

**Business Employment Skills Team, Inc.  
(Hybrid) Meeting Minutes  
August 28, 2023**

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

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

**PROXY:** Kevin Lindeman to Kathy Enbom, Steven Malavolti to Keane Hudson, Wayne Reising to Jim Duffy

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

Approval of Meetings Minutes

Jim Duffy motioned to approve the June 26, 2023 Meeting Minutes. 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	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Public Comments

Carrie introduced Jessica Green, the new Finance Director, to members. Members welcomed Jessica.

Executive Director Report

Carrie told members that she did not have a lot of updates to her Director's Report that was included with the meeting materials. She said that a Youth Career Advisor was hired recently for the Ottawa Office, but has recently put in her resignation as she is moving back to where she was previously from. Tentatively her last day is September 5. Carrie told members that right now Bonnie, who is the Career Advisor for Adult and Dislocated Worker customers, will help out with the youth customers and in particular the youth project with the Regional Office of Education #35. Carrie also noted that Sally

(Youth Coordinator) has helped out immensely with the training of the Youth Career Advisor. The position, Carrie said, has not yet been posted and staff are going to see how things work out with current staff helping. Carrie noted that the Youth Career Advisor will remain on the Organizational Chart in case the position will need to be filled in the future.

Kathy Enbom asked Carrie to reiterate to the staff the Board's appreciation in everyone stepping up to help with whatever has been needed.

Kathy asked Carrie if she wanted to report on the Dashboard that as included with the meeting materials. Carrie reported that the Dashboard reflects the full Program Year (2022). The enrollments, Carrie said, are on target and we did meet the 80% expenditure rate. Carrie said that Dislocated Worker numbers were lower than expected, but it is a statewide issue and not just a local issue. She told members that she thought we would see an increase in Dislocated Workers when St. Margaret's closed, but we did not. Some of the laid off employees from St. Margaret's, Carrie said, came in early for assistance with their resumes, but it was not an intensive increase in numbers.

Carrie reported that the Direct Training Rate for Adults and Dislocated Workers was 57% and Work-Based Learning was at 24.4%. All measures were successfully achieved.

Jim asked Carrie if the potential shut-down of the federal government would have an impact on our program. Carrie said that potentially it could, but the funding has been allocated for this year already, so it should not affect us this Program Year.

Members then discussed the possible move out of the Lee County Courthouse that was reported in Carrie's Executive Director's Report. Carrie told members that a new HVAC system is being installed in the newer Lee County Courthouse and the Chief Judge may need to move the Courtroom over to the Lee County Board Office. Carrie said that BEST has a Lease through December 31, 2023 and then it is on a month-to-month basis. Keane told members that the elevator in the Old Lee County Courthouse is scheduled to be repaired soon and may be down for a while. Carrie informed members of a location that is available at the Sterling IL Dept. of Employment Security Office. She said that an invitation has been received for us to move our staff from the Sterling location to the IDES office. Carrie said this would be a great move for our staff as we coordinate services and programs with IDES. Carrie told members that staff are in the current stages of what is best for our staff and customers. She said that she is in the process of developing a plan of action and when complete will present to the Board members.

#### Finance Director Report

Jessica informed members that she did not have anything to add to the report that was included with the meeting materials.

Keane Hudson motioned to approve the Fiscal Reports for May and June 2023. Motion was seconded by Gary Camarano. 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	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

HR Committee Report

Approval of Employee Dental and Vision Insurance

Jim informed members that the purpose of the HR Committee meeting earlier this evening was to review the employee Dental and Vision coverage that is up for renewal September 1, 2023. Jim said that Jo Ann informed members that the dental renewal with Delta Dental received a slight increase, but the rates were comparable to the other carriers that she checked with. He also noted that the renewal rate was good for 2 years. Additionally, Jim said that the network with Delta Dental had a better coverage area than the others that were presented. Jim told members that the HR Committee recommends that the Dental and Vision coverage for employees be renewed at the rates presented. Jim Duffy motioned to approve the HR Committee's recommendation to renew the coverage for Dental and Vision with Delta Dental. Motion was seconded by Committee action. 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	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Other Business

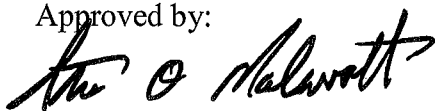
Kathy informed members that the next meeting is scheduled for October 23, 2023. Carrie noted that with the upcoming construction project for the elevator at the Lee County Courthouse, the location for the meeting will be determined at a later date.

Adjournment

With there being no further business, Chris Flikkema motioned to adjourn. Motion was seconded by Jim Duffy and carried. Meeting adjourned at 6:53 p.m.

Jo Ann Johnson

Approved by:



Steven Malavolti  
Secretary