

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
December 6, 2016**

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

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Robert Albrecht		X	Lisa Lynch		X
Gary Camarano		X	Steven Malavolti	X	
Carl Carlson		X	Chuck Phillips		X
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Randy Freeman	X		Jennifer Robbins	X	
Kim Gouker	X		Ron Smith	X	
Rick Ketchum		X			

**PROXY:** Carl Carlson to Kathy Enbom; Rick Ketchum to John Fritts; Chuck Phillips to Jennifer Robbins

**OTHERS PRESENT:** Pam Furlan, Kathy Day, Jo Ann Johnson, Joel Torbeck

Approval of the Meetings Minutes

Wayne Reising motioned to approve the October 24, 2016 Meeting Minutes. Motion was seconded by Steve Malavolti and carried.

Public Comments

Pam introduced Joel Torbeck to members. Joel is the Business Relations Representative that covers LaSalle and Putnam Counties. Pam said that Joel works out of the Ottawa office, but does work out of the IVCC office one day per week as well.

**Executive Director's Reports**

Referring to her typed Executive Director's Report, Pam told members that staff conducted Essential Skills Training at Wahl Clipper in Sterling. She said that Kathy will be sending them an invoice for the cost, but noted that it is simply a reimbursement of staff time, travel and any materials that were used. Pam informed members that Joel Torbeck has been providing job search workshops with IL Dept. of Human Services and IL Dept. of Employment Security. She noted that the job search workshops that he planned to conduct for Goodwill are on hold due to a lack of their funding availability.

Pam informed members that Project Reach provides high school equivalency instruction to youth in Carroll and Jo Daviess Counties. She said that Kathy D and Carrie negotiated the contract with the provider for the coming year. Pam said that there are currently 4 individuals active in the program. Kathy commented that the initial budget request was cut in half but did not have the exact contract amount available. Jennifer asked if there was any danger of not meeting the planned goals. Pam responded that there is no danger as the youth would be absorbed in other programs.

Moving on to Personnel Issues, Pam told members that Austin Westran will be closing on December 22. She said that staff will conduct workshops for employees affected by the closure on December 21 and January 24. Jennifer commented that Dura Automotive is closer to hearing of their TRADE Petition.

Pam informed members that she will be taking the week off between Christmas and New Year's.

Pam told members that two staff are in the process of revising the Career Advisor Performance Evaluation instrument. She said that the staff asked if the Board wanted to include any agency goals as part of the evaluation process. Pam noted that they intend to develop a job specific evaluation based on the skills and tasks of the job description. Pam stated that if anyone had anything to include to let her know. She said that she intends to bring the document to the Board at the February meeting. Kathy E stated that she reviewed the document and noted the importance of it being linked to the job description. Jim stated that it was overwhelming noting that some of the categories could be grouped together. Pam informed members that what she presented was the first draft and if anyone had anything to add she would pass the information on to the staff working on this project.

### Approval of the Fiscal Reports

Kathy presented the Fiscal Reports for September & October 2016. She told members that expenditures are on target with the total grant expenditure rate of 30.5%. Kathy said that the Direct Training Expenditure Rate is 58.75% and the Youth Work Based Learning Expenditure Rate is 31%. She told members that to date, fiscal goals and expenditures are being met. Kevin Reibel motioned to approve the September & October 2016 Fiscal Reports. Motion was seconded by Jennifer Robbins and carried.

### Audit

Kathy informed members that a draft copy of the Audit was received and there were no findings. She said that a meeting will be held between the Audit Committee and auditors to review the document. Kathy told members that the auditors did not have any management recommendations.

### GATA (Grant Accountability and Transparency Act)

Kathy then provided members with information regarding GATA (Grant Accountability and Transparency Act). She told members that DCEO received a waiver to postpone the development of an Indirect Cost Rate for workforce programs for a year. Kathy explained that the next phase will be entering budget information into a new template to determine what the Indirect Cost Rate may be and then negotiate the rate with the State. She asked members to approve the release of a Request for Proposal in order to contract with an accounting firm to assist staff in completing the final phase of submitting the Indirect Cost Rate to the state. Kathy told members that she recommended the current auditors, Clifton Larson Allen, be given an opportunity to help with this endeavor. She stated that they already have a lot of the information available to them as they just completed the PY 15 Audit. After discussion, Jennifer motioned to authorize Kathy to obtain a bid from Clifton Larson Allen for the project. The motion stated that if the bid was under \$5,000 staff were allowed to move forward with Clifton Larson Allen. If the bid was over \$5,000 then additional bids would need to be secured. Motion was seconded by Wayne Reising and carried. Kathy told members that she would keep them updated on this matter.

### Community Audit and the Underemployed & Asset Mapping/Journey Mapping Request for Quotes

Kathy informed members that she and Pam are working on some grant applications for additional funding through National Emergency Grants. She told members that staff are requesting to release Request for Quotes for two separate projects. One project, Kathy said, would be a Community Audit and the Underemployed Project that will assist in our economic development efforts with our partners and employers. The second project, she noted will conduct a study to do Asset Mapping followed by Journey Mapping that will help our staff (and partners) serving our job seeking customers. Members held a brief discussion regarding the state funding situation. Staff were asked to keep members informed on the status of the grant applications.

### Out-of-State Travel

Kathy requested to attend the National Association of Workforce Development Professional Board (NAWDP) Meeting in San Antonio on February 7 – 10, 2017. Jennifer motioned to approve Kathy's request to attend the NAWDP Board Meeting in San Antonio on February 7 – 10, 2017. Motion was seconded by Ron Smith and carried.

### Other

Kathy E asked for a status of the search for a different fiscal office location. Kathy D informed members that she talked with the landlord and he will be reducing the rent to \$1,000/month effective July 1, 2017. She told members that she continues to look for alternative space at a lower rate, but has not been successful in finding anything that will accommodate their needs. Kathy E commented that for the size of the current fiscal office, she believes that \$1,000 is too high. Kathy D stated that the rent is comparable to other BEST offices but will continue the search.

In regards to the Employee Engagement Survey, Kathy D told members that a draft of the survey will be sent to all members next week. Kathy D also informed members that she and JoAnn will be meeting after the holidays to work on the salary and benefit survey. Kathy E noted that the goal is to have all surveys done by April.

## **Human Resource Committee Report**

### Employee Health/Life Insurance Recommendation

Kathy E informed members that the HR Committee met and reviewed several plans offered for the Employee Health/Life Insurance benefit. She told members that the committee started with nine different plans and narrowed the selection down to two. Considering the plan options, Kathy E said that the committee tried to not considerably change the current plan of employees. However, she said, the committee felt that employees need to share some of the cost burden. Kathy E then reviewed the 2 plans being considered and a lengthy discussion followed. Kathy E commented that upon renewal for 2018 the committee would like to consider moving towards a HSA account. After discussion, Steve Malavolti motioned to accept the plan with United Health Care of the River Valley with no change in employee contribution. Motion was seconded by Randy Freeman and carried.

### Paid Time Off Policy Revision

Kathy E then provided members with an overview of the Paid Hours Off (PHO) Policy. She told members that the interpretation of the current Paid Hours Off (PHO) Policy allows for an adjustment, for employees who work less than 75 hours, in their PHO accrual rate based on their hours worked. She

told members that the employee's paid hours off can fluctuate for each pay period. After discussion, Randy Freeman motioned to concur with the HR Committee's recommendation to modify the current PHO Policy to reflect that the PHO earning schedule is based on hours **scheduled** in a pay period and not worked. Motion was seconded by Ron Smith and carried.

## **Business Meeting**

### 2017 Holiday Schedule

Pam informed members that the 2017 Holiday Schedule was provided for informational purposes.

### Election of Officers

With there being no nominations from the floor, Wayne Reising motioned to retain and elect the current officers for another term:

Kathy Enbom, Co-Chair

Kevin Reibel, Co-Chair

Jennifer Robbins, Secretary

Motion was seconded by Ron Smith and carried.

## **Other Business**

Pam informed members that Rick Ketchum did not seek re-election to Lee County Board and would no longer be on the BEST, Inc. Board. As a small token, members thanked Rick for his continued service to the BEST Board since 2012 and wished him well. John Fritts was asked to give Rick a Certificate of Appreciation along with the Board's good wishes.

Kathy D noted that she had copies of the Draft Audit if any member would like a copy.

It was noted that the next meeting will be Monday, February 27, 2017, 6:30 p.m. The meeting location will be determined.

## **Adjournment**

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 7:45 p.m.

Jo Ann Johnson

Approved by:



Jennifer Robbins  
Secretary