

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
August 24, 2015**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kevin Reibel.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Jay McCracken	X	
James Duffly	X		Chuck Phillips	X	
Kathy Enbom		X	Kevin Reibel	X	
Randy Freeman	X		Wayne Reising	X	
Kim Gouker		X	Jennifer Robbins		X
Rick Ketchum	X		Ron Smith		X
Lisa Lynch		X	Ron Smith		X
Steven Malavolti	X				

PROXY: Jennifer Robbins to Chuck Phillips, Ron Smith to Rick Ketchum

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson

Approval of the Minutes

Randy Freeman motioned to approve the June 22 and July 31, 2015 Meeting Minutes as presented. Motion was seconded by Robert Albrecht and carried.

Public Comments

None

Executive Director's Reports

BEST Successes

Pam informed members that 10 success stories were included with the meeting materials. Basically, she said, these stories were the ones that were shared at the respective County Board meetings earlier this month.

Legislative Update

WIOA Appropriations/Transition & Implementation

Pam informed members that Senate Bill 2042 passed the Senate and the Bill was signed by the Governor which is great news. She told members that DCEO are processing both the carry-forward and new monies. Pam said that the management staff and fiscal will be meeting this week to review the budget

and determine new enrollments. After that meeting, Pam said that the management staff will meet to outline a timeline to complete the tasks and try to make up for lost time.

PY '15 Incumbent Worker Training (IWT)

Pam said that she did not have anything to add to her typed report.

State 40% Training Expenditure Requirement

Pam informed members that she reported the Training Expenditure Requirement in her typed report.

Essential Skills Training Program

Pam noted that there were no changes to her typed report regarding the Essential Skills Training Program.

Update on Current Projects and Grants

Accelerated Training in Manufacturing (ATIM) Grant

Pam said that the update on the ATIM Grant was included in her typed report.

LaSalle County Adult Redeployment Grant

Pam told members that the information regarding the LaSalle County Adult Redeployment Grant was included in her typed report.

Illinois Talent Pipeline Grant

Regarding the Illinois Talent Pipeline Grant, Pam told members that Metform will actually train 205 individuals and not 208 as she stated in her typed report.

NCI Works Activities

North Central IL Logistics Council (NCILC)

Information on the NCILC was included in her typed report, Pam told members.

"No Place Like Home"

Pam told members that information regarding the No Place Like Home webpage was provided on her typed report and she did not have any updates.

Chief Manufacturing Executives (CME) Group

Pam said the Chief Manufacturing Executives (CME) Group update was included in her typed report.

Career Preparation/Life Skills Program

Pam told members that she provided an update on the Career/Preparation Life Skills Program in her typed report.

Youth Program Update

Pam told members that she included an update on the Youth Projects with Streator Township High School, Whiteside County Regional Office of Education, LaSalle County Regional Office of Education and Bureau County Regional Office of Education. Pam said that each provider was asked to increase their enrollments by 20% during Program Year 2015.

Jim Duffy asked for clarification regarding the planned enrollments for Whiteside County Regional Office of Education project. Pam stated that they planned to serve 36 new enrollments plus 92 carry-forwards for a grand total of 128 being served. Pam noted that some of the individuals being counted as a carry-forward will be exiting the program during the Program Year. She told members that exiting individuals from the program will need to be managed carefully to ensure that we do not fail any of the performance standards.

Economic Impact Report

Pam informed members that prior to the merger in PY 13 she provided the BEST Board with an Economic Impact Report as an informational item. She told members that this report is not intended to represent a return on investment which requires a very extensive formula. Rather it is intended to simply provide an idea of the impact in terms of dollars into our communities resulting from our program and services.

PY '14 Participant Reports

Pam said that a copy of the PY 14 Participant Reports was included with the meeting materials.

PY '14 & PY '15 Business Relations Unit Report

Pam told members that the Business Relations Unit Reports were included with the meeting materials. She said that the Business Relations Representatives will be increasing their activity now that funds are available.

Personnel Issues

Program/Business Relations/Admin Staff Updates

General Update

Pam informed members that she will be contacting Mary Katos to offer her the position of the Business Relations Representative for Carroll and Jo Daviess Counties. She told members that the Business

Relations Representative position for Ogle County will be re-posted since the person they offered the position to accepted another job.

Update on Staff Work Groups

Pam shared with members the “shingles folder” that was developed by the Visibility Work Group. She said that an update on the Grant Writing and Youth Work Groups was included in her typed report.

Community Service Program

Pam noted that Dianna Schuler and Cindy Kulas took advantage of the Community Service Program. Details were included in her typed report.

Staff Recognitions

Pam recognized the entire staff for their patience, dedication and support during the past several weeks of fiscal uncertainty. She said that everyone agreed to help out by taking time off without pay or by using their PHOs. Pam said that all staff deserve to be recognized for their willingness to help get BEST through these challenging times.

Pam also recognized Jo Ann for all of her work in getting the NCI Works Appointment/Reappointment Forms and Nomination Forms gathered for submission of the Certification Package to DCEO. Pam told members that the Chief Elected Officials suggested using the 2010 Census to determine percentages of respective county population instead of the Quick Facts that was presented to them at the August 10 meeting. She said that the Quick Facts was the 2010 Census and stated that one correction of a transposition error to one of the counties. Pam said that with this correction, the percentages did not change. She disseminated corrected copies of the document to the Chief Elected Officials.

PY '15 Staff Goals

Pam told members that typically each August she shares some of the current Program Year staff goals for those in her unit. She said that she lists the goals that have an impact to the agency and not necessarily the individual goals. Pam said she will provide an update on these goals at the February Board meeting.

Rapid Response Activities

Pam told members that she and Dianna will be attending a Rapid Response event at Americold in East Dubuque tomorrow. She said that about 28 individuals will be affected by this lay-off.

Jim Duffy asked about the low number affected by the Staples closure in Sterling. Pam replied that most of the staff were part-time.

Referring to the Office Max closure, Pam told members that it may become a Trade event as some of the business is relocating overseas.

Randy commented that he understands Nabisco is moving to Mexico.

Contact List

Pam told members that her contact list was included with the meeting materials. She said that on August 18 she attended the Lee County Board meeting and not the Bureau County Board Meeting. Also, she did attend the Whiteside County Board meeting on August 20.

Approval of the Fiscal Reports for May & June 2015

Kathy informed members that by tightening spending and drawing down some funds after the last Board meeting, we are in good shape. She told members that we did not need to access the Line of Credit with Centru Bank. Kathy told members that the Direct Training Expenditure is above the 40% requirement.

Reviewing the Fiscal Reports, Kathy told members that expenditures are low. She said that staff are in the process of closing out PY 13 grants that end on June 30. She told members that DCEO had to change the PY 15 boilerplate contract to reflect WIOA. Once she receives that grant she will have it signed so the funds can be access.

Jay McCracken asked Kathy and Pam to extend a “thank you”, on the Board’s behalf, to all the staff for their patience, cooperation and understanding during the recent financial predicament.

Jay McCracken motioned to approve the May and June 2015 Fiscal Reports as presented. Motion was seconded by Wayne Reising and carried.

Fiscal Unit Updates

Trade Grant

Kathy informed members that staff are working on a Trade Grant modification as well as preparing a new Trade Grant.

Fiscal Monitoring

Kathy told members that DCEO will be conducting fiscal and program monitoring the week of September 14.

Annual Audit

Kathy informed members that Sikich will be conducting the PY 14 Audit during the week of September 28. Chuck asked if Kathy had any thoughts of potential findings for the audit. Kathy stated that she did not think so for the PY 14 Audit, but suspects there may be a finding for excess cash-on-hand for PY 15.

Additional Agenda Reports/Updates

Community Service

No report

Staff Recognition

Kathy thanked Jessica and Annette for managing the Fiscal Operations while she was on vacation during July.

Personnel Issues

Kathy said that the Wage and Benefit Survey will be addressed under the HR Committee report.

Out-of-State Travel Summary

Kathy told members that a Summary of the National Association of Workforce Board Meeting she recently attended was include on her Fiscal Unit Update report.

Activities Report

Kathy informed members that her Activities Report was included with the meeting materials.

HR Committee Report

Wayne Reising informed members that the HR Committee that was scheduled to meet prior to the BEST, Inc. Board of Directors' Meeting was cancelled due to a lack of a quorum. Wayne said that Kathy Enbom was detained at work and Jennifer Robbins was on vacation. He said that since some of the action item listed were time sensitive action by the full membership is needed.

Employee Dental Insurance Renewal

Jo Ann informed members the employee Dental Insurance with Delta Dental will expire on August 31, 2015. She said that the renewal rate resulted in almost a 3% increase. Jo Ann told members that Delta Dental offered BEST, Inc. a two-year rate guarantee. After discussion Randy Freeman motion to renewal employee dental coverage with Delta Dental effective September 1, 2015. Motion was seconded by Rick Ketchum and carried.

Employee Handbook Revision

Wayne referred members to the proposed Temporary Lay-off/Furlough policy that was included with the meeting materials. He said that the policy was also presented at the last Board meeting but was tabled. Rick Ketchum motioned to approve the Temporary Lay-off/Furlough Policy as presented. Motion was seconded by Chuck Phillips and carried.

Compensation Package Survey Results

Kathy informed members that she sent out a Wage and Benefit Survey to all Local Workforce Investment Areas and presented the results to members. She said that of the five local areas that responded, one was a not-for-profit, one was a college and three are units of local government.

Executive Session

Wayne explained that Executive Session was placed on the Agenda to discuss the Executive Director's Performance Evaluations and Contract Renewal. He presented members with 2 options. Wayne said that the Board could review the information regarding the Performance Evaluations and Contract Renewal or extend their current contracts for 2 months to allow the HR Committee time to meet and bring a recommendation to the BEST Board at the October meeting.

Robert Albrecht motioned to convene in Executive Session for the purpose of discussing the Executive Director's Performance Evaluations and Contract Renewal. Motion was seconded by Jay McCracken and carried.

Approval of Executive Session Meetings Minutes

Robert Albrecht motioned to approve and release the August 25, 2014 and August 26, 2013 Executive Session Meeting Minutes as presented. Motion was seconded by Jim Duffy and carried.

Executive Director's Evaluations & Review of Contracts

Robert Albrecht motioned to extend the current contracts of the Executive Director's by 2 months to allow the HR Committee time to review their evaluations and make a recommendation to the full BEST, Inc. Board of Directors. The motion also included to allow Pam and Kathy to extend any of their unused time through October 31, 2015. Motion was seconded by Chuck Phillips and carried.

Robert Albrecht motioned to authorize Jo Ann Johnson to listen to the tape and prepare the Executive Committee Minutes. Motion was seconded by Rick Ketchum and carried.

Business Meeting

Staff Training Opportunities

Pam disseminated copies of the Staff Training Opportunity list for members as an informational item.

Other Business

Conflict of Interest Policy

Pam asked members to update the Conflict of Interest statement that was included with their meeting materials. She said she also had copies available if anyone needed one.

BEST Website Update

Pam disseminated copies of the BEST, Inc. Website reports for members as an informational item.

Next Meeting

Chairman Reibel informed members that the next meeting is scheduled for Monday, October 26, 2015 at 6:30 p.m.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 7:45 p.m.

Jo Ann Johnson

Approved by:

Jennifer Robbins
Secretary

Approved by the BEST Board of Directors on _____