

Business Employment Skills Team, Inc.
Board of Directors' Meeting
December 16, 2019
6:30 p.m.
Lee County Board Conference Room
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. PY 18 Audit Report (Annette Pace/Rusty Gibson) (Audit Report will be provided under separate cover)
- IV. Approval of the October 28, 2019 Meetings Minutes (Page 1) (*Action Item*)
- V. Public Comments
- VI. **Executive Director Report**
 1. BEST Successes (Page 6 & 18)
 2. Legislative Update (Page 6)
 3. State 50% Training Expenditure Requirement (Page 6)
 4. Foundation (Essential) Skills Training Program (Page 6)
 5. Update on Current Projects and Grants (Page 6)
 - a. State Technical Assistance Grants
 - i. Apprenticeship Expansion Grants
 - ii. Service Integration Technical Assistance Grant
 - iii. Youth Career Pathways, Workforce Innovation & Pipeline Grant
 - iv. Opioid Grant
 - b. Special Projects (Page 7)
 - i. Rapid Talent Pipeline Initiative (RTPI) Pilot Projects
 6. NCI Works Activities (Page 8)
 - a. Career Preparation/Life Skills Program
 - b. Chief Manufacturing Executives (CME) Group
 - c. Certified Medical Assistant Apprenticeship Program
 - d. Industry Informational Session
 - e. Work in the Real World

- f. NCI Works Hiring Events
- g. Human Resource Sites on NCI Works Website

7. PY '19 Youth Contract Programs Update (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 19 Dashboard (Page 11)

PY '19 Participant Reports (Page 16)

PY '19 Business Relations Unit Report (Page 17)

9. Personnel Issues (Page 20)

a. Staff Updates

i. General Update

- Opioid Grant Project Coordinator
- Leave of Absence for Judy Fitzpatrick
- Apprenticeship Navigator Coordinator
- Carroll County Report (October)
- Jo Daviess County Report (October)
- Carroll County Report (November)
- Jo Daviess County Report (November)

b. Update on Staff Work Groups (Page 22)

i. Grant Writing

ii. Youth

c. Community Service Program (Page 23)

d. Staff Recognitions (Page 23)

e. Rapid Response Activities (Page 23)

f. Vacation Time (Page 24)

10. Contact List (Page 25)

VII. Finance Director Report (Annette Pace)

1. Grants Update (Page 27)

- Trade Grant
- PY 19 WIOA
- 1E Supplemental Dislocated Worker Funding

- Opioid Grant
- Apprenticeship Expansion Grant
- Service Integration Technical Assistance Grant

2. Approval of the Fiscal Reports for September & October 2019 (*Separate Documents*) (*Action Item*)

3. Approval of the PY 18 Audit (*Separate Documents*) (*Action Item*)

VIII. Human Resource Committee Report

- Review & Approval of the Apprenticeship Navigator/Project Coordinator Job Description (*Action Item*) (*Page 28*)
- Employee Health/Life Insurance Renewal (*Action Items*) (*Page 30*)
- Employee Handbook Updates (*Action Items*) (*Page 32*)

Other Business

- Election of Officers (*Action Item*)

Current Officers: Kevin Reibel/Kathy Enbom – Co-Chairs
James Duffy - Secretary

- BEST Board Committees Membership (*Page 34*)
- 2020 Holiday Schedule (Informational) (*Page 35*)

VIII. **Other Business**

A. Next Meeting: February 24, 2020

IX. **Adjournment**