

Business Employment Skills Team, Inc.
Board of Directors' Meeting
August 26, 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 June 24, 2019 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director Report**
 - 1. BEST Successes (Page 4 & 20)
 - 2. Legislative Update (Page 4)
 - 3. PY '18 Incumbent Worker Training (IWT) (Page 4)
 - 4. PY '18 On-the-Job Training Contracts (Page 5)
 - 5. State 50% Training Expenditure Requirement (Page 6)
 - 6. Foundation (Essential) Skills Training Program (Page 6)
 - 7. Update on Current Projects and Grants (Page 6)
 - a. LaSalle County Adult Redploy Illinois Grant
 - b. State Technical Assistance Grants
 - i. Apprenticeship Expansion Grants
 - ii. State Youth Grant
 - iii. Targeted Population Assessment Project
 - iv. Opioid Grant
 - b. Special Projects (Page 7)
 - i. Rapid Talent Pipeline Initiative (RPTI) Pilot Projects
 - 8. NCI Works Activities (Page 8)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Healthcare Networking Event(s)
 - c. Industry Informational Session (Page 21)
 - d. NCI Works Annual Employer Conference and Awards Luncheon

- e. NCI Works Hiring Events
 - f.. Human Resource Sites on NCI Works Website
9. PY '18 Youth Contract Programs Update (PY '18) (Page 8)
- 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
10. PY '19 Youth Contract Programs Update (Page 11)
- 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
11. PY 18 Dashboard (Page 13)
- PY '18 Participant Reports (Page 18)
- PY '18 Business Relations Unit Report (Page 19)
12. Personnel Issues (Page 23)
- a. Staff Updates
 - i. General Update
 - Princeton Office
 - Carroll County Report (June)
 - Jo Daviess County Report (June)
 - Carroll County Report (July)
 - Jo Daviess County Report (July)
 - Sterling Office Update
 - b. Update on Staff Work Groups (Page 25)
 - i. Grant Writing
 - ii. Youth
 - c. Community Service Program (Page 26)
 - d. Staff Recognitions (Page 26 & 27)
 - e. Correspondence (Page 26 & 28-29)
 - f. Rapid Response Activities (Page 26)
13. Contact List (Page 30)

VI. Finance Director Report (Annette Pace)

1. Grants Update (Page 32)
 - Grant Close-Outs
 - PY 18 Expenditure Requirements
 - Trade Payment Processing/Trade Funding
2. Monitoring (Page 32)
3. Audit (Page 32)
4. PY 19 Funding (Page 32)
5. Policy Changes/Additions (Page 34) (See HR Committee Report for details)
6. Approval of the Fiscal Reports for May & June 2019 (Separate Document) (Action Item)

VII. Human Resource Committee Report

- Employee Dental Insurance Renewal (Page 33) (Action Item)
- BEST, Inc. Incentive/Cost of Living Award Policy (Page 34) (Action Item)
- Employee Telephone Usage Policy (Page 35) (Action Item)
- Memorandum of Understanding/Resource Sharing Agreement Policy (Page 35) (Action Item)

Executive Session (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.)

- Approval of the August 27, 2018 Executive Session Meeting Minutes (will be sent under separate cover (Action Item))
- Approval of the October 22, 2018 Executive Session Meeting Minutes (will be sent under separate cover (Action Item))
- Executive Director Performance Evaluation (will be sent under separate cover) (Action Item)
- Executive Director Contract Negotiations (Action Item)

VIII. **Other Business**

- A. DCEO Monitoring Letter (Page 36)
- B. Next Meeting: October 28, 2019
- C. Discussion regarding December 23, 2019 Meeting

IX. **Adjournment**