

Business Employment Skills Team, Inc.
Board of Directors' Meeting
June 24, 2019
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the April 22, 2019 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director Report**
 - 1. BEST Successes (Page 7 & 27)
 - 2. Legislative Update (Page 7)
 - 3. State 50% Training Expenditure Requirement (Page 7)
 - 4. Foundation (Essential) Skills Training Program (Page 7)
 - 5. Update on Current Projects and Grants (Page 8)
 - a. State Technical Assistance Grants
 - i. Apprenticeship Expansion Grants
 - ii. State Youth Grant
 - iii. Targeted Population Assessment Project
 - iv. Senior Community Service Employment Program (SCSEP) Grant
 - b. Special Projects (Page 8)
 - i. Rapid Talent Pipeline Initiative (RPTI) Pilot Projects
 - 6. NCI Works Activities (Page 9)
 - a. Chief Manufacturing Executives (CME) Group
 - b. LaSalle County Safe School
 - c. Healthcare Networking Event(s)
 - d. Industry Informational Session (Page 28)
 - e. Human Resource Sites on NCI Works Website

7. Youth Contract Programs Update (PY '18) (Page 9)
 - a. Education Outreach Program – Regional Office of Education #47
 - b. Regional Work Study – LaSalle County Regional Office of Education
 - c. Step Ahead – Bureau County Regional Office of Education
8. PY 18 Dashboard (Page 12)

PY '18 Participant Reports (Page 17)

PY '18 Business Relations Unit Report (Page 18)
9. Personnel Issues (Page 19)
 - a. Staff Updates
 - i. General Update
 - Princeton Office Issue
 - Elisabeth (Beth) Hollaway – Completed Probationary Period
 - Carroll County Report (April)
 - Jo Daviess County Report (May)
 - Carroll County Report (April)
 - Jo Daviess County Report (May)
 - Sterling Office Update
 - b. Update on Staff Work Groups (Page 21)
 - i. Grant Writing
 - ii. Youth
 - d. Community Service Program (Page 21)
 - e. Staff Recognitions (Page 22)
 - f. Rapid Response Activities (Page 22)
 - g. Summer Flex Schedule Update (Page 22)
 - h. Results of Performance Appraisals (Page 22)
 - i. PY '19 Staff Goals (Page 23)
 - j. NAWDP Conference Take-Aways (Page 23)
10. Contact List (Page 26)

VI. Finance Director Report

1. Fiscal Update (Page 30)
 - a. Clifton Larson Allen Workflow Assessment
 - b. Facility (Fiscal Office)
 - c. DCEO Fiscal Monitoring
 - d. Grant Updates
 - Trade Grant
 - Trade Case Management Grant
 - PY Incentive Grant
 - PY 18 WIOA
 - PY 19 WIOA
 - e. PY 2018 Allocation Breakdown by County (Page 33)
2. Approval of the Fiscal Reports for March & April 2019 (Separate Document) (Action Item)

VII. Human Resource Committee Report

1. Adjusted Salary Ranges based on COLA (Page 34)
2. Employee Salary Increases (Page 34) (Action Item)

VIII. Other Business

- A. Selection of Audit Firm (Action Item)

At the last Board Meeting, staff were asked to contact Clifton Larson Allen regarding their rates for years two and three of the option period. The information is as follows:

First year: \$16,300
Second year: \$16,500
Third year: \$16,700

As a reminder, Sikich's charges are as follows:

First year: \$16,000
Second year: \$16,480
Third year: \$16,980
- B. Out-of-State Travel Request (Page 35) (Action Item)
- C. Dept. of Labor Correspondence (Page 36)
- D. Next Meeting: August 26, 2019

IX. Adjournment