

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
December 15, 2025
6:30 p.m.**

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

**Join Zoom Meeting
<https://us02web.zoom.us/j/88684084253>
One tap mobile
+13126266799,,88684084253# US (Chicago)**

AGENDA

- I. Call to Order (James Duffy / Kathy Enbom)
 - II. Roll Call
 - III. Approval of the October 27, 2025 Meetings Minutes **(Page 1)** *(Action Item)*
 - IV. Public Comments.
 - V. Executive Director Report
 - Legislative Update **(Page 4)**
 - NCI Works Update **(Page 4)**
 - The Office of Equal Opportunity Monitoring & Compliance (EOMC) **(Page 4)**
 - Program Services Team Update **(Page 4)**
 - Apprenticeship Activities Update **(Page 5)**
 - State of Illinois Supplemental Grant Update **(Page 5)**
 - Train the Trainer Grant **(Page 5)**
 - Podcast Numbers **(Page 6)**
 - Activities since last meeting **(Page 6)**
- PY 25 Dashboard **(Page 7)**
- PY '25 Participant Reports **(Page 12)**
PY '25 Business Relations Unit Report **(Page 13)**
NCI Works Customer Satisfaction Survey **(Page 14)**

Success Stories/Recognitions (Page 26)

VI. HR Committee Report (Wayne Reising)

- Proposed Salary Cap Adjustment (Page 30) (Action Item)
- 2026 Holiday Schedule (Page 31) (Informational Item)

VII. Finance Director Report (Jessica Green) (Page 32)

1. Grant 24-681004: PY 24 WIOA Formula
2. PY 24 Audit
3. Grant 25-681004: PY 25 WIOA Formula
4. PY 25 Apprenticeship Expansion Grant
5. PY 25 Supplemental State Funding
6. Grant 24-661004 Trade Adjustment Assistance
7. Approval of the Fiscal Reports ending October 2025 (Page 33) (Action Item)

VIII. **Business Meeting**

- Election of Officers

Current Officers: Jim Duffy / Kathy Enbom, Co-Chairs
Jamey Sulser, Secretary

- Out of State Travel Request (Page 36) (Action Item)

IX. **Other Business**

- Meeting Schedule for 2026
 - ✓ February 23, 2026
 - ✓ April 27, 2026
 - ✓ June 22, 2026
 - ✓ August 24, 2026
 - ✓ October 26, 2026
 - ✓ December 14, 2026

X. Adjournment