

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
October 23, 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	Proxy	
James Duffy	X		Michael McEmery	X	
Kathy Enbom	Proxy		Kerwin Paris	X	
Chris Flikkema	Proxy		Wayne Reising	X	
Keane Hudson	X		Jamey Sulser	Proxy	
Kevin Lindeman	Proxy		LaDon Trost		X

PROXY: Kathy Enbom to Jim Duffy, Chris Flikkema to Jim Duffy, Kevin Lindeman to Wayne Reising, Steven Malavolti to Kerwin Paris, Jamey Sulser to Wayne Reising

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

Approval of Meetings Minutes

Kerwin Paris motioned to approve the August 28, 2023 Meeting Minutes. 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	
Kevin Lindeman	X		LaDon Trost		

Motion carried.

Public Comments

None

Executive Director Report

Carrie informed members that she had a few updates to her typed report that was included with the meeting materials. She told members that she received a phone call this morning regarding the Supplemental Grant application that was submitted to DCEO after the August CEO meeting. Carrie said that DCEO requested some additional information so she in the process of making those revisions and will resubmit it to DCEO. Carrie explained to members the formulas that the State used to determine

the funding available for the grant. She said that our local area was allowed \$460,000 but the grant was written for \$442,000.

Carrie thanked the Chief Elected Officials for allowing her to attend their respective County Board meetings to give an overview of the previous Program Year achievements.

Carrie pointed out that in the Offices and Personnel section of her typed report, she mentioned that an Exit Interview was completed by Jessica McCann who left BEST for personal circumstances. Carrie said that one of the questions in the Exit Interview is "What suggestions would you offer for improving the office in which you have worked?" Carrie told members that Jessica pointed out that the Ottawa office is extremely unhealthy. Carrie noted that IDES is the Leaseholder of this office and throughout the years it has animal infestation, broken pipes that caused flooding, dead squirrels in the ceiling, mold and now the adjacent building is storage for chemicals from Carus Chemicals. Carrie told members that currently the Ottawa Office serves as the One Stop for the Local Workforce Area but is planning to talk with local Partners and Local Workforce Board about possibly moving the One Stop to the Sterling IDES Office. After discussion, members expressed their concern regarding the condition of the building and concurred with Carrie's decision to talk with the Partners and Local Workforce Board. Although the BEST Board does not have a voting right to move the One Stop Center, they all expressed their support to move the One Stop Center to Sterling.

PY 23 Dashboard

In reviewing the Dashboard, Jim had a few questions on the Direct Training Expenditure and Adult Program slides. After reviewing the documents, corrections were noted and will be reflected in the next Dashboard. Carrie informed members that the Trade Grant has been closed out so the next Dashboard will not have any Trade Grant information.

Success Stories

Carrie pointed out to members that one of the Facebook post was of Martin Foster who was the Illinois Workforce Partnership Local Award Winner. Carrie said that he was honored at a luncheon recently in Springfield, IL.

Finance Director Report

Jessica informed members that the Auditors are finishing up the PY 22 Audit and they are still reporting zero findings. She said that they are planning to make a presentation to the full Board at the December BEST Board Meeting.

In reviewing the Fiscal Reports, Jim asked why there were negative costs on the PY 23 Grant Page. Jessica explained how projections are reflected on the current financial report and noted that the format is cumbersome and she is in the process of reformatting it to a simpler easy to understand document. Jessica also noted that at the time of this report, there were no expenditures recorded to the PY 23 Grant, adding the next report will reflect PY 23 expenditures beginning in September. Members told Jessica that they were open to a report that was easier to understand. She thanked them for their support and said she is hoping to have it for their review at the next meeting.

Approval of the Fiscal Reports

Wayne Reising motioned to approve the July & August 2023 Fiscal Reports. Motion was seconded by Kerwin Paris. 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

Jim informed members that the next BEST Board Meeting will be Monday, December 18, 2023 with the location to be announced closer to the date. Jo Ann noted that the HR Committee would be meeting prior to the BEST Board meeting in December.

Adjournment

With there being no further business, Kerwin Paris motioned to adjourn. Motion was seconded by Keane Hudson and carried. Meeting adjourned at 6:57 p.m.

Jo Ann Johnson

Approved by:



Steven Malavolti
Secretary