

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
August 22, 2016
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL**

AGENDA

Call to Order (Kathy Enbom)

Roll Call

Approval of the June 6, 2016 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIOA Appropriations/Transition & Implementation
- ✓ PY '15/'16 Incumbent Worker Training (IWT)
- ✓ State 40% Training Expenditure Requirement
- ✓ Essential Skills Training Program
- ✓ Update on Current Projects and Grants
 - LaSalle County Adult Redeployment Grant
 - Illinois Talent Pipeline Grant
 - Goodwill Workshops
 - WIOA Youth Career Pathways Grant
- ✓ NCI Works Activities
 - "No Place Like Home"
 - Chief Manufacturing Executives (CME) Group
 - Career Preparation/Life Skills Programs
 - Oregon Job Fair
 - Employer Conference
 - Virtual Job Fair

✓ Youth Contract Programs Update (PY '15)

- Bridge – Streator Township High School
- Education Outreach Program – Regional Office of Education #47
- Regional Work Study – LaSalle County Regional Office of Education
- Step Ahead – Bureau County Regional Office of Education
- Project Reach – Carroll and Jo Daviess Counties

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✓ Economic Impact Report for PY 15

✓ PY '15/'16 Participant Reports (Enclosed)

✓ PY '16 Business Relations Unit Report (Enclosed)

✓ Personnel Issues (Enclosed)

- Program/Business Relations/Admin Staff Updates
 - ◆ General Update
- Update on Staff Work Groups
 - ◆ Grant Writing
 - ◆ Youth
 - ◆ Forms and Case Management
 - ◆ Business Services Marketing
 - ◆ Workforce Intelligence
 - ◆ Targeting Employment Needs for Returning Citizens
 - ◆ Develop Job Readiness, Work Readiness and Basic Skills Programs that include Computer Training
 - ◆ Basic Information Cross-Training
- Community Service Program
- Staff Recognitions
- PY 16 Staff Goals (*will be provided under separate cover*)
- Rapid Response Activities
- Current On-the-Job Training Contracts

✓ Contact List (Enclosed)

+Kathy Day

✓ Approval of the Final Fiscal Reports for PY 2015 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates (Enclosed)

- Grants Update
- Grant Transfer Request
- Fiscal Monitoring
- Fiscal Relocation
- Audit
- PY 16 Funding Allocations

✓ Additional Agenda Reports/Updates

- Community Service
- Staff Recognition
- Personnel Issues
- Out-of-State Travel

✓ Activities Report (Enclosed)

Human Resource Committee Report (*July 29, 2016 DRAFT Meeting Minutes Enclosed*)

- ✓ Salary Range Adjustments (*Action Item*)
- ✓ Yearly Salary Adjustments (*Action Item*)
- ✓ Increase Hours for Theresa Charley (*Action Item*)
- ✓ Time Off Policy Revision (*Action Item*)
- ✓ Bonus Policy (*Possible Action Item*)
- ✓ Request for Out-of-State Travel (*Action Item*)

Executive Session (5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.)

- ✓ August 24, 2015 Executive Session Meeting Minutes Review
- ✓ Executive Director's Performance Evaluations & Renewal of Contracts

Business Meeting

- ✓ Approval of the August 24, 2015 Executive Session Meeting Minutes
- ✓ Executive Director's Performance Evaluations & Renewal of Contracts

Other Business

- ✓ Next Meeting: October 24, 2016

Adjournment