

**Business Employment Skills Team, Inc.  
(Hybrid) Meeting Minutes  
February 27, 2023**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:30 p.m. by Co-Chair James Duffy. Roll call was taken.

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris		
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman		X	LaDon Trost		X

**PROXY:** Kerwin Paris to Keane Hudson

**OTHERS PRESENT:** Carrie Folken, Jo Ann Johnson

Approval of Meetings Minutes

Wayne Reising motioned to approve the December 19, 2022 Meeting Minutes. Motion was seconded by Jamey Sulser. Roll call vote was taken.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Name</b>	<b>Yes</b>	<b>No</b>
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris		
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman			LaDon Trost		

Motion carried.

Public Comments

None

Executive Director Report

In addition to her typed report, Carrie reported that discussion for a Rural Healthcare Summit is being held between Bonnie Campbell with IL Valley Community College and some BEST staff members. Carrie told members that several years ago a similar project was held but with many changes in the rural healthcare setting there is a need for another summit.

Carrie mentioned is that she is part of a group that received ARPA funds for scholarships for individuals pursuing an education in healthcare. She said that they are starting to distribute the funds with the

Regional Office of Education, IL Valley Community College and Mental Health Board receiving about \$580,000. Carrie said that the process of going very smoothly.

Another item of interest, Carrie told members is that the planning process has begun for Work in the Real World at Sauk Valley Community College. She said that the event has not been held since COVID so this good news. Carrie explained that Work in the Real World is for juniors and seniors from the surrounding area of Sauk Valley Community College to learn about different occupations, such as criminal justice, agriculture, manufacturing, all STEMS in health care, etc. The event, Carrie said, is being planned for the fall of 2023.

Carrie informed members that she included some information about the fiscal office in her report, but noted that the HR Committee would be addressing the topic later in the meeting.

Carrie reported an incident with the Sterling office but stated that everything was fine and no staff were affected. She said that the locks needed to be changed and thanked Jo Ann for managing the project.

Carrie informed members that Sharel Wolber with the Oregon office is on a leave of absence and the office is being covered on a limited basis. She said that correspondence has been sent to other offices to make sure that individuals are being served.

Wayne asked Carrie if there was any need for concern with the low numbers of Dislocated Workers reported in her Outreach section of her typed report. Carrie noted that staff are seeing a lower number of Dislocated Workers needing our services as there are plenty of jobs available that they are qualified for. Jim asked Carrie if the hospital in LaSalle if it was entirely shut down or if it would reopen. Carrie responded that it is a temporary shutdown.

#### Finance Director Report

Carrie provided the Finance Director report as Annette was unable to attend the meeting due to illness. Carrie stated that Annette provided a typed report that was included with the meeting materials. Carrie said that all expenditure rates are in the acceptable ranges.

Chris Flikkema motioned to approved the November & December 2022 Monthly Financial Statements. Motion was seconded by Keane Hudson. Roll call vote was taken.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Name</b>	<b>Yes</b>	<b>No</b>
Gary Camarano	X		Steven Malavolti	X	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	X		Kerwin Paris		
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman			LaDon Trost		

Motion carried.

### HR Committee Report

Wayne informed members that the HR Committee met and discussed the refilling of the Finance Director position. Wayne said that the position will be posted in the IL Valley and Dixon areas to try to attract the right person. Additionally, Wayne said that a Request for Quote will be released for a third party in case we cannot find anyone for the Finance Director position.

### Other Business

Jim informed members of the BEST Board Meeting schedule for 2023 (April 24, June 26, August 28, October 23 and December 18). Wayne noted for the new members that the December meeting is moved up a week due to the Holiday.

Discussion was then held regarding the lifting of the Governor's Executive Rule allowing for electronic meetings which is lifted on May 11, 2023. Carrie said that if there was a quorum (including proxy voting) we could have members attend virtually, however they will not have a vote except through proxy voting. Jim stated that there is an option to have two different locations to connect virtually.

### Adjournment

With there being no further business, Co-Chairman Jim Duffy adjourned the meeting. Meeting adjourned at 6:52 p.m.

Jo Ann Johnson

Approved by:

  
Steven Malavolti  
Board Secretary