

Business Employment Skills Team, Inc.
Zoom Meeting Minutes
October 25, 2021

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:30 p.m. by Co-Chair Kevin Reibel. Roll call was taken.

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

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

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Dianna Schuler, Justin Knorr (Clifton Larson Anderson Wealth Advisors, LLC)

PY 20 Audit Report

Justin Knorr with Clifton Larson Allen (CLA) was introduced to members. Justin informed members that copies of the PY 20 Audit and Governance Communication Letter was sent to members prior to the meeting. He provided members with an overview of the Audit. Justin complimented Annette and Jessica for their support and flexibility in conducting the audit remotely due to the COVID pandemic. Referring to a power point presentation that was distributed to members prior the meeting, Justin told members that CLA issued an unmodified audit opinion over financial statements and the reports are in accordance with Government Auditing Standards (GAS) and Uniform Grant Guidance (UG). He told members that total revenues were \$3,957,435 for the year ended June 30, 2021, which were up by \$654,000 from FY 20. As 99% of revenue is from federal grants, increase is primarily due to the amount of grant funding in the current year, as funding increased for the WIOA grants \$423,000. In regards to expenses, Justin said that total expenses were \$3,963,189 for the year ended June 30, 2021, which is up by \$655,000 (19.8%) from FY 20. As BEST's program activities increased with more grant funding, expenses have increased proportionally. Referring to the chart that shows the ratio of program expenses vs. management and general expenses, Justin said that a good rule of thumb is to keep management and general at 20% or less of total expenses. He said that BEST has consistently maintained this rate at 10% or less over the past 5 year period. Justin continued by saying that the majority of the expenses are allocated to the programs, with most of these being either training & materials or personnel costs. These costs, he said, have consistently been 84-90% of total expenses over the trailing 5 year period. Justin told members that FY 21 had additional expenses for layoff aversion costs. Overall operations, Justin said, resulted in a reduction in net assets of \$5,754 for the year ended June 30, 2021, compared to a negative change in net assets of \$4,953 for FY20. He said that since the main source of revenue is federal grants, the programs operate close to break-even each year. Continuing to highlight the financial analysis, Justin told members that total assets were \$408,000 at June 30, 2021, which is up by \$135,000 from June 30, 2020. He commented that funding sources will fluctuate based on timing of draws and receipts from the state. As required by federal funding regulations, Justin said that BEST monitors cash levels to ensure there is minimal time from draw to

disbursement of funds. Justin told members that total liabilities as of June 30, 2021 were \$393,000, which is up by \$141,000 from FY 20. He said that payables and accrued expenses will fluctuate based on timing of year end payments. Justin noted that FY 21 included a larger amount of accounts payable and accrued liabilities at June 30. This also provides an explanation for the significant increase in cash noted on the previous slide, he said. Net assets decreased to \$14,769 as of June 30, 2021. As the main source of revenue is federal/state grants, the programs operate on a close to break-even budget and significant excess revenue is not expected. In regards to the Single Audit, Justin told members that there were no findings or issues reported. Justin also noted that CLA values their relationship with BEST, Inc. and once again thanked staff for their assistance throughout the audit process.

Members thanked Justin for the audit presentation.

Approval of Meeting Minutes

Robert Albrecht motioned to approve the August 23, 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		Jayne Sulser	X	

Motion carried.

Public Comments

Carrie recognized that Dianna Schuler, Business Relations Manager, was on the Zoom call.

Executive Director Report

In addition to the typed report that was included with the meeting materials, Carrie reported that the IL Valley Area Chamber of Commerce held a Drive-Thru Job Fair on October 16 and 71 packets were distributed that included 45 employers listing 69 openings. She said that on October 15, the Princeton Chamber of Commerce held a Drive-Thru Job Fair and 42 packets were distributed with 24 employers listing 60 positions.

Carrie noted that in her Personnel Report she indicated that the Business Relations Representative position was posted and we have been receiving inquiries about the position.

Carrie reported that Diamond Merboth was hired as the Youth Job Developer. She informed members that Diamond comes to BEST with a background in teaching and also worked with the Downers Grove Park District teaching pre-school students about the environment.

Carrie informed members that the Ottawa One Stop is open by appointment only. She told members of a few of the incidents that have occurred but noted that staff were safe and police were called to rectify the situations.

Carrie said that she would be gone on vacation from December 6-10, 2021.

Jamey asked Carrie if she had any results from the Job Fair that was done at Rochelle High School. Carrie said that she didn't have the information available, but would get it. (Note: It was reported that 200 Job Seekers and 40 businesses took advantage of the Rochelle Expo).

Finance Director Report

Carrie provided the Finance Director's Report and noted that Annette included a typed report that updated all of the grant information.

Approval of the PY 20 Audit

Kathy Enbom motioned to approve the PY 20 Audit as presented. Motion was seconded by Jim Duffy. 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.

Approval of the Fiscal Reports

Carrie reported that the June 2021 Financial Reports were corrected as Annette pulled information from the May report for the Layoff Aversion grant instead of the June report. Carrie reminded members that these were pass through funds so it did not have any impact on our grant funds. She informed members that the July and August reports were also included for review.

Marilyn Shippert motioned to approve the corrected June 2021 and the July and August 2021 Financial Reports. 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	
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 discussed the renewal for the Employee Health/Life Benefits. Wayne said that the plan received a 4.9% increase

from last year. He said that some changes to the plan include an increase in the out of pocket and experimental prescription drugs were included with the pharmacy plan. Wayne told members that the increase is about \$5,000/year. Wayne motioned to concur with the HR Committee's recommendation to renew the plan provided by United Health Care effective January 1, 2022. Motion was seconded by Jim Duffy. 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 also informed members that an updated copy of the Organizational Chart was included with the meeting materials as an informational item.

Other Business

Kevin reminded members that the next BEST Board of Director's meeting will be on Monday, December 20, 2021 via Zoom.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Wayne Reising. 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.

Meeting adjourned at 7:05 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy
Secretary