

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 24, 2023
6:30 p.m.**

**Business Employment Skills Team, Inc.
Lee County Board Conference Room
Old Lee County Courthouse, 3rd Floor
Dixon, IL**

**Or by Zoom Meeting
<https://us02web.zoom.us/j/86930023300>
Meeting ID: 869 3002 3300
Dial by your location
+1 309 205 3325 US
Meeting ID: 869 3002 3300**

AGENDA

- I. Call to Order (James Duffy / Kathy Enbom)
 - II. Roll Call
 - III. Approval of the February 27, 2023 Meetings Minutes **(Page 1)** *(Action Item)*
 - IV. Public Comments.
 - V. Executive Director Report
 - Legislative Update **(Page 5)**
 - NCI Works Update **(Page 5)**
 - Apprenticeship Activities Update **(Page 5)**
 - Outreach **(Page 6)**
 - Tracking of our Outreach Efforts **(Page 6)**
 - Offices and Personnel **(Page 7)**
 - Contacts **(Page 7)**
- PY 22 Dashboard **(Page 9)**
PY '22 Participant Reports **(Page 14)**
PY '22 Business Relations Unit Report **(Page 15)**
Success Stories/Recognitions **(Page 16)**

VI. Finance Director Report (Annette Pace) (Page 32)

1. Trade Grant
2. PY 22 WIOA
3. PY 21 WIOA
4. Required Expenditure Rates
5. Approval of the Fiscal Reports for January & February 2023 (Separate Documents)
(Action Item)

VII. HR Committee Report (Wayne Reising)

1. Executive Director Performance Evaluation / Contract Negotiation

Executive Session (5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.)

- A. Executive Director's Performance Evaluation & Renewal of Contract (will be sent under separate cover)
- B. Fiscal Office Update (Possible Action Item)
- C. Employee Handbook Revision (Page 33) (Action Item)

IX. **Business Meeting**

1. Approval of the April 25, 2022 Executive Session Minutes (Page 4) (Action Item)
2. Executive Director Contract Renewal (Action Item)
3. Selection of Audit Firm (Page 34) (Action Item)

IX. **Other Business**

- Next Meeting: June 26, 2023

X. Adjournment