

**Business Employment Skills Team, Inc.  
(Hybrid) Meeting Minutes  
April 24, 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	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser		
Kevin Lindeman			LaDon Trost	X	

**PROXY:** Kevin Lindeman to Wayne Reising; Jamey Sulser to Wayne Reising

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

Approval of Meetings Minutes

Kathy Enbom motioned to approve the February 27, 2023 Meeting Minutes. Motion was seconded by Kerwin Paris. 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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

Public Comments

Gary Camarano informed members that on May 10, 2023 the Illinois Broadband Lab will be hosting a listening session for local government leaders from 5:00 – 5:45 p.m. and one for residents from 6:30 – 7:30 p.m. at the Morrison Tech Auditorium. He asked Jo Ann to share the information with Board members and other interested parties.

Executive Director Report

Carrie informed members that at the time she prepared her typed report for the Board meeting, we did not have the allocations for next Program Year. However, since then, Carrie noted that the Department of Labor has submitted the information to the State. She told members that the State of Illinois received an increase, although that does not necessarily mean that the local areas will receive an increase.

Overall, Carrie told members that Illinois received an 8.98% increase for youth grant funds; 9.72% increase for adult grant funds; and, 32.47% increase for dislocated worker grant funds. Carrie said that it is nice to see the increase for the State of Illinois.

Carrie informed members that at the time of preparing her typed report for the Board, Jessica Green had not applied for the Finance Director position, but since then Jessica did apply.

Carrie also reported that DCEO will be conducting a monitoring visit starting with an entrance conference on May 15. She said that some of the monitors will be onsite reviewing files while others will be performing the monitoring visit remotely. She said that the process will take about 7-10 days.

Carrie also noted that on June 8 there will be a Health Care Summit which some of the staff are participating with the planning process.

Annie Doerr, Regional Manager with DCEO, visited the Ottawa office recently, Carrie said. Carrie told members that she and Annie had a nice conversation about the happenings at the state level, grant opportunities, etc. Carrie noted that it was a casual visit but was a great networking opportunity.

In regards to the Dashboard, Carrie reported that Beth Hubbard with the Regional Office of Education #47 hit a milestone recently by assisting 500 individual obtain their GED. Carrie said that Beth will be retiring this year so this was a great accomplishment.

Carrie encouraged members to read the success stories and recognitions that were included with the meeting materials.

Finance Director Report

Annette informed members that everything is going according to plan and the percentages remain consistent. She said that the PY 21 WIOA Grant will be closed out June 30 and the TRADE Grant will close out September 30.

Wayne Reising motioned to approve the January & February 2023 Fiscal Reports. Motion was seconded by Kathy Enbom. 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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

## HR Committee Report

Wayne Reising motioned to convene in **Executive Session under Section 5 ILCS 120/2 (c) 1** for 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. Motion was seconded by Kathy Enbom. Roll Call vote was taken and Executive Session began at 6:48 p.m.

<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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

Meeting reconvened from Executive Session by Roll Call vote at 7:00 p.m.

<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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

Wayne stated that members review the Performance Evaluation and Contract Renewal for the Executive Director (Carrie Folken) and motioned to recommend a contract renewal and a 5% increase effective June 1, 2023. Motion was seconded by Kathy Enbom. 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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

## Employee Handbook Revision

Wayne informed members that HR Committee recommended approval for a few revisions to the Employee Handbook. Carrie noted that the Illinois Paid Leave for All Workers Act will require that all

employees be allowed 1 hour off for every 40 hours they work beginning January 1, 2024. Carrie then provided the recommended changed to Section 4.7:

#### 4.7 Paid Time Off

The employer recognizes the need and importance of time-off from work. To that end, all employees are encouraged to take at least one week off from work each program year for vacation purposes.

A flexible system of paid time off has been designed for employees. All regular employees (full and part-time) may be compensated for any authorized time-off from work (vacation, personal, etc.) by accruing and using Paid Hours Off (PHOs).

~~After 6 months of employment, all regular employees will be granted 37.5 Paid Hours Off (PHOs) to be used for vacation and/or personal.~~ **After 90 days of employment, employees will be granted the ability to use any accrued time off.**

They will also be allowed to begin accruing additional PHOs on a bi-weekly basis in accordance with the following earnings schedule. This schedule is based on 75 hours scheduled in a pay period. Employees who work less than 75 hours will accrue on a pro-rated basis (see below).

Length of Service	PHOs	Total Hours Per Program Year
0 – 3 months accrual	2.88	17.28 hours
3 months – 1 year	2.88	57.60 hours
1-4 years	2.88	74.88 hours
5-9 years	4.33	112.58 hours
10 – 14 years	5.77	150.02 hours
15 or greater	7.21	187.46 hours

Another revision to the Employee Handbook, Carrie said would be Section 2.8. She outlined the changes to this section accordingly:

#### 2.8 Introductory Period

All newly hired and/or re-hired employees must serve an initial introductory period of **6 months** ~~90 days (3 months)~~ from the start date of hire. Prior to the end of the introductory period, a determination will be made whether to extend the length of the introduction period or retain employee as permanent. Such determination will be made by the Executive Director, based on the recommendation of the employee's immediate supervisor.

An employee working in their introductory period may be released from employment at any time without advance notice or recourse.

During the introductory period, the employee will not be ~~maintain no seniority or~~ be entitled to any benefits other than those specifically provided for in this handbook.

Wayne Reising motioned to approve the revisions to Section 4.7 and 2.8 as recommended by the HR Committee. Motion was seconded and carried.

**Business Meeting**

Approval of the Executive Session Minutes

Keane Hudson motioned to approve the April 25, 2022 Executive Session Meeting Minutes. Motion was seconded by Kerwin Paris. 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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

Selection of Audit Firm

Annette informed members that audit proposals were received from CLA and Sikich. Based on the ratings from the readers that were included with the meeting materials, Annette said that it is recommended that CLA be selected as the Auditing firm for the next 3 years. Kathy Enbom motioned to concur with the recommendation to retain CLA as the auditor for the next 3 years. Motion was seconded by Wayne Reising. 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		
Kathy Enbom	X		Kerwin Paris	X	
Chris Flikkema	X		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	X	
Kevin Lindeman	X		LaDon Trost	X	

Motion carried.

Other Business

Jim informed members that the next BEST Board meeting will be June 26, 2023.

Carrie thanked members for being supportive and serving as a soundboard for her.

Adjournment

With there being no further business, the BEST Board meeting was adjourned at 7:15 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "Steven Malavolti". The signature is written in a cursive style with a large initial "S" and a stylized "M".

Steven Malavolti  
Secretary