

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**June 24, 2019**  
**6:30 p.m.**  
**Old Lee County Courthouse, 3<sup>rd</sup> 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
  - c. Community Service Program [\(Page 21\)](#)
  - d. Staff Recognitions [\(Page 22\)](#)
  - e. Rapid Response Activities [\(Page 22\)](#)
  - f. Summer Flex Schedule Update [\(Page 22\)](#)
  - g. 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