

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**August 24, 2015**  
**6:30 p.m.**  
**Old Lee County Courthouse, 3<sup>rd</sup> Floor Conference Room, Dixon, IL**

***AGENDA***

Call to Order (Kathy Enbom)

Roll Call

Approval of the June 22, 2015 & July 31, 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 Program

✓ 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

✓ Economic Impact Report

✓ PY '14 Participant Reports (Enclosed)

✓ PY '14 & PY '15 Business Relations Unit Report (Enclosed)

✓ Personnel Issues (Enclosed)

- Program/Business Relations/Admin Staff Updates
  - ◆ General Update
- Update on Staff Work Groups
  - ◆ Visibility
  - ◆ Grant Writing
  - ◆ Youth
- Community Service Program
- Staff Recognitions
- PY '15 Staff Goals
- Rapid Response Activities

✓ Contact List (Enclosed)

Kathy Day

✓ Approval of the Fiscal Reports for May & June 2015 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates (Enclosed)

- Trade Grant
- Fiscal Monitoring
- Annual Audit

✓ Additional Agenda Reports/Updates

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

- ✓ Activities Report (Enclosed)

#### HR Committee Report (Kathy Enbom)

- ✓ Employee Dental Insurance Renewal (Enclosed) (*Action Item*)
- ✓ Employee Handbook Revision (Enclosed) (*Action Item*)

#### Section 8.5 Temporary Lay-off/Furlough

- ✓ Compensation Package Survey Results (Enclosed)

#### Executive Session (Personnel Discussion)

- ✓ Approval of Executive Session Meetings Minutes (*Action Item*)
  - August 25, 2014 (Enclosed)
  - August 26, 2013 (Enclosed)
- ✓ Executive Director's Evaluations & Review of Contracts (*Action Item*)

#### Business Meeting

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

#### Other Business

- ✓ Conflict of Interest Policy (Enclosed)
- ✓ BEST Website Update (Pam Furlan) (*information will be provided at meeting*)
- ✓ Next Meeting: October 26, 2015

#### Adjournment