

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting  
June 27, 2022  
6:30 p.m.  
Business Employment Skills Team, Inc.  
Sterling, IL**

***AGENDA***

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. Approval of the April 25, 2022 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments.
- V. Executive Director Report
  - Legislative Update (Page 5)
  - NCI Works Update (Page 5)
  - Program Services Team Update (Page 5)
  - Opioid Grant Update (Page 6)
  - Apprenticeship Grant Update (Page 7)
  - Getting the Word Out (Page 7)
  - Offices and Personnel (Page 7)
  - Contacts (Page 8)
- PY 21 Dashboard (Page 10)
  - PY '21 Participant Reports (Page 15)
  - PY '21 Business Relations Unit Report (Page 16)
  - Success Stories/Recognitions (Page 17)
- VII. Finance Director Report (Annette Pace) (Page 21)
  1. Trade Grant Update
  2. 1E Supplemental DW Funding Update

3. Opioid Grant Update
4. PY 20 WIOA Update
5. PY 19 Apprenticeship Grant Update
6. PY 21 WIOA
7. Required Expenditure Rates
8. Approval of the Fiscal Reports for March & April 2022 (**Separate Documents**) (*Action Item*)

**VIII. HR Committee Report** (Wayne Reising)

1. Organizational Chart for BEST, Inc. (Informational) (**Page 22**)
2. Proposed Change to Position Titles for Business Relations Manager to Business Service Manager (**Page 23**) (*Action Item*)
3. Proposed Change to Position Title for Business Relations Representative to Business Service Representative (**Page 27**) (*Action Item*)
4. PY 21 Staff Evaluation Annual Performance Evaluation Results
5. Review and Approval of Proposed Staff Increases (**Page30**) (*Action Item*)

**IX. Business Meeting**

**X. Other Business**

1. Meeting Schedule

August 15  
October 24  
December 19

**XI. Adjournment**