

Business Employment Skills Team, Inc.
Meeting Minutes
June 23, 2025

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
Daisha Boehm		X	Keane Hudson	X	
Gary Camarano		X	Michael McEmery	Virtual	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	Proxy		Wayne Reising	X	
Chris Flikkema	Virtual		Jamey Sulser	X	

PROXIES: Kathy Enbom to Wayne Reising

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

Approval of Minutes

Wayne Reising motioned to approve the April 28, 2025, Meeting Minutes. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Daisha Boehm			Keane Hudson	X	
Gary Camarano			Michael McEmery	X	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	

Motion carried.

Public Comments

None

Executive Director Report

Carrie informed members that she did not have anything to add to her typed report that was included with the meeting materials. She reported that the IL Department of Commerce & Economic Opportunity did conduct their Program and Fiscal Monitoring in early June, but the results of the monitoring have not been received. Carrie said that she will more than likely have an update at the next BEST Board meeting.

Finance Director Report

Jessica informed members that the agency has received its Program Year 2025 allocations (covering July 1, 2025 – June 30, 2026), which reflect a funding increase of \$947,531. She noted that a detailed breakdown of the increases by program is included in her written report.

Jessica also shared that the Illinois Department of Commerce & Community Affairs recently conducted a fiscal monitoring visit. As the assigned monitor was new to our local area, she took time to thoroughly explain the agency's policies and procedures. She reported that the monitoring process went smoothly. While the monitor may issue a few management recommendations and one finding, there were no negative outcomes or disallowed costs. Jessica concluded by noting that the monitor spoke favorably about the agency's operations and commended the way business is conducted.

With there being no questions regarding the Fiscal Reports ending April 25, 2025, Wayne Reising motioned to approve the reports. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Daisha Boehm			Keane Hudson	X	
Gary Camarano			Michael McEmery	X	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	

Motion carried.

HR Committee Report

Review and Approval of Annual Staff Increases

Wayne informed members that the HR Committee met prior to the BEST Board meeting and discussed salary increases for staff. Wayne said that Carrie recommended giving staff a 3% increase across the board. He said that the HR Committee felt this was acceptable as COLA was 2.6%. On behalf of the HR Committee, Wayne Reising motioned to give all employees a 3% increase. Seconded by committee action. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Daisha Boehm			Keane Hudson	X	
Gary Camarano			Michael McEmery	X	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	

Motion carried.

Review and Approval of "Above and Beyond" Increases

Wayne told members that there are six staff that have had exemplary work during the past year and Carrie recommended rewarding these staff with an additional increase of 1%. Wayne motioned to

approve the 1% increase for the 6 staff members that were identified by Carrie. Seconded by committee action. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Daisha Boehm			Keane Hudson	X	
Gary Camarano			Michael McEmery	X	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	

Motion carried.

Review and Approval of Executive Director Contract Renewal and Salary Increase

On behalf of the HR Committee, Wayne Reising motioned to give Carrie a 3% increase and renew her contract through June 30, 2026. Motion was seconded by committee action. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Daisha Boehm			Keane Hudson	X	
Gary Camarano			Michael McEmery	X	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	

Motion carried.

Business Meeting

Out of State Travel Request

Carrie informed members that the National Association of Workforce Development Professional's (NAWDP) will be having their Youth Symposium in New Orleans, LA from November 17-19, 2026. Carrie requested authorization to send up to 3 individuals to this conference. Carrie said that cost projections were included with the meeting materials. Jamey Sulser motioned to send up to 3 individuals to the Youth Symposium in New Orleans, IL from November 17 – 19, 2025. Motion was seconded by Keane Hudson. Roll Call vote was taken.

Name	Yes	No	Name	Yes	No
Daisha Boehm			Keane Hudson	X	
Gary Camarano			Michael McEmery	X	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	

Motion carried.

Other Business

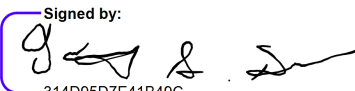
Jim told members that the next BEST Board meeting will be on Monday, August 25, 2025, at 6:30 p.m.

Adjournment

With there being no further business, the BEST Board of Director's Meeting was adjourned. Meeting adjourned at 6:44 p.m.

Jo Ann Johnson

Approved by:

Signed by:

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Jamey Sulser
Secretary