

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
April 24, 2017**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kathy Enbom.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Steven Malavolti	X	
Gary Camarano		X	Chuck Phillips	X	
Carl Carlson		X	Kevin Reibel		X
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jennifer Robbins		X
Randy Freeman	X		Ron Smith	X	
Kim Gouker	X		Jim Wentling		X
Kevin Lindeman		X			

PROXY: Gary Camarano to Wayne Reising, Carl Carlson to Kathy Enbom, Kevin Reibel to Ron Smith

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Carrie Folken

Approval of the Meetings Minutes

Wayne Reising motioned to approve the February 27, 2017 Meeting Minutes. Motion was seconded by Ron Smith and carried.

Public Comments

Pam introduced Carrie Folken to members noting that she has been at previous meetings.

Executive Director's Reports

Pam reported that her typed report was included with the meeting materials and highlighted some updates for members. Referring to NCI Works Activities, Pam informed members that she met with the Stockton IL Mayor along with the Plan Manager with Dura Automotive, Lisa McCarthy (TCEDA) and Liz Gerber (Highland Community College) to discuss a Hiring Event. The event, Pam said, is planned for May 16 and is open to the public. Pam continued by saying that the times are tentatively set for 10:00 a.m. to 2:00 p.m. but it has not been confirmed. Pam told members that there appears to be a lot of interest from local manufacturers to attend this hiring event. She stated that economic development agencies and workforce agencies have also been invited to attend. Pam said that she will keep members informed about this hiring event.

In regards to the Career Pathways Project, Pam noted that there is some interest by students at Sauk Valley Community College to participate in the career pathway into the manufacturing field. She told members that she will keep them informed about this project. Kathy E asked if

the project would be available to students at IL Valley Community College. Pam replied that they had a few students interested but nothing has gone beyond the interest. Jim Duffy asked why the students are not interested in this opportunity. Pam stated that she thought that the length of the project may steer them away. She said that if the students do not have a High School Diploma they are required to begin by getting their High School Equivalency. From there, she said, they need to move on to a Bridge program and then to a certificate or associates degree. Pam comments that this process is long for someone who is interested in getting a job. Pam told members that this project was available for both IL Valley Community College and Sauk Valley Community College, but neither has been very successful.

Pam told members that she did not have anything to add to the Participant Reports or Business Relations Report that were included with the meeting materials.

Personnel Issues

In regards to Personnel Issues, Pam reported that Jo Ann would be off for a few weeks on medical leave. Pam told members that Cindy Kulas left BEST, Inc. on April 19 and has relocated to Arizona to be closer to family. Sharel Wolber, Pam said, has replaced Cindy in the Oregon office. Pam said that Sally Hanrahan will be working out of the Dixon Program office by herself.

Jim asked who would be covering for Jo Ann in her absence. Pam told members that she and Jo Ann has had several conversations and fortunately, there are only 2 meetings scheduled for the month of May. Pam told members that Dianna Schuler will be covering the the two meetings. She said that Carrie Folken has offered to help out with some things and the Program Staff at IVCC has also offered to help cover.

Update on Staff Work Groups

Pam informed members that the Grant Writing Team are planning to have a job search workshop for youth on probation in Carroll County in the coming months. In order to cover the costs of the materials they will be applying for a Walmart Community Grant.

Summer Flex-Time Policy

Pam presented the Summer Flex-Time Policy to members. She told members that in the past, staff who participated in the Flex-Time schedule was allowed to take off any day except Monday. This year, Pam said, she is requesting the Board approve flex hours for any day, including Mondays. This perk will allow staff who work full time the opportunity to have a 3-day weekend. Pam said that for practical reasons, managers cannot allow all staff to be off on Fridays. Therefore, by adding Monday as a flex day off would give the same perk of having a 3-day weekend. After discussion, Chuck Phillips motioned to make the Summer-Time Flex Policy permanent. He included that the Summer Flex-Time Policy will be monitored by the Executive Directors. Motion was seconded by Randy Freeman and carried.

Contact List

Pam reported that she did participate in a conference call regarding a hiring event for Dura Automotive on April 18 and did attend the Lee County Board meeting on April 18.

Approval of the Fiscal Reports

Kathy D presented the January and February 2017 Fiscal Reports to members. She told members that the reports are a few months behind is due to the timing of getting the information in the state system. Kathy reported that the projected direct training expenditures for adult and dislocated worker is 60.38%. She reminded members that the minimum required direct training expenditure is 40%. Kathy told members that the minimum required for Youth Work Based Learning is 20% and our projection rate is 27.6%. Kathy E asked how the projections were looking as we approach the end of the Program Year. Kathy D responded that the Adult expenditure rate needs to be at 80% and currently we are 73%. She said that she is anticipating some new enrollments for the fall that should bring that expenditure rate up. The Dislocated Worker expenditure rate, Kathy D said is 78% and the Youth expenditure rate is 73%. Kathy D told members that we are in good shape. Wayne Reising motioned to approve the January and February Fiscal Reports. Motion was seconded by Steve Malavolti and carried.

Jim asked Kathy D about the new allocation. She responded that staff should be hearing soon. Kathy D told members that the State of IL is anticipating an increase in funding for next Program Year. Kathy E asked Kathy D to let members know as soon as the allocations are released.

Pam recognized the program staff and Business Relations Staff saying that it is there performance that gets us to achieve and exceed the goals set forth.

Fiscal Office Lease Agreement

Kathy informed members that the rent for the current fiscal office was decreased by \$355. The monthly rent for the office space beginning July 1, 2017 will be \$1,000.00. Kathy E commented that the fiscal office is still the most expensive and asked if Kathy D was going to continue to look for a cheaper place. Kathy D told members that financially BEST, Inc. should be okay with paying the fiscal office rent for the coming year. She also told members that they need to consider the additional costs associated with moving the fiscal office. On another note, Kathy D told members that with the fire proof file cabinets and the heaviness of the furniture it would be wise to have a main floor office. Chuck commented that based on the needs of the organization he would like to see fewer offices.

Business Meeting

BEST Board of Director's Committee Responsibilities and Membership

Kathy E referred members to the Committee Responsibilities and Membership that was included with the meeting materials. She asked members to review the information and consider signing

up for at least one of the committees. A sign-up sheet was passed around for members. Ron told members that he would contact Gary about signing up for a committee.

BEST Board Secretary Election

Kathy E informed members that Jennifer Robbins resigned from the BEST, Inc. Board leaving a vacancy as a Secretary. After discussion, it was agreed that Kathy E would review the BEST, Inc. Board Meeting Minutes in the absence of a Secretary. Jim Duffy said that he would think about the officer position.

Other Business

Kathy E noted that the next BEST, Inc. Board of Director's meeting will be Monday, June 26, 2017.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 7:30 p.m.

Jo Ann Johnson

Approved by:

Kathy Enbom
Co-Chair
(Acting Secretary)