

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**October 24, 2016**  
**6:30 p.m.**  
**Old Lee County Courthouse, 3<sup>rd</sup> Floor, Dixon, IL**

***AGENDA***

**Call to Order** (Kevin Reibel)

**Roll Call**

**Approval of the August 22, 2016 Meetings Minutes** (Enclosed) (*Action Item*)

**Public Comments**

**Executive Director's Reports**

Kathy Day

✓ Approval of the Final Fiscal Reports for July & August 2016 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates (Enclosed)

- Grants Update
- Grant Transfer Request
- Fiscal Reallocation
- Audit
- GATA (Grant Accountability and Transparency Act)
- Bonuses Salary Increase

✓ Additional Agenda Reports/Updates

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

✓ Activities Report (Enclosed)

Pam Furlan

✓ BEST Successes

✓ Legislative Update

- WIOA Appropriations/Transition & Implementation

- ✓ PY '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 Just Hire One Job Fair
  - Employer Conference
  - Virtual Job Fair
  - WIOA Youth Career Pathways Grant
- ✓ Youth Contract Programs Update (PY '16)
  - 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
- ✓ PY '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
- Rapid Response Activities
- Current On-the-Job Training Contracts

✓ Contact List (Enclosed)

**Human Resource Committee Report**

- Revisit the Policy When Salary Adjustments Exceed Salary Cap (*Possible Action Item*)
  - Wage & Benefit Survey (Enclosed) (*Possible Action Item*)
- Employee Insurance Discussion (Enclosed) (*Action Item*)
- Employee Handbook Revisions (Enclosed) (*Possible Action Items*)

Salary Ranges  
Merit Bonuses  
Paid Time Off

**Business Meeting**

- ✓ Out-of-State Travel Request (NAWB Conference, Washington, DC) (Enclosed) (Action Item)
- ✓ Approval of the August 24, 2015 Executive Session Meeting Minutes (Enclosed) (Action Item)

**Other Business**

- ✓ Next Meeting: December 19, 2016

**Adjournment**