

Business Employment Skills Team, Inc.
Board of Directors' Meeting
August 26, 2013
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 3, 2013 and July 29, 2013 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Pam Furlan

✓ Legislative Update

➤ WIA Re-Authorization/Appropriations

✓ Soft Skills Program

✓ NCI Works Activities

➤ North Central IL Logistics Council

➤ "No Place Like Home"

➤ Chief Manufacturing Executives (CME) Group

➤ Career Preparation/Life Skills Program

➤ Just Hire One (JHO)

✓ Contact List (Enclosed)

Kathy Day

✓ Program Directors Activity Report

✓ Program Update Report

➤ Direct Training Report

- Transitional Issues
- Community Service Update
- Staff Recognition Report
- Staffing Issues
- Other Policy Related Issues
- ✓ PY 2013 Participant Reporting
- ✓ BEST Successes
- ✓ Contractor Report
 - Employer Contract Report
 - Youth Contractor Report
- ✓ Grant/Project Updates
- ✓ Update on Current Grants and Projects
 - Accelerated Training in Manufacturing (ATIM)
 - Youth Program Grant

Business Meeting

- ✓ Review/Approval of Monthly Financial Statements (Enclosed) (Pam Furlan)
(*Action Item*)
 - May 2013
 - June 2013
- ✓ Review of Staff Training Summaries (July, August, September) (Pam Furlan)
(Enclosed)

Personnel Issues/Transition Issues (Enclosed) (Pam Furlan & Kathy Day)

- ✓ Staff Updates
- ✓ Community Service Program
- ✓ Staff Recognitions
- ✓ Transition Issues
- ✓ Approval to let out an RFP for MIP training (*Action Item*)
- ✓ Employee Dental Insurance Renewal (Jo Ann) (Enclosed)

- ✓ Exit Interview (Darlene Passini) (Enclosed)

Executive Session

- ✓ Approval of Executive Session Meetings Minutes (Enclosed) (*Action Item*)
 - August 13, 2012
 - June 28, 2013

The following information will be provided under separate cover:

- ✓ Administrative Assistant/EO/HR Request (Jo Ann Johnson) (*Action Item*)
- ✓ Executive Director's (Pam Furlan) Performance Evaluation (*Action Item*)
- ✓ Executive Director's Contracts Negotiations (Pam Furlan & Kathy Day) (*Action Item*)

Other Business

- ✓ DCEO Correspondence (Enclosed)
- ✓ BEST Website Report (Enclosed)
- ✓ Next Meeting – October 28, 2013

Adjournment