

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting Minutes**  
**February 25, 2019**

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

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti	X	
Carl Carlson	X		John Nicholson	X	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising		X
Randy Freeman	X		Scott Toot		X
Kim Gouker		X			

**PROXIES:** Robert Albrecht to Jim Duffy, Kim Gouker to Jim Duffy

**OTHERS PRESENT:** Pam Furlan, Jo Ann Johnson, Annette Pace, Jessica Green, Carrie Folken

Approval of Meetings Minutes

Kevin Lindeman motioned to approve the December 17, 2018 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

Public Comments

Pam commented that members knew Carrie Folken, Annette Pace, and Jessica Green who were at the meeting.

**Executive Director Report**

Pam informed members that she has streamlined her reports as recommended by members. She provided members with a few updates from her typed report that was included in the mailing. Pam told members that the Department of Labor will be monitoring the week of March 11. She told members that they will be looking at agreements, bylaws, regional and local plans, Memorandum of Understanding and some customer files.

Pam also pointed out that under the "State 50% Training Expenditure Requirement" that the spending level was through December and not October as listed in the report.

Pam informed members that the Department of Commerce & Economic Opportunity recently notified Local Workforce Areas that they were going to apply for an Opioid Crisis Grant through the Department of Labor. However, in order for DCEO to apply for the grant, they need to know what types of projects may be needed throughout the state. Pam told members that locally we submitted 4 projects. One is an Educational Coordinator for Perfectly Flawed that is a very active group and addresses issues of those in recovery. The second project is for a Registered Nurse and Medical Assistant Technician for Sinnissippi Center. Pam told members that Sinnissippi has a back log of assessments of customers who were treated

that need to be completed. Pam said that the third project would actually allow BEST, Inc. to hire Job Coaches to help individuals reintegrate back into society by helping with job search efforts. The last project request, Pam said, is from IL Valley Community College Health Department that will allow them to educate girls who are pregnant on the effect of opioids to unborn children, Pam told members that we are one of 7 Local Workforce Areas that submitted projects to DCEO under the grant. She said that if the Department of Labor approves the application then DCEO will approve the funding. Pam told members that we she requested \$400,000 - \$600,000 for these projects for a two-year grant period. Jim asked Pam what would will happen to those individuals hired under the grant when the funding runs out. She said that hopefully these projects will be on-going and the provider will be able to retain them.

In closing, Pam told members that she did not have any other updates to her typed report and asked if anyone had any questions. With there being none, the meeting continued.

#### PY 18 Dashboard

Members then discussed the Dashboard that was included with the meeting materials. Jo Ann began the presentation on the Dashboard by reviewing the Youth Service Provider information. She pointed out that "Total Enrollment" chart reflects the Plan vs Actual enrollments. She told members that the High School Equivalency, Work Experience, Job Shadowing, High School Diploma charts are the numbers that were negotiated between BEST, Inc. and the providers. The outcomes of those charts will never equal the total number of enrollments in the first chart. Jo Ann reminded members that each of the providers must provide the 14 elements of the WIOA youth program. Those listed on the Dashboard are some of the elements that were negotiated. Jo Ann told members that the 4<sup>th</sup> slide on Page 1 represents a summary of the 3 Youth Service Provider Expenditures, Enrollments and Cost Per. Gary asked about the differences between the Cost Per for the 3 different projects. Annette responded that there are 3 totally different contracts providing different programs and services to the students. She told members that reporting is done at different times so the numbers reflected on these reports can be deceiving. Annette told members that they can expect the numbers to be significantly higher at the end of the program year when all reporting is completed for the projects. Jim expressed concern about the discrepancy of money being spent between the 3 projects. Carrie responded that Lee, Ogle, Whiteside Regional Office of Education probably enrolls about 30 students per year, however, they carry-forward their students for 3-4 years. She said that if those costs during that 3-4 years would be included, it would be about even with the other projects. Carrie told members that the Bureau Henry Stark Regional Office of Education Project and LaSalle Putnam Marshall Regional Office of Education Project only keep their students for about a year. Both Carrie and Annette continued to provide the members with specific information about each of the contracts and explained their differences. Jim asked if each provider could be asked to run the same type of program to benefit the students. Carrie responded that BEST, Inc. releases Request for Proposals that outlines the basic elements of the program, but the potential provider develops a program that fits their needs for the students in their respective counties. Carrie pointed out that throughout the years, BEST, Inc. has either met and/or exceeded performance standards for the youth programs. Jim asked about the students who may not be getting services. Carrie said that schools try to keep them enrolled to continue to receive their services. She said that when a student is referred to us they are dropouts. The project we are working with, Carrie said, gives these students the opportunity to either get their High School Diploma or receive a High School Equivalency along with other elements such as Job Shadowing, Work Experience, etc. to keep them on a positive path.

Continuing to review the Dashboard, Jo Ann reviewed the Youth, Adult, Dislocated Worker and Incumbent Worker Programs, Trade and Trade Case Management slides for members.

Referring to the Business Relations Unit Contacts slide, Gary commented that 231 business contacts did not seem like a lot for 3 people. Pam responded by saying that we have 2 full-time Business Relations Representative and 1 that works 4 days per week. She said that they cover a large area and spend a lot of time on the road meeting with employers, putting together hiring events and meeting with customers who are in need of work experience or on-the-job training. Gary asked Pam how many businesses are BEST, Inc.'s target number? He said that based on his information, BEST, Inc. is not scratching the surface. Pam replied that we will never do 100% but we try to step up the contacts to reach more businesses. Pam told members that Dianna Schuler (Business Relations Manager) has a lot of labor market information available that she shares with her staff. Gary then presented to members a report from the WIOA National Bureau that 84 Manufacturing (Production) Jobs were filled during the period of April 1, 2017 through March 31, 2018. He said that this number is less than neighboring states. Pam asked where he got this information and asked for clarification as to what kind of information he was requesting from BEST, Inc. Gary continued by saying that he learned that BEST, Inc. can request waivers to certain requirements in order to help our businesses with the services that are available through the WIOA program. Gary said that he has been told by a local manufacturing business that they will not use BEST, Inc. services because they are not willing to help. Pam commented that Kathy Day warned her about a local employer in Whiteside County that did not look favorably on BEST, Inc. Gary told Pam that he has been in communication with Jim Nelson with the IMA regarding this matter. Pam stated that she knew Jim and asked Gary to send her the website where he retrieved the information for this report and she will look at it further.

#### Approval of the Fiscal Reports

Pam reported that the November and December 2018 Financial Reports were included with the meeting materials. If they had any questions, Pam said, Annette was present at the meeting to address any questions and/or concerns. Steve Malavolti motioned to approve the November and December 2018 Financial Reports. Motion was seconded by Randy Freeman and carried.

#### Personnel Issues

Pam informed members that she did not have any updates to her Personnel Issues Report but noted that she did include the progress staff were making on the Fiscal Assessment (work flow) study. She said that some additional information is also provided in the Fiscal Update of her Director's Report.

#### **HR Committee**

##### Fiscal Staffing Structure

Kathy informed members that the HR Committee met prior to the BEST, Inc. Board of Directors' Meeting and discussed the revised staffing structure of the Fiscal Office.

##### Organizational Charts

Kathy told members that both the current and proposed Organizational Charts were included with the meeting materials. She told members that the proposed Organizational Chart that reflects the positions of Finance Director, Controller and Accountant is the one that is being recommended. Kathy told members that the recommended Organizational Chart still includes the Workforce Clerk position, but it is not intended to be filled. The Committee agreed to leave that position on the Organizational Chart in case any other changes need to be made to that department. Randy Freeman motioned to approve the

Revised Organizational Chart as recommended by the HR Committee. Motion was seconded by Kevin Lindeman and carried.

Kathy noted that the positions of Finance Director and Controller would be opened internally.  
Review & Approval of Job Descriptions

Kathy referred members to the Job Descriptions of Finance Director, Controller, and Accountant nothing that they have been redesigned to allocate the tasks to the appropriate level of the individuals. She told members that the HR Committee is recommending to adopt these Job Descriptions as presented. Carl Carlson motioned to approve the Finance Director, Controller and Accountant Job Descriptions as presented. Motion was seconded by Kevin Lindeman and carried.

#### Chartwell Staffing Contract

Kathy informed members that the contract with Chartwell Staffing Contract for the Workforce Clerk does not expire until after 720 hours have been reached. She said that with the adopted structure, the Workforce Clerk position is no longer needed the HR Committee is recommending to terminate the agreement between BEST and Chartwell. As a result of the cancellation, Kathy informed members that the buy-out of the contract will be about \$3,800.00. Randy Freeman motioned to concur with the HR Committee's recommendation to cancel the contract with Chartwell once the Accountant position is filled. Motion was seconded by Steve Malavolti and carried.

#### Approval to purchase Abila HR Modules

Kathy told members that the HR Committee is recommending to purchase the Abila HR & Employee Web Service (EWS) Module to compliment the Abila Accounting software that staff are currently using. Kathy told members that once the software license is secured, a yearly maintenance fee will be paid. Randy Freeman motioned to concur with the HR Committee's recommendation to purchase the Abila HR & EWS Modules. Motion was seconded by Kevin Lindeman and carried.

#### **Other Business**

##### Out-of-State Conference Request

Pam requested to send 3 staff members to the NAWDP Conference in San Antonio, May 5-8, 2019. Pam said that Carrie Folken will be one the individuals along with a Career Advisor and Business Relations Representative. Steve Malavolti motioned to approve the travel request to send up to 3 individuals to the NAWDP Conference in San Antonio, March 5-8, 2019. Motion was seconded by Kevin Lindeman and carried.

##### Computer Purchase

Jo Ann informed members that she did not have the information ready to present to the Board for review and approval. She said that she would have it at the April meeting.

##### Next Meeting

Kevin reminded members that the next meeting is scheduled for April 22, 2019, 6:30 p.m.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Kevin Lindeman and carried. Meeting adjourned at 8:00 p.m.

Jo Ann Johnson

Approved by:

James Duffy, Secretary  
BEST, Inc. Board of Directors