Business Employment Skills Team, Inc.
Meeting Minutes
June 22, 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	Proxy	
James Duffy	X		Kerwin Paris	X	
Kathy Enbom	Proxy		Wayne Reising	X	
Chris Flikkema	X		Jamey Sulser	X	
Keane Hudson	X				

PROXY: Kathy Enbom to Wayne Reising; Michael McEmery to Wayne Reising

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

Approval Meetings Minutes

Wayne Reising motioned to approve the April 27, 2026 Board Meeting Minutes. 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.

Public Comments

None

Executive Director Report

Carrie informed members that her typed report was included with the meeting materials. Adding to her report, she told members that she received the PY 26 Supplemental Grant allocation of $282,670, which is about $40,000 more than last year. She said that the funds should be available by August 1, but past history reflects it will be available in October or November. Carrie said she is working on some projects for these funds throughout the 8-county area and will keep members updated.

In reviewing the Dashboard, Carrie mentioned that the 3rd Quarter report was included with the meeting materials. She said that DCEO will be scheduling Performance Negotiations for PY 26 soon.

In regard to the Apprenticeship Grant, Carrie told members that the information was included on the agenda for the meeting, but asked Dianna to provide additional information regarding this grant. Dianna told members that a second letter of justification was requested in late May by the Department of Labor's Region 5 Office of Apprenticeship Programs. She said that letter was to elaborate on the reason that Early Childhood Education was the occupation of choice rather than K-12. The letter outlined the difference between K-12 content and that of birth to pre-K. The Office of Apprenticeship Program acknowledged receipt of the letter on June 16th. Since that time, Dianna said that she followed up with Nakeya Womack, our DOL contact, about a final decision on the submitted program. Dianna said that she will continue to keep Carrie updated about this project.

Finance Director Report

Jessica reported that the grant information was included in her typed report. She also reported that PY 26 allocations were released totaling 1,395,503.00.

Gary Camarano motioned to approve the Fiscal Reports ending April 30, 2026. 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.

HR Committee Report

Wayne Reising informed members that the HR Committee met prior to the Board meeting and reviewed Annual Staff Increases. He told members that Carrie presented two different scenarios for staff salary increases. She explained that one spreadsheet reflected a 3% cost-of-living adjustment (COLA) for all staff, while the second spreadsheet reflected a lump-sum payment equivalent to a 3% COLA increase. Carrie informed members that the program had not yet reached the required 80% expenditure rate for the program year ending June 30. She stated that the second spreadsheet (Plan B) was included as an option to help meet the 80% expenditure requirement if necessary. On behalf of the HR Committee, Wayne Reising motioned to give all employees, except the Executive Director a 3% cost of living increase. Second, by committee action. 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.

If the 80% obligation is not met, Wayne motioned to grant a lump-sum payment equivalent to a 3% cost-of-living increase be provided to all staff, with the exception of the Executive Director. The motion was seconded by committee action, and a roll-call vote was then conducted.

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.

Executive Director's Request for Salary Adjustment for BEST Staff Member

Wayne motioned to approve the request from Carrie to provide a $3,000 increase for Kerri Hicks who has taken on more responsibilities. Motion was seconded by committee action. 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.

Executive Session

Wayne asked members to convene in Executive Session under Section 5 ILCS 120/2 (c) 1 for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Jamey Sulser motioned to convene in Executive Session for the purpose as read by Chairman Reising. Motion was seconded by Kerwin Paris. Roll Call vote was taken. Executive Session convened at 6:52 p.m.

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.

Executive Session reconvened at 7:00 p.m.

Approval of BEST Board Executive Session Meeting Minutes

Kerwin Paris motioned to approve the April 28, 2026 Executive Session Meeting Minutes. Motion was seconded by Jamey Sulser. 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 Contract for Executive Director, Salary Increase for Executive Director

Wayne Reising motioned to renew the contract with Carrie Folken for one year and provide her with a 3% salary increase as recommended by the HR Committee. Motion was seconded by Kerwin Paris. Roll Call 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.

Other Business

Jim informed member that the next meeting will be on Monday, August 24, 2026 at 6:30 p.m. Carrie stated that she would update members regarding the expenditure rate via email.

Adjournment

With there being no further business, the BEST Board meeting was adjourned until August 24, 2026.

Jo Ann Johnson

Approved by

Signed by:

Wayne Reising

69CA74EECCA146F...

Wayne Reising
Secretary