

**Business Employment Skills Team, Inc.**  
**(Hybrid) Meeting Minutes**  
**December 9, 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.

| <b>Name</b>    | <b>Present</b> | <b>Absent</b> | <b>Name</b>     | <b>Present</b> | <b>Absent</b> |
|----------------|----------------|---------------|-----------------|----------------|---------------|
| Gary Camarano  | X              |               | Michael McEmery | X (Virtual)    |               |
| James Duffy    | X              |               | Kerwin Paris    | X              |               |
| Kathy Enbom    | X (Virtual)    |               | Wayne Reising   | X              |               |
| Chris Flikkema | X (Virtual)    |               | Jamey Sulser    | X              |               |
| Keane Hudson   | X              |               | LaDon Trost     |                | X             |

**OTHERS PRESENT:** Jo Ann Johnson, Jessica Green

**PY 23 Audit Report**

Jessica Green, introduced Rusty Gibson with Clifton Larson Allen (CLA) to members. Rusty informed members that copies of the PY 23 Audit and Governance Communication Letter was sent to members prior to the meeting. He provided members with an overview of the Audit. 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 last year they adopted new accounting standards for Leases. He said that in the past you could disclose what the future commitments were, but the standards what to show the actual cash flow on the balance sheet. Rusty told members that total revenues were \$3,554,165 for the year ended June 30, 2024, which was an increase of \$175,000 from FY 23. As 99% of revenue is from federal grants, the increase was primarily due to the amount of grant funding in the current year. The funding increased as there was a new state grant received for the local workforce area of \$452,000. In regards to expenses, Rusty said that total expenses were \$3,549,489 for the year ended June 30, 2024, which was an increase of \$216,000 from FY 23. As BEST's program activities increased with more grant funding, expenses have increased 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. Rusty told members that FY 21 had additional expenses for layoff aversion costs. Overall operations, Rusty said, resulted in an increase in net assets of \$4,676 for the year ended June 30, 2024. He said that since the main source of revenue is federal grants, the programs operate close to break-even each year. Rusty said that PY 23 had additional prepaid expenses at year end that skewed this slightly. Continuing to highlight the financial analysis, Rusty told members that total assets were \$414,000 at June 30, 2024, which is an increase of \$100,000 from June 30, 2023. He commented that funding sources will fluctuate based on timing of draws and receipts from the state. The prepaid expenses, he said, and the right of use lease assets were new in PY 23. The right-

of-use asset, he said, decreased in FY 24 due to the termination of a lease. As required by federal funding regulations, Rusty said that BEST monitors cash levels to ensure there is minimal time from draw to disbursement of funds. Rusty told members that total liabilities as of June 30, 2024 were \$362,000, which decreased \$3,000 from PY 23. 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 \$51,854 as of June 30, 2024. 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. Jessica commented that the auditors with CLA were wonderful to work with and were very patient. Members thanked Rusty for attending the meeting and giving the presentation.

Wayne Reising motioned to approve the PY 23 Audit as presented. Motion was seconded by Kerwin Paris. Roll Call vote was taken.

| <b>Name</b>    | <b>Yes</b> | <b>No</b> | <b>Name</b>     | <b>Yes</b> | <b>No</b> |
|----------------|------------|-----------|-----------------|------------|-----------|
| 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 the Meetings Minutes

Keane Hudson motioned to approve the October 28, 2024 Meeting Minutes. Motion was seconded by Gary Camarano. Roll Call vote was taken.

| <b>Name</b>    | <b>Yes</b> | <b>No</b> | <b>Name</b>     | <b>Yes</b> | <b>No</b> |
|----------------|------------|-----------|-----------------|------------|-----------|
| 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

Jo Ann reported that Carrie did not have any changes to her typed report. Carrie did want the members to know that Dianna Schuler (Business Services Manager), who usually attends the Board meetings, lost

her husband yesterday. Members expressed their sympathy and asked what the protocol was for a death. Jo Ann said that she would be sending a plant to Dianna from BEST.

Finance Director Report

Jessica informed members that she did not have anything to add to her typed report that was included with the meeting materials. She told members that since August she has been working to try to get the budget into the MIP Accounting system so that all reports would be reflected through the accounting system. She said that she has succeeded and the fiscal reports ending October 2024 is the result. Jessica said that the reports are much shorter but if members would prefer more detail she will be happy to provide that information. Members agreed that the report was sufficient for their needs and commended Jessica for streamlining the reports. Members complimented Jessica for her work with the audit and asked her to let Mary Sabatini know that they appreciate her efforts in assisting with the audit.

Approval of the Fiscal Reports

Jamey Sulser moved to approve the Fiscal Reports ending October 2024. Motion was seconded by Gary Camarano. Roll Call vote was taken.

| Name           | Yes | No | Name            | Yes | No |
|----------------|-----|----|-----------------|-----|----|
| 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.

**Human Resource Committee Report**

Approval of Employee Health/Life Benefits

Wayne informed members that the HR Committee met and reviewed the quotes received for the employee health/life insurance. After a review of the plans that were presented, Wayne said that the HR Committee recommends approving the United Health Care Level Funded plan with the Choice Plus Network. Wayne motioned and seconded by the HR Committee to accept the United Health Care Level Funded Plan. Roll Call vote was taken.

| Name           | Yes | No | Name            | Yes | No |
|----------------|-----|----|-----------------|-----|----|
| 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.

2025 Holiday Schedule

Wayne informed members that a copy of the BEST employee 2025 Holiday Schedule was included with the meeting materials for informational purposes.

**Business Meeting**

Election of Officers

Gary Camarano motioned to retain James Duffy and Kathy Enbom as Co-Chair for the BEST Board of Directors. Wayne Reising nominated Jamey Sulser as Secretary to the BEST Board of Directors. Nominations were closed. Roll Call vote to determine the officers for the coming year was held.

| Name           | Yes | No | Name            | Yes | No |
|----------------|-----|----|-----------------|-----|----|
| 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.

Officers for 2025:     James Duffy/Kathy Enbom – Co-Chairs  
                              Jamey Sulser - Secretary

Out of State Travel Request

Referring to the request that was included with the meeting materials, Jo Ann requested to send up to 3 people to the NAWDP Conference that will be held in Virginia Beach, Virginia on May 5-7, 2025. Gary Camarano motioned to send up to 3 staff members to the NAWDP Conference in Virginia Beach, Virginia on May 5-7, 2025. Motion was seconded by Wayne Reising. Roll Call vote was taken.

| Name           | Yes | No | Name            | Yes | No |
|----------------|-----|----|-----------------|-----|----|
| 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**

Meeting Schedule

Jim pointed out that the 2025 meeting schedule was listed on the Agenda. Members agreed to move the December 22, 2025 meeting to December 15, 2025.

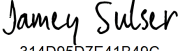
Adjournment

With there being no further business, the meeting was adjourned at 7:12 p.m.

Jo Ann Johnson

Approved by:

Signed by:

  
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Jamey Sulser  
Secretary