

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
BOARD OF DIRECTORS' MEETING MINUTES
August 26, 2013

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

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Joe Panzica	X	
Duane Calbow		X	Chuck Phillips	X	
James Duffy	X		Kevin Reibel	X	
Kathy Enbom	X		Wayne Reising	X	
Kim Gouker		X	Jennifer Robbins	X	
Rick Ketchum	X		Ron Smith	X	
Lisa Lynch	X		Betty Steinert	X	
Jay McCracken	X		Gilbert Tonozzi		X

PROXY: Kim Gouker to Rick Ketchum

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

Kathy Enbom asked for approval to revise the agenda to include an Action Item following the discussion about the Chief Financial Officer Position. Motion was made by Chuck Phillips and seconded by Rick Ketchum to amend the Agenda to include an Action Item regarding the Chief Financial Officer position. Motion carried.

Approval of Meeting Minutes

Jay McCracken motioned to approve the June 3, 2013 and July 29, 2013 Meetings Minutes as presented. Motion was seconded by Jennifer Robbins and carried.

Public Comments

None

Executive Director's Reports

Legislative Update

WIA Re-Authorization/Appropriations

Pam referred members to her typed Executive Director's report and reported that the House and Senate passed their individual Bills regarding reauthorization. She said now they will go to conference committee for markup noting that nothing has been scheduled.

Regarding appropriations, Pam informed members that she reviewed spending levels during the first quarter of Program Year 2013, which she refers to as “skinny”. Pam reminded members that the first quarter spending is monitored as the adult and dislocated workers program allocations were reduced due to the sequestration.

A lengthy discussion followed regarding appropriations, budgets and carry-forward of funds. Pam provided an overview of the funding structure for members. She told members that since the federal fiscal year is from October through September and the State’s fiscal year is from July through June, the Workforce Investment Act funding actually crosses over 2 federal fiscal years. Pam also told members that the Workforce Investment Act is forward funded which means that we receive our money in advance.

Soft Skills Program

Pam provided members with an overview of the Soft Skills Program. She said that workshop topics include: Time Management, Communication, Customer Service, Self Management, Teamwork, Problem Solving, and Work Ethics. Pam said that these workshops are offered to local employers and BEST is reimbursed for staff costs and materials.

NCI Works Activities

Pam announced that the Northwest Central IL Works Board was certified by the Governor’s Office and continue by providing members with an update on NCI Works Activities.

North Central IL Logistics Council

Pam said that the North Central IL Logistics Council was initiated in 2007 by the North Central IL Works Board in cooperation with the local chambers of commerce, economic development groups to focus on the needs of the logistics industry employers. She said that recently the NCILC moved to a program format vs. a meeting format in hopes to attract additional attendees. Unfortunately, Pam said that the June and August programs both were small groups so the Steering Committee of the NCILC will reevaluate the structure of the NCILC at their next meeting in October. Pam told members that the program for the October meeting will focus on intergenerational communication in the workplace.

Pam told members that when she visited the local Chambers of Commerce in Carroll, Whiteside, Ogle and Jo Daviess Counties she informed them about the NCILC and offered to mirror the NCILC in the northern area if they were interested.

"No Place Like Home"

Pam told members that the No Place Like Home webpage continues to do well and has received 15,000 hits since its inception and is the 3rd most viewed section on the NCI Works website. Pam explained that the No Place Like Home webpage is a homegrown initiative to retain and/or attract young people to our eight-county area to live and work. She said that the idea behind it is to show young people that there is good paying jobs as well as fun things to do. In order to have a job posted on the webpage, Pam said, it must pay at least \$15.00/hour or an annual equivalent. She said that jobs do not necessarily have to be open at the time of the posting. Currently, Pam said that there are 11 businesses with 22 openings and an additional 6 area hospitals with direct links to the HR departments. She said that there are another 34 businesses without openings listing another 98 careers that become available from time to time.

Pam asked members to let staff know if they are aware of any employers in their areas with jobs that pay at least \$15.00/hour, or a salaried equivalent, who might be interested in allowing us to post these jobs. Pam encouraged members to view the NCI Works website and to "Like" NCI Works and BEST on Facebook and LinkedIn.

Chief Manufacturing Executives (CME) Group

Pam informed members that the Chief Manufacturing Executives (CME) Group consists of manufacturing executives who meet on a quarterly basis to network and discuss issues that are affecting the manufacturing industry. She said that the group gets together on a quarterly basis and has between 12-15 attendees at each meeting.

Career Preparation/Life Skills Program

Pam said that the Youth Council for LWIA #12 was working on a Career Preparation/Life Skills Program that will be implemented this fall. She said that the program will be offered to students in the Safe School and Circuit Breaker Schools. Pam said that the role for BEST is to provide soft skills training and assist with employer presentations at both schools.

Just Hire One (JHO)

Pam provided members with an overview of the Just Hire One (JHO) initiative started by NCI works, BEST, Inc., IDES, Experience Works and IVCC/Dislocated Worker Center. She said that the event is to encourage employers to consider hiring one more person than they planned. Pam said that the program was piloted in LaSalle County and now will be moved around the 8-county area. Pam said that staff is in the process of having a JHO event for the Bureau and Putnam Counties job seekers. She said that to date, 8-10 businesses have agreed to participate. Pam said that she will keep members informed about this event.

Employers Conference

Pam informed members that NCI Works is sponsoring the 11th Annual Employers Conference on September 18th at the Mendota Civic Center from 8:30 a.m. – 12:30 p.m. Pam told members that there is a \$10.00 fee to help cover the cost of the meeting room and refreshments. She said that in past years the Conference has drawn between 70-100 attendees.

Youth Program Update

Pam provided an update regarding the number of individuals working through the Summer Youth Employment Program:

Bureau County – 4 placed
Carroll County – 2 placed
Jo Daviess County – 0 placed
LaSalle County – 7 placed
Lee County – 15 placed
Ogle County -1 placed
Putnam County – 0 placed
Whiteside County – 15 placed

Kathy Day commented that many of the individuals are working at nursing homes and parks. She said that recruitment for out-of-school and college aged students was difficult. Kathy mentioned that she will be contacting the community colleges to inquire about paid internships. It was noted that although the grant runs through December 31, DCEO wants to have the grant closed by September 30. Kathy said that a proposal is needed to extend the grant through December 31.

Contact List

Pam told members that she did attend the Lee, Ogle and Whiteside County Board Meetings and presented the Workforce Development Week Resolution. She also said that she did meet with the Directors from the Morrison Chamber of Commerce, Whiteside Area County Development, Blackhawk Hills Offices, but the Sauk Valley Chamber of Commerce Director had to postpone the meeting. Lastly, Pam said that she did meet with her colleagues from the other workforce areas to discuss current WIA legislation and authorization, state and federal policy, and to share what was being done in respective areas. .

Program Directors Activity Report

Kathy Day provided members with an update to the Program Directors Activity Report. She said that she met with representatives earlier today in Springfield regarding the Trade program which is set to sunset on December 31. Kathy said that the Department of Labor is looking at ways to improve it and/or change it.

Kathy told members that she received an invitation and plans to attend an Economic Development Summit hosted by Congresswoman Cheri Bustos. The event, Kathy said, is being held at Blackhawk College in Moline.

Program Update Report

Direct Training Report

Kathy informed members that the direct training expenditure level was 42% for adult and 46% for dislocated worker. She told members that staff are staying within the 40% required level for training costs.

Transitional Issues

Kathy said that there was nothing new to add to her report that was provided with the meeting materials.

Community Service Update

No report

Staff Recognition Report

Kathy informed members that Cindy Kulas almost single-handedly moved the Rochelle office to Oregon and has put in extra hours. Kathy said that the new office is located in the Rock River Center which will generate good traffic flow.

Staffing Issues

Kathy said that Annette Pace has been devoting most of her time to fiscal duties which is leaving a void as program assistant.

Other Policy Related Issues

Kathy said there was nothing to report at this time.

PY 2013 Participant Reporting

Kathy provided members with an overview of the Participant Reports that were provided with the meeting materials. She stated that Program Year 2012 reports were included for the former LWIA #12 offices as informational. Kathy provided an explanation of core services for members stating that those services are self directed whereby the customer does not receive assistance from the staff.

BEST Successes

Kathy said that she provided success stories with the meeting materials and encouraged members to read them at their leisure.

Contractor Report

Employer Contract Report

Kathy provided members with a brief overview of the Incumbent Worker Training program stating that the definition provided by the Department of Labor allows for limited use of the program. However, Kathy did tell members that the On-the-Job Training (OJT) Program is being utilized by 4 businesses which employ 5 individuals. Kathy explained that the OJT program provides reimbursement to employers up to 50% of the training costs for the employee. She went on to say that a training outline is provided and OJT contracts can be written for 2-6 months depending on the skills needed for the employee.

Youth Contractor Report

Kathy informed members that Youth Project Contracts for Program Year 2013 are being negotiated with Bureau/Henry/Stark Regional Office of Education, Kishwaukee College, LaSalle County Regional Office of Education, Lee/Ogle/Whiteside Regional Office of Education and Streator High School. Kathy pointed out that youth in Putnam, Carroll and Jo Daviess Counties will be served through in-house programs.

Grant/Project Updates

Update on Current Grants and Projects

Accelerated Training in Manufacturing (ATIM)

Kathy provided members with an update on the Accelerated Training in Manufacturing (ATIM) grant. She reminded members that the fiscal agent for this grant is Local Workforce Investment Area (LWIA) #15. Besides LWIA #4, Kathy said that LWIA's 14, 15 and 16 are a part of this grant. Kathy continued by saying that the purpose of this grant is to work with local manufacturers and the community colleges to provide training in demand driven manufacturing careers. Kathy said that staff have been receiving training and are awaiting further instructions from the grant recipient and state.

Youth Program Grant

Kathy stated that the Summer Youth Employment Grant numbers were provided by Pam earlier in the meeting.

Referring to Kathy Day's Director's Report, Kathy Enbom commented that she liked that idea of weekly conference calls with staff. Kathy Day stated that staff has program questions and some of the procedures can be confusing so by staff communicating on a continual basis allow for a smooth transition. With staff being spread throughout the 8 counties, Kathy (Day) stated that conference calling was the best way to meet. Kathy (Day) did say that she plans to reduce the conference calls to monthly.

Business Meeting

Review/Approval of Monthly Financial Statements

Pam provided members with a review of the Monthly Financial Statements for May and June 2013. Pam said that these reports are generated from the Sage/MIP system that is used by the fiscal department. She said that if members would like to see these reports in a different format or if different information is required to let her know. Pam continued by telling members that the reports are generated for each grant that BEST receives.

Chuck stated that the reports, in their current format, make sense and shared with members how he reviews the reports.

Pam stated that the reports for May and June 2013 are for Program Year 2012 which was operated under Local Workforce Area #12 (Bureau, LaSalle, Lee & Putnam Counties). Pam informed members that Fiscal Monitoring was conducted by the IL Department of Commerce & Economic Opportunity in February and there were no findings.

Jim Duffy stated that the reports were confusing in the format presented. Betty concurred and stated that the reports that they received while on the Board for the Partners for Employment were easier to follow. Pam reiterated to members that if they wanted to see these reports in a different format to let her know. Chuck stated that the reports were in good shape. A lengthy discussion then followed regarding the report format with members identifying the type of information (summary of costs and expenditures, check registers) they would like to have reported. It was agreed that Kathy (Day) would provide members with a copy of the reporting format that was used by the former Partners For Employment for members to review.

Joe Panzica motioned to approve the Monthly Financial Statements for May and June 2013 as presented. Motion was seconded by Chuck Phillips and carried.

Review of Staff Training Summaries (July, August, September) (Pam Furlan)

Pam told members that the Staff Training Calendars indicate the training that the BEST staff attends. She said that these reports are provided for informational purposes only.

Personnel Issues/Transition Issues

Staff Updates

In addition to her typed report provided with the meeting materials, Pam updated on the progress being made toward hiring a Chief Financial Office (CFO). Pam said that 3 applications were received in response to the second posting for the position. She plans to schedule interviews soon.

Community Service Program/Staff Recognitions

Pam reported that Community Service Program and Staff Recognitions were identified in her typed report included with the meeting materials

Transition Issues / CFO Position

Following the Agenda, Pam informed members that the Northwest Central IL Works (NCI Works) Board has been certified by Governor.

Kathy Enbom informed members that the HR Committee of the BEST Board met last week and discussed the importance of hiring a CFO and also addressed the need to possibly outsource some of the tasks that need to be completed. Kathy said that the HR Committee is recommending allowing staff to move forward in hiring a CFO and if a qualified candidate is not found then staff have the authority to release a Request for Proposal to outsource some of the duties of the CFO.

Pam commented that in discussing some of the job duties of the CFO with Annette and Jessica neither one is comfortable doing some of the major job duties of the CFO. During the discussion, it was suggested that, should a CFO not be hired immediately, that consideration be given to outsourcing some of the executive type of duties performed by the CFO. Pam said that she submitted a request to the HR Committee to release a Request for Proposal should it be needed. Pam assured members that we would continue to look for a CFO and that the outsourcing would be temporary.

A lengthy discussion then centered around the CFO position and possible outsourcing. Chuck commented that we should not be in a hurry to refill the position. He also cautioned about finding the right person or agency for outsourcing. Pam assured members that she would put in the Request for Proposal that the bidder must be familiar with federal funding. Pam said that statewide she knew of a few accounting firms that are familiar with WIA.

Pam recommended that the interviews be scheduled for the individuals who recently applied and if none of them are qualified for the position then the Request for Proposal be released. Jim asked where staff advertised for the CFO position. Pam said that the job posting was submitted to all local newspapers, posted to the BEST, Inc. website, Illinois Job Link, Illinois workNet and the No Place Like Home webpage of the NCI Works website.

Lisa Lynch motioned to concur with the HR Committee's request and allow the staff to move forward in hiring a CFO and if a qualified candidate is not found then staff have the authority to release the Request for Proposal to outsource some of the duties of the CFO. Motion was seconded by Jay McCracken and carried.

RFP For MIP Training

Pam explained that training for MIP, which is the fiscal accounting software is needed for Annette and the CFO if one is hired. In order to conduct such training, Pam requested that a Request for Proposal (RFP) will be released and a company/firm be sought to offer such training. Chuck Phillips motioned to approve the release of the RFP and provide MIP Training for Annette and the CFO, if hired. Motion was seconded by Betty Steinert and carried.

Employee Dental Insurance Renewal

Jo Ann informed members that correspondence was received from Delta Dental regarding the renewal rate for Employee Dental Coverage effective September 1, 2013. She said that Delta Dental offered BEST a two-rate guarantee at the current rate that we are currently paying. Jo Ann provided members with the rate information and recommended to renew Delta Dental coverage with the two-year rate guarantee. Motion to renew the Employee Dental Coverage with Delta Dental as presented was made by Jim Duffy. Motion was seconded by Wayne Reising and carried.

Exit Interview

Pam said that an Exit Interview from Darlene Passini was enclosed. She said that employees are asked to complete an Exit Interview when they leave their position at BEST, Inc.

Executive Session

Motion was made by Wayne Reising to convene in Executive Session for the discussion of personnel matters as identified on the Meeting Agenda. Motion was seconded by Joe Panzica and carried. (8:10 p.m.)

Motion was made by Rick Ketchum to reconvene from Executive Session. Motion was seconded by Joe Panzica and carried. (9:20 p.m.)

Approval of Executive Session Meetings Minutes

Lisa Lynch motioned to approve the August 13, 2012 and June 28, 2013 as submitted. Motion was seconded by Joe Panzica and carried.

Administrative Assistant/EO/HR Request

Jennifer Robbins motioned to table the decision until the October meeting pending further review and any increase will be retroactive to this meeting date. It was noted that specific information such as job

descriptions and wage ranges for all staff as well as wage survey for comparable positions be provided. Motion was seconded by Betty Steinert and carried.

Executive Director's Performance Evaluation / Executive Director's Contracts Negotiations

Jim Duffy motioned to extend the Executive Director's Contracts through October 31, 2013 and at the next meeting the board will have the supporting information needed to review the salaries and any increase will be retroactive to September 1 for both Pam Furlan and Kathy Day. Motion was seconded by Rick Ketchum and carried.

Other Business

It was noted that DCEO Correspondence regarding DCEO's monitoring visit and the BEST Website Report were enclosed as informational items.

Kathy stated that the next meeting is scheduled for October 28, 2013 at 6:30 p.m. at the Old Lee County Courthouse, Dixon.

Adjournment

With there being no further business, Joe Panzica motioned to adjourn. Motion was seconded by Betty Steinert and carried. Meeting adjourned at 9:30 p.m.

Jo Ann Johnson

Approved by:



Lisa Lynch
Secretary