

**Business Employment Skills Team, Inc.
Zoom Meeting Minutes
February 28, 2022**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:02 p.m. by Co-Chair Kathy Enbom. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
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	

PROXY: Steve Malavolti to Randy Freeman

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

Approval of Meetings Minutes

Marilyn Shippert motioned to approve the December 20, 2021 Meeting Minutes. 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			Jayme Sulser	X	

Motion carried.

Public Comments

None

Executive Director Report

Carrie informed members that her report was included with the meeting materials. However, she did tell members that at the next HR Committee meeting, members will be getting an Exit Interview from Rose Vasquez since she recently resigned to attend grad school. Carrie said that the resignation letter was very appreciative of the agency and her supervisor (Joel Torbeck).

Carrie also told members that in January, an all staff meeting was held virtually. She said that the meeting was used as a mid-year review and then developed an action plan of what we need to do in the next 6-months.

Randy asked Carrie if she was aware of an article that addressed money coming to the counties for an Opioid Grant. She replied that she was aware of an upcoming presentation, but would see if she could find out further information. Carrie reminded members that BEST, Inc. Opioid Grant will end on June 30, 2022 and all funds have been obligated. Jim asked if individuals will still be able to be served once the grant ends. Carrie said that if someone comes into our offices we can help them with other funding streams.

Jim then asked about the status of the WIOA Reauthorization. Carrie explained that we are still on a continuing resolution for three years. She explained that as long as the appropriation is there, regardless of whether it is expired or not, the program continues to be funded. Carrie did say that that the WIOA legislation is currently expired and it could happen this year. She said that there is movement this year on the reauthorization process. Carrie told members that legislators have been very active in asking questions about the programs and services, which the Illinois group has answered as well as providing them with information about what is and what is not working at the local level.

Finance Director Report

Annette informed members that the Grant Report was included with the meeting materials. She told members that a Modification to the 1E Grant was submitted to move funding to the Incumbent Worker Training cost category and increase the Rapid Response Wages/Benefits to add hours for Business Relation employees working on Incumbent Worker Training (IWT) contracts. She said that the Wages/Benefits have also been added per DCEO approval for the Navigator position under the Apprenticeship Grant for the period 04/01-06/30/22. Annette told members that the Apprenticeship Grant expires on 03/31/22.

Annette told members that DCEO approved the Opioid Modification that added incremental funding in the amount of \$224,867. This modification, Annette said, brought the total grant to \$516,905.00 and extended the date to June 30, 2022. She told members that the Opioid Grant is fully obligated through June 30, 2022.

Annette informed members that the WIOA Grant is fully executed in the amount of \$2,963,428.00 for the period of July 1, 2021 through June 30, 2023. She said that a modification has been submitted to DCEO transferring \$500,000 from the Dislocated Worker cost category to the Adult cost category.

Annette then presented the Fiscal Reports for November & December 2021. Gary Camarano approved the Fiscal Reports for November & December 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			Jayme Sulser	X	

Motion carried.

Other Business

Carrie asked members for their input about returning to meeting in-person or continuing with virtual meetings. Members responded that they would like to return to in-person meetings. Carrie said that staff will look for a location for the April 25 meeting and let members know.

In regards to the 2022 Meeting schedule, Carrie pointed out that she has a prior commitment for August 22 and requests to change the date for that meeting. She noted that December 26 is a legal Holiday so we will need to change that meeting date.

Jamey commented about the posts on Facebook and complimented staff for doing a wonderful job. However, he did express some concern about getting the word out about the programs and services available. Carrie told members that staff have increased their visibility and are starting to promote the programs and services in each of their communities.

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Gary Camarano and carried. Meeting adjourned at 6:34 p.m.

Jo Ann Johnson

Approved by:

James C. Duffy
Board Secretary