

**Business Employment Skills Team, Inc.
Zoom Meeting Minutes
December 20, 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	X		Steven Malavolti		X
James Duffy	X		Kevin Reibel	X	
Kathy Enbom			Wayne Reising	X	
Randy Freeman	X		Marilyn Shippert	X	
Don Hill	X		Jayme Sulser	X	

PROXY: Kathy Enbom to Wayne Reising, Kevin Lindeman to Wayne Reising

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

Approval of Meetings Minutes

Jamey Sulser motioned to approve the October 25, 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		
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

None

Executive Director Report

Carrie informed members that she provided members with a typed report and did not have much to add. She drew member's attention to the success stories that were included with the meeting materials. Carrie pointed out that two of the stories were about staff, but one was a testimony from an individual in Bureau County. She told members that it is always nice for staff to write up success stores, but when a participant takes the time to write up something it is a great benefit for the staff.

Finance Director Report

Annette informed members that the PY 19 Trade Grant has been closed out and approved by DCEO. The PY 20 Trade Grant documents have been submitted to DCEO with a start date of October 1, 2021.

Annette told members that the Opioid Grant is fully obligated and scheduled to end on June 30, 2022.

Annette then presented an overview of the September and October 2021 Financial Reports. With there being no questions, Marilyn Shippert motioned to approve the September and October 2021 Financial Reports. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti		
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.

Other Business

Election of Officers

Kevin reminded members that the current officers include: Kevin Reibel/Kathy Enbom as Co-Chairs and James Duffy as Secretary. He asked members if anyone would like to nominate members for co-chairs or secretary. Robert Albrecht motioned to keep the current officers for the upcoming year. Motion was seconded by Gary Camarano. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti		
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.

Out of State Travel for NAWB Conference

Carrie said that the National Association of Workforce Boards (NAWB) Forum is being held in Washington, DC from April 11-14, 2022. She told members that she attended the Forum last year virtually and is requesting to attend the Forum in-person this year. Referring to the information included with the meeting materials, she said that if funding is available, she would like to request to allow another individual to attend the Forum virtually if it is available. Carrie said that although the Early Bird registration for in-person is due in December, they have not announced the information for virtual attendance. After discussion, Jamey Sulser motioned to approve Carrie to attend the in-person NAWB Forum in Washington, DC from April 11-14, 2022 not to exceed \$4,000. The motion also included

approval to allow one individual to attend virtually not to exceed \$1,000. The motion was seconded by Randy Freeman. Members said that if the costs go over the amount allocated to bring the information back to the February BEST Board meeting. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti		
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.

Out of State Travel for NAWDP Conference

Carrie informed members that the National Association of Workforce Development Professionals (NAWDP) will be holding their Annual Conference in Las Vegas, NV from May 16-18, 2022. She said that NAWDP conference is more in line with program design and program staff. Carrie told members that she has attended several of these conferences in the past and found them to be very beneficial for line staff. She said that this conference is beneficial for staff who require continuing education hours toward their CWDP (Certified Workforce Development Professional) recertification. Carrie said that the breakdown of estimated costs were included with the meeting materials. Since this conference in in May we anticipate that the Early Bird registration will take place before the next Board meeting, which is why we are asking for authority to attend, Carrie said. After discussion, Randy Freeman motioned to approve 2 staff to attend the NAWDP Conference in Las Vegas, NV from May 16-18, 2022. 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		
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.

2022 Holiday Schedule

Carrie informed members that a copy of the BEST, Inc. 2022 Holiday Schedule was included with the meeting materials as an informational item.

2022 Meeting Schedule

Members then reviewed the 2022 Meeting Schedule. It was noted that August 22 meeting is being requested to be moved to August 15 due to schedule conflict. Also, the December 26 meeting is being proposed to change to December 19 due to Holiday. Kevin noted that the next meeting will be February 28, 2022. Members agreed to discuss the change of dates for the August and December meetings at a later date.

Adjournment

With there being no further business, Marilyn Shippert motioned to adjourn. Motion was seconded by Don Hill. Roll call vote was taken.

Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti		
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 6:28 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy
Secretary