

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
December 18, 2023**

6:30 p.m.

**Lee County Board Conference Room
Old Lee County Courthouse, Dixon, IL
Or**

Join Zoom

<https://us02web.zoom.us/j/89563520031>

Meeting ID: 895 6352 0031

Dial by your location

• +1 312 626 6799 US (Chicago)

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AGENDA

- I. Call to Order (James Duffy / Kathy Enbom)
- II. Roll Call
- III. PY 22 Audit Report (Jessica Green / Rusty Gibson) (Adult Report is available as a separate document)
- IV. Approval of the October 23, 2023 Meetings Minutes (Page 1) (*Action Item*)
- V. Public Comments.
- VI. Executive Director Report
 - Legislative Update (Page 4)
 - NCI Works Update (Page 4)
 - Apprenticeship Activities Update (Page 4)
 - Healthcare Summit (Page 5)
 - Supplemental Grant (Page 5)
 - Trade Grant (Page 7)
 - Program Services Team (Page 7)
 - Podcast Numbers (Page 8)

- Outreach (Page 8)
 - Tracking of our outreach efforts with new customers
- Offices and Personnel (Page 8)
- Activities since last meeting (Page 8)

PY 23 Dashboard (Page 10)

PY '23 Participant Reports (Page 15)

PY '23 Business Relations Unit Report (Page 16)

Success Stories/Recognitions (Page 17)

VII. HR Committee Report (Wayne Reising)

1. Approval of Employee Health and Life Insurance Renewal (Page 28) (Action Item)
2. 2024 Holiday Schedule (Page 30) (informational only)

VIII. Finance Director Report (Jessica Green) (Page 31)

1. Trade Grant
2. PY 23 WIOA Expenditure Ratios
3. PY 23 Apprenticeship Expansion
4. PY 22 Audit Approval (Sent Under Separate Cover) (Action Item)
5. Approval of the Fiscal Reports ending October 31, 2023 (32) (Action Item)

IX. **Other Business**

- Election of Officers (Action Item)

Current Officers: James Duffy/Kathy Enbom – Co-Chairs
Stephen Malavolti – Secretary

- Meeting Schedule for 2024
 - February 26
 - April 22
 - June 24
 - August 26
 - October 28
 - December 23

X. Adjournment