

Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 23, 2018
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kathy Enbom / Kevin Reibel)
- II. Roll Call
- III. Approval of the February 26, 2018 Meetings Minutes (Page 1) (Action Item)
- IV. Approval of the March 19, 2018 Special Meeting Minutes (Page 5) (Action Item)
- V. Public Comments
- VI. **Executive Directors' Reports**
 - A. Pam Furlan
 - 1. BEST Successes (Page 7 & 14)
 - 2. Legislative Update (Page 7)
 - 3. PY '17 Incumbent Worker Training (IWT) (Page 8)
 - 4. State 40% Training Expenditure Requirement (Page 8)
 - 5. Essential Skills Training Program (Page 9)
 - 6. Update on Current Projects and Grants (Page 9)
 - a. LaSalle County Adult Redeployment Grant
 - b. State Technical Assistance Grants
 - 7. NCI Works Activities (Page 10)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program/Project Reach
 - c. Healthcare Networking Event(s)
 - d. Partner Informational Sessions
 - e. Job Fairs
 - f. Human Resource Sites on NCI Works Website

8. Youth Contract Programs Update (PY '17) (Page 11)
 - a. Bridge – Streator Township High School
 - b. Education Outreach Program – Regional Office of Education #47
 - c. Regional Work Study – LaSalle County Regional Office of Education
 - d. Step Ahead – Bureau County Regional Office of Education
 - e. Project Reach – Carroll and Jo Daviess Counties
9. PY '17 Participant Reports (Page 17)
10. PY '17 Business Relations Unit Report (Page 18)
11. Personnel Issues (Page 19)
 - a. Program/Business Relations/Admin Staff Updates
 - i. General Update

Increase hours for Roger Anderson & Mary Katos to 4 days per week (Page 19) (Action Item)
 - b. BEST, Inc. Vision, Mission, Goals (Page 20)
 - c. Summer Flex Hours (Page 21)
 - d. Update on Staff Work Groups (Page 21)
 - i. Grant Writing
 - ii. Youth
 - iii. Basic Information Cross-Training
 - e. Community Service Program (Page 22)
 - f. Staff Recognitions (Page 22 & 26-27)
 - g. Rapid Response Activities (Page 23)
 - h. Current On-the-Job Training Contracts (Page 23)
 - i. National Association of Workforce Boards (NAWB) Conference Take-Aways (Page 23)
12. Contact List (Page 28)

B. Kathy Day

1. Approval of the Fiscal Reports for January & February 2018
(**Separate Document**) (*Action Item*)
2. Fiscal Unit Updates (**Page 31**)
 - a. Grants
 - i. Talent Pipeline Grant Subcontractor Approval (*Action Item*)
 - ii. Case Management Grant
 - iii. WIOA Grant Modification
 - iv. Resource Sharing Agreement
3. Additional Agenda Reports/Updates (**Page 31**)
 - a. Community Service
 - b. Staff Recognition
 - c. Personnel Issues
 - d. Out of State Travel
4. Activities Report (**Page 32**)

C. Human Resource Committee Report (Kathy Enbom)

VII. **Business Meeting**

- A. Cyber Security Assessment Update (**Page 33**) (Jo Ann Johnson)
 - Password Protection (Will be sent under separate cover) (*Action Item*)
 - Smartphone Email Access (Will be sent under separate cover) (*Action Item*)
 - Incident Response (Will be sent under separate cover) (*Action Item*)
- B. BEST Board of Director's Committee List (**Page 35**) (Enclosed)

VIII. **Other Business**

- A. Updated BEST, Inc. Organizational Chart (**Page 36**) (*Provided for your information*)
- B. Meeting Schedule:
June 25, 2018
August 27, 2018
October 22, 2018
December 17, 2018

IX. **Adjournment**