

Business Employment Skills Team, Inc.
Board of Directors' Meeting
August 28, 2017
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kathy Enbom)
- II. Roll Call
- III. Approval of the June 26, 2017 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Directors' Reports**
 - A. Pam Furlan
 - 1. BEST Successes (Page 10)
 - 2. Legislative Update (Page 5)
 - 3. PY '17 Incumbent Worker Training (IWT) (Page 5)
 - 4. State 40% Training Expenditure Requirement (Page 6)
 - 5. Essential Skills Training Program (Page 6)
 - 6. Update on Current Projects and Grants (Page 7)
 - a. LaSalle County Adult Redeployment Grant
 - b. Community Audit/Process Mapping Grants
 - 7. NCI Works Activities (Page 7)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program/Project Reach
 - c. Healthcare Summits
 - 8. Youth Contract Programs Update (PY '17) (Page 8)
 - a. Bridge – Streator Township High School
 - b. Education Outreach Program – Regional Office of Education #47
 - c. Regional Work Study – LaSalle County Regional Office of Education
 - d. Step Ahead – Bureau County Regional Office of Education

e. Project Reach – Carroll and Jo Daviess Counties

10. PY '17 Participant Reports (Page 14)

11. PY '17 Business Relations Unit Report (Page 15)

12. Personnel Issues (Page 16)

a. Program/Business Relations/Admin Staff Updates

i. General Update

ii. Results of Staff Performance Appraisals

b. Update on Staff Work Groups

i. Grant Writing

ii. Youth

iii. Forms and Case Management

iv. Workforce Intelligence

v. Basic Information Cross-Training

13. Community Service Program (Page 17)

14. Staff Recognitions (Page 17)

15. Rapid Response Activities (Page 18)

16. Current On-the-Job Training Contracts (Page 18)

17. Contact List (Page 19)

B. Kathy Day

18. Approval of the Fiscal Reports for May & June 2017 (Separate Document)
(Action Item)

19. Fiscal Unit Updates (Page 22)

a. Grant Update

i. Grant Close-Outs

ii. SPNEG Grant

iii. Trade Payment Processing

b. Monitoring

c. Audit

d. PY 17 Funding

20. Additional Agenda Reports/Updates (Page 22)

- a. Community Service
- b. Staff Recognition
- c. Personnel Issues
- d. Out-of-State Travel

21. Activities Report (Page 23)

VI. HR Committee Report

A. Employee Satisfaction Survey (Page 24)

B. Benefit Survey Results from other organizations (Page 26)

C. Salary Range Adjustments (Page 28) (Action Item)

D. Proposed Salary Increases (Page 29) (Action Item)

E. Employee Benefit Review

- i. Paid Hours Off Accrual Adjustment (Page 31) (Action Item)
- ii. Leave of Absence Proposed Change (Page 33) (Action Item)
- iii. Dental Insurance Renewal (Page 37) (Action Item)

F. Revised Job Descriptions & Performance Evaluations

- i. Business Relations Manager (Page 38) (Action Item)
- ii. Program Manager (Page 52) (Action Item)
- iii. Administrative Assistant/EO/HR (Page 64) (Action Item)

G. Revised Performance Evaluation

- i. Accountant I (Page 78) (Action Item)

Cyber Security Update

VII. 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.)

A. August 22, 2016 Executive Session Meeting Minutes Review (*will be sent under separate cover*)

B. Leadership Survey Results (Employee Engagement, Business Relations Manager, & Program Manager) (*Separate Attachment*)

- C. Corrective Action Recommendations in Response to the Employee Engagement Survey (*Separate Attachment*)
- D. Executive Director's Performance Evaluations & Renewal of Contracts (*will be sent under separate cover*)

VIII. Business Meeting

- A. Approval of the August 22, 2016 Executive Session Meeting Minutes (*Action Item*)
- B. Executive Director's Performance Evaluations & Renewal of Contracts (*Action Item*)

IX. Other Business

- A. Next Meeting: October 23, 2017

X. Adjournment