

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
April 22, 2019**

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	X	
Carl Carlson			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: Carl Carlson to Kathy Enbom, Kevin Lindeman to Kathy Enbom

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Annette Pace, Dianna Schuler, Paige Fritz

Approval of Meetings Minutes

Kevin Reibel motioned to approve the February 25, 2019 Meeting Minutes. Motion was seconded by Steve Malavolti and carried.

Public Comments

Pam introduced Dianna Schuler (Business Relations Manager) and Paige Fritz (Career Advisor) to members.

Executive Director Report

BEST Successes

Pam informed members that copies of success stories and those who are served by our programs were included with the meeting materials. She encouraged members to read about their achievements.

Legislative Update

Pam reported that we have not yet received our PY 19 allotment from the State. She said that the State's combined allotment is down about 4% from PY 18.

Referring to the Department of Labor monitoring that was recently conducted of our programs; Pam informed members that staff was told that there were no major findings. She said that a couple of findings were discovered during previous monitoring of 2 workforce areas that will require State policy that may apply to us. The Department of Labor did identify a few things such as a couple customer forms had not been signed; WIA was used in a brochure instead of WIOA; career advisor case notes need more elaboration and the format of our policies need to be consistent. Overall, Pam told members,

the Department of Labor personnel were impressed with our operations, our compliance documents, our staff, our business services and the NCI Works board member, Patty Head, they spoke to. They especially noted, Pam said, how effectively and evenly we serve our 8-county area. Wayne acknowledged Pam and the staff for this positive report. Pam noted that it was a team effort.

State 50% Training Expenditure Requirement

Pam informed members that as of the end of February the Direct Training spending level for the Adult Program was 65.5% and for the Dislocated Worker Program was 60.9%. The combined total, she said is 63.2%. Pam reminded members that the State requires that 50% of funds for the Adult and Dislocated Worker be spent on Direct Training.

Rapid Talent Pipeline Initiative (RTPI)

Pam told members that training was held for the RTPI Business Teams as part of the Talent Pipeline Initiative. She said that several different agencies participated in the training such as: Illinois Department of Employment Security, Black Hawk Hills Regional Council, and IL Valley Community College. Some agencies, Pam said, could not attend so they will be trained at a later date by Dianna Schuler.

Disconnected Youth Project

Pam noted that the local Youth Project is on hold for now. She reported that the State will be issuing their Youth Grant in either June or July at which time she will apply for the funds to operate the Disconnected Youth Project. Pam noted that although the local youth project will include all 8-counties, it will focus on Sterling/Whiteside County and LaSalle/Peru areas.

Healthcare Networking Event(s)

As noted in Pam's typed report about the Healthcare Networking Events, Jim Duffy asked why the SVCC group decided not to continue to meet. Pam replied that the group had low attendance and a survey was sent out to them asking if they wanted to continue, change the format, etc. and those that responded said that they would prefer not to meet unless a topic came up that they wanted to address.

Youth Contract Programs Update (PY '18)

Pam informed members that the Youth Contract Programs Updated was included in her typed report and asked if anyone had any questions or comments.

Fiscal Update

Office Relocation

Pam asked members for some guidance regarding the relocation for the fiscal office in Dixon. She said that as she reported, Annette and Jessica have been looking for available space but unable to find any that would be acceptable. Members discussed this topic and suggested to contact a realtor and give them the minimum specifications needed to move the fiscal office. They also suggested including both the fiscal office and the Dixon program office if a larger space would become available. After discussion, it

was noted that the fiscal staff would need 1,200-1,500 square feet of office space. If the Dixon Program office moves with the fiscal office, then 2,500 square feet would be needed.

PY 18 Dashboard

Members then reviewed the Dashboard that was included with the meeting materials. Gary requested to expand the actual outcomes of the individuals reported. He explained that it would be helpful if he knew how many exiters received their GED/HSE, how many completed a vocational training program (CDL, Nursing, etc.) and how many got a job and in what industry. Pam commented that some of this information was provided in other reports that are provided to the Board. Members agreed that it would be helpful to have this information in the Dashboard format. Pam also stated that the successes as reported to the Board not only include those that got jobs, but those who completed one of the training programs. Gary expressed concern that some individuals may continue training program just to get certificates in various programs. Pam stated that anyone who enrolls under WIOA to further their education must enroll in a program that is considered high growth and must be on the State Provider List. She assured members that individuals would not be enrolled in the program just to get a variety of certificates. Jim said that the purpose of the grant money is for individuals to be trained and get a job. He said that the real measure of success is how many get a job after the training is completed. Robert noted that it is hard for an individual to understand what success means if they don't work in the system. After discussion, it was agreed that staff will continue to develop the Dashboard and incorporate the comments as noted.

Approval of the Fiscal Reports for January & February 2019

Annette provided members with an overview of the Fiscal Reports for January and February 2019. She informed members that 82% of the funds for PY 18 have been obligated. Annette told members that the combined Direct Training rate for the Adult and Dislocated Workers program is at 63.67% and the Youth Work Based Learning is at 58.22%. She told members that all programs are operating according to budget. Randy Freeman motioned to approve the January & February 2019 Fiscal Reports as presented. Motion was seconded by Robert Albrecht and carried.

Personnel Issues

General Update

Pam reported that the Carroll and Jo Daviess Counties information from Judy Fitzpatrick was included in her typed report.

In regards to the Sterling Office Update, Pam informed members that IDES is currently looking at available space to relocate their offices.

Update on Staff Work Groups

Pam informed members that she did not have any updates on the Grant Writing or Youth Work Groups.

Community Service Program

Pam reported that there was no new Community Service Projects to report at this time.

Staff Recognitions

Pam said that she included some Staff Recognitions in her typed report, but acknowledged that April 24 is Professional Administrative Day and recognized Jo Ann by saying that she is invaluable.

Rapid Response Activities

In addition to the Rapid Response Activities included on her typed report, Pam told members that staff would be participating in a hiring event on May 1 for those affected by the Chrysler layoff.

Summer Flex Schedule

Pam reported that the summer flex schedule will begin on May 6 and end on August 9. She said that 4 staff will be utilizing the summer flex schedule this year.

Change in Administrative Assistant Responsibilities

Annette recommended that the job duties and responsibilities of Purchasing Agent be added to the Administrative Assistant position. Annette told members that this change will streamline the current process for procurement and purchasing. After discussion, Randy Freeman motioned to add Purchasing Agent, to include an increase in responsibilities, to the Administrative Assistant position along with an increase of \$2,000. Motion was seconded by Wayne Reising and carried.

NAWB Conference Take Aways

Pam noted that the NAWB Conference take-aways were included with the meeting materials. Kathy commented that they appeared to be good sessions.

Contact List

Pam informed members that the Contact List was included with the meeting materials and she did attend the events listed as "planned to" on April 16.

Gary asked Pam about the webinar that was held regarding the waivers that he addressed at the last BEST Board Meeting. He stated that waivers need to go from State staff to the US Department of Labor. Pam informed members that a waiver is typically for an interpretation to the regulations. Gary commented that a waiver could benefit the state or group of local workforce areas. He asked if any fact sheet was available to send out to businesses should they be interested in requesting a waiver. Pam said that when the Business Services staff talks with business they do ask them if they have any obstacles and challenges that could benefit from such a waiver.

Jim expressed concern regarding lay-off services that are being provided differently to businesses that have closed in the Whiteside County area. After a discussion, it was noted that the closure of the retail store did not qualify for TRADE assistance where the other business that closed did. Pam explained that individuals affected by a TRADE event are eligible for additional benefits through the State. Dianna noted that staff did conduct layoff workshops for those affected by both business closures in Sterling.

Executive Session

Jim Duffy motioned to convene in Executive Session pursuant to Section 5 ILCS 120/2 (c) 1 – 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. Motion was seconded by Randy Freeman and Roll Call vote was taken:

Name	Present	Absent	Proxy	Name	Present	Absent	Proxy
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						

Robert Albrecht motioned to reconvene from Executive Session. Motion was seconded by Jim Duffy and carried.

Jim Duffy motioned to accept the recommended to waive the 90-day trial period for Annette Pace and Jessica Green. Robert Albrecht seconded the motion. Motion carried.

Randy shared information from Tri-County Opportunities Council expressing concern with reporting information to NCI Works. Pam said that she would follow up with Vanessa Hoffeditz regarding this matter. Randy also stated that Terri Lawrence (Tri-County Opportunities Council Executive Director) is retiring.

Other Business

Computer Purchase Request

Jo Ann requested to update the RAM on 30 computers and replace 8 desktop computers. She said that the estimated cost for the computer upgrades and replacement is about \$5,700. Wayne Reising motioned to approve the request to update and purchase computers as requested. Motion was seconded by Steve Malavolti and carried.

Insurance Renewals

Jo Ann reported that we renewed the following insurance coverages:

- Commercial Package (General Liability/Commercial Property & Commercial Auto) with Cincinnati Insurance Company at an annual rate of \$7,837.00.
- Executive Package (Directors & Officers, Employment Practices Liability and Fiduciary Liability) with Westchester Fire Insurance Company at an annual rate of \$3,068.00.
- Workers Compensation with Liberty Mutual at an annual rate of \$10,556.00.

Kathy thanked Jo Ann for making sure that we are adequately covered.

Selection of Audit Firm

Jo Ann provided members with the rating summaries for the Request for Proposals that were received from CliftonLarsonAllen LLP and Sikich to conduct the 2018 Audit for BEST, Inc. She noted that Annette was the only one that reviewed the proposals. It was noted that Sikich provided costs for conducting the audit for 3 consecutive years. Since CliftonLarsonAllen, LLP only included the cost for the first year, members recommended to get a 3 year costs from CliftonLarson Allen, LLP and bring the information back to the board at their next meeting. Members agreed to include the Selection of Audit Firm on the June 24 Meeting Agenda.

NCI Works Industry Brief: Hospitality & Tourism

Pam noted that the Industry Brief for Hospitality and Tourism was included as an informational item.

Next Meeting

Kathy informed members that the next BEST Board Meeting will be held on Monday, June 24, 2019 at 6:30 p.m.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 8:15 p.m.

Jo Ann Johnson

Approved by:

James Duffy
BEST, Inc. Board Secretary