

**Business Employment Skills Team, Inc.
Meeting Minutes
February 23, 2026**

The Business Employment Skills Team, Inc. Board of Director's Meeting was called to order at 6:30 p.m. by Co-Chair Jim Duffy. Roll call was taken.

Name	Present	Absent	Name	Present	Absent
Daisha Boehm	X		Charles Lenkaitis		X
Gary Camarano	X		Michael McEmery	X	
James Duffy	X		Kerwin Paris	PROXY	
Kathy Enbom	X		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	
Keane Hudson	X				

PROXY: Kerwin Paris to Wayne Reising

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

PY 24 Audit Report

Jessica Green, introduced Rusty Gibson with Clifton Larson Allen (CLA) to members. Rusty noted that copies of the PY 24 Audit and Governance Communication Letter were available to members. Jo Ann told members that she emailed the documents during the meeting and apologized for not sending them earlier. Rusty complimented Jessica for her support and flexibility in conducting the audit. Referring to a power point presentation that was distributed to members prior the meeting, Rusty told members that CLA issued an unmodified audit opinion over financial statements and the reports are in accordance with Government Auditing Standards (GAS) and Uniform Grant Guidance (UG). Rusty told members that total revenues were \$3,231,604 for the year ended June 30, 2025, which was a decrease of \$323,000 from FY 24. As 99% of revenue is from federal grants, the decrease was primarily due to the amount of grant funding in the current year. The funding decreased mainly as a result of the supplemental state funding decreasing \$205,000. In regards to expenses, Rusty said that total expenses were \$3,228,367 for the year ended June 30, 2025, which was a decrease of \$321,000 from FY 24. As BEST's program activities decreased with less grant funding, expenses have decreased proportionally. Referring to the chart that shows the ratio of program expenses vs. management and general expenses, Rusty said that a good rule of thumb is to keep management and general at 20% or less of total expenses. He said that BEST has consistently maintained this rate of 9-12% over the past 5 year period. Rusty continued by saying that the majority of the expenses are allocated to the programs, with most of these being either training & materials or personnel costs. These costs, he said, have consistently been 85-90% of total expenses over the trailing 5 year period. Overall operations, Rusty said, resulted in an increase in net assets of \$3,273 for the year ended June 30, 2025. He said that since the main source of revenue is federal/state grants, the programs operate close to break-even each year. Rusty said that PY 24 had additional prepaid expenses at year end that skewed this slightly. Continuing to highlight the financial analysis, Rusty told members that total assets were \$380,000 at June 30, 2024, which is an decrease of \$34,000 from June 30, 2024. He commented that funding sources will fluctuate based on timing of draws and receipts from the state. The increase in this resulted in cash being lower at June 30, 2025. Rusty said that the pre-paid expenses and the right-to-use lease assets were new in PY 23. The right-of-use asset, Rusty said decreased in PY 24 due to the termination of a lease. Rusty told members that total liabilities as of June 30, 2025 were \$325,000, which decreased \$37,000 from PY 24. Rusty noted that payables and accrued expenses will fluctuate based on timing of year end and payments. He said that BEST had \$42,000 of deferred revenue on the WIOA grant that will be applied to FY 25 expenses.

Continuing, Rusty told members that net assets increased to \$55,127 as of June 30, 2025. As the main source of revenue is federal/state grants, the programs operate on a close to break-even budget and significant excess revenue is not expected. In regards to the Single Audit, Rusty told members that the audit was a very positive report and there were no findings or issues reported. He also noted that CLA values their relationship with BEST, Inc. and once again thanked staff for their assistance throughout the audit process. Members thanked Rusty for attending the meeting and giving the presentation.

Wayne Reising motioned to approve the PY 24 Audit as presented. Motion was seconded by Chris Flikkema. Roll Call vote was taken.

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

Motion Carried

Approval of Minutes

Jamey Sulser motioned to approve the December 15, 2025 Meeting Minutes. Motion was seconded by Chris Flikkema. Roll Call vote was taken.

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

Motion carried.

Public Comments

Executive Director Report

Carrie informed members that NCI Works has released a Request for Proposal (RFP) for the PY26 Youth Programs. She shared that proposals are due in early March and will be presented to the NCI Works Board for final approval at the May meeting. Carrie noted that this is the year designated for new programming and expressed hope that applicants will submit innovative and creative proposals. Carrie reported that the February 17, 2026 Lunch & Learn event had 65 registrations and was very good.

Regarding the Apprenticeship Update, Carrie explained that due to certain requirements of the Department of Labor's (DOL) Registered Apprenticeship Program (RAP), some businesses are opting not to pursue DOL registration. Instead, she noted that these employers are taking advantage of the Incumbent Worker Training (IWT) Program, which is providing them with valuable support and flexibility.

In reviewing the Dashboard, Jim observed that the expenditures appeared to be low. Jessica explained that the Dashboard reflects costs through December 31, 2025, and since the grants span a two-year period, there is no concern regarding current spending levels. She added that expenditures will be higher in the next Dashboard report. Carrie also noted that 80% of the funds must be obligated to ensure resources are available to begin the new Program Year, as funding typically does not arrive until October.

Finance Director Report

Jessica informed members that she did not have any updates to the written report included in the meeting materials. She noted that all grants are functioning as expected. With the change of officers at the December meeting, Jessica asked which officer would be willing to review and approve the Bank Reconciliations. Wayne volunteered to take on that responsibility.

Chris Flikkema motioned to approve the Fiscal Reports ending December 25, 2025. Motion was seconded by Keane Hudson. Roll Call vote was taken.

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

Motion carried.

Business Meeting

None

Other Business

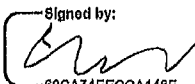
Jim informed members that the next meeting of the BEST Board of Directors will be held on April 27, 2026.

Adjournment

With there being no further business, the meeting was adjourned. Meeting adjourned at 7:05 p.m.

Jo Ann Johnson

Approved by:

Signed by:

 69CA74EECCA146F...
 Wayne Reising
 Secretary