

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

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		Steven Malavolti	X	
Gary Camarano	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			

**PROXY:** Kathy Enbom to Chuck Phillips, Jennifer Robbins to Wayne Reising, Ron Smith & Kim Gouker to Kevin Reibel

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

Approval of the Meetings Minutes

Wayne Reising motioned to approve the April 25, 2016 Meeting Minutes as submitted. Motion was seconded by Chuck Phillips and carried.

Public Comments

Pam introduced Carrie Folken to members. Pam told members that Carrie is the Program Manager for BEST, Inc. and oversees the program staff in all eight counties. Pam also introduced John Fritts to members. Pam told members that John is attending for Rick Ketchum.

**Executive Director's Reports**

Kathy presented the Fiscal Reports for March & April 2016 to members. She told members that the direct training expenditure is 61.38% which exceeds the 40% that is required. In regards to expenditures, Kathy said that the 20% for Youth Work-Based Learning Activities and the 80% for all titles is being met. Chuck said that he had question on the check registers but was not able to find it at this time. He said that he would give Kathy a call.

In regards to the Trade Training Grant, Kathy told members that BEST, Inc. was awarded additional money for payment processing. She said that the total grant amount increased from \$422,959.27 to \$446,575.27. Kathy told members that an additional 13 new clients will be served instead of 12 as listed in her typed report. She said that Kevin will sign the paperwork after the meeting so that it can be submitted to DCEO.

Next, Kathy presented the PY 16 Funding Allocations to members. She reminded members that our local area received a reduction of \$449,417 which brought the grant total to \$3,047,963. Kathy told

members that it was decided to move \$117,000 of program costs to administration since we are carrying forward more administration money that is necessary. In regards to the Dislocated Workers funding shortfall, Kathy said that staff would be able to request funding through a Rapid Response grant. Regarding the youth program shortfall, Kathy mentioned that there is about \$143,000 of excessive carry-forward that can be utilized. Kathy told members that with moving money from administration and incentive funds to the adult program, there is not a lot of shortage.

Kathy told members that a WIOA Youth Career Pathway Grant was submitted in the amount of \$293,450.74. She said that this grant would serve 20 out-of-school youth to begin a career path in the manufacturing industry. Kathy told members that staff are working with IL Valley Community College, Sauk Valley Community College and the two Area Career Centers within the community college districts to provide training to the youth. Jim asked about serving youth in Carroll and Jo Daviess Counties. Pam responded that BEST, Inc. has hired a contractor to conduct tutoring services to customers in JoDaviess and Carroll Counties. Kathy stated that Carroll and Jo Daviess Counties would have services available, but not under the Youth Career Pathway Grant. Pam commented that she provides information about the youth in all eight counties under Youth Update section of her typed report.

Kathy informed members that when the fiscal department started with Abilia in transferring their information to the cloud, one question that was asked was if staff wanted to begin using electronic signatures when processing checks. Kathy asked members if that was something members wanted her to pursue. After discussion, it was agreed that Kathy would address this question to the auditors. It was also stated that a meeting would be set up with the BEST, Inc. Audit Committee to discuss this matter.

Kathy then presented her request to attend the National Association of Workforce Development Partnership Board meeting in Phoenix, AZ in August. Kathy stated that due to the budget situation, she is requesting to attend the meeting that will take her out of the office for 2 days, but will not ask for BEST, Inc. to pay for any of the costs associated with her attendance. Members discussed the positives and negatives of being out of the office and getting the work done. Kathy told members that she has no problem taking vacation time to attend this meeting. She said that the NAWDP Board meetings are held 4 times a year with one being held in conjunction with the Youth Symposium that is held in Chicago. The other 3, Kathy said, are out-of-state. Robert motioned to approve time off for Kathy to attend the NAWDP Board Meeting in Phoenix, AZ. Motion was seconded by Jim Duffy. Roll Call vote was taken.

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Robert Albrecht	X			Steven Malavolti	X		
Gary Camarano	X			Jay McCracken			
James Duffy	X			Chuck Phillips		X	
Kathy Enbom		X - P		Kevin Reibel	X		
Randy Freeman				Wayne Reising	X		
Kim Gouker			X	Jennifer Robbins	X - P		
Rick Ketchum				Ron Smith	X - P		
Lisa Lynch							

Motion carried.

Kathy then presented the Contingency Plan should BEST, Inc. not be able to access grant funds after June 30, 2016. Referring to the Contingency Plan that was included with the meeting materials, Kathy reviewed the Options for members:

**Option 1:** Draw down cash up to 25% additional funding over the expenditures we have posted in the state accounting system. This was our first option last year and when we will be monitored the week of June 13 we will find out if doing so last year will result in any findings or management recommendations.

Encouraging staff to take time off utilizing their PHO's will also help our budget as the wages for those hours would be paid out of our accrued leave account.

**Option 2:** This option was to pursue a line of credit for 2 months. Since our line of credit last year was given the go ahead we did not find it necessary to follow through on the process to secure the line of credit. Not sure if the offer for the line of credit would still be valid.

**Option 3:** Temporary Lay-Off/Furlough option would ask staff to take a voluntary lay-off and not elect to use their PHO's. If staff requested time off to use their PHO's their wages to pay them would come from our fully funded Accrued Leave Account. Staff would also have the option of combining furlough and PHO's. The final option would be to temporarily lay-off staff indefinitely. A Temporary Lay-off/Furlough Policy was proposed but not enacted upon.

Kathy told members that last year the Board opted to first implement Option 1 and at the same time pursue Option 2. Option 3 was the last measure we would have taken if necessary.

Members agreed that additional money should be drawn down to cover expenditures regardless if it results in a finding or management recommendation. Pam informed members that the Illinois Workforce Partnership (IL Directors Association) has asked about changing the process so that local areas can receive the funds and not be dependent on the Illinois Budget. After discussion, Jim recommended that Pam and Kathy talk with the U.S. Representatives and Senators about the process of receiving federal funds. Members agreed.

Kevin stated he remembered signing the line of credit last year and asked if it was filed. Pam responded that it was not filed because the federal funds were released. After discussion, it was agreed that Kathy would call the bank to find out information on the line of credit and report back to the Board. She also told members that by the June 20 should will be able to give members some idea of how much money will be able to be drawn down.

Jim Duffy motioned to authorize the BEST, Inc. Co-Chairs to sign for a line of credit as outlined under Option 2 of the Contingency Plan. Chuck Phillips seconded the motion. Chuck offered to review the line of credit application, if needed. Motion carried.

Kathy informed members that staff did look at some office space earlier today and provided them with some options. Pam told members that staff looked at office space at IL Valley Community College and outlined the cost savings. Pam pointed out that the reason she mentioned the possible move to IL Valley Community College it was because Kathy suggested we might need to close the Peru office due to costs of repairs for that office. Chuck told members that he asked to look at moving the fiscal office due to costs. Pam continued by saying that should the Peru staff relocate to IL Valley Community College, a 90-day notice needed to be given to the current landlord. Members then discussed offices being

centrally located. Pam stated that most of the customers are low income which is why we try to put offices in all 8 counties. She also commented that we may need to look for other office space in Carroll County.

Members then reviewed the Options that were presented. Wayne suggested that the Peru Office should close and relocate the staff to IL Valley Community College. In regards to the fiscal office in Dixon, he recommended that it be addressed at the August meeting. Jim Duffy motioned to close the Peru Office and relocate the Peru Office staff to IL Valley Community College at the end of the lease agreement. Motion was seconded by Wayne Reising and carried.

Pam informed members that she did not have many updates to her typed report that was provided with the meeting materials. She told members that hopefully by Wednesday there may be a Bill to allow the WIOA federal funds to pass through the IL Budget.

Pam said that staff are waiting on a possible Incumbent Worker Training project with Astee Mobile Screens in Sterling. If approved by the Department of Commerce, Pam said that the agreement would be for \$15,680 and would start as soon as possible.

Pam told members that the 4 youth contracts have been extended for one year. She told members that they will be negotiated sometime this month so contract costs were not available.

In regards to Personnel Updates, Pam thanked Carrie and Jo Ann for putting together the matrix that outlined the costs for moving the offices that was presented earlier in the meeting.

Pam pointed out that NAWDP Conference Summaries from Carrie Folken and Matt Gingrich were included with the meeting materials. Pam handed out a third one from Mary Katos. Jim commented that it is nice that the staff do a summary of the conference, but he would like to see how their attendance impacts the organization. After discussion, members agreed to ask staff to identify the top three or five things that they took away from the conference that can incorporate into their job.

## **Business Meeting**

### Per Diem Policy (replacing current Travel Reimbursement Policy)

Kathy presented the proposed Per Diem Policy to members. She said that it is being recommended to reimburse staff for travel and meals according to the federal policy and per diem rate. Kathy said that by incorporating the Per Diem Policy it will cut down on the use of credit cards and staff will no longer have to reimburse the agency if they used the card and were over the per diem limit. Kathy also said that it will save time in the fiscal department reviewing the reimbursements. Robert Albrecht motioned to approve the Per Diem Policy effective July 1, 2016. Motion was seconded by Wayne Reising and carried.

### Conflict of Interest

Kevin asked members to complete the Conflict of Interest Policy that was included with the meeting materials and get to Jo Ann before June 6.

Other Business

Kevin reminded members that the next BEST, Inc. Board of Directors' meeting will be August 22, 2016.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Robert Albrecht and carried. Meeting adjourned at 8:10 p.m.



Jo Ann Johnson

Approved by:



Jennifer Robbins  
Secretary