

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

***AGENDA***

- I. Call to Order (Kathy Enbom)
- II. Roll Call
- III. Approval of the October 24, 2016 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director's Reports**
  - A. Pam Furlan
    - 1. BEST Successes (Page 6)
    - 2. Legislative Update (Page 6)
    - 3. WIOA Appropriations/Transition & Implementation (Page 6)
    - 4. PY '16 Incumbent Worker Training (IWT) (Page 6)
    - 5. State 40% Training Expenditure Requirement (Page 7)
    - 6. Essential Skills Training Program (Page 7)
    - 7. Update on Current Projects and Grants (Page 7)
      - a. LaSalle County Adult Redeployment Grant
      - b. Goodwill Workshops
      - c. WIOA Youth Career Pathways Grant
    - 8. NCI Works Activities (Page 8)
      - a. "No Place Like Home"
      - b. Chief Manufacturing Executives (CME) Group
      - c. Career Preparation/Life Skills Program/Project Reach
      - d. Virtual Job Fair
      - e. WIOA Youth Career Pathways Grant

9. Youth Contract Programs Update (PY '16) (Page 10)
  - 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 '16 Participant Reports (Page 12)
11. PY '16 Business Relations Unit Report (Page 13)
12. Personnel Issues (Page 14)
  - a. Program/Business Relations/Admin Staff Updates
  - b. Update on Staff Work Groups
    - i. Grant Writing
    - ii. Youth
    - iii. Forms and Case Management
    - iv. Business Services Marketing
    - v. Workforce Intelligence
    - vi. Targeting Employment Needs for Returning Citizens
    - vii. Develop Job Readiness, Work Readiness and Basic Skills Programs that include Computer Training
    - viii. Basic Information Cross-Training
13. Community Service Program (Page 16)
14. Staff Recognitions (Page 16)
15. Rapid Response Activities (Page 17)
16. Current On-the-Job Training Contracts (Page 17)
17. Contact List (Page 18)
- B. Kathy Day
  1. Approval of the Fiscal Reports for September & October 2016 (Page 19) (*Action Item*)
  2. Fiscal Unit Updates (Page 20)
    - a. Grants
    - b. Audit
    - c. GATA (Grant Accountability and Transparency Act) (*Action Item*)
    - d. Community Audit and the Underemployed Request for Quote (*Action Item*)

e. Asset Mapping/Journey Mapping Request for Quote (*Action Item*)

3. Community Service (**Page 22**)

- a. Staff Recognition
- b. Personnel Issues
- c. Out-of-State Travel (*Action Item*)

4. Activities Report (**Page 23**)

**C. Human Resource Committee Report**

- 1. Employee Health/Life Insurance Recommendation (will be presented at meeting) (*Action Item*)
- 2. Paid Time Off Policy Revision (**Page 24**) (*Action Items*)

**D. Business Meeting**

- 1. 2017 Holiday Schedule (**Page 26**)
- 2. Election of Officers (*Action Item*)

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

**E. Other Business**

Next Meeting: February 27, 2017

**F. Adjournment**