

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
October 17, 2022**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:31 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	X		Steven Malavolti		X
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Marilyn Shippert	X	
Don Hill	X		Jamey Sulser	X	

PROXY: Don Hill to Kevin Reibel

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson, Annette Pace, Dianna Schuler, Joe Payette (Carroll County Board)

Approval of Meeting Minutes

Randy Freeman motioned to approve the August 15, 2022 Meeting Minutes. Motion was seconded by Robert Albrecht. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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		Jamey Sulser	X	

Motion carried.

Public Comments

Members were introduced to Joe Payette who serves on the Carroll County Board.

Executive Director Report

Carrie informed members that she did not have any additions to her typed report that was included with the meeting materials. She thanked members for allowing her to attend their respective County Board meetings during the months of August and September. Carrie noted that she has received some inquiries from county board members after her presentation.

Finance Director Report

Annette informed members that the PY 20 Trade Grant ended on September 30, 2022 and she will be working on closing out the grant. She said that the PY 21 Trade Grant application will be submitted to DCEO once they release their instructions.

Annette reported that the PY 22 WIOA grant was approved by the State and we have received the signed grant documents.

In regards to the PY 21 WIOA grant, expenditure and obligations are normal for the youth program, low for the dislocated worker program and high for the adult program for the first two months of the Program year. Annette told members that staff will be requesting a transfer of dislocated worker funds to the adult program at the upcoming CEO meeting.

Annette informed members that she heard from the Auditors and they will be making a report at the December BEST Board meeting. She told members that at this point, there were no findings.

Approval of the Fiscal Reports

Annette presented the Fiscal Reports for July & August 2022. With there being no questions, Marilyn Shippert motioned to approve the July & August 2022 Fiscal Reports. Motion was seconded by Gary Camarano. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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		Jamey Sulser	X	

Motion carried.

HR Committee ReportReview and Approval of Vision Insurance Coverage for Staff

Wayne Reising informed members that the HR Committee met prior to the BEST Board meeting and reviewed a Vision Plan offered by Delta Dental for staff members. He said that the plan will cost \$4.85 per employee. Dependent coverage is also available. Wayne told members that the plan will offer an additional benefit to employees and it is affordable. Wayne informed members that the HR Committee reviewed the plan and recommends to the BEST Board the approval of the Vision Plan paying 100% for employee coverage and 50% for dependent coverage effective November 1, 2022. Wayne Reising motioned to approve the Vision Plan as presented. Motion was seconded by Robert Albrecht. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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		Jamey Sulser	X	

Motion carried.

Business Meeting

Approval for Signatory Authority for Grant Documents, Payroll and other documents that require BEST Board/CEO Authorization

Carrie provided members with information regarding the signatory process for BEST Board documents. She said that Kevin, as Co-Chairman, signed the grant documents either electronically or through a stamp that needed to be submitted to DCEO. In addition to those documents, he would send an email to DCEO letting them know that he was the authorized signor for the grant documents. Also as Co-Chairman, Kevin's signature was stamped on all checks that were disbursed. Carrie explained that since the BEST Board does not elect new officers until December and Kevin will be leaving the BEST Board (and Carroll County) December 6, one of the other CEOs will need to be authorized to sign the grant documents, checks and any other documents that come due during the interim period of December 6 – December 19. After discussion, Marilyn Shippert motioned to authorize James C. Duffy with signatory authority for grant documents, payroll and other documents that require BEST Board/CEO Authorization. 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		
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Marilyn Shippert	X	
Don Hill	X		Jamey Sulser	X	

Motion carried.

Other Business

Next Meeting

Carrie said that the next BEST Board meeting is scheduled for December 19. She asked members that should the weather not allow for travel to Dixon if they would be interested in meeting remotely. Carrie said that since the Governor's Executive Order is still in effect that meeting electronically is acceptable. Members noted that if the weather did not allow for travel that remote meetings would be allowed and/or hybrid options would be available.

Member Recognition

Carrie presented Kevin Reibel, Randy Freeman, Robert Albrecht and Marilyn Shippert with Certificates of Appreciation and thanked them for their support and years of dedication to BEST, Inc. Carrie said that she could not have asked for a better board and is grateful for the time that they devoted to her and the agency.

Kevin said that it has been a pleasure working with everyone and he is leaving BEST in good hands with Mr. Payette.

Randy told members that it has been an honor to serve on the BEST Board as well as the NCI Works and CEO Boards. He said that it is a worthy organization and he will miss everyone

Robert echoed Kevin and Randy’s sentiments commenting that it was a long learning process but it was very interesting and encouraged staff and Board members to keep up the good work.

Marilyn agreed noting that the learning process can be overwhelming, but well worth it.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Marilyn Shippert. Roll Call vote was taken.

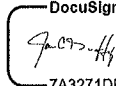
Name	Yes	No	Name	Yes	No
Robert Albrecht	X		Kevin Lindeman	X	
Gary Camarano	X		Steven Malavolti		
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Marilyn Shippert	X	
Don Hill	X		Jamey Sulser	X	

Motion carried.

Meeting adjourned at 6:55 p.m.

Jo Ann Johnson

Approved by:

DocuSigned by:

 7A3271DF95B94C9...
 James C. Duffy
 Secretary