

**Business Employment Skills Team, Inc.
Zoom Meeting Minutes
April 19, 2021**

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	X	
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	Don Hill	X	
Kevin Lindeman	X				

PROXY: Carl Carlson to Kathy Enbom

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

Approval of Minutes

Kevin Reibel motioned to approve the February 22, 2021 Meeting Minutes. Motion was seconded by Marilyn Shippert. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		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			Don Hill	X	
Kevin Lindeman	X				

Motion carried.

Public Comments

Carrie welcomed Don Hill to the meeting. She told members that Scott Toot has resigned from the Jo Daviess County Board, BEST Board and CEOs as he has accepted the Jo Daviess County Administrator position. Don informed members that he is currently the Vice-Chair of Jo Daviess County Board and will serve until a new chair has been elected.

Executive Director Report

Carrie informed members that all of the information was included in her typed report but did have a few updates.

NCI Works Update

Carrie told members that the State has approved the two new appointments and recertified NCI Works.

Carrie informed members that the Memorandum of Understanding (MOU) has been approved by the local Partners and is being prepared for signatures.

Carrie noted that she is working with Randy Freeman to find a replacement on NCI Works for Jim Andreoni. She told members that Jim recently resigned from NCI Works as he was appointed to a Judgeship in Bureau County.

Apprenticeship Grant Update

Carrie said that she reported at the last meeting that a Notice of Funding Opportunities (NOFO) would be issued in the summer. She told members that we plan to apply for funding for the Navigator and Intermediator positions. Carrie said that the grant will target more 18-24 year olds in youth apprenticeships to start them on their career paths.

Getting the Word Out

Carrie informed members that an article about BEST, Inc. was on the front page of the Gazette. She said that the newspaper contacted her about doing the article and with input from other staff they made the article happen. Jim Duffy asked if it would be possible to run a similar article in the other local newspapers. Carrie said that she would check with the other newspapers.

Contacts

Carrie updated her contact list by letting members know that she attended the following on April 12:

- DCEO RED Team Meeting
- Meeting with Bill Keene (potential LWIB Member)
- DCEO follow up call regarding LWIB Recertification
- IVCC Virtual Ag Program (Webinar)

Carrie commented that it was great to see the good things that IVCC is doing with their Ag program.

Finance Director Report

Trade Grant Update

Annette informed members that the Trade Grant is moving along good. She said that there were not additional enrollments so no modifications are needed. To date, she said, there is about \$60,000 in expenditures which is really good.

1E Supplemental DW Funding Update

Annette told members that the IE Supplemental Dislocated Worker Grant (Rapid Response) is currently on hold so that we can reach the 80% expenditure rate. She said that all customers are being enrolled in

the WIOA Dislocated Worker grants. Annette told members that when we applied for the additional money there was a large Dislocated Worker turnout and closings in the area. Since COVID is pretty well leveled off.

Opioid Grant Update

Annette said that the Opioid Grant modification in the amount of \$\$31,586 to increase funding to allow training costs through April 15, 2021 has been submitted to the State. She said that the total grant funding increased to \$278,453. Annette told members that DCEO anticipates that the second increment of funding should be available sometime in April, 2021, however, additional Incremental funding is based on all LWIA's eligible for Opioid reaching an expenditure level of 70%.

PY 19 WIOA Update

Annette told members that the PY19 WIOA has an expiration date of 06/30/21 and is fully obligated with minimal balances in Adult and Youth. She said that funding remains in DW to allow completion of Incumbent Worker Training contracts and in the Admin cost category.

PY 20 WIOA Update

In regards to the PY20 WIOA grant, Annette told members that we have been awarded an additional \$107,177 per revised Dislocated Worker allocation due to the financial impacts of COVID19 increasing total grant funding to \$3,831,990.00. She told members that the modification will be presented to the CEOs for their approval.

PY 19 Apprenticeship Grant Update

Annette informed members that the Apprenticeship Grant is proceeding as planned. She told members that the grant is due to expire December 31, 2021.

PY 18 Layoff Aversion Grant Update

Annette told members that the LayOff Aversion Grant will be closed out soon. She said that staff are in the process of finalizing the documents of the last employer to receive the funding. Once that payment is made, she will close the grant.

Approval of the Fiscal Reports

Annette presented the January and February 2021 Fiscal Report. As there were no questions, Robert Albrecht motioned to approve the January and February 2021 Fiscal Report. Motion was seconded by Jamey Sulser. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		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			Don Hill	X	
Kevin Lindeman	X				

Motion carried.

Request Approval to transfer funds from the Accrued Leave Account (ALA) to the General Account (GA)

Annette requested approval to transfer funds from the Accrued Leave Account (ALA) to the General Account (GA), if it should be necessary to process payroll, due to DCEOs failure to process cash requests on time. She explained that once in a while when we request cash from DCEO they do not pick it up right away therefore delaying the cash to arrive in the BEST account in time to cover the payrolls. After discussion, Kevin Lindeman motioned to approve the request to allow the transfer of funds from the Accrued Leave Account to the General Account if it should be necessary to process payroll, due to DCEOs failure to process cash requests on time. Motion was seconded by Robert Albrecht. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		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			Don Hill	X	
Kevin Lindeman	X				

Motion carried.

HR Committee Report

Wayne Reising motioned to convene in **Executive Session** under Section 5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Motion was seconded by Kevin Reibel. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		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			Don Hill	X	
Kevin Lindeman	X				

Motion carried. Executive Session began at 6:55 p.m.

It was motioned and seconded to reconvene from Executive Session. (7:07 p.m.)

Executive Director Contract Renewal

Wayne Reising motioned to renew the Executive Director contract with Carrie Folken beginning June 1, 2021 – May 31, 2022. The motion also included a 3% increase for Carrie beginning June 1, 2021. 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		Kevin Reibel	X	
Carl Carlson	X		Wayne Reising	X	
James Duffy	X		Marilyn Shippert	X	
Kathy Enbom	X		Jayne Sulser	X	
Randy Freeman			Don Hill	X	
Kevin Lindeman	X				

Motion carried.

Approval of the May 7, 2020 Executive Session Minutes

Jim Duffy motioned to approve and release the May 7, 2020 BEST Board Executive Session Meeting Minutes. Motion was seconded by Kevin Reibel. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		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			Don Hill	X	
Kevin Lindeman	X				

Motion carried.

Exit Interview

A copy of the Exit Interview completed by Ali Braboy was reviewed by members.

Other Business

Computer Purchase Request

Carrie requested to purchase 19 replacement desktop computers for the Resource Rooms and 11 replacement laptop computers for staff. She said that in the past, the incentive money was used to purchase computers, however, this year, DCEO added our incentive funds of \$26,032 to our formula grant so no separate grant will be established. Carrie told members that due to COVID 19 our staff travel and training costs that are usually budgeted for \$30,000 - \$35,000 each will be less than \$10,000

each for Program Year 2020. She said that funds for this purchase are available for this purchase. Kevin Reibel motioned to approve the computer purchase as requested. Motion was seconded by Kevin Lindeman. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		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			Don Hill	X	
Kevin Lindeman	X				

Motion carried

Next Meeting

Kathy informed members that the next BEST Board meeting will June 28, 2021.

Adjournment

With there being no further business, Marilyn Shippert motioned to adjourn. Motion was seconded by Kevin Lindeman and carried. Meeting adjourned at 7:18 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy
Secretary