

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**January 7, 2016**  
**6:30 p.m.**  
**Sauk Valley Community College, Room 2K2, Dixon, IL**

***AGENDA***

**Call to Order** (Kevin Reibel)

**Roll Call**

**Approval of the October 26, 2015 Meetings Minutes** (Enclosed) (*Action Item*)

**Public Comments**

**Executive Director's Reports**

Pam Furlan

✓ BEST Successes

✓ Legislative Update

➤ WIOA Appropriations/Transition & Implementation

✓ PY '15 Incumbent Worker Training (IWT)

✓ State 40% Training Expenditure Requirement

✓ Essential Skills Training Program

✓ Update on Current Projects and Grants

➤ Accelerated Training in Manufacturing (ATIM) Grant

➤ LaSalle County Adult Redeployment Grant

➤ Illinois Talent Pipeline Grant

✓ NCI Works Activities

➤ North Central IL Logistics Council (NCILC)

➤ "No Place Like Home"

➤ Chief Manufacturing Executives (CME) Group

➤ Career Preparation/Life Skills Programs

➤ Employer Forums

- ✓ 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 '15 Participant Reports (Enclosed)
- ✓ PY '15 Business Relations Unit Report (Enclosed)
- ✓ Personnel Issues (Enclosed)
  - Program/Business Relations/Admin Staff Updates
    - ◆ General Update
    - ◆ Request to approve Specialist Career Advisor positions (*Action Item*)
  - Update on Staff Work Groups
    - ◆ Visibility
    - ◆ Grant Writing
    - ◆ Youth
  - Community Service Program
  - Staff Recognitions
  - Rapid Response Activities
  - Current On-the-Job Training Contracts
  - Vacation
- ✓ Contact List (Enclosed)

Kathy Day

- ✓ Approval of the Fiscal Reports for September & October 2015 (Enclosed) (*Action Item*)
- ✓ Fiscal Unit Updates (Enclosed)
  - Audit (Management Letter Attached)
  - Trade Training Grant
  - Computer Purchase Approval
  - Computer Support
  - Consultant Contract

✓ Additional Agenda Reports/Updates

- Community Service
- Staff Recognition
- Personnel Issues
- Out-of-State Travel Requests (Enclosed) (*Action Item*)

✓ Activities Report (Enclosed)

**Business Meeting**

- ✓ Out of State Conference Request (NAWDP Conference) (Enclosed) (*Action Item*)
- ✓ Audit Committee Report (Chuck Phillips)
  - Review and Approval of the PY 14 Audit (Draft Audit Attached) (*Action Item*)
- ✓ Review and Approval of Employee Health Insurance Benefits (Jo Ann Johnson) (Enclosed) (*Action Item*)
- ✓ 2015 Holiday Schedule (Enclosed) (*Action Item*)
- ✓ Election of Officers (*Action Item*)

Current Officers:     Kathy Enbom, Co-Chairman  
                             Kevin Reibel, Co-Chair  
                             Jennifer Robbins, Secretary

**Other Business**

- ✓ Staff Training Opportunities (Pam Furlan) (*will be provided at meeting*)
- ✓ BEST Website Update (Pam Furlan) (*information will be provided at meeting*)
- ✓ 2016 Meeting Schedule

February 22  
April 25  
June 27  
August 22  
October 24  
December 26

**Adjournment**