

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
December 19, 2022
6:30 p.m.
Business Employment Skills Team, Inc. Fiscal Office
1680 S. Galena Avenue
Dixon, IL
Or by Zoom
<https://us02web.zoom.us/j/85030487563>
Meeting ID: 850 3048 7563
Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 850 3048 7563**

AGENDA

- I. Call to Order (Kevin Reibel / Kathy Enbom)
- II. Roll Call
- III. PY 21 Audit Report (Annette Pace/Rusty Gibson) (Audit Report is provided as a separate document)
- IV. Approval of the October 17, 2022 Meetings Minutes (Page 1) (*Action Item*)
- V. Public Comments.
- VI. Executive Director Report
 - Legislative Update (Page 5)
 - NCI Works Update (Page 5)
 - Program Services Team Update (Page 5)
 - Apprenticeship Grant Update (Page 6)
 - Outreach Through Podcasts (Page 7)
 - Tracking of our Outreach Efforts (Page 7)
 - Offices and Personnel (Page 7)
 - Contacts (Page 8)

PY 22 Dashboard (Page 9)

PY '22 Participant Reports (Page 14)

PY '22 Business Relations Unit Report (Page 15)

Success Stories/Recognitions (Page 16)

VII. Finance Director Report (Annette Pace) (Page 31)

1. Trade Grant Update
2. PY 22 WIOA Update
3. PY 21 WIOA
4. Required Expenditure Rates
5. Audit Report (*Action Item*)
6. Approval of the Fiscal Reports for September & October 2022 (Separate Documents) (*Action Item*)

VIII. HR Committee Report (Wayne Reising)

- Approval of Employee Health/Life Insurance Coverage (Page 32) (*Action Item*)
- 2023 Holiday Schedule (Information Purposes Only) (Page 33) (*Possible Action Item*)

IX. **Business Meeting**

- Approval for Signatory Authority for Grant Documents, Payroll and other documents that require BEST Board/CEO Authorization (*Action Item*)

X. **Other Business**

- Election of Officers (*Action Item*)

Current Officers: Kevin Reibel/Kathy Enbom – Co-Chairs
James Duffy – Secretary

- Request Out of State Travel for NAWDP Conference (Page 34) (*Action Item*)
- Membership List / Committee Structure (Page 35)
- Meeting Schedule for 2023
 - February 27
 - April 24
 - June 26
 - August 28
 - October 23
 - December 18

XI. Adjournment