

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
December 15, 2014**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:32 p.m. by Co-Chair Kathy Enbom. Kathy welcomed Randy Freeman noting that Randy was appointed to serve as the LaSalle County Board representative replacing Joe Panzica.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Jay McCracken		X
James Duffy	X		Chuck Phillips	X	
Kathy Enbom	X		Kevin Reibel	X	
Randy Freeman	X		Wayne Reising	X	
Kim Gouker		X	Jennifer Robbins	X	
William Holmes	X		Ron Smith	X	
Rick Ketchum	X		Betty Steinert	X	
Lisa Lynch	X				

PROXY: Jay McCracken to Kathy Enbom

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Jessica Green, Annette Pace

Approval of Meetings Minutes

Jim Duffy motioned to approve the August 25, 2014 Meeting Minutes as submitted. Motion was seconded by Jennifer Robbins and carried. It was noted that a Meeting Summary of the October 27, 2014 Meeting was included with the meeting materials, however, no action needed to be taken since it was not an official business meeting.

Public Comments

Kathy Day introduced Annette Pace and Jessica Green to members. Kathy said that both Annette and Jessica work in the Fiscal Office. She also informed members that Jessica did complete her Associates in Business Education Degree and congratulated her.

Executive Director's Reports

BEST Successes

Pam encouraged members to read the success stories that were included with the meeting materials.

Legislative Update

WIA Re-Authorization

Pam informed members that much time is being spent on participating in webinars and training for the Workforce Innovation and Opportunity Act (WIOA) program. She said that the Draft Regulations should be released in January.

PY '14 Incumbent Worker Training (IWT)

Pam informed members that staff will continue to provide Incumbent Worker Training to businesses who have already been approved and those who have expressed an interest in the program.

State 40% Training Expenditure Requirement

Pam noted that the Direct Training spending level has exceeded the 40%.

Soft Skills Training Program

Pam informed members that staff are promoting the Soft Skills program to local business since it is a “fee for service” activity. Pam shared with members a few of the modules that are available to businesses. She reminded members that BEST, Inc. is reimbursed for the staff person hourly salary and travel.

Update on Current Projects and Grants

Accelerated Training in Manufacturing (ATIM) Grant

Pam informed members that she provided the update on the ATIM Grant in her typed report and had nothing new to add.

LaSalle County Adult Redeployment Grant

Pam informed members that staff recently received referrals for the LaSalle County Adult Redeployment Grant and will be offering Soft Skills training and job search assistance to those individuals.

NCI Works Activities

Pam encouraged members to take a look at her typed report in regards to the North Central IL Logistics Council (NCILC), “No Place Like Home”, Chief Manufacturing Executives (CME) Group, Career Preparation/Life Skills Program as she had nothing new to report.

Youth Program Update

Pam informed members that the updates for the Youth Projects (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) were included in her typed report.

Summer Youth Employment Program (SYEP)

Pam noted that the update for the SYEP program was included on her typed report.

PY '14 Participant Reports

Pam disseminated copies of the PY 14 Participant Reports through November 2014. She stated that based on the numbers of the Active Clients by County that offices have been busy.

PERSONNEL UPDATES

Program/Business Relations/Admin Staff Updates

General Update

Pam informed members that Cindy Kulas has been going to Highland Community College (HCC) on Thursdays to provide case management services to our HCC students.

Pam said that staff have been participating in webinars to help with the transition to WIOA.

Temporary Reduction in Force

Pam referred members to the email that she and Kathy sent out under separate cover. Members began the discussion asking questions and expressing concerns. Kathy E informed members that she anticipated a lot of questions and concerns regarding this topic and asked Kathy D and Pam to prepare an action plan outlining various options for the Board to consider. Kathy D disseminated a copy of the action plan to members and discussion began regarding options. After a lengthy discussion regarding the Reduction in Force, Rick Ketchum motioned to eliminate that option and retain the employee. Motion was seconded by Chuck Phillips and carried.

In regard to the proposal to reduce staff mileage rate from \$.56 to \$.45 it was agreed that the Board would discuss this option at their February 2015 meeting.

Members also expressed their concern about putting a hold on new enrollments. Kathy and Pam reminded members that carry-over funds are needed to operate programs and offices for the first quarter of the new program year. Kathy pointed out youth funds are still available to be spent.

In regards to other cost saving measures, Kathy D told members that the WIB will consider a change to supportive services. Pam continued by saying that they are proposing to set aside \$50,000 for transitional activities that if not used could be put back into the budget. Kathy D told members that until the regulations are released staff do not know what can be charged to administration.

Kathy E asked if staff discuss clients using local transportation instead of being reimbursed for travel. Pam said that staff do discuss the use of local transportation, however, due to schedules that is not always the best option. Kathy D commented that Partners for Employment required the use of local transportation for their customers. Pam said that staff will need to look into cost saving measures for transportation, however, she is not supportive of reducing mileage reimbursement for customers as they are most in need.

Kathy D also informed members that the Trade Act will sunset on December 31, 2014 and new clients will not be enrolled in the grant. She said that it is anticipated that the current Trade grant clients will be finishing programs by June 30, 2015.

In finalizing the discussion, Kathy E stated that staff will pursue all funding options. In summary, members agreed to the following:

1. Propose to the Chief Elected Officials to set aside \$50,000 for WIOA Transitional Activities
2. Use incentive grant to fund clients
3. Reduce Equipment and Software budget
4. Remove Consultant Fee from NCI Works Budget as it may be used under WIOA Transitional Activities
5. Not authorize NCI Works Board Members to attend NAWB in 2015
6. Apply for 1E grant for currently 4 clients

Additionally, staff will work on securing additional funding through grants that may become available through DCEO and promotion of the Soft Skills program.

Kathy D informed members that all costs and projections must be reported to the DCEO system by the 20th of each month. She said that due to these projection sheets being submitted to fiscal late, these costs were not included as an obligation. Kathy said that staff have been given updated spreadsheets to report this information to the Fiscal Department to ensure that all costs are reported and projections are recorded. Kathy D noted that the WIB may consider increasing the Individual Training Account (ITA) cap.

Kathy E thanked Kathy and Pam for their rigorous research during the past few days.

Update on Staff Work Groups

Pam said that she provided an update of the Visibility, Grant Writing, and Youth Work Groups in her typed report.

Community Service Program

Pam said that no Community Service since her last report.

Staff Recognitions

Pam stated that her acknowledgements for Staff Recognitions were in her typed report.

Rapid Response Activities

Pam informed members that Rapid Response activities were held on December 3 and 4 with 112 employees who will be affected by the plant closing.

Time Off

Pam told members that she plans on taking off from December 24 – January 5 dependent upon circumstances and need.

Contact List

Pam said that her contact list was included with the meeting materials.

Kathy E informed members that she asked Pam and Kathy to provide a review of their smart goals for the February Board Meeting.

Approval of the Fiscal Reports

Kathy provided an overview of the July and August 2014 Fiscal Reports. Betty Steinert motioned to approve the July and August 2014 Fiscal Reports as presented. Motion was seconded by Kevin Reibel and carried.

Kathy reviewed the September and October 2014 Fiscal Reports for members. Jim Duffy asked that future reports include the name of the grant along with the number. Kathy agreed. Jennifer Robbins motioned to approve the September and October 2014 Fiscal Reports as presented. Motion was seconded by Wayne Reising and carried.

Fiscal Unit Updates

Auditors

Kathy informed members that the audit is complete and will be discussed under the Audit Committee report.

Case Management Grant

Kathy informed members that a Trade Case Management grant was received in the amount of \$70,196 from DCEO.

Trade Training Grant

Kathy told members that a Trade grant in the amount of \$18,971, 43 was approved by DCEO to provide training for remaining Trade Clients. She said an award of \$5,824 was issued for Payment Process which brought the total of the grant to \$24,795.43.

Employee Benefit Summary

Kathy informed members that the Employee Benefit Summary statements will be completed in January for the 2014 calendar year.

Funding Update

Kathy stated that the funding issue was previously discussed earlier in the meeting.

Additional Agenda Reports/Updates

Kathy stated that staff did not participate in Community Service projects during this report period. There was no staffing issues to present.

Staff Recognition

Kathy recognized Jessica Green for completing her Associates in Business Administration.

Monthly Activity Report

Kathy said that her Monthly Activity Report was included with the meeting materials.

Pam informed members that she wanted to address the issue of staff reporting projections to the fiscal department late. Pam said that she asked Kathy to provide her information as to how late these projections were submitted. Pam said that in most cases the projections were only a couple of weeks late. She said that she didn't want anyone to think that these reports were being submitted months late.

Business Meeting

Bylaws Committee Report

Rick informed members that the action to approve the Policy on Meetings via Electronic Means was not acted on at the October meeting due to a lack of a quorum. He said that the Bylaws Committee met and recommended to approve the Policy on Meetings via Electronic Means as presented. Rick told members that a dedicated line has been installed in the Lee County Board Conference Room for electronic meeting purposes. Jennifer Robbins motioned to approve the recommendation from the Bylaws Committee and adopt the Policy on Meetings via Electronic Means. Motion was seconded by Kevin Reibel and carried.

Audit Committee Report

Chuck informed members that the Audit Committee met and reviewed the PY 13 Audit conducted by Sikich. He told members that the audit is clean and there were no findings or recommendations. Robert Albrecht motioned to approve the PY 13 Audit as presented. Motion was seconded by Jennifer Robbins and carried.

Out-of-State Travel Requests

National Association of Workforce Boards (NAWB)

Pam told members that she initially has requested to send 2 individuals to the NAWB Conference in Washington, DC on March 29 – April 1. Due to budget constraints, Pam requested that she be able to attend the National Conference. Chuck Phillips motioned to approve Pam attending the NAWB Conference in Washington, DC from March 29 – April 1, 2015. Motion was seconded by Rick Ketchum and carried.

National Association of Workforce Development Professionals

Kathy requested to attend the NAWDP Conference in Las Vegas, NV from May 1 through May 7, 2015. Pam requested to allow Carrie Folken to attend the NAWDP from May 4 – 6, 2015. Pam commented that the NAWDP Conference would be beneficial for Carrie to attend. After discussion Jennifer Robbins motioned to approve Kathy Day to attend the NAWDP Conference in Las Vegas, NV from May 1 through May 7. Motion was seconded by Willie Holmes and carried.

Review and Approval of Employee Health Insurance Benefits

Jo Ann presented information about the Employee Health benefit with Humana. She said that the renewal rate did result in an increase effective January 1, 2015. Jo Ann told members that quotes were solicited from other carriers and although their rates may be initially lower, once the group goes through underwriting they are expected to increase as high as 66%. She also noted that if the group is cancelled with Humana BEST, Inc. will lose the "grandfather status". Jo Ann recommended to renew the health/life insurance coverage with Humana effective January 1, 2015. Robert Albrecht motioned to concur with the recommendation to renew the employee health/life insurance coverage through Humana effective January 1, 2015. Motion was seconded by Ron Smith and carried.

Review of Staff Training Opportunities

Pam disseminated the Staff Training list to members.

2015 Holiday Schedule

Pam presented the 2015 Holiday Schedule for consideration. She said that the 2 days listed in red (November 27 & December 24) were the ones for action. Jennifer Robbins motioned to approve the 2015 Holiday Schedule as presented. Motion was seconded by Rick Ketchum and carried.

Election of Officers

Robert Albrecht nominated Jennifer Robbins as secretary. Jennifer Robbins nominated Kevin Reibel as co-chair. With there being no further nominations, Randy Freeman motioned to elect the following slate of officers:

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

Motion was seconded by Chuck Phillips and carried.

Other Business

BEST Website Update

Pam disseminated a copy of the Website report for informational purposes only.

2015 Meeting Schedule

Kathy told members that the 2015 Meeting Schedule was listed on the Agenda. The next meeting will be February 23, 2015.

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Kevin Reibel and carried. Meeting adjourned at 8:45 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "J. Robbins", written in a cursive style.

Jennifer Robbins
Secretary