

**Business Employment Skills Team, Inc.  
Board of Directors' Meeting Minutes  
April 28, 2014**

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

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Robert Albrecht	X		Joe Panzica	X	
James Duffy	X		Chuck Phillips	X	
Kathy Enbom	X		Kevin Reibel	X	
Kim Gouker	X		Wayne Reising	X	
William Holmes		X	Jennifer Robbins		X
Rick Ketchum	X		Ron Smith	X	
Lisa Lynch	X		Betty Steinert	X	
Jay McCracken		X			

Jay McCracken – Proxy to Chuck Phillips  
William Holmes – Proxy to Joe Panzica

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

Approval of the Meetings Minutes

Wayne Reising motioned to approve the February 24, 2014 Meeting Minutes as submitted. Motion was seconded by Robert Albrecht and carried.

Public Comments

None

**Executive Director's Reports**

BEST Successes

Pam encouraged members to read the success stores that were included in her typed report.

**Legislative Update**

WIA Re-Authorization/Appropriations

Pam reported that the legislative update was included with her typed report and there were no additional updates.

### PY '13 Incumbent Worker Training

Pam informed members that there may be a possibility to offer Incumbent Worker Training soon. She said that the Department of Labor has changed some of the criteria to allow for layoff aversion. Pam stated that BEST would be allowed to pay up to 50% for training of those individuals who would be at risk of losing their jobs.

### State 40% Training Expenditure Requirement

As stated in the typed report, the training expenditure for the PY 13 Adult Program was 50.74% and for the Dislocated Worker was 53.97%.

### Soft Skills Training Program

Pam stated that since her last report, there has been no new Soft Skills Training.

### **Update on Current Projects and Grants**

#### Accelerated Training in Manufacturing (ATIM) Grant

Pam reported that BEST has one enrollment in the ATIM Grant. She said that he is currently in the fast-track Certified Production Technician on-line program.

### **NCI Works Activities**

#### North Central IL Logistics Council (NCILC)

Pam stated that on May 22 the NCILC program will focus on new technology of dual-fuel systems.

#### “No Place Like Home”

Pam reported that as of April 21 there have been 16,399 hits on the No Place Like Home webpage and it is still the third most viewed section on the NCI Works website. She said that at this time there are 11 businesses with 20 openings and an additional 7 area hospitals and 1 manufacturing company with direct links to their HR departments.

#### Chief Manufacturing Executives (CME) Group

Pam stated that the next CME Group is scheduled to meet on May 6. She said that the topic will be changing the image of manufacturing.

#### Career Preparation/Life Skills Program

Pam informed members that the Career Preparation/Life Skills Program will be implemented in the fall.

#### “Volunteer” Job Fair

Pam told members that further details are needed for the Volunteer Job Fair. She will keep members informed.

#### February 25 NCI Works Meeting Presentation

Pam reported that John Gvordjak, President and Chief Operating Officer of Frantz Manufacturing Company attended the February 25 NCI Works meeting to talk about a community forum to talk about the workforce and manufacturing industry in a five-county area (Carroll, Lee, Ogle, Stephenson and Whiteside). Pam said that he provided an excellent presentation and laid out challenges for members.

#### **Youth Program Update**

Pam reported that the Youth Project at Streator Township High School, Whiteside County Regional Office of Education, LaSalle County Regional Office of Education, and Bureau County Regional Office of Education are all successful programs.

#### PY '13 Participant Reports

Pam referred members to the Program Year 2013 Participant Reports that were included with the meeting materials. She said that the data is provided by county and activity.

#### **Personnel Issues**

#### **Program/Business Relations/Admin Staff Updates**

#### General Update

Pam told members that things are going well in the Program, Business Relations and Admin departments.

#### Leave of Absence

Pam reported that Mike Winters is currently on another short-term leave of absence and is scheduled to return on April 30.

#### Retirement

Pam told members that Mary Wieczorek announced her retirement effective April 30, 2014.

#### New Hire

Pam informed members that Amber Newingham was hired as a Career Advisor for the Princeton and Peru Offices replacing Mary Wieczorek.

#### New Office

Pam informed members that BEST has secured office space in Galena at the Jo Daviess Health Department building. She said that Kate Hansen will be staffing the Galena office on Wednesdays.

### Princeton Office

Pam reminded members that for the past few years, the property manager of the Princeton Office has generously agreed to waive the rent because of the declining funding. Pam said that she discussed this matter with Kathy (Day) and is recommending that BEST start paying rent in the amount of \$500/month retroactive to July 1, 2013, if it would be agreeable with the property manager. Discussion was held regarding this matter. Rick Ketchum motioned to allow Pam to negotiate the rent for the Princeton office not to exceed \$500 retroactive to January 1, 2014. Chuck Phillips seconded the motion. Motion carried.

### Summer Flex-Time Policy

Pam provided members with a revised Summer Flex-Time Policy. She said that the BEST HR Committee suggested to no allowing Monday as an option because that was one of the busiest days of the week in the offices.

### **SUMMER FLEX-TIME POLICY**

Several years ago, the BEST, Inc. Board graciously approved a flexible work schedule for staff during the summer months. Due to budget cuts and subsequent staff lay-offs, we did not have an adequate number of staff in recent years to allow us to continue that practice. However, as a result of the merger, we believe we are once again in a position to reinstitute a flexible work schedule and would therefore, ask the board to consider the following 2014 Summer Flex-Time Policy:

- The Summer Flex-Time Policy is completely voluntary and would begin with the pay period of May 12 – May 25, 2014 and would end with the pay period August 4 – August 17, 2014.
- BEST, Inc. offices would continue to be open to the general public on their regularly scheduled days each week from 8:30 a.m. to 4:30 p.m. Therefore, some staff may need to cover an office other than their home office to assure adherence to this schedule.
- The hours and the day off for the flexible schedule are not negotiable. Staff who wish to participate in the flex schedule will choose from one of two options only:
  - Option 1: Friday off
    - Work 7:00 a.m. - 5:00 p.m. on Monday – Wednesday, 7:00 a.m. – 4:30 p.m. on Thursday
  - Option 2: Tuesday, Wednesday or Thursday off
    - Work 7:00 a.m. - 5:00 p.m. on Monday and the other two scheduled days, 7:00 a.m. – 4:30 p.m. on Friday
- This flexible schedule will only be allowed for the summer months, and will be set by the Executive Directors with approval from the Board each year. (Dates will correspond to pay periods.)

- Because office coverage depends upon which staff participate in the flex-schedule as well as the number of staff who participate, staff will not be allowed to change their option once selected.
- Any holiday or other time off that falls on a day a staff person would be scheduled to work, s/he must take PHOs equal to his/her regularly-scheduled number of hours for that day. For example, Memorial Day is on a Monday, so staff who select Option 1 (Friday off) would need to take 9.5 PHOs for Memorial Day (7:00 a.m – 5:00 p.m.). PHOs would need to be taken in the same way for sick days, personal days and/or vacation days that fall on a regularly-scheduled day. (NOTE: This section may need to be revised again, depending upon the decision regarding Holidays and PHOs).
- These conditions apply to all staff except the Fiscal Unit who may need to alternate their day off depending upon work load during any given week.
- The Executive Directors maintain the right to cancel this option at any time, or to choose not to offer it during a summer, if problems arise.

After discussion, Kim Gouker motioned to approve the Summer Flex-Time Policy as revised and presented. Motion was seconded by Betty Steinert and carried.

#### Community Service Program

There were no Community Service projects since the last meeting.

#### Staff Recognitions

In addition to those listed in the typed report, Pam informed members that Dianna Schuler recognized Jo Ann Johnson for her assistance on a project. Pam also recognized Brenda Helms and Joel Torbeck for covering Mike Winter's duties during his absence.

#### Contact List

Pam said that she did participate in the Rural Economic Redevelopment Summit in Sterling on April 22. She also met with Tim Farragher about NCI Works on April 23. On April 25, Pam said that she visit with Office Max to discuss rapid response strategies for individuals being laid off.

Lisa told members that she invited Pam to speak at the LaSalle Rotary meeting and thanked Pam for her presentation.

Kathy (Enbom) asked Pam for an update on the Open Meetings Act. Pam said that the Bill has passed the House and Senator Rezin is bringing it to the Senate.

Ron stated that he will be visiting with legislators in Washington DC and asked Pam what needed to be addressed. Pam replied that the WIA Reauthorization is important to address with them. Pam said that she would send out some bullet points to all members should anyone have the opportunity to address key issues for the Workforce Investment Act (WIA).

#### Approval of the Fiscal Reports

Kathy disseminated some correct pages for the Fiscal Reports explaining that the Trade expenditure for February was omitted and the cover page was corrected. Kathy reported that money is available

for new enrollments in the various programs operated by BEST. She told members that 80% of expenditures need to be met. Kathy reminded members that during the first quarter of the Program Year spending was limited due to the sequestration. During the second quarter, Kathy said, enrollments had to be halted due to the government shutdown. She stated that during the third and fourth quarters, staff are playing catch up to spend the funds. Kathy informed members that 20% of the funds can be carried into the next Program Year. After discussion regarding funding levels, Rick Ketchum motioned to approve the Fiscal Reports for January and February 2014 as presented. Motion was seconded by Robert Albrecht and carried.

## **Fiscal Unit Updates**

### Activity Report

Kathy reported that she requested DCEO to de-obligate \$60,000 of a Trade Case Management grant. She said that funds would not be spent by June 30, 2014. She informed members that DCEO provided BEST with additional Dislocated Worker funding which they could not spend prior to the close of the Program Year. Kathy reported that she will be requesting a date extension on a PY 12 Trade Case Management Grant. For PY 13, Kathy said that BEST has received an additional \$109,630 for the Trade Case Management Grant.

The Incentive Grant for LWIA #4 was \$21,777 which was awarded in March.

Kathy provided members with a handout of the Fiscal Focus. She stated that this is an internal newsletter that provides information to all staff. She said that she has procured costs for D & O Insurance, Workers Compensation, Classroom training accident insurance and Content and Property Insurance. Kathy told members that she and Jo Ann are completing procurement for signage for all offices, billboards, website redesign and shredding services.

Kathy told members that the summer plan should be in place by June 1. Pam commented that staff has already visited the schools for recruitment as well as worksites.

Kathy told members that DCEO will be monitoring both program and fiscal in July but no dates were available at the time of this meeting.

Kathy informed members that she is seeking approval to move the Fiscal Department to one location, preferably Dixon. Kathy told members that the Sterling Executive Office would close. She said that it is difficult working out of 2 offices for the staff. After discussion, Chuck Phillips motioned to concur with Kathy's recommendation to relocate the Fiscal Department to one office location. Motion was seconded by Kim Gouker and carried.

Kathy announced that she would be conducting a workshop at the NAWDP Conference on consolidating local workforce areas.

Kathy informed members that she did request that the HR Committee look at a pay increase for Jessica Green and has been informed they will do so at the June meeting.

## **Business Meeting**

### Review of Staff Training Opportunities

Pam disseminated copies of the staff training calendar to members.

### HR Committee Update

Kathy (Enbom) informed members that the HR Committee met and recognized that the review of the Employee Handbook was more than what could be handled at one meeting. However, Kathy said that the matter regarding Insurance for Employees Age 65 had to be addressed by the full Board. Kathy presented the policy as recommended by the HR Committee:

#### “Insurance Policy Revision for Employees Age 65

At age 65 employees who are participating in the group health plan will be given an option to keep the current health plan **or** go with Medicare and a Medicare supplement with Plan D for prescription coverage. Premium payment for employees choosing to remain on the group health plan will be at the same rate as all other employees. In this case the plan will remain primary, and they may enroll in Medicare as their secondary carrier. Alternatively, an employee may elect to opt out of the group health plan and enroll in Medicare as their primary carrier, with a supplemental policy as secondary. Employees choosing this option may be reimbursed for the lesser of the cost of the Medicare and supplemental policies or the total amount of premium contributions currently being made for individual policies for other BEST employees. If a spouse/dependent of the employee is covered by the group health insurance at the time the employee is eligible for Medicare they will have the same options for health coverage as the employee. Documentation supporting the amount of the policy premiums must be submitted to the fiscal department monthly for reimbursement.”

After discussion, Betty Steinert motioned to approve the Insurance Policy as presented. Motion was seconded by Robert Albrecht and carried.

## **Other Business**

### BEST Website Report

Pam disseminated copies of the BEST website report to members. Kathy Day told members that website is in the process of being redesigned.

Pam also provided members with a copy of the Illinois Workforce Partnership (IWP) Annual Report and brochure for their information. She said that these materials were shared with the congressional representatives in Washington and Springfield.

Next Meeting

It was noted that the next BEST Board meeting will be June 23, 2014 in Dixon.

Kathy Enbom recommended that the Audit, HR and Bylaws Committee to meet before the next Board meeting to establish the individual committee's duties and responsibilities.

Adjournment

With there being no further business, Betty Steinert motioned to adjourn. Motion was seconded by Rick Ketchum and carried. Meeting adjourned at 7:55 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Lisa Lynch".

Lisa Lynch  
Secretary