

Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
June 22, 2015

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

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

PROXY: Ron Smith to Rick Ketchum, Lisa Lynch to Jay McCracken

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Sharel Wolber

Approval of the Minutes

Jim Duffy motioned to approve the April 27, 2015 Meeting Minutes as presented. Motion was seconded by Rick Ketchum and carried.

Public Comments

Pam introduced Sharel Wolber to members. Pam said that Sharel is a Career Advisor in the Dixon BEST, Inc. Office.

Executive Director's Reports

Approval of the Fiscal Reports for April 2015

Kathy provided members with an overview of the Fiscal Reports for April. She said that the projected Adult Direct Training Expenditure is 65.63% and the projected Dislocated Worker Direct Training Expenditure is 57.28%. Kathy told members that the projections are just where they need to be.

Kathy told members that staff are getting ready to close out the PY 13 grant and the Incentive Grant that both end on June 30, 2015. She told members that we will be at 80% of our obligations by June 30, 2015. Kathy said that we want to carry forward more than 20% to the next Program Year. She said that it is allowable to carry forward more than 20% if the funds are obligated. Kathy said that this accounts to about \$100,000 for adults and dislocated workers. Kathy told members that during the first quarter we can only spend 8% of the adult allocation and 11% of the dislocated worker allocation.

With there being no questions, Jay McCracken motioned to approve the Fiscal Report for April 2015. Motion was seconded by Robert Albrecht and carried.

Fiscal Unit Updates

Grant Updates

Kathy informed members that the PY 15 grant allocations were received. Kathy said that she gave members a side-by-side comparison of PY 14 and PY 15 grant allocations. She said that there was a 14% increase of funding for adults, 8% funding increase for dislocated workers, and 14% funding increase for youth. Overall, Kathy told members that we received an 11% funding increase in PY 15 funding. Robert commented that receiving an increase was good, but asked if this was the final allocation. Kathy cautioned members by saying that the Department of Labor can always come back and rescind the money since the funding levels are based on unemployment rates for the adult and dislocated worker programs and poverty levels for the youth program.

Kathy said that we received an additional \$1,230.00 for payment processing that was added to our current Trade Grant. Kathy said that the total payment processing grant is \$30,287.43.

Kathy told members that an amendment to the Rapid Response Grant was received that allowed staff to accrue costs back to January 1, 2015.

Kathy said that a notice of a new Incentive Grant was received in the amount of \$21,942. She said that the Incentive Grant is based on meeting and/or exceeding performance measures for PY 13.

Kathy informed members that the Pipeline Grant was received. She said that DCEO is processing all grants for signature prior to the end of the Program Year.

Youth

Kathy informed members that Fiscal monitoring for current Youth Service Providers will be conducted next week for 2 of the 4 providers. She said that 2 of the providers has requested to postpone the monitoring for a later date in July.

Kathy told members that the 4 youth providers will be contacted this week notifying them that they will be funded at 90% of their requested amount. She said that based on their expenditures from PY 14, funding them at 90% of their requested amount for PY 15 will allow them additional money for their respective programs.

Procurement

Kathy told members that new copy machine leases were procured for 7 of the offices. The low bidder was SBM in Sterling. Current leases will be expiring in July.

Miscellaneous

Kathy said that Fiscal staff are working at revising the current Fiscal Manual to meet all of the new requirements of not only the OMB Circular but also the proposed WIOA rules and their effects on fiscal. She said that in order to assist staff, DCEO and IWP will be holding weekly conference calls to focus on the changes in the near future. Kathy said that all fiscal staff will be in attendance on these calls.

Kathy told members that DCEO will be conducting Fiscal and Program Monitoring in September.

Additional Agenda Reports/Updates

Community Service

No Report

Staff Recognition

None

Personnel Issues

Kathy stated that the Personnel Issues will be addressed in the HR Committee Report.

Out-of-State Travel

Kathy requested out-of-state-travel to attend the National Association of Workforce Development Professionals Board Meeting on August 6 – 9, 2015 in Little Rock, AK. Jennifer Robbins motioned to approve Kathy's request for out-of-state travel as presented. Motion was seconded by Betty Steinert and carried.

Kathy informed members that she was re-elected for another 2-year term representing Illinois on the National Association of Workforce Development Professionals Board. Kathy also told members that a summary of the National Association of Workforce Development Professionals Annual Conference was included with the meeting materials.

Activities Report

Kathy noted that her activities report was included with the meeting materials.

BEST Successes

Pam informed members that her typed report was included with the meeting materials. As always, Pam encouraged members to read the success stories that were shared.

Legislative Update

WIOA Appropriations/Transition & Implementation

Pam informed members that correspondence from the IL Department of Commerce & Economic Opportunity was sent to the Chief Elected Officials approving the designation of our local workforce area. She said that the designation is for 2 years.

PY '14 Incumbent Worker Training (IWT)

Pam told members that the PY '14 Incumbent Worker Training information was provided in her typed report and did not have anything to add.

State 40% Training Expenditure Requirement

Pam said that Kathy reported that we were meeting the 40% Training Expenditure Requirement.

Essential Skills Training Program

Pam told members that she didn't have anything to add to her typed report regarding the Essential Skills Program.

Update on Current Projects and Grants

Accelerated Training in Manufacturing (ATIM) Grant

Pam noted that the updated regarding the ATIM Grant was included with her typed report.

LaSalle County Adult Redeployment Grant

Pam said that she reported on the LaSalle County Adult Redeployment Grant and did not have any updates to provide.

Illinois Talent Pipeline Grant

Pam told members that information on the Illinois Talent Pipeline Grant was included on her typed report.

NCI Works Activities

North Central IL Logistics Council (NCILC)

Information on the NCILC was included on her typed report, Pam said.

"No Place Like Home"

Pam told members that information regarding the No Place Like Home webpage was provided on her typed report and she did not have any updates.

Chief Manufacturing Executives (CME) Group

Pam said that CME update was included on her typed report.

Career Preparation/Life Skills Program

Pam told members that she provided an update on the Career Preparation/Life Skills Program at LaSalle Safe School in her typed report. She said that copies of the presentation evaluations were included with the meeting materials.

Youth Program Update

Pam told members that staff were in the process of scheduling contract negotiations with the PY 15 youth project providers.

PY 14 Participant Report

Pam said that a copy of the PY 14 Participant Report was included with the meeting materials.

PY 14 Business Relations Unit Report

Pam told members that a copy of the PY 14 Business Relations Unit Report was included with the meeting materials.

Personnel Issues

Program/Business Relations/Admin Staff Updates

General Update

Pam informed members that the job posting for the Business Relations Positions was closed and staff will begin the interview process.

Update on Staff Work Groups

Pam told members that information regarding the Visibility and Grant Writing Work Groups was provided in her typed report. Pam informed members that the Youth Work Group recently finished up the Leadership Conference which was part of the summer program. Pam disseminated copies of the evaluations for members review.

Community Service Program

Pam informed members that the Community Service Program information was included on her typed report.

Staff Recognitions

Pam noted that the staff recognitions were reported on her typed report.

Update on PY 14 Staff Goals

Pam told members that she provided a brief update of the staff goals for PY 14 in her typed report.

Rapid Response Activities

Referring to the Rapid Response Activities typed report, Pam informed members that staff has met with 108 individuals who were laid off from Office Max. She said that additional workshops have been scheduled for August for those employees affected by the Office Max closure.

Conference Summaries

Pam pointed out that NAWDP Conference Summaries were included with the meeting materials from Carrie Folken and Kate Hansen.

Contact List

Pam said that her Contact List was included with the meeting materials and stated she did attend the OAC Economic Development Task Force meeting on June 16 and the WIOA TAG meeting on June 17. Pam told members that she did not attend the IWIB meeting scheduled for June 18.

Committee Report(s)

HR Committee

Employee Annual Salary Adjustment

Jennifer Robbins informed members that the HR Committee met prior to the BEST Board meeting and discussed Employee Annual Salary Adjustments. She said that the HR Committee is recommending that staff awarded up to 3% of a yearly salary increase based on year-end evaluations of staff. Jennifer said that everyone (not including Pam and Kathy) will receive between a 2½% -3% increase. Rick Ketchum motioned to accept the HR Committee's recommendation to award staff up to 3% of a yearly salary increase based on year-end evaluations of staff. Motion was seconded by Robert Albrecht and carried.

Jennifer disseminated copies of the Employee Engagement Survey results to members. Jennifer said that employees also did a review of the Executive Directors and those results were given to them individually at the HR Committee Meeting. Jennifer said that the HR Committee asked the Executive Directors to work on areas identified and improve as they see necessary as well as to reflect upon the kudos they received. Jennifer then provided a summary of the survey results for the organization as a whole. She said that the first 2 pages listed the actual survey results. It appears, Jennifer said, that 19 individuals completed the survey. The rating, she said was: 1 (strongly disagree), 3 neutral and 5 (strongly agree). Jennifer told members that 8 of the 19 employees were dissatisfied with #9 (considering the value I bring to the organization, I feel I am paid fairly). However, Jennifer noted that 18 of the employees indicated that they would like to be working for BEST, Inc. one year from today (#21).

Jennifer said that all employees had an opportunity at the bottom of the survey to make comments. She said that 10 of the 18 employees made comments and they are included on the last page of the handout. One thing brought up at the HR Committee meeting, Jennifer said, is that two-thirds of the staff used to work for community colleges where their benefits seem to be better than what BEST, Inc. is currently providing in terms of paid time off. Robert commented that when benefits are taken away from staff, no one is happy. Jennifer stated that last year the BEST, Inc. Board made changes to the Paid Hours Office (PHO) system and granted all employees paid Holidays so no one had to use their PHOs.

Jim asked about Comment #4 indicating that the "contact person (for the retirement plan) is very unprofessional". Kathy stated that the employee retirement plan is through Nationwide and the contact she works with is based out of Chicago. Kathy said that she was not sure who the "contact person" the

employee was referring to in the comment. Kathy told members that at the next All Staff Meeting, she will make sure that staff has the contact information they need in regards to employee retirement plan.

Business Meeting

Review and Approval of PY 15 Cost Allocation

Kathy told members that DCEO is now requiring a signed Cost Allocation Plan as part of the local Plan. She told members that a copy of the Cost Allocation Plan was included with the meeting materials. Wayne Reising motioned to approve the Cost Allocation Plan as presented. Motion was seconded by Jay McCracken and carried.

Review of Staff Training Opportunities

Kathy disseminated copies of the Staff Training Opportunities list to members. She said that several staff attended a one day training in Springfield about WIOA.

Other Business

BEST Website Update

Kathy provided members with copies of the BEST Website Update noting it was informational.

Kathy also disseminated copies of the updated BEST Board Membership List. Jay noted that his email address is incorrect. Jo Ann will correct and email everyone an updated date.

Pam informed members that Betty Steinert is retiring on June 30th and will be leaving the BEST, Inc. Board. Pam acknowledged and thanked Betty for her service to the BEST Board. Pam said that we have a Certificate of Appreciation for Betty but it was left at the office.

Next Meeting

Kevin noted that the next meeting is August 24, 2015.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Rick Ketchum and carried. Meeting adjourned at 7:05 p.m.

Jo Ann Johnson

Approved by:



Jennifer Robbins
Secretary