a marketing strategy to employers and for our customers.**

NCI WORKS ACTIVITIES

This report will be a summary of NCI Works activities, but please feel free to ask questions or get more information at the meeting.

- Our last meeting of the CME Group was **November 6.** I provided a Workforce Update and talked about our two projects, and let them know we are going to be working with the DoL Bureau of Apprenticeship Training to possibly be approved for apprenticeship sponsor. Our next meeting will be February 5, 2019. The **CME Group** initiative

continues to be a great opportunity to get involved with the manufacturing community and it serves as our link to identifying and addressing local challenges.

- **BEST staff continue to provide presentations on job search, careers and soft skills to students at the Safe School in Peru. Students will meet with a small panel of employers in December where they will learn more about jobs from the people who do them, what employers look for in a candidate and tips for success. Similar presentations at Thome School in Rock Falls are on hold temporarily as administration and staff has changed. Their senior students participated for the first time this year at Work in the Real World.**
- **The last meeting of the SVCC Healthcare Networking group was October 25 and we talked about the Opioid crisis and its implications on the workforce and training.**

No update on the **IVCC Healthcare Networking** since our last meeting.

- **No new job fairs scheduled.**
- **NCI Works hosted its 4th educational presentation at its November meeting. Representatives from the Agriculture Industry provided information about jobs in demand, desired skills and qualities, challenges, and ways to gain experience in the field. We had a great discussion led by our panel, who included Dave Isermann, Gary Sandrock and Jerry Beranek. They were also very helpful in identifying local in-demand jobs that are available. This new initiative has been well-received by the members, and has generated much discussion about the topics. Our next featured industry will be Tourism and Hospitality.**
- **There are 35 links of Human Resource sites listed on NCI Works website.**

YOUTH CONTRACT PROGRAMS UPDATE (PY '18)

July 1, 2018 – Present

Education Outreach Program – Regional Office of Education #47

The Education Outreach Program provides services to WIOA-eligible out of school youth between the ages of 17-24 who reside in Lee, Ogle or Whiteside County. Youth are provided or linked with academic instruction that results in a High School Equivalency Certificate as well as career readiness skills to help them secure and maintain employment.

Planned New Enrollments: 30

Number Carried In:

Whiteside County: 52 Lee County: 13 Ogle County: 19

New Enrollments:

Whiteside County: 9 Lee County: 5 Ogle County: 3

Total Enrollments:

Whiteside County: 61 Lee County: 18 Ogle County: 22

Pending Enrollments:

Whiteside County: 3 Lee County: 0 Ogle County: 1

HSE Certificates earned since 07/01/2018: 7 Goal: 25

Work Experiences since 07/01/2018: 11 Goal: 25

Job Shadowing since 07/01/2018: 10 Goal: 20

Contract: \$211,594.42

Comments:

Four students are enrolled in Vocational Classroom Training.

Fall 2018

Advanced Welding: Enrolled – 1

Robotic Welding: Enrolled – 1

CNA: Enrolled – 2

Regional Work Study – LaSalle County Regional Office of Education

The Regional Work Study program provides academic instruction and employment support to WIOA eligible youth who have dropped from school and want to earn a high school diploma from their district high school. The program serves youth from LaSalle and Putnam counties. Instruction is provided at the Ottawa IVCC Center, the IVCC campus and has just added a third site location at the Mendota Library.

Planned New Enrollments: 18

Number Carried In

Ottawa Center: 11 IVCC Campus: 0

New Enrollments

Ottawa Center: 14 IVCC Campus: 2 Mendota Library: 2

Total Enrollments

Ottawa Center: 25 IVCC Campus: 2 Mendota Library: 2

Pending Enrollments:

Ottawa Center: 0 IVCC Campus: 1 Mendota Library: 0

HSE Certificates earned since 07/01/2018: 2 Goal: 18

Contract: \$101,217

Step Ahead – Bureau County Regional Office of Education

The Step Ahead program provides academic instruction to WIOA eligible youth from Bureau County who have dropped from school and wish to earn a High School Equivalency certificate or diploma. Due to the rural nature of the county, instruction is provided, usually one-on-one, at the local library in each youth's community. Step Ahead also provides work experiences and job shadowing.

Planned New Enrollments: 15

Number Carried In: 1
New Enrollments: 9
Total Enrollments: 10

Pending Enrollments: 4

HSE Certificates earned since 07/01/2018: 1
Work Experiences: 1 Goal: 5
Job Shadowing 1 Goal: 12

Contract: \$67,125

FISCAL UPDATE:

At the risk of sounding like a broken records, **Annette and Jessica continue to keep the fiscal unit going, with great support from other staff.** Usually within minutes of the word getting out that they need help, staff have already volunteered. I am happy to report that we have finally hired a Workforce Clerk through one of our staffing agencies. Her name is Elisabeth Hollaway and she will start as soon as we get the results of her background check, assuming it comes back OK. We hired her through a staffing agency so we'll see how that goes. Still no luck on the CFO, but then we have only had it listed at the higher starting salary for a week, so I'll remain hopeful!

Annette, Jessica, Carrie, Dianna, Joannie and I started reviewing some of the recommendations made in the **report for the project to assess the work flow in the fiscal unit.** It's going to take a lot longer to go through than we thought so we'll be making that a priority for the next couple of months. We're **probably about half way through it,** and probably the tougher part, but it will still take a **few more meetings to sort through everything and come up with some conclusions.** I will continue to provide updates as we progress.

Annette, Jessica and I reviewed the **draft audit which is being shared at the meeting by Rusty Gibson from CLA.**

SUCCESS STORIES

Mount Carroll Office

Jordan Leitzen of Savanna, completed her CNA training at Clinton Community College and passed her board exams in September. She has an in-home health care job but is now looking to work at a hospital.

Sterling Office

In the summer of 2018, Ricky was living with his brother in Lyndon, IL and was unemployed after moving to this area from California. He was referred to BEST, Inc by a friend who was already a client in our work experience program.

Ricky attended a career services workshop and was sent to Sterling Township for an interview to see if they would be willing to have him do a work experience with their maintenance/grounds keeping department. They agreed to hire him and he began working for them in July.

After just four months in the work experience program, Sterling Township decided to hire Ricky as a full-time employee, effective November 1st. He will be eligible to receive benefits after 60 days of employment.



Geared Toward The Future

NORTHWEST CENTRAL ILLINOIS

WORKS

Industry Brief: Agribusiness

1. What skill sets are necessary in the field of agriculture?
The ability to read, write and perform well in math. Must be able to work as a team and with people. Good communication skills, accountability, decision making ability, problem solving skills, general agriculture knowledge is beneficial for multiple positions, and understanding/interest in the latest technology are also important. Companies are looking for individuals with technical and computer skills as well as those that have a strong work ethic: show up on time every day, eager to work, willingness to be trained, and dress appropriately.
2. What education and training would one need to get started in agriculture?
To work in the area of insurance one needs to be licensed in insurance for property and casualty along with life and health insurance. A farm background plus at least an Associate's Degree, for some occupations a Bachelor's Degree in Ag Engineering/Ag Business/Agronomy, is also important. On-the-job training/field experience through internships is always helpful for mutual evaluation. For some occupations a CDL would be needed.
3. What are the positions companies are hiring for the most?
For insurance positions include agents and license staff. Currently State Farm has openings in Atlanta, Dallas and Phoenix for all departments. Other positions companies hire for include: custom applicators of agriculture products such as fertilizer and chemicals, crop associates, and crop specialists/agronomists, skilled ag labor such as truck drivers and equipment operators, general farm labor, banking and finance opportunities from relationship managers to assistants, ag sales, ag outreach/educators, researchers, farm manager, seed sales, facility manager, precision ag specialist, grain merchandiser, animal feed dealer, account manager, human relations, swine farm manager, supply chain specialist, agricultural equipment sales, field operations manager, fertilizer sales, crop adjuster, organic crop producer, soil scientist, crop scout, crop consultant, commercial applicator, real estate appraiser, technical writer, water quality manager, grain facilities manager, ethanol plant processor, farm service manager, production supervisor, safety coordinator, human resources, laboratory assist.
4. Will I like the work and how can I find out before I invest in the training?
Research local agriculture lenders and insurance companies. Interviewing and visiting with current and past employees in the position that you're interested in will help. High School Ag Education and 4-H Youth programs will give you a background of the industry. In addition, post-secondary ag programs with intern programs can give you experience to see if you enjoy the line of work, as would job shadowing and summer work. Additional information can be obtained at:
<https://www.ivcc.edu/agriculture.aspx?id=29694>, <https://www.svcc.edu/academics/programs/agriculture/>, and <https://highland.edu/academics/agriculture/>.
5. What are the challenges facing agriculture today?
Finding quality people with good work habits and a solid education. Additionally, agriculture faces the challenge of profitability and tight margins requiring top yields at current market prices. There is a huge investment to get started in farming. Ag business is directly affected by their customers the farmer. *Agriculture is facing tough economic times as we look into the future. Farm Incomes have been on a downturn the last 3-4 years and continuing. While most individuals will not become a farmer, farmers are the backbone to the industry and industry opportunities. Some ag sales and business opportunities may become limited as the industry is in a downturn as producers are not spending the money like when net farm income was up. Other challenges include governmental regulations, high input prices, and a declining workforce that wants to work. However, producers still need business individuals, i.e. bankers, agronomists, and accountants.*

Northwest Central Illinois Works (NCI Works) is a locally appointed workforce board that oversees workforce development programs that are funded by millions of federal tax dollars for an eight-county area (Bureau, Carroll, Jo Daviess, LaSalle, Lee, Ogle, Putnam and Whiteside Counties).

www.nciworks.org

Visit our job page for local opportunities at: <http://www.nciworks.org/no-place-like-home/>

Top 10 Agribusiness Companies in NCI Works Area

Company Name	Primary County	Mailing City	Mailing State	Line Of Business	Revenue (US Dollars, millions)	Total Employees
Rochelle Foods, LLC	Ogle	Rochelle	IL	Food Manufacturing	\$90,735,100	700
Crest Foods Co., Inc.	Lee	Ashton	IL	Food Manufacturing	\$148,197,800	534
Monterey Mushroom	Bureau	Princeton	IL	Food Production and Packaging	Not Available	525
Blout/Woods Equipment	Ogle	Oregon	IL	Ag. Machinery/Equipment Manufacturing	Not Available	407
Tyson Fresh Meats	La Salle	Ottawa	IL	Food Cold Storage Warehouse	Not Available	394
Color Point, LLC	Putnam	Granville	IL	Nursery Products	Not Available	280
The Hillshire Brands	Ogle	Rochelle	IL	Food Manufacturing	Not Available	255
HCC, Inc.	La Salle	Mendota	IL	Ag. Machinery/Equipment Manufacturing	\$62,565.800	200
East Dubuque Nitrogen	Jo Daviess	East Dubuque	IL	Ag. Chemical Manufacturing	\$69,591,202	145
Del Monte Foods, Inc.	La Salle	Mendota	IL	Food Manufacturing	Not Available	137
Rock River Lumber and Grain Co.	Whiteside	Prophetstown Morrison Fulton Tampico Sterling	IL	Agronomy Services	Not Available	103

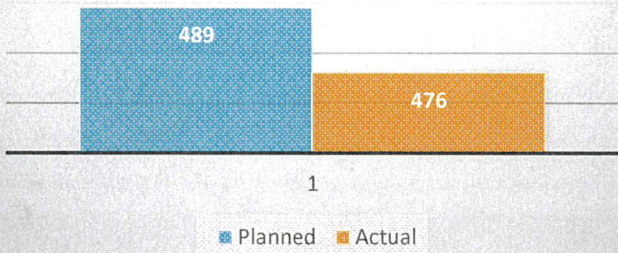
Industry Snapshot of Agribusiness Related Industries in NCI Works/Local Workforce Area 4, 2018q2

NAICS	Industry	Current		5-Year Forecast Separations		
		Empl	Avg Ann Wages	Total New Demand	Exits	Transfers
1110	Crop Production (Proprietors)	1,196	\$68,610	91	63	32
1111	Oilseed and Grain Farming	422	\$38,307	49	18	35
1112	Vegetable and Melon Farming	24	\$32,815	3	1	2
1114	Greenhouse, Nursery, and Floriculture Production	663	\$28,434	76	28	55
1119	Other Crop Farming	16	\$24,704	2	1	1
1120	Animal Production (Proprietors)	1,304	\$62,071	91	75	20
1121	Cattle Ranching and Farming	63	\$32,554	7	3	5
1122	Hog and Pig Farming	139	\$32,066	16	6	11
1123	Poultry and Egg Production	43	\$33,405	5	2	4
1129	Other Animal Production	36	\$56,987	4	2	3
1151	Support Activities for Crop Production	787	\$27,366	107	31	79
1152	Support Activities for Animal Production	46	\$32,740	6	2	4
3115	Dairy Product Manufacturing	821	\$58,072	87	36	58
3253	Pesticide, Fertilizer, and Other Agriculture Chemical Manufacturing	101	\$73,831	22	3	7
4245	Farm Product Raw Material merchant Wholesalers	597	\$52,531	49	26	45
31111	Animal Food Manufacturing	81	\$43,787	8	3	6
31142	Fruit and Vegetable Canning, Pickling, and Drying	286	\$71,737	29	13	20
31161	Animal Slaughtering and Processing	1,069	\$47,558	114	48	79
33311	Agriculture Implement Manufacturing	535	\$50,703	53	18	35
42382	Farm and Garden Machinery & Equip. Wholesalers	401	\$58,821	29	15	26
42491	Farm Supplies Merchant Wholesalers	919	\$56,172	82	39	64
49313	Farm Product Warehousing and Storage	230	\$38,404	30	11	17
92614	Regulation of Agricultural Marketing and Commodities	62	\$59,282	5	2	3
	Total - All Industries	127,666	\$41,932	13,142	5,960	7,943

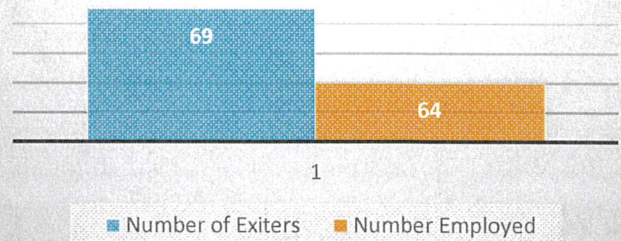
Source: JobsEQ®, 2018 Q2

Dashboard

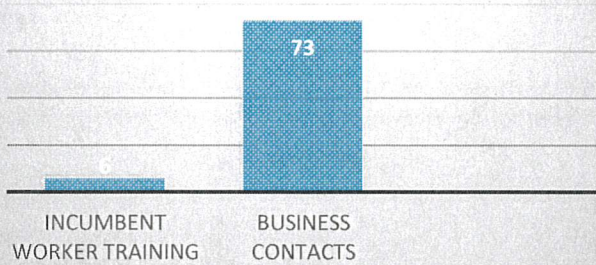
Participant Report
July 1 - December 1, 2018



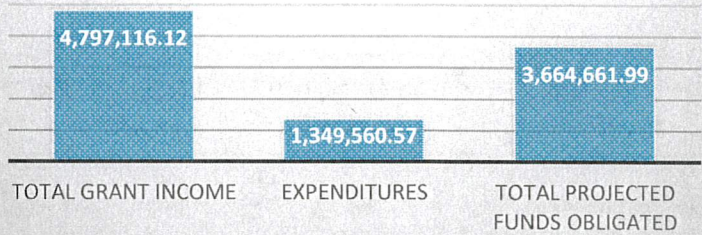
Client Exit Results
July 1 - December 1, 2018



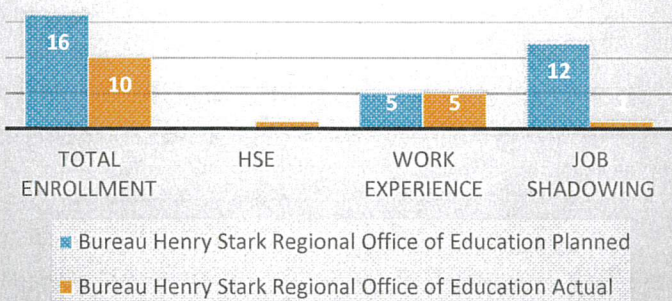
Business Relations Report
July 1 - December 1, 2018



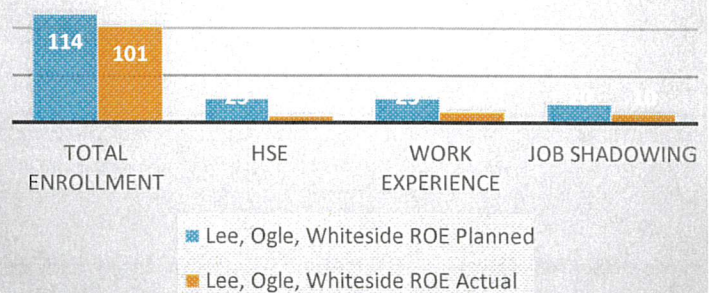
Financial Snapshot
Report Period: 7/01/2018 - 10/31/2018



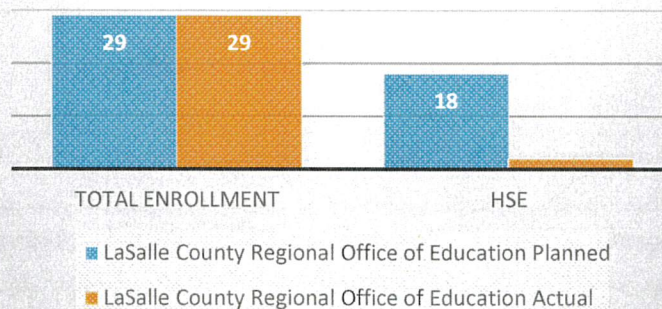
Bureau Henry Stark Regional Office of Education



Lee, Ogle, Whiteside Regional Office of Education



LaSalle County Regional Office of Education



PY18 BRU Report for BEST Board

County	Total Number of Initial Contacts	Total Number Follow Up Contacts	Number of contacts that were face to face	Number of contact that were through email	Number of Contacts that were through phone	*Purpose of Contacts	Number of Chamber Events attended	**Number of Rapid Response Workshop	***Number of other meetings/events Attended
Bureau	2	1	2	1	0	WBL, other	0	0	0
Carroll	5	9	14	0	0	WBL, other	0	0	0
Jo Daviess	5	3	6	0	2	WBL, other	0	0	3
LaSalle	10	27	19	11	7	WBL, other	12	0	15
Lee	6	21	25	2	0	WBL, other	2	0	2
Ogle	6	1	7	0	0	WBL, other	6	0	8
Putnam	1	3	0	3	1	WBL, other	Putnam is part of IVAC and Reported in the LaSalle Co. Number	0	0
White-side	9	33	32	10	0	WBL, other	3	2	4
Total	44	98	105	27	10	N/A	23	2	32

*WBL includes contacts for OJT, Work Experience for youth/adults/DW, soft skills and incumbent worker training. Other includes, but is not limited to, offering assistance with recruitment, taking applications, referral of customers.

** Number of RR workshops includes both WARN and TRADE

***Includes job search workshops, conferences, personell associations, LWIB committees meeting, and other business services

County	Number of Incumbent Worker Training Projects	# of Job Orders	Adult/DW WE	# of OJTs
Bureau	0			
Carroll	1- Metform Handling Tool Operation and Programming			0 1- Adult
Jo Daviess	0			
LaSalle	2-Carus Corp Mechanic Apprencticeship, Carus Corp Mechanic			1 Adult, 7 DW, 1 TRADE
Lee			2Adult, 1 DW	
Ogle	FN Smith 5S			
Putnam	Mennie's Machine IATF 16949			
White-side	2 - JT Cullen Business Process Improvement, Sinnissippi Centers Credible Software		3-Adult, 1 DW	2 Adult, 6 DW
Total	7 - 4 new Formula in PY18 and 3 Formula carried forward from PY17			

Current Projects: Joel continues to hold a workshop for DHS customers, and now Adult Education at IVCC. Joel also recently recieved a referral from the Adult Redeploy program. We continue to focus on marketing incumbent worker training. We are continuing discussions with IVCC about a CMA apprenticeship that would be sponsored by NCI Works.

PERSONNEL ISSUES:

STAFF UPDATES

General Update

Staff was very grateful for **Staff Appreciation Day** this year, which we hold on Monday, December 10. Given how spread out we are, it's nice when staff can get together just to enjoy each other's company. On behalf of the BEST, Inc. staff, I would like to thank the Board for allowing us to do that.

Judy Fitzpatrick provided the following updates since my last report:

Carroll County Report (October):

1. I am currently meeting with 4 students weekly for their HSE (GED) in Carroll County. Two live in Savanna, 1 lives in Mount Carroll, 1 lives in Lanark.
2. The students are studying hard for their GED tests.
3. Our 2 work experience students are doing very well in their jobs. One is at the US Fish and Wildlife Service in Thomson and one is at the Savanna Marketplace.
4. We had a student earn her CNA at Clinton Community College in their CNA program. She is currently job seeking. She resides in Savanna and is a single mother.
5. We have a woman enrolled in the 160 Driving Academy in Freeport. She already has her CDL in another state but is now living in Carroll County in Milledgeville and needs her Illinois CDL.

Jo Daviess County Report (October):

1. I am currently tutoring 4 enrolled GED students in Jo Daviess County. One enrolled student lives in Warren, one in Galena, one in Elizabeth and one lives in Stockton. The students are working hard and having successes in passing of their GED tests. Two of those students have passed 3 GED tests and have one to go as well as their Constitution Test and then they will be done.
2. We have a dislocated Worker who is from Galena and is enrolled at Highland CC for her certificate in Medical Coding. She will be done with the program after the summer, 2019 term.

Totals of People served in Carroll and Jo Daviess Counties since 2016:

Total of students enrolled in the GED program:	20
Total that have Attained HSE (GED):	10
Number of Potential Students yet to enroll:	1
Number of GED Students with WE in the program:	5
Number of In School Youth with WE:	3
Number of Students total with WE	8
Number of Enrolled Students currently working toward GED:	7
Students in Occupational Classroom Training:	6

Total Number of People Enrolled in Services in both counties: 28

Carroll County Report (November):

1. I am currently meeting with 4 students weekly for their HSE (GED) in Carroll County. Two live in Savanna, 1 lives in Mount Carroll, 1 lives in Lanark.

2. Our 2 work experience students are still doing very well in their jobs. One is at the US Fish and Wildlife Service in Thomson and one is at the Savanna Marketplace.
3. I am in the process of enrolling a new GED student in Carroll County. She lives in Savanna.
4. We enrolled a lady at the end of October so she can attain her CDL at the 160 Driving Academy in Freeport. She lives in Milledgeville and will be done with her training and testing on December 7.

Jo Daviess County Report (November):

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Number of In School Youth with WE:	3
Number of Students total with WE	8
Number of Enrolled Students still working toward GED:	7
Students in Occupational Classroom Training:	7

Total Number of People Enrolled in Services in both counties: 30

Office Update

I just learned last week that the Sterling Office building is back on the market. We'll keep our eyes and ears open to see where that goes – if anywhere.

UPDATE ON STAFF WORK GROUPS

On-Going:

Grant Writing Team/Sharel Wolber: Purpose is to seek alternative sources of funding to either expand services to WIA-eligible individuals or to serve non WIA-eligible individuals. The scope of this workgroup has been revised to include only community and/or foundation grants. Dianna will take over applying for national and state grants since it is more in line with her fiscal responsibilities.

In addition to the grants listed in my director's report under "Update on Current Projects and Grants", staff are working on the following:

They are planning to apply for a Walmart Community Grant that would help with the Leadership Conference costs. Sharel has not submitted an application yet, but will talk to Joel & Bonnie to begin the process.

They would also like more ideas as to what our needs are and where we need to focus. Should the focus continue to be on youth, Veterans, etc.?

Youth Work Group/Sally Hanrahan: Purpose is to develop needed youth programs, especially in Carroll and Jo Daviess Counties where there are currently no youth projects.

In addition to the contracted youth projects, the Career/Life Preparation program and Project Reach, the Youth Workgroup met and discussed the following:

Work in the Real World was held on November 16, 2018 at Sauk Valley Community College. Approximately 275 students from Amboy, Ashton-Franklin Center, Bureau Valley, Dixon, Erie, Ohio, Milledgeville, Morrison, Nachusa, Ohio, Oregon, Prophetstown and Thome. 63 Representatives from Agriculture, Architecture, Art, Building Trades, Business, Computer Technology, Cosmetology, Criminal Justice, Digital Arts, Education, Engineering, Entrepreneurial, Healthcare, Hospitality, Human Services, Mechanics, Military, Music, Nursing, Logistics, Manufacturing and Welding shared information about job duties, needed skills, salary ranges and answered questions about what they look for in employees and how to be successful at work.

Students also participated in an Education Panel where they learned about options for education, financial aid and training during and after high school. The panel was led by Joe Bright of Sauk Valley Community College and consisted of Jerry Binder from Whiteside Area Career Center, Mandy Aldridge from Sauk Valley Community College, Scott Connelly from Morrison Institute of Technology and Arielle Kalvelage from Northern Illinois University.

Youth Leadership Conferences were held in the Fall in Bureau, Lee, LaSalle, Ogle, Putnam and Whiteside counties for youth in our program. Youth were provided information about financial literacy, various careers and essential skills needed at work. At the conference at IVCC, the National Guard provided team building activities to youth and also provided them information about career and educational opportunities in the military.

COMMUNITY SERVICE PROGRAM

No new Community Service Projects to report since the last meeting.

STAFF RECOGNITIONS

Joel Torbeck received a “thank you” from the students at OHS for coming to their classroom to discuss their futures and to work with them on their resumes and cover letters.

I recognized **Kerri Hicks** and **Laura Olson** for another successful Youth Leadership Conference. I heard a number of very positive comments about how much the students enjoyed it and especially liked meeting students from the other projects we fund.

Also I sent a “thank you” to **Carrie Folken** on a story Steve Malinsky shared with me about a parent who brought her son in to apply for the LaSalle County ROE project and got excited that the program

was through BEST. This parent had been a customer years ago and worked with Carrie who advised her to get into nursing. She is now a local OB nurse at one of the local hospitals.

RAPID RESPONSE ACTIVITIES

We are happy to report there have been **no new Rapid Response** events since my last report!

CURRENT ON-THE-JOB TRAINING CONTRACTS

Current OJTs: As a reminder, our current OJT Policy allows for a reimbursement up to 75% if at least one of the following criteria is met: If the OJT is with a business that employs 75 or fewer employees – 15%; the business has participated in an Incumbent Worker Training Program that resulted in a promotion and created a vacancy that will be filled through an OJT contract – 10%; the individual in the OJT activity is from one of the locally-defined target populations of Veteran, individual w/ disability or returning citizen – 25%; or, the skills being acquired through the OJT are higher-level skills as defined by a standardized measurement. Therefore, some amounts may be higher than in the past.

Studstill Media – Contract amount is for \$9,750. **This will end on Feb. 18, 2019**

The Malcolm Group – Contract amount is for \$10,530. **This will end on Dec. 3, 2018**

TEAM Products – Contract amount is for \$10,027. **This will end on Jan. 11, 2019**

Mix's Trading Post – Contract amount is for \$12,750. **This will end on Dec. 31, 2018**

PPG/Metokote – Contract amount is for \$10,988.70. **This will end on Dec. 3, 2018**

North Central Illinois Council of Governments – Contract amount is for \$12,000.24. **This will end on April 30, 2019**

VACATION TIME

I will be taking vacation time from Friday, December 21 to Monday, January 1.

Contacts/Visits

Oct. 20 – Dec 7, 2018

Oct. 23 – Attended Manufacturing Expo at IVCC; BEST, Inc. is a partner in the event.

Oct. 24 – Participated in the call with Annette, Jess and CLA to review the Fiscal Flow Draft Report

Oct. 25 – Attended the SVCC Healthcare Network Meeting. Worked in Fiscal Department.

Oct. 26 – With Dianna Schuler, attended a meeting with Technology & Manufacturing Association, a manufacturing association similar to the Illinois Manufacturing Excellence Centers. We were exploring opportunities to form a relationship with them in hopes they could help us with local employers who are looking for seeking OJT and/or Incumbent Worker Training.

Oct. 31 – Attended meeting on the State's Integrated Services Policy in Normal.

Nov. 1 – Attended Employer Forum in Ottawa that included BEST, Inc., IDES and IVCC. IDES was responsible for hosting.

Nov. 2 – Was invited by a local company to take part in their meeting with the State to discuss expansion plans. Wanted to see how our services could fit in.

Nov. 5 – All staff meeting.

Nov. 6 – CME Meeting.

Nov. 7 – Participated in webinar on Integrated Services.

Nov. 13 – Participated in IWP Business Services Conference Call.

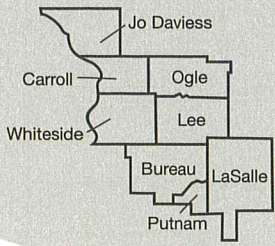
Nov. 14 – Participated in Blackhawk Hills Regional Council Conference Call re: CEDS Report.

Nov. 14 – Participated in Services Integration Webinar.

Nov. 14 – Attended meeting with local educators in the IVCC district regarding implementing the new Illinois Postsecondary and Career Expectations (PaACE) initiative.

Nov.15 – Attended IVCC Area Planning Council Meeting..

Nov. 16 – Helped out with Work in the Real World event at SVCC. It was our 14th year for WITRW and it was once again very successful! (More in my Director's Report)



BEST, Inc.

Business Employment Skills Team
Serving Northwest Central Illinois
www.best-inc.org



A proud partner of the AmericanJobCenter® network

HOLIDAY SCHEDULE

<u>Date</u>	<u>Holiday</u>	<u>Date Observed for 2019</u>
January 1	New Year's Day	Tuesday, January 1
January 21	Martin Luther King Day	Monday, January 21
February 18	President's Day	Monday, February 18
April 19	Spring Holiday	Friday, April 19
May 27	Memorial Day	Monday, May 27
July 4	Independence Day	Thursday, July 4
September 2	Labor Day	Monday, September 2
November 11	Veteran's Day	Monday, November 11
November 28	Thanksgiving	Thursday, November 28 Friday, November 29
December 25	Christmas	Wednesday, December 24 Thursday, December 25

**Business Employment Skills Team, Inc.
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<p>Kathy Enbom (<i>BEST Board Co-Chair</i>) WIPFLi c/o 313 Prairie Lane West Princeton, IL 61356 (815) 626.1277 (Office) (815) 872-1709 (Home) (815) 866-1719 (Cell) E-mail: Kenbom@wipfli.com</p>	<p>Randy Freeman LaSalle County Board Member 102 West 2nd Street Lostant, IL 61334 (815) 257-3266 E-Mail: freemanrandy54@gmail.com</p>
<p>Kim Gouker Ogle County Board Chair P.O. Box 926 Byron, IL 61010 815-234-3235 E-Mail: ogle@gouker.net</p>	<p>Kevin Lindeman North Central Illinois Council of Governments 613 W. Marquette St. Ottawa IL 61350 815-433-5830 Work 815-433-5832 Fax Email: klindeman@ncicg.org</p>
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<p>Wayne Reising Reising Insurance Agency 101 N. 7th Street Oregon, IL 61061 (815) 732-2194 (815) 732-2195 – Fax E-mail: wreising58@gmail.com</p>	<p>Ron Smith Jo Daviess County Board Member 330 North Bench Street Galena, IL 61036 Phone 815-777-0512 Cell 815-541-3967 E-Mail: rhsmith72@gmail.com</p>
<p>John Nicholson Lee County Board Chairman 112 E. Second Street Lee County Courthouse Dixon, IL 61021 (815) 288-5676 (Office) E-Mail: leecochair@countyoflee.org</p>	