

**Business Employment Skills Team, Inc.  
Zoom Meeting Minutes  
August 24, 2020**

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

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Robert Albrecht	X		Steven Malavolti		
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				

**PROXY:** Steven Malavolti to Randy Freeman

**OTHERS PRESENT:** Carrie Folken, Jo Ann Johnson, Annette Pace

Approval of Meeting Minutes

Kevin Reibel motioned to approve the June 22, 2020 Meetings Minutes. Motion was seconded By Randy Freeman. Roll call vote was taken.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Name</b>	<b>Yes</b>	<b>No</b>
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano	X		John Nicholson		
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				

Motion carried.

Public Comments

None

**Executive Director Report**

Carrie informed members that her typed report was included with the meeting materials and provided members with some updates.

In regards to the PY 19 DCEO Monitoring, Carrie told members that there was a finding that we had more than 3 days cash on hand. Carrie said that Annette informed the monitors that the

reason there was more than 3 days cash on hand is because we were anticipating the Community Colleges billing. However, when the invoices arrived they had subtracted the classes being cancelled when the pandemic hit therefore reducing the total amount due. Carrie said that DCEO seemed to accept the explanation but she will wait for the final correspondence.

Jim Duffy asked Carrie if any reasons were given why only 13 businesses were accepted out of the 32 that were submitted for the COVID 19 IE Layoff Aversion Grant funding. Carrie said that DCEO did not provide any explanation, but noted that some of the applications did not adhere to the grant application guidelines. Carrie also noted that BEST, Inc. is the “middle-man” for this grant that is to help local businesses with layoff aversion.

Randy told members that he referred an individual to Kerri Hicks for the Opioid Grant and expressed some concern about the way that it is proceeding. Carrie said that staff did talk with the individual and she understood that a referral for assistance was made. She said that she would follow up with staff on this matter and get back to Randy.

Carrie told members that the Sterling staff are in the process of finalizing their packing in preparation for their move on August 28.

Carrie informed members that Nikelle Tellier was hired as a temporary employee for the Apprenticeship Navigator and Ali Braboy was hired as a Career Advisor for the Ottawa office. She told members that both staff are learning remotely. Carrie said that Nikelle has to complete an online program that the State requires for this position.

Referring to Page 9 of Carrie’s report, Jim Duffy asked for further clarification regarding security. Carrie said that the American Job Center (One-Stop) is the location that houses many of the WIOA partners, including IL Department of Employment Security (IDES). Carrie told members that IDES has received numerous complaints and threats recently and DCEO has concerns about the safety of their employees. Jim asked if any of our employees are in danger. Carrie responded that the staff in Ottawa are not there on a full-time basis, but when they do go to the office, they cannot interact with other individuals. Kathy asked if the Ottawa staff were working remotely or going to IVCC to meet customers. Carrie said that staff are mostly working remotely, but if they need to come to IVCC to meet with a customer an office is available. She also told members that IDES is the lease holder for the Ottawa office.

### **Finance Director Report**

Annette told members that her grant update was included with the meeting materials.

### Approval of the Fiscal Reports

Annette informed members that PY 19 turned out very well. She said that we did make 80% of obligations; 50% Direct Training Expenditure and 20% Work Based Learning expenditure. She said that although the 80% obligation requirement was waived due to COVID 19, we were still able to meet the expenditure requirement.

Kevin Reibel motioned to approve the May & June 2020 Financial Statements. Motion was seconded by Scott Toot. Roll call vote was taken.

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

Motion carried.

### **HR Committee Meeting**

Wayne informed members that the HR Committee met prior to the BEST Board meeting.

#### Discussion of Proposed Sick/PHO Policies

Wayne told members that the HR Committee discussed several different proposals for sick and Paid Hours Off policies. He said that the committee recommends that the PHO structure will remain as it is with staff allowed to carry forward 360 hours from one Program Year to the next. In regards to sick time, Wayne told members that the HR Committee recommends that staff continue to earn 12 sick days a year, but be allowed to carry forward 60 days (450 hours) from one Program Year to the next. He said that once staff members reach 60 days of sick time (450 hours) they are no longer able to accrue sick hours. Wayne Reising motioned for all staff to accrue sick time up to 450 hours (60 days) effective July 1, 2020. 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	X		John Nicholson		
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				

Motion carried.

#### Discussion about Executive Director Performance Evaluation

Wayne informed members that the HR Committee discussed how they were going to evaluate the Executive Director. He said that they will be working on an evaluation tool.

Other Business

Carrie informed members that she will be meeting with DCEO soon to negotiate the PY 2020-2021 Performance Measures. She said that once the negotiation is complete, it will be presented for approval to the Local Workforce Board and CEOs.

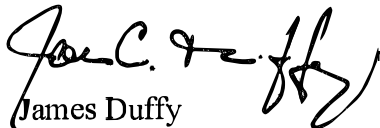
Kathy informed members that the next BEST Board of Directors meeting is scheduled for Monday, October 26, 2020.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Gary Camarano and carried. Meeting adjourned at 6:58 p.m.

Jo Ann Johnson

Approved by:

  
James Duffy  
Secretary