

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
February 22, 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.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Steven Malavolti		X
James Duffy	X		Jay McCracken	X	
Kathy Enbom	X		Chuck Phillips	X	
Randy Freeman	X		Kevin Reibel	X	
Kim Gouker	X		Wayne Reising	X	
Rick Ketchum		X	Jennifer Robbins	X	
Lisa Lynch		X	Ron Smith	X	

PROXY: Robert Albrecht to Kim Gouker

OTHERS PRESENT: Pam Furlan, Kathy Day, John Fritts (Lee County Treasurer), Jo Ann Johnson, Sally Hanrahan

Approval of the Meeting Minutes

Wayne Reising motioned to approve the January 7, 2016 Meeting Minutes as presented. Motion was seconded by Kevin Reibel and carried.

Public Comments

Pam reintroduced Sally Hanrahan to members noting that Sally has attended previous meetings.

Executive Director's Reports

Approval of the Fiscal Reports

Kathy provided an overview of the Fiscal Reports for November & December 2015. She told members that the total grant income is \$5,574,602.00. Kathy reminded members that 40% of adult and dislocated worker grant funds must be spent on direct training activities. Kathy told members that as of December 31, 2015 the training expenditures rate for adult is 66% and for dislocated workers 52%. Regarding the Youth expenditure rate, Kathy told members that at least 20% has to be spent on work-based learning activities. As of December 31, 2015, she told members that the current rate is 53%. Kathy pointed out that about \$100,000 has not yet been obligated. She told members that she will be asking the Chief Elected Officials to transfer up to \$60,000 from the dislocated workers program to the adult program. Kathy said that the majority of the new enrollments are eligible for the adult program. She said that additional money is available to serve those customers eligible for the dislocated workers program. Kevin Reibel motioned to approve the Fiscal Reports for November & December 2015. Motion was seconded by Jennifer Robbins and carried.

Fiscal Unit Updates

Trade Training Grant

Kathy told members that a Trade Training Grant has been submitted to the state requesting \$357,351.23 for training costs through September 30, 2016 to serve 44 individuals from five different companies (Office Max-Peru, Office Max-Ottawa, Robert Shaw-Hanover, World Color-Mt. Morris and Mitsubishi-Normal). She said that an additional \$3,500 will be awarded for Payment Processing (Administration).

Computer Support

Kathy informed members that she solicited for computer tech support and received 3 quotes. She said that after a review of the proposals, it was agreed to renew the contract with Computer Spa. Kathy said that the agreement will be for the remainder of this year and next program year with a one year renewal option.

Consultant Contract

Kathy informed members that upon the recommendation of the NCI Works Executive Committee, she submitted a Request for Proposal for a consultant to negotiate the Resource Sharing Agreement for the Memorandum of Understanding (MOU). She told members that 2 proposals were received for consideration. Kathy explained that under the WIOA the negotiations for the One Stop System costs must be done by a neutral party. Transitional money can be used for these costs, Kathy said, that will be less than \$8,000.

Trade Case Management Grant

An additional Trade Case Management Grant has been awarded to BEST, Inc. in the amount of \$16,008, Kathy said. She told members that this grant will go through June 30, 2017.

Incentive Grant

Kathy told members that the Incentive Grant in the amount of \$21,942 needs to be spent by June 30, 2016. She reminded members that they granted approval at the last meeting to purchase 6 computers. Looking ahead, Kathy said, she is planning to request the purchase of 8 additional computers using the incentive grant funds. Since this request was not listed as an action item on the Agenda, the formal request will be presented at the next meeting.

Rapid Response Grant

Kathy informed members that some Rapid Response funds that were received for the Office Max personnel was returned to the Department of Commerce. She said those funds were no longer needed as the Office Max personnel were eligible under the Trade Grant.

Request for Quotes (Audit & Workers Comp)

Kathy told members that she will be soliciting for Request for Quotes for Auditing and Workers Compensation prior to the next BEST, Inc. Board of Directors Meeting.

Economic Summit

Kathy shared with members that she attended an Economic Summit hosted by Congresswomen Bustos. She said that the event concentrated on the Talent Pipeline and how to recruit and retain millennium youth workers. Kathy said that it was an opportunity for employers and trainers to share how they are meeting the demands of the manufacturing industry.

Additional Agenda Reports/Updates

Out-of-State Travel

Kathy informed members that she listed as one of her goals that all fiscal staff will be given the opportunity to attend a national conference. She told members about the National Association of Job Training Assistance (NAJT) Conference in Las Vegas, Nevada on April 21 and 22 and requested that 1 or 2 fiscal staff be allowed to attend. She said that although the conference is a week long, the registration is based on the number of days individuals attend. Kathy said that looking at the Agenda, the workshop sessions scheduled on Thursday and Friday would be the most beneficial. Kathy said that she has asked Jessica and Annette to attend this conference and they are checking their calendars. If they are not able to attend, Kathy said she would probably go since there are materials that need to be brought back. Jennifer motioned to authorize up to 2 individuals to attend the NAJT Conference as presented. Motion was seconded by Wayne Reising and carried.

PY 15 Goals

Kathy informed members that she included her PY 15 Goals with the meeting materials and asked if there was anything for discussion. Jennifer commented that she reviewed them and they looked good.

Activities Report

Kathy commented that her activities report was also included with the meeting materials and noted that she has requested vacation from February 29 – March 4, 2016.

Pam informed members that she has updates to provide to her typed report that was included with the meeting materials. She referred members to the last few lines of her Incumbent Worker Training update where she indicated that BEST, Inc. received a referral from IMEC for another possible Incumbent Worker Training for a business in Mendota. She told members that the vendor who was producing the software for the training was running behind schedule so the software company will provide the training to the employees at the Mendota facility at no cost. Therefore, Pam said, we will not be providing any Incumbent Worker Training for this facility.

Essential Skills Training Program

Pam told members that Theresia Charley provided a series of workshops for Ogle County Circuit Clerk recently. Pam told members that BEST, Inc. will be reimbursed \$25.00 for this 45-minute session. She told members that the presentation seemed to be well received.

Update on Current Projects and Grants

LaSalle County Adult Redeployment Grant

was scheduled to attend the essential skills and job search training individual found a In regards to the LaSalle County Adult Redeployment Grant, Pam told members that the individual that job. Therefore, she said, Joel Torbeck with meet with the individual when he is available.

Illinois Talent Pipeline Grant

The Pipeline Grant, Pam said, was a competitive grant for Incumbent Worker Training in high demand industries and occupations. Pam told members that the CME group is discussing how to get young individuals interested in manufacturing. She said that manufacturing is a focus area of industry for the regional plan and activities are being planned to address the pipeline in our local workforce area.

NCI Works Activities

Employer Forums

Pam informed members that Employer Forums are being planned in partnership with BEST, Inc., IL Department of Employment Security, Department of Vocational Rehabilitation, Adult Ed and the community colleges. She told members that events are being planned at IL Valley Community College, Sauk Valley Community College, Jo Daviess/Carroll Counties, and possibly Ogle County. Pam said that the purpose for these events is for business and educators to dialogue about the skills and educational requirements for the potential jobs.

Youth Program Update

Pam told members that the information regarding the Youth Programs was included in her typed report.

PY '15 Participant Reports/ Business Relations Unit Report

Pam noted that the Participant and Business Relations Unit Reports were also included with the meeting materials.

Personnel Issues

Program/Business Relations/Admin Staff Updates

General Update

Pam informed members that effective February 15 our office hours at the Mt. Carroll office will be Tuesday and Thursday, 8:30 a.m. – 4:30 p.m.

Update on Staff Work Groups

Grant Writing

Pam informed members that Sharel Wolber and Ed Bochniak (Carroll County Housing Authority) are exploring the possibility of applying for a Miracle Gro Grant for some type of garden project.

Staff Recognitions

Pam told members that she received an additional recognition from the Sterling Office staff as they were instrumental in helping an individual complete their CNA program and get a job.

Rapid Response Activities

Pam included Plymouth Tube (Streator) to the list of Rapid Response Activities. She said that 2 workshops were conducted earlier in the day. Of the 24 employees being affected by this layoff, 13 attended the workshops today.

Goals Update

Pam informed members that a copy of her updated Goals were included with the meeting materials. Jennifer asked about including cross training individuals to the goals. Pam commented that all Career Advisors are cross training for the youth, adult and dislocated workers programs. She stated that the Trade program is very unique and specialized so it's difficult for staff to be cross trained in that program.

Pam then reviewed the Goals and status for members. Referring to the 2-day training for staff being facilitated by a trainer, Jennifer commented that some type of survey should be developed asking for feedback and quality of the training.

Pam informed members that she and Kathy are continuing to meet once a month. Also, Pam said, she and Kathy meet once a month with the management staff.

Jim commented that the Goal update is hard to follow and asked Pam to condense it.

Chuck recommended that Pam and Kathy correspond on a more frequent basis and suggested that their meetings not always be done in a formal/office setting.

Contact List

Pam commented that her Contact List was included with the meeting materials. Jennifer asked if the contact with Heritage Health on January 13 should be on the Rapid Response activities list. Pam said that her visit on January 13 was the initial one-site visit and yes, Heritage Health should be included on the Rapid Response Activities list.

Business Meeting

Out-of-State Travel Request

Pam informed members that staff are looking to do some different kinds of program delivery with more emphasis on work-based learning. She said that Iowa is known to have the services and programs that we would like to consider. Pam told members that staff has requested to visit one of the Centers to learn about potential programs and services that may be beneficial in our area. Pam told members that the cost for transportation would be \$700.00. Jay stated that he may be able to secure a cost through the bus company that he is associated with. Members also asked Jo Ann to check with a price from Green River. After discussion, Jennifer motioned to authorize up to \$1,000.00 to cover the cost of transportation and expenses for staff to visit a One Stop Center in Iowa. Motion was seconded by Randy Freeman and carried.

Out of State Conference Request (NAWDP Conference)

Pam informed members that Carrie Folken, Matt Gingrich and Cindy Kulas, along with Kathy Day will be attending the NAWDP Conference in Orlando, FL in May. Pam stated that after the reviewing the agenda, she would like to request that a Business Relations Representative be authorized to attend the NAWDP Conference in May. Kevin Reibel motioned to authorize to send a Business Relations Representative to the NAWDP Conference in Orlando, FL in May. Motion was seconded by Jennifer Robbins and carried.

Other Business

Kathy reminded members that the next BEST, Inc. Board of Director's Meeting will be on Monday, April 25, 2016.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Jay McCracken and carried. Meeting adjourned at 7:40 p.m.

Jo Ann Johnson

Approved by:



Jennifer Robbins
BEST Board Secretary

Approved by the BEST, Inc. Board of Directors on 4/25/2016