

**Business Employment Skills Team, Inc.  
Board of Directors' Zoom Meeting  
December 21, 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/82690658124>**

**Meeting ID: 826 9065 8124**

**Dial by your location**  
**+1 312 626 6799 US (Chicago)**  
**Meeting ID: 826 9065 8124**

## ***AGENDA***

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the October 26, 2020 Meetings Minutes **(Page 1)** *(Action Item)*
- IV. Public Comments
- V. **Executive Director Report**
  - Legislative Update **(Page 8)**
  - NCI Works Update **(Page 8)**
  - Opioid Grant Update **(Page 8)**
  - Apprenticeship Grant Update **(Page 10)**
  - Getting the Word Out **(Page 10)**
  - Offices and Personnel **(Page 11)**
  - Staff/Program Recognition **(Page 12)**
  - Contacts **(Page 12)**
  - PY 20 Dashboard **(Page 14)**
    - PY '20 Participant Reports **(Page 19)**
    - PY '20 Business Relations Unit Report **(Page 20)**
    - Customer Success Stories **(Page 21)**

VI. Finance Director Report (Annette Pace) (Page 23)

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 the Fiscal Reports for September & October 2020 (Separate Documents)  
(Action Item)

VII. HR Committee Meeting

- Employee Handbook Revisions
  - Categories of Employees (Page 24) (Action Item)
  - Employee Benefits (Page 25) (Action Item)
- Organizational Chart (Page 33)
- 2021 Holiday Schedule (Informational) (Page 34)

VIII. **Other Business**

1. BEST, Inc. Procurement Policy Revision (Page 35) (Action Item)
2. Election of Officers (Action Item)

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

3. 2021 Meeting Schedule

February 22	April 26	June 28
August 23	October 25	December 27

IX. **Adjournment**