

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
TELECONFERENCE ON ZOOM**

**April 27, 2020
6:30 p.m.**

“Waiting Room” will open at 6:15 p.m. Please mute your device unless participating in a discussion or voting on an item.

<https://us02web.zoom.us/j/7261131418>

Meeting ID: 726 113 1418
Dial by your location
+1 312 626 6799 US (Chicago)

AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the February 24, 2020 Meetings Minutes (Page 1) (Action Item)
- IV. Approval of the April 13, 2020 Special Meeting Minutes (Page 6) (Action Item)
- V. Public Comments
- VI. **Executive Director Report**
 1. BEST Successes (Page 8 & 15)
 2. Legislative Update (Page 8)
 3. State 50% Training Expenditure Requirement (Page 8)
 4. Foundation (Essential) Skills Training Program (Page 8)
 5. Update on Current Projects and Grants (Page 8)
 - a. State Grants
 - i. Apprenticeship Expansion Grant
 - ii. Service Integration Technical Assistance Grant
 - iii. U.S. DoL Youth Apprenticeship Grant
 - iv. Opioid Grant
 - b. Special Projects (Page 10)

- i. Rapid Talent Pipeline Initiative (RTPI) Pilot Projects
6. NCI Works Activities (Page 10)
 - a. Career Preparation/Life Skills Program
 - b. Chief Manufacturing Executives (CME) Group
 - c. Industry Informational Session (Page 16)
 - d. NCI Works Hiring Events
 - e. Human Resource Sites on NCI Works Website
7. 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
8. PY 19 Dashboard (Page 18)

PY '19 Participant Reports (Page 23)
PY '19 Business Relations Unit Report (Page 24)
9. Personnel Issues (Page 25)
 - a. Staff Updates

General Update
 - i. Sterling Office Update
 - ii. Carroll County Report (February)
 - iii. Jo Daviess County Report (February)
 - iv. Carroll County Report (March)
 - v. Jo Daviess County Report (March)
 - b. Community Service Program (Page 27)
 - c. Staff Recognitions (Page 27)
 - d. Rapid Response Activities (Page 28)
 - e. Additional COVID-19 Related Information (Page 30)
10. Contact List (Page 32)

VII. Finance Director Report (Annette Pace)

1. Grants Update (Page 33)
 - Trade Grant
 - PY 18 WIOA
 - 1E Supplemental Dislocated Worker Funding

- Opioid Grant
- Incentive Grant
- PY 19 WIOA
- Apprenticeship Expansion Grant

2. Approval of the Fiscal Reports for January & February 2020 (*Separate Documents*)
(*Action Item*)

VIII. **Other Business**

- A. Performance Measure Presentation (Carrie Folken) (*See Dashboard*) (**Page 18**)
- B. Computer Purchase Notification (Jo Ann Johnson) (**Page 34**)
- C. Insurance Renewal Information (Jo Ann Johnson) (**Page 34**)
- D. Next Meeting: June 22, 2020

IX. **Adjournment**