

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**October 27, 2014**  
**6:30 p.m.**  
**Old Lee County Courthouse, 3<sup>rd</sup> Floor Conference Room, Dixon, IL**

***AGENDA***

Call to Order (Joe Panzica)

Roll Call

Approval of the August 25, 2014, 2014 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Kathy Day

✓ Approval of the Fiscal Reports for July & August 2014 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates (Enclosed)

- Auditors
- Summer Youth
- Supportive Services
- Employee Benefit Summary
- Fiscal Error
- Staff Recognition

✓ Monthly Activity Report (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
- LaSalle County Adult Redeployment Grant

✓ NCI Works Activities

- North Central IL Logistics Council (NCILC)
- “No Place Like Home”
- Chief Manufacturing Executives (CME) Group
- Career Preparation/Life Skills Program
- 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 '14 Participant Reports (Enclosed)

✓ Personnel Issues (Enclosed)

- Program/Business Relations/Admin Staff Updates
  - ◆ General Update
  - ◆ Probationary Period Completed
- Staff Visits
- Community Service Program
- Staff Recognitions
- Rapid Response Activities

✓ Contact List (Enclosed)

Business Meeting

✓ Bylaws Committee Report (Rick Ketchum)

- Policy on Meetings via Electronic Means (Enclosed) (*Action Item*)

✓ Out-of-State Travel Request (Pam Furlan) (Enclosed) (*Action Item*)

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

Other Business

✓ BEST Website Update (Pam Furlan) (*information will be provided at meeting*)

✓ Meeting Schedule

December 22, 2014

Adjournment