

**Business Employment Skills Team, Inc.
Board of Directors' Zoom Meeting
October 26, 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.

Join Zoom Meeting
<https://us02web.zoom.us/j/89598801470>

Meeting ID: 895 9880 1470

Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 895 9880 1470

AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. PY 19 Audit Report (Annette Pace/Justin Knorr) (Audit Report will be provided under separate cover)
- IV. Approval of the August 24, 2020 Meetings Minutes **(Page 1)** (*Action Item*)
- V. Public Comments
- VI. **Executive Director Report**

 - Legislative Update
 - Covid 19 – IE Layoff Aversion Grant Update **(Page 5)**
 - Opioid Grant Update **(Page 5)**
 - Apprenticeship Grant Update **(Page 6)**
 - Performance Negotiations **(Page 7)**
 - Getting the Word Out **(Page 8)**
 - Offices and Personnel **(Page 8)**
 - Staff/Program Recognition **(Page 8)**
 - Contacts **(Page 9)**

PY 20 Dashboard (Page 11)

PY '20 Participant Reports (Page 16)

PY '20 Business Relations Unit Report (Page 17)

Customer Success Stories (Page 18)

PY 19 DCEO Monitoring (Page 24)

Discussion Regarding EO Monitoring Findings (Page 25) *(Possible Action Items)*

VII. Finance Director Report (Annette Pace) (Page 31)

1. Trade Grant Update
2. 1E Supplemental DW Funding Update
3. Opioid Grant Update
4. PY 19 WIOA Update
5. PY 20 WIOA Update
6. PY 19 Apprenticeship Grant Update
7. PY 18 Layoff Aversion Grant Update
8. Approval of PY 19 Audit (Separate Document) *(Action Item)*
9. Approval of the Fiscal Reports for July & August 2020 (Separate Documents) *(Action Item)*

VII. HR Committee Meeting

- Clarification of Sick Time Policy *(Possible Action Item)*

“Each full-time employee will receive 12 paid sick days (1 per month) per Program Year (July 1 – June 30). Less than full-time employees will receive a pro-rated amount based on their number of hours scheduled.”

- Employee Health Insurance Renewal (Page 32) *(Action Item)*
- Review and Approval of Youth Job Developer Position (Page 34) *(Action Item)*
- Discussion about Executive Director Performance Evaluation (Page 37) *(Possible Action Item)*

VIII. **Other Business**

A. Discussion for December Meeting Date

IX. **Adjournment**