

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
August 25, 2014**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:40 p.m. by Co-Chair Kathy Enbom.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Joe Panzica	X	
James Duffy	X		Chuck Phillips	X	
Kathy Enbom	X		Kevin Reibel	X	
Kim Gouker	X		Wayne Reising	X	
William Holmes	X		Jennifer Robbins	X	
Rick Ketchum	X		Ron Smith		X
Lisa Lynch	X		Betty Steinert		X
Jay McCracken	X				

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Sally Hanrahan

Approval of Meetings Minutes

Kevin Reibel motioned to approve the June 23, 2014 Meeting Minutes as presented. Motion was seconded by William Holmes and carried.

Public Comments

Pam introduced Sally Hanrahan to members. She told members that Sally works out of the Dixon Program office and is the Youth Coordinator for all 8-counties.

Executive Director's Reports

BEST Successes

Pam informed members that there were 9 success stories included with their meeting materials and not 12 as indicated in her typed report. She encouraged members to read them.

Legislative Update

WIA Re-Authorization

Pam said that she had nothing to add to her typed report regarding WIA Re-authorization. She said that staff will be participating in work groups established by the U.S. Department of Labor and IL Department of Commerce & Economic Opportunity that will allow for local input to the Regulations.

PY '14 Incumbent Worker Training (IWT)

Pam informed members that staff are working with 3 healthcare facilities to provide Incumbent Worker Training to upgrade the skills of their current workers in order to learn/adapt to the changes in the medical coding system. Pam recognized Dianna Schuler for her efforts with this program.

State 40% Training Expenditure Requirement

Pam reported that the direct training expenditure is above the 40% required by the state.

Soft Skills Training Program

Pam stated that the Soft Skills curriculum is being reviewed for updates.

Update on Current Projects and Grants

Accelerated Training in Manufacturing (ATIM) Grant

Pam informed members that the individual enrolled in the ATIM grant continues to do well. She said that he successfully passed the safety certification and is currently taking the next two classes in the fast-track Certified Production Technician on-line program.

NCI Works Activities

North Central IL Logistics Council (NCILC)

Pam said that she did not have an update for NCILC but anticipates that the Steering Committee will be meeting in the fall.

“No Place Like Home”

Pam told members that the NCI Works website is being transitioned and updated reports were not yet available. She said that as of July 22, there had been 16,786 hits and 28 businesses with either links to their websites or actual job openings. This number also included 7 area hospitals with direct links to their HR departments.

Chief Manufacturing Executives (CME) Group

Pam told members that the CME Group continues to meet and are working on some different initiatives. She said that she received information from Jon Mandrell about the National Manufacturing Day being held at Sauk Valley Community College and will share it with the CME Group.

One thing to note, Pam said, is that the NCI Works Newsletter will focus on the Manufacturing industry in our area.

Career Preparation/Life Skills Program

Pam informed members that the career preparation/life skills program will begin September 12 at the LaSalle Safe School.

“Volunteer” Job Fair

Pam told members that she talked with an individual who is going to get her the information about the Volunteer Job Fair that was presented in March at the NAWB Conference.

Just Hire One Job Fair (Lee-Whiteside Counties)

Pam announced that the Just Hire One Job Fair will be held on October 16, 2014 from 9:00 a.m. – 12:00 Noon at Sauk Valley Community College. She said that Lee and Whiteside Counties businesses will be onsite to accept applications from local job seekers. Pam said that is anyone knows of any business that might be interested in participating to contact Beth Heaton or Dianna Schuler.

Workforce Development Week Activities

During Workforce Development Week, Pam said that Open Houses in all of our offices as well as Employer Forums in the Sterling and Ottawa One Stop Centers will be held. Pam stated that details regarding these events is listed in her typed report included with the meeting materials.

Youth Program Update

Pam said that a detailed report for each of the Youth Projects was included with the meeting materials.

Summer Youth Employment Program (SYEP)

Pam told members that staff did a great job getting worksites and workers in all 8 counties for the Summer Program. She said that additional money was made available which will allow the youth to work a little longer. However, Pam said that we have not received a contract for the additional funds. Kathy commented that we should hear within the next few days.

PY '13 Participant Reports

Pam informed members that the Participant Reports were enclosed with the meeting materials.

Personnel Issues

Program/Business Relations/Admin Staff Updates

Pam said that the Personnel Update was included with the meeting materials. She disseminated a copy of the card that was sent to Sally Hanrahan from a worksite which was omitted from the original mailing.

Contact List

Pam told members that she did attend the events listed on her Contacts/Visit list for August 19, 20 and 21. Pam thanked the Chief Elected Officials for putting her on their respective Agendas for Workforce Development Week and Just Hire One.

Approval of the Fiscal Reports

Kathy presented the Fiscal Reports noting the direct training rate expenditure was met. After a review of the Fiscal Reports, Kevin Reibel motioned to approve the May & June 2014 Fiscal Reports as presented. Motion was seconded by Jennifer Robbins and carried.

Fiscal Unit Updates

PY 14 Budget Modification

Kathy informed members that she is presenting a modification to the Chief Elected Officials requesting an additional \$65,000 to be added to Incumbent Worker Training. She said that originally, \$10,000 was budgeted, however due to pending contracts with employers there is a need to increase that line item.

Another modification, Kathy said, is to transfer an additional \$100,000 from Dislocated Worker to Adults. She told members that this transfer is allowable under WIA. Kathy said that at the present time staff are enrolling more adults into training.

Kathy commented that the Chief Elected Officials will be taking action on these modifications at their meeting following the BEST Board meeting.

DCEO Fiscal Monitoring

Kathy informed members that DCEO conducted Fiscal Monitoring during the week of July 20. She told members that they identified one finding and it has already been corrected. Kathy told members that the finding was how Program and Admin costs for the Local Workforce Investment Board was allocated. She said that staff are now using an allocation plan instead of direct charge.

Pam told members that the monitors also identified a program finding as well. She said that there was a discrepancy regarding a signature and date for a Trade customer. Pam said that this finding has already been corrected.

Kathy continued by saying that there was a management recommendation regarding language in the Request for Proposals and how they are being rated.

Fiscal Office Relocation

Kathy said that the Fiscal Office has relocated to Dixon and commented that it is easier working together in one office.

Update Future Goals/Projects

Kathy informed members that the Fiscal procedures manual is in draft form and she will bring it to the Audit Committee for their review and approval.

Youth Contract Monitoring

Kathy told members that she conducted fiscal monitoring for each of the Youth Provider Contracts and there were no findings.

Community Service

No report

Staff Recognition

Kathy recognized Jessica and Annette for their extra work during the month of July.

Staffing Issues

Kathy informed members that she has contacted the local community college about getting a part-time unpaid intern to help the fiscal office with clerical functions. She said that this individual will not do any accounting work, but is needed to help with filing, answering the phone and other clerical support.

Out of State Travel Request

Kathy requested to attend the NAWDP Board meeting in New Orleans from October 23 – October 26, 2014. Motion by Wayne Reising to approve Kathy's request to attend the NAWDP Board Meeting in New Orleans. Motion was seconded by Jennifer Robbins and carried.

Activity Report

Kathy informed members that her Activity Report was included with the meeting materials.

Business Meeting

Review of Staff Training Opportunities

Pam disseminated the list of staff training opportunities attended by staff.

HR Committee

Discuss & Approve HR Committee's Purpose & Procedures

Kathy Enbom presented the HR Committee's Purpose & Procedures to members. Rick Ketchum motioned to approve the HR Committee's Purpose & Procedures as presented. Motion was seconded by Chuck Phillips and carried.

Employee Dental Insurance Renewal

Jo Ann informed members that at the August 2013 BEST Board of Directors' meeting, approval was given to renew employee dental coverage with Delta Dental for 2 years without a rate increase. Delta Dental is offering small groups a plan rider that meets the pediatric dental essential health benefits required under the Affordable Care Act. Jo Ann told members that the current plan meets these guidelines and recommended to not accept the rider offered by Delta Dental. After discussion, Jennifer Robbins motioned to not accept the rider offered by Delta Dental. Motion was seconded by William Holmes and carried.

Executive Session

Motion to convene into Executive Session to discuss personnel (7:15 p.m.) was made by Wayne Reising. Motion was seconded by Jay McCracken and carried.

Motion to reconvene from Executive Session (8:40 p.m.) was made by Kim Gouker. Motion was seconded by Rick Ketchum and carried.

Approval of Executive Session Meetings Minutes

Joe Panzica motioned to release the Executive Session Meeting Minutes for October 28, 2013 and June 23, 2014 as submitted. Motion was seconded by Jim Duffy and carried. As there is some clarification is needed for the August 26, 2013 Executive Session Minutes the action for those minutes was tabled until the next Executive Session Meeting.

Executive Director's Evaluations & Review of Contracts

Rick Ketchum motioned to renew the contract with Kathy Day for the period of September 1, 2014 – August 31, 2015. Rick included in the motion to allow Kathy Day to carry-over 5 vacations days to the following year. The motion included a contingency that the five days must be used by the end of the following year. Motion was seconded by Jennifer Robbins and carried.

Jennifer Robbins motioned to renew the contract with Pam Furlan for the period of September 1, 2014 – August 31, 2015 and approve a 5% increase in salary for Pam effective September 1, 2014. Jennifer included in the motion to allow Pam to carry over up to 5 days to the following year. The motion included a contingency that the additional days (not to exceed 5) must be used by the end of the following year. Motion was seconded by Robert Albrecht and carried.

Kathy Enbom told Kathy and Pam that she will be scheduling meetings to review their performance evaluations with them.

Other Business

BEST Board Committee's Purpose & Procedures

Chuck Phillips presented the Audit Committee Policy for consideration. Jennifer Robbins motions to approve the Audit Committee Policy as submitted. Motion was seconded by Jay McCracken and carried.

Rick Ketchum presented the Bylaws Committee Policy for consideration. Wayne Reising motioned to approve the Bylaws Committee Policy as presented. Motion was seconded by Joe Panzica and carried.

Policy on Meetings via Electronic Means

Pam provided an overview of the Policy on Meetings via Electronic Means that was included with the meeting materials. After reviewing the draft policy it was noted that further clarification is needed on a few sections. Therefore, Rick Ketchum motioned to allow the Bylaws Committee to review the Policy and present it at the October BEST Board meeting. Motion was seconded by Robert Albrecht and carried.

BEST Website Update

Pam announced that the BEST website will be launched by the end of the week.

Meeting Schedule

Kathy informed members that the next BEST Board meeting will be October 27, 2014 at the Lee County Board Office. After discussion, Jim Duffy motioned to change the BEST Board Meeting to December 15, 2014. Motion was seconded by Jay McCracken and carried.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Jennifer Robbins. Motion carried. Meeting adjourned at 9:04 p.m.



Jo Ann Johnson

Approved by:



Lisa Lynch
BEST Board Secretary