

Business Employment Skills Team, Inc.
Board of Directors' Meeting
February 27, 2017
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

REVISED AGENDA

- I. Call to Order (Kevin Reibel)
- II. Roll Call
 - A. Introduction of New Member(s)
- III. Approval of the December 6, 2016 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director's Reports**
 - A. Kathy Day
 - 1. Approval of the Fiscal Reports for November & December 2016 (Separate Document) (*Action Item*)
 - 2. Fiscal Unit Updates (Page 5)
 - a. Grants Update
 - b. Audit
 - c. GATA (Grant Accountability and Transparency Act)
 - d. Requests for Proposals
 - 3. Additional Agenda Reports/Updates (Page 6)
 - a. Community Service
 - b. Staff Recognition
 - c. Personnel Issues
 - d. Out-of-State Travel (*Action Item*) (Page 7)
 - 4. Activities Report (Page 8)
 - 5. PY 16 Goals (Page 10)
 - B. Pam Furlan
 - 1. BEST Successes (Page 14)

2. Legislative Update (Page 14)
3. PY '16 Incumbent Worker Training (IWT) (Page 14)
4. State 40% Training Expenditure Requirement (Page 15)
5. Essential Skills Training Program (Page 16)
6. Update on Current Projects and Grants (Page 16)
 - a. LaSalle County Adult Redeployment Grant
 - b. Goodwill Workshops
 - c. WIOA Youth Career Pathways Grant
 - d. Community Audit/Process Mapping Grants
7. NCI Works Activities (Page 17)
 - a. "No Place Like Home"
 - b. Chief Manufacturing Executives (CME) Group
 - c. Career Preparation/Life Skills Program/Project Reach
 - d. Job Fairs
 - e. WIOA Youth Career Pathways Grant
8. Youth Contract Programs Update (PY '16) (Page 18)
 - 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
10. PY '16 Participant Reports (Page 30)
11. PY '16 Business Relations Unit Report (Page 31)
12. Personnel Issues (Page 32)
 - a. Program/Business Relations/Admin Staff Updates
 - b. Update on Staff Work Groups
 - i. Grant Writing
 - ii. Youth
 - iii. Forms and Case Management
 - iv. Workforce Intelligence
 - v. Basic Information Cross-Training
13. Community Service Program (Page 33)

14. Staff Recognitions (Page 33)
15. Rapid Response Activities (Page 35)
16. Current On-the-Job Training Contracts (Page 35)
17. Goals Update (Page 39)
18. Contact List (Page 42)

C. Audit Committee Report (Chuck Phillips)

1. Approval of the PY 15 Audit (Separate Document) (Action Item)

D. HR Committee Report (Kathy Enbom)

1. Employee Surveys (Enclosed) (Action Item)
2. Performance Evaluations (Enclosed) (Action Item)
3. Security & Personal Identification Information Policies including Cyber Security Testing (Information will be provided at meeting)
4. Wage Survey Results (Enclosed) (Possible Action Item)

E. Business Meeting

1. Out of State Travel Request – National Association of Workforce Development Professionals (NAWDP) Annual Conference (Enclosed) (Action Item) (Page 45)

F. Other Business

Meeting Schedule: April 24, 2017
June 26, 2017
August 28, 2017
October 23, 2017
Need to change December 25 Meeting Date (December 18?)

BEST Board of Director's Membership List (Enclosed) (Page 46)

BEST Board of Director's Committee Structure (Enclosed) (Page 48)

G. Adjournment