

**Business Employment Skills Team, Inc.
Meeting Minutes
April 25, 2022**

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.

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

PROXY: Gary Camarano to Wayne Reising, Marilyn Shippert to Jim Duffy

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

Approval of Meetings Minutes

Randy Freeman motioned to approve the February 28, 2022 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

Public Comments

None

Executive Director Report

Legislative Update

Carrie told members that she did not have too much to update from her typed report that was included with the meeting materials. She said that we have still not received allocations for PY 22 which will start on July 1, 2022.

Opioid Grant Update

Carrie said that two members from Project Open will be making a presentation on Recovery Friendly Workplace at that NCI Works meeting next week. Carrie said that she and Kerri Hicks are part of different committees with Project Open.

Offices and Personnel

Carrie informed members that she did a walk-through of the new IDES office in Sterling. She said that it was a very nice building and totally accessible. Carrie told members that IDES is interested in having our staff have a presence in the office a few days a week. She mentioned that by our staff being in IDES office is a great way to recruit Dislocated Workers. At this point, Carrie said, there will be no cost for our staff to be there. Kathy asked if we would be able to secure room for all of our Sterling office staff

in the IDES office. Carrie replied that there would be, but she does not want to leave an unlocked office to go to a locked office and only have customers by appointment only. Carrie informed members that she sits on the State Level Reopening workgroup and shared the different stages of openings. She told members that Ottawa is in the 3rd stage of reopening.

Computer Purchase

Carrie informed members that 4 laptop computers were purchase at 2 different times. She said that they were replacement computers and funds were available.

Vacation

Carrie informed members that she would be on vacation May 23 – 27, 2022.

Finance Director Report

Trade Grant

Annette informed members that the Trade Grant is moving along, however, if staff are not able to enroll new customers before the end of this grant we will not be entering into a new grant agreement on October 1.

1E Supplemental DW Funding

Annette told members that the modification for the Rapid Response grant has been approved 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 IWT contracts. 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.

Opioid Grant

Annette said that Opioid Grant will end on June 30, 2022.

PY 20 WIOA

Annette said that the PY 20 WIOA grant will end on June 30, 2002 and funds are obligated for youth and administration.

PY1 9 Apprenticeship Grant

The Apprenticeship Grant, Annette said, will end on June 30, 2022 at which time, the Navigator will be laid off.

PY 21-681004

Annette told members that the expenditures for the PY 21 grant are low but she does not see a problem meeting the 80% requirement by the end of the Program Year. She said that staff have enrolled

customers and/or entered into several contractual awards for businesses/customer training that has improved or increased the rate for the Adult, Dislocated Worker and Youth funding cost categories.

Required Expenditure Rates

Required expenditure rates remain well within the normal ranges. Adult/DW 50% direct training requirement is at 58% through 02/28/22.

Required Work Based Learning expenditure rate for PY 20 is 21.4% through 02/28/22.

Approval of the Fiscal Reports

With there being no questions regarding the Fiscal Reports, Robert Albrecht motioned to approve the January & February 2022 Fiscal Reports. Motion was seconded by Wayne Reising and carried.

HR Committee Report

Exit Interview

Wayne informed members that the HR Committee reviewed an Exit Interview from Rose Vasquez who left BEST, Inc. to attend law school in the fall. Wayne told members that Rose was very complimentary about Carrie and Joel.

Executive Director Performance Evaluation / Contract Negotiation

Kevin informed members that the BEST Board needs to convene in Executive Session per section 5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Wayne Reising motioned to convene in Executive Session. Motion was seconded by Randy Freeman. Roll call vote was taken.

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

Motion carried. Meeting convened in Executive Session at 6:45 p.m.

Roll call vote was done to reconvene from Executive Session. Meeting reconvened at 7:04 p.m.

Business Meeting

Executive Session Meeting Minutes Approval

Robert Albrecht motioned to release the April 19, 2021 Executive Session Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

Executive Director's Renewal of Contract

Kevin stated that after a review of the Performance Evaluation and discussion, the BEST Board accepts the recommendation of the HR Committee to renew the Executive Director contract with Carrie Folken effective June 1, 2022. He stated that the Board offers Carrie Folken as Executive Director an increase of 5% effective June 1, 2022. Kathy Enbom motioned to accept the recommendations of the HR Committee to renew the Executive Director contract with Carrie Folken effective June 1, 2022 and increase her salary by 5% or 78,949.40/year. Motion was seconded by Randy Freeman and carried.

Succession Planning for Fiscal Office

Wayne informed members that Annette Pace (Finance Director) would eventually like to go down to 3 days per week. He said that Jessica Green (Controller) is willing to step up and take on some of the responsibilities and functions that Annette is doing. With Jessica taking on additional responsibilities and job functions, it is recommended to adjust Jessica's salary with a \$2,400 increase effective May 1, 2022. After a brief discussion about the succession plans for the fiscal office, Wayne Reising motioned to accept the recommendations of the HR Committee to increase Jessica's salary by \$2,400 effective May 1, 2022. Motion was seconded by Jim Duffy and carried.

Other Business

Kevin informed members that the next BEST Board Meeting will be on June 27, 2022.

Kevin noted that an updated BEST Board Membership List was included for informational purposes.

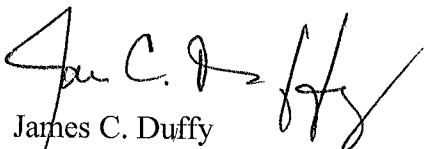
Randy informed members that he will not be seeking reelection to the LaSalle County Board and is working to find someone to represent LaSalle County on the BEST and CEO Boards.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Robert Albrecht and carried. Meeting adjourned at 7:12 p.m.

Jo Ann Johnson

Approved by:


James C. Duffy
Secretary