

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
August 25, 2014
6:30 p.m.
Old Lee County Courthouse, 3rd Floor Conference Room, Dixon, IL**

AGENDA

Call to Order (Kathy Enbom)

Roll Call

Approval of the June 23, 2014, 2014 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIA Re-Authorization
- ✓ PY '14 Incumbent Worker Training (IWT)
- ✓ 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
 - Just Hire One Job Fair (Lee-Whiteside Counties)
 - Workforce Development Week Activities

- ✓ 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
- ✓ Summer Youth Employment Program (SYEP)
- ✓ PY '13 Participant Reports (Enclosed)
- ✓ Personnel Issues (Enclosed)
 - Program/Business Relations/Admin Staff Updates
 - ◆ General Update
 - ◆ Probationary Period Completed
 - ◆ New Hires
 - ◆ Exit Interview (sent under separate cover to the HR Committee Members)
 - Staff Visits
 - Community Service Program
 - Staff Recognitions
 - Staff PY 14 Goals
- ✓ Contact List (Enclosed)

Kathy Day

- ✓ Approval of the Fiscal Reports for May & June 2014 (Enclosed) (*Action Item*)
- ✓ Fiscal Unit Updates
 - PY 14 Budget Modification
 - DCEO Fiscal Monitoring
 - Fiscal Office Relocation
 - Update Future Goals/Projects
 - Youth Contract Monitoring
 - Community Service
 - Staff Recognition
 - Staffing Issues
 - Out of State Travel Request (*Action Item*)
- ✓ Activity Report (Enclosed)

Business Meeting

- ✓ Review of Staff Training Opportunities (Pam Furlan) (*will be provided at meeting*)

HR Committee (Kathy Enbom)

- ✓ Discuss & Approve HR Committee's Purpose & Procedures (Enclosed) (*Action Item*)
- ✓ Employee Dental Insurance Renewal (information will be provided under separate cover) (*Action Item*)

Executive Session (Personnel Discussion)

- ✓ Approval of Executive Session Meetings Minutes (*Action Item*)
 - August 26, 2013
 - October 28, 2013
 - June 23, 2014
- ✓ Executive Director's Evaluations & Review of Contracts (*Action Item*)
- ✓ Other Recommendations from HR Committee (*Action Item(s)*)

Other Business

- ✓ BEST Board Committee's Purpose & Procedures (*Possible Action Item*)
 - Audit (Enclosed) (Chuck Phillips)
 - Bylaws (Enclosed) (Rick Ketchum)
- ✓ Policy on Meetings via Electronic Means (Pam Furlan) (Enclosed) (*Action Item*)
- ✓ BEST Website Update (Pam Furlan) (*information will be provided at meeting*)
- ✓ Meeting Schedule

October 27, 2014

December 22, 2014 (Discussion about possibly changing meeting date)

Adjournment