

**Business Employment Skills Team, Inc.  
Zoom Meeting Minutes  
February 22, 2021**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:00 p.m. by Co-Chair Kevin Reibel. 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		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				

**PROXY:** Steve Malavolti to Randy Freeman; Scott Toot to Kevin Reibel

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

Approval of Minutes

Kevin Reibel motioned to approve the December 21, 2020 Meeting Minutes. Motion was seconded by Marilyn Shippert. 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			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	X	
Kevin Lindeman	X				

Motion carried.

Public Comments

Carrie informed members that Dianna Schuler (Business Services Manager) was present at the meeting.

**Executive Director Report**

NCI Works Update

Carrie informed members that she will be recommending that the CEOs appoint Lyndsay Bliss to NCI Works. She told members that Lyndsay is the Vice President of Human Resources at Carus Corporation and is strong in Apprenticeship programs, and STEM and is a member of the Certified Manufacturing Executive group that Carrie is a member of. Carrie noted that Lyndsay would be a great asset to NCI Works.

### Staff Recognitions

Carrie reported that some staff recognitions were included with the meeting materials, however, one was received after the meeting materials were sent. She told members that Kathy Blomberg of 160 Driving Academy was very complimentary about Matt Gingrich. Kathy really enjoys working with Matt and is always impressed at the speed that he returns her calls and emails. Kathy said that Matt is fast, efficient, knowledgeable and a pleasure to work with in helping to secure training for our customers.

### Offices and Personnel

Carrie reported that our agency had a few COVID incidents with staff members but all are recovered.

### Contacts

Carrie referred members to her contact list that was included with the meeting materials. She informed members that she asked other local directors if she could sit in on their local workforce board meetings to get an idea of how they run their meetings. Carrie reported that on February 19 and February 24 she did attend 2 of the meetings and found them helpful. Next month, Carrie said that she will attend two other areas meetings. Carrie noted that these meetings are held electronically.

### Finance Director Report

Annette informed members that her grants update report was included with the meeting materials. No comments or questions were raised.

### Approval of the Fiscal Reports

Annette provided an overview of the November & December 2020 Financial Reports. With there being no questions, Jamey Sulser motioned to approve the November & December Financial Reports as presented. Motion was seconded by Kevin Lindeman. 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			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	X	
Kevin Lindeman	X				

Motion carried.

### Other Business

Carrie informed members that her contract is scheduled to expire on May 31 and asked members how they would like to conduct her performance evaluation. After discussion, Wayne asked Jo Ann to send him the performance evaluation tool that was approved at a previous meeting. It was suggested that a separate HR meeting be held to discuss this issue. Kathy noted that in the past if there was not enough time to get the input from all members, the Board voted to extend the Executive Director's contract for a

short period of time to allow for members input. Wayne noted that he thought that there was plenty of time to have a meeting and act on Carrie's contract at the next full Board meeting.

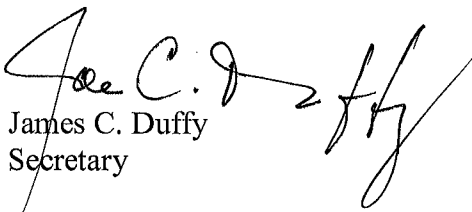
Kevin noted that the next meeting will be on Monday, April 19, 2021 at 6:30 p.m. via Zoom.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Gary Camarano. Motion carried.

Jo Ann Johnson

Approved by:

  
James C. Duffy  
Secretary