

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
June 26, 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.

Name	Present	Absent	Name	Present	Absent
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 Wayne Reising

OTHERS PRESENT: Carrie Folken, Jo Ann Johnson

Approval of Meetings Minutes

Wayne Reising motioned to approve the April 24, 2023 Meeting Minutes. Motion was seconded by Jim Duffy. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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	X	

Motion carried.

Public Comments

None

Executive Director Report

Carrie informed members that last week an exit interview was held with the DCEO monitors regarding their recent monitoring visit. She said that overall the monitoring went well. Carrie reported that fiscal did not have any findings. The program monitoring indicated that three clerical errors were made and those have been corrected. Carrie told members that the DCEO monitoring staff were very complimentary of our staff. She said that documents were monitored both electronically and onsite.

Carrie told members that Rapid Response events were held for employees that are being laid off from St. Margaret's Health Care. She provided members with an overview of a Rapid Response event. Carrie

said that 185 of St. Margaret's employees were able to receive information on benefits and services that are available to them. Carrie said that on June 27, an event is being planned at IVCC for any individual that lost a job. Carrie noted that the communities are pulling together to help individuals with job search and resume writing. She said that our staff are seeing an influx in individuals coming in for training during the fall and/or having their resumes looked at to assist with job search activities.

Carrie pointed out that in her typed report she stated that one of the Career Advisors in Ottawa resigned. She said that interviews were conducted and the position was filled by Jessica McCann. She is scheduled to start on July 10.

In regards to the Dixon Fiscal Office, Carrie told members that the movers were there today and the fiscal office is now located at IVCC. She told members that is the reason that Jessica is not at the meeting, because she is trying to get settled. Carrie also told members that Mary Sabatini, the new Accountant, started today.

Finance Director Report

Carrie reported that the typed Finance Director report was included with the meeting materials. She then presented the March and April financial reports that were included with the materials. Carrie pointed out that also included with the meeting materials was the PY 23 Budget and Participant information that was submitted to DCEO for the PY 23 Grant. With there being no questions, Jamey Sulser motioned to approve the March and April 2023 Financial Reports. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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	X	

Motion carried.

HR Committee Report

Wayne informed members that the HR Committee met and is recommending a 4% increase for staff. Wayne motioned to approve the 4% increase for staff as recommended by the HR Committee. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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	X	

Motion carried.

Other Business

Out of State Travel Request

Carrie requested to send up to 3 staff members, including her, to the NAWDP Youth Symposium that is being held in Las Vegas, NV on November 6-8. Wayne Reising motioned to approve sending up to 3 staff members, one being Carrie, to the NAWDP Symposium in Las Vegas, NV in November. Motion was seconded by Chris Flikkema. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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	X	

Motion carried.

Open Meetings Act

Carrie told members that DCEO has drafted a policy regarding the electronic meetings. She said that the draft policy aligns with what we are already doing in compliance with the Open Meetings Act. Carrie said that the LWIB Committee meetings will continue to meet electronically. The LWIB, Carrie said, will meet with 2 or 3 locations that are open to the public and connect virtually to conduct business. Carrie said that once the policy becomes official, she will share it with members. Carrie did say that legislation is still pending on House and Senate Bills regarding electronic meetings, but she does not see it being pushed through.

Adjournment

With there being no further business, Jim Duffy adjourned the meeting until August 28, 2023, 6:30 p.m. Meeting adjourned at 6:55 p.m.

Jo Ann Johnson

Approved by:


Steven Malavolti
BEST Board Secretary