

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
June 26, 2017**

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		Kevin Lindeman		X
Gary Camarano	X		Steven Malavolti		X
Carl Carlson			Chuck Phillips		X
James Duffy			Kevin Reibel	X	
Kathy Enbom			Wayne Reising	X	
Randy Freeman		X	Ron Smith		
Kim Gouker	X		Jim Wentling		X

**PROXY:** Carl Carlson proxy to Wayne Reising, James Duffy proxy to Kim Gouker, Kathy Enbom proxy to Wayne Reising, Ron Smith proxy to Kevin Reibel

**OTHERS PRESENT:** Pam Furlan, Kathy Day, Jo Ann Johnson, Matt Gingrich

Approval of Meetings Minutes

Wayne Reising motioned to approve the April 24, 2017 Meeting Minutes. Motion was seconded by Gary Camarano and carried.

Public Comments

Pam introduced Matt Gingrich to members. She said that Matt is a Career Advisor in the Sterling BEST, Inc. Office.

**Executive Directors' Reports**

Approval of the Fiscal Reports

Kathy informed members that the combined expenditure rate for adult, dislocated worker and youth is at 61.66%. She told members that obligations are on target and commented that less money in the dislocated worker program will be carried forward to the next Program Year.

Kathy referred members to the budget breakdown by counties that was included with the meeting materials. She told members that although BEST, Inc. received an increase in funding for Program Year 2017 there may be a chance that some of the money could be rescinded once the federal budget is finalized. Kathy told members that a few years ago the State rescinded some of our funds in April that we had already had obligated. Kathy also reminded members that during the first quarter (July – September), staff operate on a skinny budget. With there being no questions, Robert Albrecht motioned to approve the March & April 2017 Fiscal Reports. Motion was seconded by Kim Gouker and carried.

### Fiscal Unit Updates

Kathy informed members that DCEO conducted fiscal monitoring that resulted in a finding. She said that fiscal policy states that staff will follow-up on checks that do not clear the bank within 45 days. Since staff did not follow up on the outstanding checks within the timeframe indicated in the policy it was noted as a finding. However, Kathy did tell members that steps are in place to remedy future outstanding checks. She said that staff are looking at changing the policy that staff will follow up on outstanding checks within 60 days instead of 45.

Kathy informed members that the Audit will be conducted the first week in August.

Kathy disseminated copies of her NAWDP Annual Conference Synopsis. She told members that she did not have time to prepare it prior to the mailing.

In regards to fiscal staff performance evaluations, Kathy reported the results of 97% and 95%.

### Out of State Travel

Kathy requested to attend the NAWDP Board meeting on August 13-15, 2017 in St. Louis. She told members that she is willing to cover the costs of the travel personally, but asked for the time off from work without deducting vacation/personal time. Wayne Reising motioned to allow Kathy time off to attend the NAWDP Board Meeting on August 13-15 in St. Louis. Motion was seconded by Robert Albrecht and carried.

### BEST Successes

Pam reported that 2 success stories and an office update was included with the meeting materials.

### Legislative Update

Referring to her typed report, Pam told members that the Certification Team did visit the One Stop and found it in compliance for certification. She said that the information will be sent in to DCEO in the morning.

### Update on Current Projects and Grants

Pam informed members that 3 community forums have been scheduled to share the information in the State of the Workforce Report. She said that the forums are Monday, July 24 from 1:30 – 4:00 at Highland Community College; Wednesday, July 26 from 8:30 – Noon at Sauk Valley Community College. Pam told members that invitations will be sent out and encouraged members to attend if their schedules permitted. Pam said that copies of the State of the Workforce report will be shared with businesses, chief elected officials, economic development personnel, etc.

### Youth Contract Programs Update (PY '16)

Pam reported that the Youth Contract Programs Update was included with her typed report. She noted that the programs are wrapping up since the school year is completed.

## Participant Reports & Business Relations Unit Report

Pam noted that the information included in the meeting packet for these reports include May and June. However, final reports, Pam said, would be available at the next meeting.

## **Personnel Issues**

### General Update

Pam informed members that staff will begin interviewing for the Business Relations Representative for the Bureau, Lee and Whiteside area.

Pam reported that Kate Hansen, Career Advisor with the Mount Carroll and Galena offices submitted her resignation as her husband accepted a position in South Beloit. Pam said that her last day will be July 7. Pam told members that staff will cover the offices in that area. She said that we may try to hold off on refilling that position until we get a better idea on our funding. Pam noted that the position would remain part-time.

### Approval to Increase Hours for Kerri Hicks

Pam informed members that Kerri Hicks (Career Advisor – Princeton Office) is assuming the management of performance measures. She told members that Carrie Folken is unable to continue with the management of performance measures as it is a conflict with her One Stop Operator functions. Pam requested that approval be granted to increase Kerri's hours from 3 days a week to 4 days a week. Wayne Reising motioned to approve the request to increase Kerri's hours to cover her new job duty. Motion was seconded by Robert Albrecht and carried.

### Results of Staff Performance Appraisals

Pam told members that she include the results of the Staff Performance Appraisals in her written report.

### Update on Staff PY '16 Goals

Pam said that she included the final report on Staff PY '16 Goals. She told members that the Workforce Intelligence Workgroup held a Health Care Summit on June 21 at Sauk Valley Community College. Pam said that 8 individuals from different cities and different parts of the health care community participated in the event. There was not a hospital represented at this event, she said. Pam told members that the purpose for these event is for the health care community to share information with our Career Advisors of what it is like to work in this industry. The next event is scheduled for June 27 at IL Valley Community College. Pam said that there will be about 20 participants with most of them from the hospital setting.

### Staff Recognitions

Pam noted that DCEO recently contacted Program Monitoring at the same time they did the Fiscal Monitoring. Pam told members that they had great reviews and there were no findings or questions. Pam complimented and recognized the program staff for an excellent job.

### Contact List

Pam told members that she did attend the OAC Economic Development Task for meeting on June 20 and the SVCC Healthcare Summit on June 21.

### **Business Meeting**

#### BEST Board of Director's Committee Responsibilities and Membership List

It was noted that the Membership List and Committee's Responsibilities was included for informational purposes.

#### BEST Board Secretary Election

Kevin Reibel nominated Jim Duffy to serve as Secretary. Bob Albrecht motioned that the nominations be closed. Motion was seconded by Wayne Reising. No discussion. Kim Gouker motioned to elect Jim Duffy as BEST, Inc. Board Secretary. Motion was seconded by Robert Albrecht and carried.

#### Written Agreement for A Single Entity Performing Multiple Roles

Pam told members that for some time we have been talking about numerous agreements that are required under the Workforce Innovation & Opportunity Act (WIOA). One of those documents is a Written Agreement for A Single Entity Performing Multiple Roles. Pam said that this Agreement allows Business Employment Skills Team, Inc. (BEST, Inc.) to be that single entity that performs multiple roles. This Agreement was developed by Melanie Arthur. Pam noted that on Page 35 of the Agreement, the table summarizes the separation of duties and staff for key areas in each role. The following page, Pam said, provides the narrative of BEST, Inc. staff roles and duties. Gary Camarano motioned to approve the Written Agreement for A Single Entity Performance Multiple Roles. Motion was seconded by Wayne Reising and carried.

### Other Business

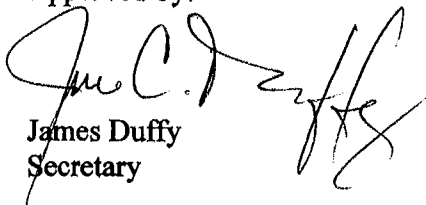
Chairman Reibel informed members that the next meeting is scheduled for August 28, 2017 at 6:30 p.m.

### Adjournment

With there being no further business, Robert Albrecht motioned to adjourn. Motion was seconded by Kim Gouker and carried. Meeting adjourned at 7:01 p.m.

Jo Ann Johnson

Approved by:

  
James Duffy  
Secretary