

Business Employment Skills Team, Inc.
Board of Directors' Meeting
October 23, 2017
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kevin Reibel)
- II. Roll Call
- III. Approval of the August 28, 2017 Meetings Minutes **(Page 1)** *(Action Item)*
- IV. Public Comments
- V. **Executive Directors' Reports**
 - A. Kathy Day
 - 1. Approval of the Fiscal Reports for July & August 2017 **(Separate Document)** *(Action Item)*

Fiscal Unit Updates **(Page 8)**
 - a. Grant Update
 - i. Grant Close-Outs
 - ii. Trade Case Management Grant
 - b. Audit
 - c. PY 17 Funding
 - d. GATA Training
 - e. Other Reporting Due **(Page 9)**
 - 2. Additional Agenda Reports/Updates **(Page 11)**
 - a. Community Service
 - b. Staff Recognition
 - c. Personnel Issues
 - d. Out-of-State Travel
 - 3. Activities Report **(Page 12)**
 - B. Pam Furlan
 - 4. BEST Successes **(Page 13 & Page 19)**
 - 5. Legislative Update **(Page 13)**

6. PY '17 Incumbent Worker Training (IWT) (Page 14)
7. State 40% Training Expenditure Requirement (Page 14)
8. Essential Skills Training Program (Page 15)
9. Update on Current Projects and Grants (Page 15)
 - a. LaSalle County Adult Redeployment Grant
 - b. Community Audit/Process Mapping Grants
10. NCI Works Activities (Page 15)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program/Project Reach
 - c. Healthcare Networking Event(s)
 - d. Employee Retention
 - e. Promoting the Local Workforce System
 - f. Partner Informational Sessions
 - g. Foster Care Transition into Career Paths
11. Youth Contract Programs Update (PY '17) (Page 16)
 - 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
12. PY '17 Participant Reports (Page 21)
13. PY '17 Business Relations Unit Report (Page 22)
14. Personnel Issues (Page 23)
 - a. Program/Business Relations/Admin Staff Updates
 - i. General Update
 - ii. New Position for Mount Carroll/Galena Office (Page 27) (Action Item)
 - iii. Salary Adjustment for Program Manager (Page 30) (Action Item)
 - iv. Employee Appreciation Day (Page 23) (Action Item)
 - b. Update on Staff Work Groups
 - i. Grant Writing
 - ii. Youth
 - iii. Forms and Case Management

- iv. Workforce Intelligence
- v. Basic Information Cross-Training

- 15. Community Service Program (Page 25)
- 16. Staff Recognitions (Page 25) & (Page 43)
- 17. Rapid Response Activities (Page 25)
- 18. Current On-the-Job Training Contracts (Page 26)
- 19. Contact List (Page 40)

VI. Business Meeting

- A. Employee Health/Life Insurance Benefit Update (Jo Ann Johnson)
- B. Out-of-State Travel Request (NAWB Conference, Washington, DC) (Page 46)
(Action Item)

IX. Other Business

- A. Next Meeting: December 18, 2017

X. Adjournment