

**Business Employment Skills Team, Inc.
Zoom Meeting Minutes
June 22, 2020**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:32 p.m. by Co-Chair Kevin Reibel. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano		X	John Nicholson		X
Carl Carlson		X	Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom		X	Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman		X			

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Dianna Schuler

Approval of Meeting Minutes

Wayne Reising motioned to approve the April 27, 2020 BEST Board Meeting Minutes. Motion was seconded by Robert Albrecht. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

Approval of Special Meeting Minutes

Kevin informed members that the May 7, 2020 Special Meeting Minutes were amended after they were submitted to members. He said that the comments he made on the second page need to be part of the Executive Session Minutes and therefore were removed from the copy that was sent to members. Randy Freeman motioned to approve the May 7, 2020 Special Meeting Minutes as corrected. Motion was seconded by Jamey Sulser. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	

Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

Public Comments

None

Executive Director’s Report

Carrie informed members that the Executive Director’s Report was included with the meeting materials. She provided members with a few updates to her typed report. Under the Opioid Grant section, Carrie informed members that we now have 2 impacted individuals that will be placed as of June 29. Carrie noted that staff are now beginning to get additional worksites for additional impacted individuals.

In regards to the PY 19 DCEO Monitoring, Carrie told members that she did talk with the lead monitor and they are planning to finish up within a week. She said that they had some issues arise in other areas that needed to be addressed. They were planning to start back monitoring our local area tomorrow.

Personnel Issues

Carrie pointed out that she included the protocol that our offices will follow when DCEO gives us the approval to open up the One Stop Center in Ottawa. She told members that at this time, the only offices that DCEO will allow to be open are those that have security. At this time, Carrie said that IVCC and Mount Carroll are the only 2 office locations that have security onsite. She said that at this time those 2 offices will be allowed to see customers by appointment only and follow CDC guidelines.

Carrie then told members about an incident in the Sterling Office. She said that an individual in the Sterling office was exposed to another individual that tested positive for COVID-19. Carrie said that the Whiteside County Health Department was notified and she sent all staff home to work remotely until the office could be cleaned before allowing staff to return to the office.

Contracts

Carried informed members that the Targeted Population Committee meeting that was scheduled for June 17 was cancelled by the Chairperson so she did not attend that meeting. She also told members that on June 19 she attended a webinar sponsored by DCEO for those areas that received the Apprenticeship Grant.

In regards to the Opioid Grant, Randy asked Carrie if those individuals impacted are getting follow-up for the addiction. Carrie explained that the individuals that will be served by BEST, Inc. through this grant will receive help for employment and training services. There are other services that they can get from other agencies that are better equipped to help with their addiction. Carrie said that with the pandemic there is a limited number that we are serving, but we are hoping to bump that number up. Randy agreed.

Finance Director Report

Annette said that a Grant update was included with the meeting materials. She did inform members that BEST, Inc. recently was awarded the Layoff Aversion Grant in the amount of \$155,261.02. Annette said that this grant was effective June 1, 2020 and will be disbursed to local businesses who applied for funds to help them with layoff aversion.

Annette also informed members that BEST, Inc. received the Apprenticeship Expansion grant in the amount of \$122,216. This grant was also effective June 1, 2020.

In regards to the 80% requirement for expenditures, Annette told members that DCEO has waived the requirement to meet this expenditure due to COVID-19. She said that this is good news as our costs for tuition and transportation have gone down since the pandemic.

Approval of the Fiscal Reports for March & April 2020

Annette provided an overview of the March & April 2020 Financial Reports noting that we will spend over 70% of the funding by June 30. Scott Toot motioned to approve the March & April 2020 Financial Reports. Motion was seconded by Randy Freeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayme Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

HR Committee Report

Kevin Reibel provided the HR Committee report. He told members that Wayne Reising was elected as the HR Chairman. Kevin said that the HR Committee reviewed and recommend approval on the following items:

Approval of Revised/Updated Employee Handbook & Job Descriptions

Kevin informed members that the HR Committee reviewed the Revised/Updated Handbook and Job Descriptions and recommend that the BEST Board approve the documents. Jim Duffy motioned to approve the Revised/Updated Employee Handbook & Job Descriptions. Motion was seconded by Jamey Sulser. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		

Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

Request to Waive PHO Carry-Forward for this Program Year

Kevin informed members that Carrie requested to waive the PHO Carry-Forward for this Program Year due to circumstances of COVID-19, IVCC computers being hacked affecting the BEST computers, Pam’s departure, etc. He told members that about 5 staff were affected and unable to use all of the time that they earned during the Program Year. Randy Freeman motioned to concur with the HR Committee recommendations to approve waiving PHO carry-forward for this Program Year. Motion was seconded by Wayne Reising. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

Organizational Chart for BEST, Inc.

Kevin told members that a copy of the updated Organizational Chart was included with the meeting materials for their information.

Approval of Revised Employee Job Description & Salary Adjustment

Carrie informed members that she has been reviewing the organizational structure and planning for a succession plan. She told members that several of the staff have been on board for a great number of years. Carrie said that the first position that she reviewed was the Administrative Assistant/EO Officer/HR Assistant (Jo Ann). Carrie said that after reviewing Jo Ann’s Job Description she is recommending some revisions that include a change in the title to Manager, Internal Operations. Carrie said that the tasks that she included in the revised Job Descriptions are tasks that Jo Ann has been doing all along but they were not listed. Carrie told members that she will be reviewing all positions in the Agency in the near future. Kevin told members that the HR Committee concurred with Carrie’s recommendations. Steve Malavolti motioned to approve the Revised Employee Job Description and Salary Adjustment as proposed by the HR Committee. Motion was seconded by Robert Albrecht. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

PY 19 Annual Staff Employee Performance Evaluations Results

Carrie informed members that Annual Performance Evaluations were completed for all staff and the ratings are between 90.9% and 98.2%. She said that she included the breakdown with the meeting materials.

Adjusted Salary Ranges based on COLA / Review and Approval of Employee Salary Increases

Annette informed members that a 3% merit increase for staff was recommended to the HR Committee. She said that one staff member has met the salary cap and will be awarded a 3% incentive in lieu of a wage increase. Kevin told members that the HR committee recommends the salary increase of 3% for all employees with the exception of the individual that has exceeded the salary cap and will receive an incentive of 3% in lieu of a wage increase. Wayne Reising motioned to concur with the HR Committee's recommendation. Motion was seconded by Randy Freeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

Approval of Revised Career Advisor Job Description

Carrie told members that she requested a revision to the Career Advisor Job Description. She said that the minimum qualifications requires a Bachelor's Degree preferred, however, we will accept a high school diploma and 5 years of Human Service experience in lieu of the Bachelor's Degree. Carrie requested to amend the minimum qualifications to: "Bachelor's Degree preferred. Will accept a high school diploma and 5 years of Human/Customer services". She told members that it is advantageous for Career Advisors to have customer service as a skill since they work with so many individuals. Kevin informed members that the HR Committee concurred with Carry's recommendation. Jayme Sulser motioned to concur with the HR Committee's recommendation of adding customer service to the

educational requirement of the Career Advisor Job Description. Motion was seconded by Jim Duffy. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano			John Nicholson		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom			Jayne Sulser	X	
Randy Freeman	X		Scott Toot	X	
Kevin Lindeman					

Motion carried.

Other Business

Carrie recognized Dianna Schuler on the call. Carrie said that Dianna is the Business Relations Manager and is someone that she depends on for information and is always very supportive.

Carrie informed members that we received a 33% discount on our July 2020 Health and Dental insurance bills due to the COVID-19 crisis.

Randy commented that in the future he would like to have some input in the rating of the Executive Director's performance. He said that it is very difficult to rate a person when you do not have day to day contact with them, but would like to see the instrument refined. Kevin agreed noting that the HR Committee can address it at their next meeting.

Next Meeting

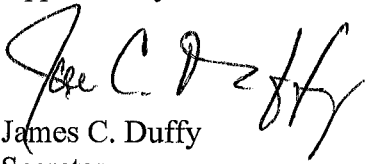
Kevin informed members that the next BEST Board meeting will be held on August 24, 2020 at 6:30 p.m. He said that HR Committee will be prior to the BEST Board meeting.

Adjournment

With there being no further business, Scott Toot motioned to adjourn. Motion was seconded by Randy Freeman and carried. Meeting adjourned at 7:03 p.m.

Jo Ann Johnson

Approved by



James C. Duffy
Secretary