

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
June 27, 2022**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:32 p.m. by Co-Chair Kathy Enbom. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht			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		

PROXY: Robert Albrecht to Jim Duffy; Jayme Sulser to Wayne Reising, Steven Malavolti to Randy Freeman

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

Public Comments

Kathy Enbom asked for a moment of silence in memory of John Fritts who was killed in an auto accident earlier in the week. She noted that John had been a member of the BEST Board for a number of years.

Approval of Meetings Minutes

Kevin Reibel motioned to approve the April 25, 2022 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			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.

Executive Director Report

Carrie informed members that she did not have any updates to her typed report that was included with the meeting materials. However, she did want to mention that the Opioid Grant will end on June 30, 2022 and the individuals that are receiving services from that grant are co-enrolled in the WIOA grant. Carrie said that once we end the record for the Opioid Grant it will automatically end the WIOA grant

services. She told members that staff are working with the State to continue their enrollment in the WIOA program.

Carrie told members that DCEO is wrapping up their combined monitoring they have been conducting for fiscal and program files. She told members that she has receive positive comments from DCEO regarding our staff. The monitoring, Carrie said, is all being done remotely, so our staff needed to upload all of the necessary documents to them. Once the monitoring is complete, Carrie said, DCEO will send a written report.

Carrie said that Facebook changed their policies regarding business accounts, so we needed to create a new account. She asked members to like us and follow us on the new page.

In summary, Carrie said that staff have been working to get everything done to close out the end of the Program Year. Kathy asked if there was anything notable to report on the Dashboard. Annette commented that we will meet all of our goals and are on track to end the year on a positive note.

Finance Director Report

Annette informed members that the Trade Grants were not reauthorized, however, staff can continue to enroll customers under previous year's grants. She reported that the PY 20 WIOA grant will be closed out soon as there is less than \$20,000 left in that grant. Annette reported that the expenditure rate is currently at 58% but it may increase due to an increase in enrollments. In regards to the Youth Expenditure rate, Annette told members that it is currently at 22% and she does not see that changing.

After a review of the Fiscal Reports, Randy Freeman motioned to approve the March & April 2022 Fiscal Reports. 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			Steven Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Marilyn Shippert	X	
Don Hill			Jayne Sulser	X	

Motion carried.

HR Committee Report

Wayne informed members that the HR Committee met prior to the BEST Board Meeting.

He said that members reviewed the Organizational Chart that was included with the meeting materials. He noted that the Apprenticeship Navigator position is being phased out since the grant will expire on June 30. Wayne told members that the tasks that were handled by the Apprenticeship Navigator will be assumed by the Business Relations staff.

Wayne told members that Carrie presented a change in title for the Business Relations Manager to Business Services Manager. He said that the reason for the change is so that they can be in line with the state and other partner agencies. Wayne Reising motioned to concur with the HR Committee recommendation to change the title of the Business Relations Manager to Business Service Manager. 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			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.

Wayne then informed members that Carrie presented a change in title for the Business Relations Representative to Business Service Representative to be in line with the state and other partner agencies. Wayne Reising motioned to concur with the HR Committee recommendation to change the title of the Business Relations Representative to Business Service Representative. 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			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.

Wayne informed members that Carrie presented a summary of the Staff Evaluations noting that everyone scored very well. He said that the maximum number of points was 28 and no one scored lower than 25.

The last order of business for the HR Committee, Wayne said was to review and approve an increase in salaries for the staff. He said that Carrie had recommended a 3% across the board increase, but after discussion and member's concerns about inflation, the HR Committee is recommending a 4% increase across the board for all staff. Wayne Reising motioned to concur with the HR Committee in recommending a 4% across the board increase for staff. 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			Steven Malavolti	X	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	

Randy Freeman	X		Marilyn Shippert	X	
Don Hill			Jayne Sulser	X	

Motion carried.

Other Business

Kathy noted that the next meeting will be August 15, 2022.


Kevin Lindeman informed members that North Central IL Council of Governments is working with Steve Malavolti on broadband initiatives and asked members if they would be willing to participate in a survey about carriers in their respective areas. Members agreed to participate.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Jim Duffy and carried. Meeting adjourned at 6:48 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

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James C. Duffy
Secretary