

**Business Employment Skills Team, Inc.  
Zoom Meeting Minutes  
June 28, 2021**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:32 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		Kevin Lindeman		
Gary Camarano	X		Steven Malavolti		
Carl Carlson			Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Marilyn Shippert	X	
Randy Freeman	X		Jayme Sulser	X	
Don Hill	X				

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

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

Approval of Minutes

Kathy Enbom motioned to approve the April 19, 2021 Meeting 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		Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti	X	
Carl Carlson	X		Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Marilyn Shippert	X	
Randy Freeman	X		Jayme Sulser	X	
Don Hill	X				

Motion carried.

Public Comments

Carrie noted that Dianna Schuler was in attendance for the meeting.

Executive Director Report

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

## NCI Works Update

Carrie told members that she virtually attended the National Association of Workforce Boards Conference June 24 – June 26 (Thursday – Saturday) and appreciated the opportunity to attend. She told members that next year, in March, she would like to attend the Conference in person. Carrie also said that as part of the Conference next year they will have a Leadership Academy that she would like to attend.

## Offices and Personnel

Carrie informed members that CMS (Central Management Service) visited the One Stop recently and completed their security assessment for the reopening. Unofficially, Carrie said, the Center was ranked as a Tier 2 which means that they may be open by appointment only in July. She told members that the Center opening is something to look forward to. Jim asked if the security assessments were being done Statewide. Carrie responded that during the pandemic some staff at the IL Dept. of Employment Security received threats because people were unhappy with the way things were happening. She said that actually security threats were made in other state agencies as well. Before they reopen, Carrie said, CMS wants to make sure that the staff are safe which is why they are conducting a security assessment. Carrie did tell members that at the Ottawa One Stop there are 2 armed guards at the main door and they will remain there even after the Center opens up.

## DCEO Monitoring

Carrie told members that DCEO started their Program Year 20 Monitoring today and are expected to be completed by Friday. She said that there is a soft-exit planned for Tuesday, July 6 to hear if there are any findings or if there are any recommendations.

## Other

Referring to the April Meeting Minutes, Jim asked Carrie if she was able to get the article from the Dixon/Sterling newspaper published in any other newspaper. She said that she did contact the News Tribune (Shaw Media) to see if they could run the article in any of their newspapers in Ottawa, LaSalle, Streator and Princeton but she has not heard back. She will follow up with them in the morning and let Jim know.

Randy expressed his gratitude for the successes in the Opioid Grant. Carrie said that there was a derailment and those individuals enrolled in the Opioid Grant were dually enrolled in the WIOA program so that they did not fall through the cracks. She said that a great effort was made by staff to dually enroll the customers so that they did not have to end services.

## **Finance Director Report**

### Trade Grant Update

Annette reported that the trade grant has been fully executed and will go through September 30, 2021.

### 1E Supplemental DW Funding Update

Annette told members that the 1E Supplemental Dislocated Worker modification was submitted to extend the grant to June 30, 2022.

### Opioid Grant Update

Annette told members that the modification for the Opioid Grant was submitted to DCEO.

### PY 19 WIOA Update

Annette informed members that the PY 19 WIOA grant is fully obligated with a minimal balance in Dislocated Worker to allow completion of Incumbent Worker Training contracts. She said that 100% grant expenditures will be met on June 30, 2021 and the Youth 20% requirement is at 23.19% with all youth funding fully obligated.

### PY 20 WIOA Update

Annette said that a modification to the PY 20 WIOA grant has been submitted to the state. She said that current expenditures are lower due to the pandemic, but we anticipate reaching the 80% expenditure/obligation level and the 50% requirement should be approximately 60% at June 30, 2021. Annette told members that the 20% Work Based Learning requirement is not applicable until June 30, 2022.

### PY 19 Apprenticeship Grant Update

Annette told members that there were no changes to the Apprenticeship Grant.

### PY 18 Layoff Aversion Grant Update

Annette said that she is in the process of closing out the PY 18 Layoff Aversion Grant.

### PY 21 WIOA Allocation

Annette informed members that the allocations for Program Year 2021 have been received from the State. She said that funding for our local workforce is in the amount of \$2,963,428.00 which is a decrease from our 2020 allocation but close to the same level as the 2019 allocation. The breakout is as follows:

Adult – \$903,369

Dislocated Worker - \$1,161,901

Youth - \$898,158

### Approval of the Fiscal Reports

Annette provided members with an overview of the March and April 2021 Financial Statements that were included with the meeting materials. With there being no questions, Wayne Reising motioned to approve the March & April 2021 Fiscal Reports. Motion was seconded by Robert Albrecht. Roll call vote was taken.

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

Motion carried.

### **HR Committee Report**

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

#### Organizational Chart for BEST, Inc.

Wayne told members that an updated Organizational Chart for BEST was included with the meeting materials. He said that the updated Chart reflected that Rose Vasquez was hired as a Career Advisor in the Ottawa Office.

#### PY 20 Staff Evaluation Annual Performance Evaluation Results

Wayne informed members that each of the managers evaluated their respective staff for performance and all staff were asked to include suggestions for improving the agency. He said that no staff received lower than a 90% for their evaluation. The suggestions for improving the agency, Wayne said, included an individual to do marketing, hybrid working schedule and continue implementing digital forms. In regards to the hybrid work schedule, Wayne said that the priority right now is to concentrate on the needs for our customers and businesses now that the majority of our offices are open.

#### Review and Approval of Proposed Staff Increases

Based on the recommendation from Carrie, Wayne told members that the HR Committee recommends that a 3% increase in salary or incentive increase be awarded to those staff that are eligible to receive an increase. He explained that at this time, we are meeting the 80% expenditure/obligation rate, however if obligations come in at a lower amount the actual expenditure would reduce the 80%. This could put this percentage. The HR Committee recommends to authorize Carrie to make the decision as to whether the eligible staff will receive a 3% salary increase or 3% incentive increase. Wayne motioned to approve a 3% salary increase or 3% incentive increase depending on meeting the 80% expenditure rate. Motion was seconded by Randy Freeman. Roll call vote was taken.

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

Don Hill	X				
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Motion carried.

Review and Approval of Proposed Removal of Salary Range

Wayne informed members that the HR Committee discussed removing the salary caps from the salary structure. He pointed out that 2 staff members were at the top of the range and if the cap was not removed or adjusted, they would not receive a salary increase, but they would receive an incentive increase. Wayne told members that Carrie and Jo Ann will be conducting a salary review for each of the positions since it had not been done in a number of years. He said that the recommendation of the HR Committee is to raise the salary cap for the Manager of Internal Operations, Business Relations Manager and Program Manager to \$68,771.68. Wayne motioned to raise the salary cap for the Manager of Internal Operations, Business Relations Manager and Program Manager to \$68,771.68. Motion was seconded by Randy Freeman. Roll call vote was taken.

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

Motion carried.

**Other Business**

Kevin started a discussion regarding future meetings now that the Governor’s Executive Order is expected to expire on July 24. Members agreed that meeting remotely was a great convenience although they did like meeting in person. After discussing possible options, it was agreed that the August 23, 2021 BEST Board Meeting will be held in person. Carrie said that a location will be determined and all members will be notified.


Randy Freeman announced that he is seriously considering accepting the President’s position on the Tri-County Opportunities Council Board. He said it would not affect his position on the BEST Board or CEO Board, but wanted members to know.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Jamey Sulser and carried. Meeting adjourned at 7:17 p.m.

Jo Ann Johnson

Approved by:

  
James C. Duffy  
Secretary