

**Business Employment Skills Team, Inc.
Zoom Meeting Minutes
December 21, 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.

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

PROXY: Kevin Lindeman to Kathy Enbom, Carl Carlson to Kathy Enbom, Steve Malavolti to Randy Freeman

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Annette Pace, Dianna Schuler, Nikelle Tellier

Approval of Minutes

Kevin Reibel motioned to approve the October 26, 2020 Meeting Minutes. Motion was seconded by Randy Freeman. Roll Call vote was taken.

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

Motion carried.

Public Comments

Carrie acknowledged that Dianna Schuler (Business Relations Manager) and Nikelle Tellier (Apprenticeship Program Manager) was on the Zoom call.

Executive Director Report

Carrie informed members that she did have some updates to her typed report that was included with the meeting materials. Under the Legislative Updates, Carrie told members that the WIOA (Workforce Innovation & Opportunity Act) legislation has expired. She said that we are continuing to work as long as we are funded. She told members that a lot of discussion has taken place in regards to what the new legislation will look like. Carrie said that she serves on the Legislative Committee of the Illinois

Workforce Partnership (IWP) and a couple of interest groups are preparing a more seamless system. She said that there are pros and cons to for system as a whole. Carrie said that different Bills appear to have Workforce attached to it. She said that the Clean Air Bill is one of them. Carrie told members that she will continue to keep them updated with this information.

In regards to the NCI Works Update, Carrie told members that Danelle Burrs was appointed and the paperwork has been filed with DCEO. Carrie also told members that she talked with Randy Freeman regarding an individual to refill a vacancy that exists from LaSalle County.

Referring members to the Office & Personnel Update, Carrie said that interviews were conducted for the Youth Job Developer position in Dixon. She said that a second interview was held with one of the individuals and an offer was made. The person was contingent upon the results of the Background Check. Carrie said that we probably would not get that completed until after the holidays.

Carrie informed members that on December 16 an All Staff Conference Call was held in lieu of an in-person gathering. She said it was for the purpose of getting to learn more about each other. Carrie added that it was a nice distraction from every day business and everyone enjoyed it.

Referring to the Opioid Grant update, Jim Duffy asked Carrie what was an inquirant. Carrie explained that an inquirant is an individual that has been determined eligible but is waiting for the next step of the process. He asked for information regarding the Job Coach position with the Southern Region. Carrie explained that the Job Coaches are part-time temporary and work about 15-20 hours per week. She said that the only position on our staff is Kerri Hicks as the Opioid Grant coordinator. Randy Freeman asked how many individuals were enrolled in the program. Carrie responded that 8 impacted individuals are currently working. He asked how an individual would qualify for the Opioid Grant program. Carrie said that she would send him the qualifiers for the grant.

Finance Director Report

Trade Grant Update

Annette informed members that she has submitted the Trade Grant using the new forms issued from DCEO. She said that the Trade Case Management grant will now be part of the Trade Grant. Annette told members that DCEO now allows 5% of the funds to be used for administration.

Opioid Grant Update

Annette told members that the Opioid Grant spending is going very well. She said that 82% of the funding has been expended. Annette told members that once the other Local Workforce Areas meet their 70% expenditure we can receive the next phase of incremental funding.

PY 19 WIOA Update

In regards to the PY 19 WIOA Grant, Annette said that we continue to have funding in Dislocated Workers to allow for completion of Incumbent Worker Training (IWT) contracts in the Admin cost category.

PY 19 Apprenticeship Grant Update

Annette informed members that the Apprenticeship Grant is set to expire on June 30, 2021, however in times past, the State sometimes extends the grant to all locals to spend the unused money.

PY 18 Layoff Aversion Grant Update

Annette told members that of the 19 grant applications that were submitted to DCEO by Dianna Schuler, all but 3 have been paid. She said that Dianna is in the process of getting the paperwork from the businesses to submit the information. Annette commended Dianna for a great job that she did working with these businesses and gathering all of the necessary paperwork so that funding would be available to help local businesses offset costs during the pandemic.

Kathy Enbom asked if any of the grants were in danger of not spending appropriate allocations. Annette responded that due to COVID we are having a hard time allocating the Dislocated Worker funding. She said that staff have requested to transfer \$300,000 from Dislocated Worker to the Adult grant since that is where there is a need to serve the customers. Annette said that the Adult program enrollments are filling up pretty good. She said that if staff are granted to approval to transfer the \$300,000 we should be fine in meeting all of the required obligations and expenditures.

Approval of the Fiscal Reports

Annette presented the Fiscal Reports for September & October 2020 to members. She reported that the Adult and Dislocated Worker combined expenditure level was 67% through the end of October, however, the projected level is 57% through the end of June 2021. She reminded members that the minimum requirement is 50%. Annette said that Work Based Learning (WBL) activities, however, due to COVID it is difficult to place customers at worksites. Overall, Annette said that things are going good. With there being no questions, Randy Freeman motioned to approve the September and October 2020 Fiscal Reports. Motion was seconded by Jamey Sulser. Roll Call vote was taken.

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

Motion carried.

HR Committee Meeting

Wayne Reising informed members that the HR Committee met prior to the BEST Board meeting. He told members that members considered 2 Employee Handbook revisions. Wayne said that the HR Committee recommended removing the following statement from Section 2 of the Employee Handbook:

“Temporary Employees employed specifically for special grant funded positions may not necessarily follow the same hiring process as permanent BEST, Inc. employees due to special grant circumstances which may include dual temporary employee/participant status or other requirements outlined in the

grant. Mileage rates for those temporary employees will be paid at the current approved participant rate due to participant status.”

Wayne told members that this statement is not needed since when a person is hired on a temporary basis there is an agreement established. Wayne motioned to concur with the HR Committee’s recommendation to remove the aforementioned statement from Section 2 of the Employee Handbook. Motion was seconded by Kevin Reibel. Roll Call vote was taken

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

Motion carried.

Next, Wayne told members that the HR Committee reviewed the Employee Benefits section of the Employee Handbook (Section 4). He said that Carrie explained that the Handbook says that Temporary workers are not eligible for company benefits. Wayne said that after a review of this section it was found that although temporary employees are not eligible for health/life/dental benefits they are eligible for the following benefits: Retirement, Other Training and Development, Travel Expenses, Holidays, Employee Telephone Usage, and Cell Phone Usage. Carrie requested that the HR Committee consider revising the first part of Section 4 – Employee Benefits to read:

“Temporary workers (as defined in Section 2.3) are not eligible for company benefits as those outlined in Section 4.1, 4.2, 4.3, 4.5, 4.7, 4.12”.

Wayne Reising motioned to accept the change in Section 4 – Employee Benefits as recommended by the HR Committee. Motion was seconded by Jamey Sulser. Roll call vote was taken.

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

Motion carried.

Organizational Chart

Wayne informed members that the Organizational Chart was included as an informational item. Carrie commented that we will continue to provide members with an update on the Organizational Chart especially when vacancies are filled.

2021 Holiday Schedule

Wayne said that 2021 Holiday Schedule was included as an informational item.

Other Business

BEST, Inc. Procurement Policy Revision

Carrie presented a revision to the BEST, Inc. Procurement Policy. She referred members to the section regarding Non-Competitive Negotiations (Sole/One Source) that reads:

“Non-competitive negotiation may be used when the awarding of a contract through the RFP/RFQ process is not feasible. Circumstances include:

- The item is available only from a single source;
- Urgency for the goods and services will not permit an extended time frame necessary for the RFP/RFQ process;
- After solicitation of bids through the RFP/RFQ process, competition is determined to be inadequate

Carrie requested that a revision be made to include:

- Incumbent Worker Training procured by the employer for customized training and approved by the State of Illinois is exempt from this Procurement Policy.

Carrie continued by saying that the State of Illinois approves all Incumbent Worker Training but the rules say that we need to follow our own Procurement Policy. Since the state approved the training, the procurement done by the employer is sufficient. Randy Freeman motioned to approve the recommended revision to the BEST, Inc. Procurement Policy. Motion was seconded by Kevin Reibel. Roll call vote was taken.

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

Motion carried.

Election of Officers

Kathy reminded everyone of the current officers and asked for any nominations from the floor. All current officers noted that they would be willing to continue. Jamey Sulser motioned to close nominations. Motion was seconded by Randy Freeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht			Steven Malavolti	X	
Gary Camarano	X		Kevin Reibel	X	
Carl Carlson	X		Wayne Reising	X	
James Duffy	X		Marilyn Shippert	X	
Kathy Enbom	X		Jayme Sulser	X	

Randy Freeman	X		Scott Toot		
Kevin Lindeman	X				

Motion carried.

Roll call vote was taken to elect the following officers:

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

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

Motion carried.

2021 Meeting Schedule

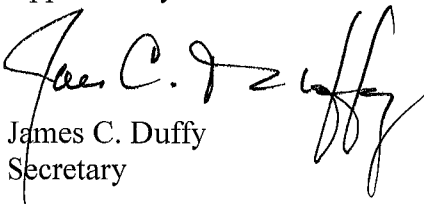
Carrie informed members that she has a family vacation planned for the week of April 26 and asked members if the April meeting could be changed. Members also discussed the December meeting. After discussion the following meeting dates were agreed to: February 22, April 19, June 28, August 23, October 25, and December 20

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Randy Freeman and carried. Meeting adjourned at 7:08 p.m.

Jo Ann Johnson

Approved by:


James C. Duffy
Secretary