

**Business Employment Skills Team, Inc.
(Hybrid) Meeting Minutes
June 24, 2024**

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

PROXY: Kathy Enbom to Wayne Reising; Kevin Lindeman to Steve Malavolti; Kerwin Paris to Wayne Reising

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

Approval of the Meetings Minutes

Wayne Reising motioned to approve the April 22, 2024 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		
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 informed members that Dianna Schuler was attending the meeting virtually.

Executive Director Report

Referring to her Director's Report that was included with the meeting materials, Carrie provided additional information about the One Stop Certification. She said that three representatives of NCI Works did the walk-through of the One Stop Center in Sterling recently. Those representatives included: Patty Head, NCI Works Chair; Teresa Strum, NCI Works member and Youth Committee Chair; and, Vanessa Hoffeditz, NCI Works member and One Stop Partner Chair. The Certification Team was impressed with the overall environment of the One Stop Center. Carrie said a Ribbon Cutting

Ceremony and small Open House will be held on July 23, 2024 from 9:00 a.m. – 12:00 Noon. She said that invitations will be sent out and encouraged members to visit the One Stop Center at their convenience.

Finance Director Report

Jessica reported that all grants are on target to close out the Program Year on June 30, 2024. She told members that DCEO conducting monitoring on June 4, 2024, but we have not heard if there were any findings. Jess then provided members with an overview of the PY 24 allocations noting that the adult and youth grants received an increase while the dislocated worker grant received a decrease. Overall, she told members that an increase in WIOA funds was received.

Wayne Reising motioned to approve the Fiscal Reports ending April 30, 2024. Motion was seconded by Jamey Sulser. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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		

Motion carried.

HR Committee Report

Wayne Reising asked Carrie to give the HR Report. Carrie reported that the HR Committee met prior to the BEST Board meeting and recommended Annual Staff Increases for staff. She told members that she recommended to the HR Committee that all staff receive a 3% increase based on their performance evaluations. Additionally, Carrie, said that there were 7 staff that went above and beyond from their normal job duties. Carrie said that she recommended an additional 1% increase for these 7 staff. Concurring with the HR Committee recommendation, Wayne Reising motioned to approve a 3% increase for all staff plus an additional 1% for those 7 staff that excelled during the Program Year. Chris Flikkema seconded the motion. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
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		

Motion carried.

Other Business

Out of State Travel Request

Carrie asked for approval to send up to 2 staff to the National Association of Workforce Development Professional's Youth Symposium in Phoenix, Arizona, November 18-20. Keane Hudson motioned to approve Carrie's request to send up to 2 individuals to the National Association of Workforce Development Professional's Youth Symposium in Phoenix, AZ, November 18-20. 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		
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.

Next Meeting

Jim informed members that the next BEST Board Meeting will be August 26, 2024 at 6:30 p.m.

Adjournment

With there being no further business, the BEST Board of Director's meeting was adjourned. Meeting adjourned at 6:53 p.m.

Jo Ann Johnson

Approved by:



Steven Malavolti
Secretary