

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
December 18, 2017**

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

PROXIES: Carl Carlson to Kathy Enbom; Kevin Reibel to Ron Smith; Gary Camarano to Wayne Reising

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

Approval of Meetings Minutes

Wayne Reising motioned to approve the October 23, 2017 Meeting Minutes. Motion was seconded by Robert Albrecht and carried.

Program Year 2016 Audit Presentation

Kathy Enbom introduced Rusty Gibson, lead auditor with Clifton Larson Allen, to members. Rusty disseminated copies of the PY 2016 Audit, required communication regarding the audit, a Financial SCAN and a power point presentation. Rusty told members that no separate management letter was issued this year since after a review of the internal controls one was not needed. Rusty then provided members with a summary of the audit noting that it was a clean audit and internal controls are sound. Randy Freeman motioned to approve the Program Year 2016 as presented. Motion was seconded by Ron Smith and carried. Kathy E thanked Kathy Day and the fiscal staff as well as the program staff for the successful audit.

Public Comments

Pam recognized Sally Hanrahan. Pam informed members that Sally is the Youth Coordinator for BEST and is responsible for the youth projects and program in the 8-counties.

Executive Directors' Reports

Pam informed members that BEST Successes were included with the meeting materials and encouraged them to ready the stories.

In regards to the Legislative Update, Pam told members that the Continuing Resolution was extended until December 22, however, we are still waiting on our final allocations for PY '17.

Pam disseminated copies of a power point that related to the new part of the WIOA law that requires Local Workforce Areas (LWA) to be entirely in on Economic Development Region (EDR). She reminded members that in Illinois there are 10 EDRs. Local Workforce Area 4 is one of five that are in 2 different EDRs. Pam told members that the power point she disseminated was presented at a recent IL Workforce Innovation Board. During this presentation, the Department of Labor announced that Ogle County would move to EDR 5. A lengthy discussion then followed regarding the local workforce development areas changes in the State of IL. Pam shared with members some of the demographic data that confirmed the decision for the move. Pam pointed out that the WIOA requires that local workforce areas reside entirely in one Economic Development Region. She said that the State is complying with a finding from the Department of Labor since there are 5 local workforce areas that are affected. After discussion, Ogle County representatives made it clear that they did not want to move out of the current LWA #4. Members asked Pam to gather some information on the possibility of re-designating the EDR instead of the LWA. Pam told members that DCEO is expected to request a waiver to allow for a transition period of one year therefore making the effective date of the move July 1, 2019. Ogle County representatives and Pam agreed to meet with Illinois Legislators about this matter.

State 40% Training Expenditure Requirement

Pam informed members that at this point, the increase to 50% for the Training Expenditure Requirement will be effective July 1, 2018.

Healthcare Networking Event(s)

Pam informed members that a Healthcare Networking event will be held with Sauk Valley Community College on February 15. Pam told members that she would provide more details about this event at the next BEST Board meeting.

Personnel Issues

Pam informed members that the Employee Appreciation Day was appreciated by the staff that participated. She told members that a speaker provided tips on de-stressing through the holidays and throughout the year.

Rapid Response Activities

Pam informed members that staff were notified today that St. Mary's Cement in Dixon will be laying off 45 of their 61 employees effective January 18, 2018.

Vacation

Pam informed members that she will be on vacation from December 22 until January 2.

Contact List

Pam told members that she did attend that Sauk Valley Area Chamber Education Committee Meeting on December 12; the Ottawa Area Chamber of Commerce Economic Development Task Force Meeting on December 12; the IWIB Integrated Services Policy Work Group Meeting on December 13; the IWIB Meeting on December 14; and the Employee Appreciation Day on December 15.

Fiscal Reports

Kathy D presented the September and October 2017 Fiscal Reports. She said that the Direct Training Expenditure for the Adult and Dislocated Worker programs is 53%. Kathy told members that the Work-Based Learning for youth expenditure rate is 15.5%. She reminded members that the Work-Based Learning expenditure for youth. Kim Gouker motioned to approve the September and October 2017 Fiscal Reports as presented. Motion was seconded by Wayne Reising and carried.

Trade Case Management Grant

Kathy told members that staff were notified on Friday that BEST, Inc. will receive \$11,900 for Payment Processing.

PY 17 Funding

Kathy informed members that she will be requesting to transfer up to \$400,000 from Dislocated Worker grant to the Adult grant from the Chief Elected Officials and NCI Works.

Incentive Funds

Kathy said that she will be requesting approval by the Chief Elected Officials to use the Incentive Grant funds (\$22,693) for Cyber Security Assessment (up to \$6,000), Leadership Training (up to \$10,000) and the remainder for Lean Assessment of our processes. Kathy noted that these funds must be utilized by June 30, 2018.

Technology

Kathy requested approval to purchase three laptop computers not to exceed \$1,200 each. She said that the computers/laptops are scheduled for replacement. Kathy told members that the purchase request will also need to be approved by NCI Works and the DCEO. Robert Albrecht motioned to approve the purchase request of 3 computers/laptops not to exceed \$1,200 each. Motion was seconded by Kevin Lindeman and carried.

Resource Cost Sharing Agreement

Kathy requested approval to issue a Request for Quote to secure a neutral third party to negotiate the PY 2018 Budget for the One Stop Center. She stated that the amount will not exceed \$5,000 which is the amount that the current Cost Sharing Agreement has in the budget. Ron Smith motioned to approve the request to issue a Request for Quote to secure a neutral third party to negotiate the PY 2018 Budget for the One Stop Center not to exceed \$5,000. Motion was seconded by Steve Malavolti and carried.

Additional Agenda Reports/Updates

Kathy informed members that the Fiscal Staff made a donation to the local Pads Shelter.

Kathy informed members that she will be gone on vacation from February 23 – March 2, 2018 and will not be attending the February 26 BEST Board meeting.

Kathy told members that she included a copy of the Fiscal Staff Training Plan for their information.

Out-of-State Travel Requests

Kathy requested to attend two out-of-state travel event. She requested to attend the Quarterly National Association of Workforce Development (NAWDP) Board meeting on February 7-10 in Orlando, FL and the NAWDP Annual Conference in Phoenix on May 19-23. She told members that most of the time her room for the conference is comped due to the number of conference attendees. However, she said that she included the cost this year just in case the room would not be comped. Kathy stated that she would not be charged the Conference Registration Fee. Kevin Lindeman motioned to approve the two out-of-state travel requests as presented. Motion was seconded by Randy Freeman and carried.

Human Resource Committee Report

Employee Health/Life Insurance Recommendation

Kathy E stated that she had sent some correspondence out to Board Members regarding the Employee Health Insurance increase effective January 1, 2018. She said that it is recommended to renew the current plan with the 3% increase. Wayne Reising motioned to approve the Employee Health Insurance renewal with United Health Care effective January 1, 2018. Motion was seconded by Steve Malavolti and carried.

Business Meeting

Out-of-State Travel Request (NAWDP)

Pam requested for Carrie Folken and 2 other staff to attend the NAWDP Conference in Phoenix, AZ, May 20 – 24, 2018. She said that estimated expenditures were included with the meeting materials. Wayne Reising motioned to approve Carrie Folken and 2 other staff to attend the NAWDP Conference in Phoenix, AZ, May 20 – 24, 2018. Motion was seconded by Steve Malavolti and carried.

Out-of-State Travel Request (Ready for 21 Conference)

Pam requested to allow Laura Olson and Kerri Hicks to attend the Ready by 21 Conference on April 19-20 in Palm Beach County, FL. Wayne Reising motioned to approve the request to allow Laura Olson and Kerri Hicks to attend the Ready by 21 Conference in Palm Beach County FL. Motion was seconded by Randy Freeman and carried.

Out-of-State Travel Request to Neighboring Workforce Areas for the purpose of developing training and/or other workforce opportunities on behalf of our WIOA job seeking customers (Pam Furlan) *(Action Item)*

Pam informed members that she received a request from one of our staff to travel into Iowa to work with employers for our job seekers. She said that there are more opportunities for jobs across the border and asked for concurrence/approval from Board. After discussion, Kevin Lindeman motioned to approve staff to travel to neighboring states for the purpose of working with local employers to benefit the job seeker. Motion was seconded by Robert Albrecht and carried.

Other Business

2018 Holiday Schedule

Kathy E informed members that the 2018 Holiday Schedule was included as an informational item.

Election of Officers

Ron Smith motioned to retain the current officers of Kathy Enbom & Kevin Reibel, Co-Chairs and James Duffy, Secretary. Motion was seconded by Randy Freeman and carried.

Next Meeting:

Kathy E informed members that the next BEST Board of Directors' meeting is scheduled for February 26, 2018.

Adjournment

With there being no further business, Randy Freeman motioned to adjourn. Motion was seconded by Kevin Lindeman. Meeting adjourned at 8:02 p.m.

Jo Ann Johnson

Approved by:

James Duffy
Secretary