

**Business Employment Skills Team, Inc.
Zoom Meeting Minutes
August 23, 2021**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:31 p.m. by Co-Chair Kathy Enbom. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Kevin Lindeman		
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman			Marilyn Shippert	X	
Don Hill			Jayme Sulser	X	

PROXY: Randy Freeman to Steve Malavolti, Don Hill to Robert Albrecht, Kevin Lindeman to Kathy Enbom

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

Approval of Minutes

Wayne Reising motioned to approve the June 28, 2021 Meeting Minutes. Motion was seconded by Marilyn Shippert. Roll call vote was taken.

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

Motion carried.

Public Comments.

Carrie recognized that Dianna Schuler was in attendance at the meeting.

Executive Director Report

Carrie informed members that the only updates she had to provide to her written report was in regards to the 2 drive through Job Fairs. She reported that 158 job seekers attended the Ottawa Job Fair and 45 attended the Sterling Job Fair. Carrie told members that the weather did not cooperate for the Sterling Job Fair which contributed to the low attendance. She said that an additional 20 individuals did come into our office in Sterling to pick up materials and that Kris Noble with the Sauk Valley Chamber distributed packets to non-profit organizations. Gary

asked how many positions were available for each of the Job Fairs. Dianna informed members that for Ottawa there were 450 job openings but she did not have the information available for Sterling. **NOTE: Carrie reported to Gary that 780 job openings with Walmart DC needing over 100 positions.**

NCI Works Update

Jim asked Carrie for further information regarding the changes to the statewide Demand Occupational List. Carrie explained that in order for BEST, Inc. to fund anyone in a training program it needs to be "high growth". She continued by saying that it needs to have a median wage of \$22.00 and at least 600 job openings annually to be considered high growth. Carrie said that if someone is interested in training that is not considered high growth, we can petition DCEO to have the program included to the training list. Carrie told members that after a review of the curriculum of the current training programs for LWIA #4 some corrections to the ONet Codes were made so that the training program was able to stay on the approved training list. Gary asked if the \$22.00 median wage was local or regional. Carrie responded that it is based on all occupations but not clustered. Kathy asked about the approval process for the training programs. Carrie informed members that when an institution submits a training program to the Local Workforce Board the program is reviewed and conditionally approved by a committee of 3. The programs are then reviewed by the Oversight Committee and NCI Works Board for final approval. She told members that programs are recertified on an annual basis, but new programs can be added at any time.

Opioid Grant Update

Kathy asked Carrie about the possibility of another Opioid Grant. Carrie told members that we are currently awaiting incremental funding from the State. She said that the modification to extend the grant until June 30, 2022 has been approved by the Department of Labor and State of Illinois so we are waiting for funding.

Offices and Personnel

Kathy asked Carrie how long Alex Nelson worked for BEST, Inc. Carrie replied that she did not work long for the agency and resigned as it was not cost effective for child care as she and her husband were working on the same schedule.

Gary asked if BEST, Inc. has any programs to serve returning citizens to the workforce. Carrie told members that the NCI Works Targeted Population Committee does focus on programs and services for returning citizens to the workforce as they are considered a targeted population for our program.

PY 20 Dashboard / Participant Reports

Carrie provided members with a summary of PY 20 program results. She told members that the percentages of spending was over 80%. She told members that we did not have as many universal customers due to our offices being closed. Carrie said that virtual services are being

offered but the numbers are down from past years. Carrie did tell members that enrollments are down for Dislocated Workers but are high for Adult participants.

Finance Director Report

Annette informed members that her report was included with the meeting materials. Kathy asked if there are any areas that we did not perform for PY 20. Annette said that we carried forward more money to cover obligations such as On-the-Job Training contracts and Youth Contracts. She told members that we did meet the 80% expenditure rate as required. Annette added that PY 20 closed with a 50% Direct Training Expenditure Rate and 23% Work Based Learning Expenditure Rate. Annette also told members that the PY 20 Audit is beginning and she and Jessica are getting documents ready for their review.

Kevin Reibel motioned to approve the May & June 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	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Marilyn Shippert	X	
Don Hill	X		Jayme Sulser	X	

Motion carried.

HR Committee Report

Wayne informed members that the HR Committee met prior to the BEST Board meeting and have some recommendations.

Review and Approval of Employee Dental Insurance Renewal

Wayne informed members that the HR Committee recommends renewing the employee Dental Insurance coverage with Delta Dental effective September 1, 2021. Wayne Reising motioned to approve the HR Committee's recommendation to renew the employee Delta Dental coverage effective September 1, 2021. Motion was seconded by Kevin Reibel. Roll call vote was taken.

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

Motion carried.

Review and Approval of Employee Salary Structure & Possible Salary Adjustments

Wayne informed members that the committee reviewed a salary survey, proposed salary ranges and proposed adjustments for staff. He told members that the last time salary adjustments occurred was in 2013 and the committee felt that it was time to review again. Wayne told members that the committee asked Carrie to gather information from like agencies to see how our salaries compared to others. He said, as expected, our salaries were lower compared to others. Wayne referred members to the Proposed Salary Ranges that was included with the meeting materials. After discussion, Wayne Reising motioned to approve the proposed Salary Ranges as presented. Motion was seconded by Kevin Reibel. Roll call vote was taken.

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

Motion carried

Wayne informed members that the HR Committee then reviewed proposed salary adjustments for staff. He noted that the last time salaries were adjusted was in 2013 when the merger occurred. Referring to the spreadsheet that was included with the meeting materials, Wayne motioned to approve the proposed adjustment as presented without implementing the longevity increases. Motion was seconded by Jamey Sulser. Roll call vote was taken.

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

Motion carried.

Success Stories / Recognition

Carrie pointed out that there were several success stories included with the meeting materials. She told members that several of the stories are those that are being presented to the county board members during August and September. Carrie also pointed out that copies of Facebook postings were included for members information.

Other Business

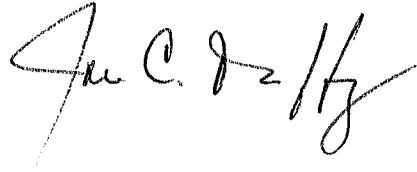
Kathy informed members that the next meeting is scheduled for October 25, 2021.

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Kevin Reibel and carried. Meeting adjourned at 7:06 p.m.

Approved by:

Jo Ann Johnson

A handwritten signature in black ink, appearing to read "Jo Ann Johnson". The signature is written in a cursive style with a large initial "J" and "A".

James C. Duffy
Secretary