

Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 28, 2014
6:30 p.m.
Old Lee County Courthouse, 3rd Floor Conference Room, Dixon, IL

AGENDA

Call to Order (Joe Panzica)

Roll Call

Approval of the February 24, 2014 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIA Re-Authorization/Appropriations
- ✓ PY '13 Incumbent Worker Training
- ✓ State 40% Training Expenditure Requirement
- ✓ Soft Skills Training Program
- ✓ Update on Current Projects and Grants
 - Accelerated Training in Manufacturing (ATIM) Grant
- ✓ NCI Works Activities
 - North Central IL Logistics Council (NCILC)
 - "No Place Like Home"
 - Chief Manufacturing Executives (CME) Group
 - Career Preparation/Life Skills Program
 - "Volunteer" Job Fair
 - February 25 NCI Works Meeting Presentation

- ✓ Youth Program Update
 - Bridge – Streator Township High School
 - Education Outreach Program – Whiteside County Regional Office of Education
 - Regional Work Study – LaSalle County Regional Office of Education
 - Step Ahead – Bureau County Regional Office of Education
- ✓ PY '13 Participant Reports (Enclosed)
- ✓ Personnel Issues (Enclosed)
 - Program/Business Relations/Admin Staff Updates
 - ◆ General Update
 - ◆ Leave of Absence
 - ◆ Retirement
 - ◆ New Hires
 - ◆ New Office
 - ◆ Princeton Office (*Action Item*)
 - Summer Flex-Time Policy (*Action Item*)
 - Community Service Program
 - Staff Recognitions
- ✓ Contact List

Kathy Day

- ✓ Approval of the Fiscal Reports for January & February 2014 (Enclosed) (Kathy Day)
(*Action Item*)
- ✓ Fiscal Unit Updates
- ✓ Activity Report (Enclosed)

Business Meeting

- ✓ Review of Staff Training Opportunities (Will be provided at meeting)

HR Committee Update (Kathy Enbom)

- ✓ Committee Purpose & Procedures (Will be provided under separate cover) (*Action Item*)
- ✓ Insurance Policy Revision for Employees Age 65 (Enclosed) (*Action Item*)
- ✓ Draft Revision of Employee Handbook (Enclosed) (*Action Item*)

Other Business

✓ BEST Website Report (Will be provided at meeting)

✓ Next Meeting – June 23, 2014

Adjournment