

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
January 7, 2016**

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		Steven Malavolti		X
James Duffy	X		Jay McCracken		X
Kathy Enbom		X	Chuck Phillips		X
Randy Freeman		X	Kevin Reibel	X	
Kim Gouker	X		Wayne Reising	X	
Rick Ketchum	X		Jennifer Robbins	X	
Lisa Lynch		X	Ron Smith	X	

PROXY: Randy Freeman to Robert Albrecht, Kathy Enbom to Wayne Reising, Chuck Phillips to Jennifer Robbins

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

Approval of the Meetings Minutes

Wayne Reising motioned to approve the October 26, 2015 Meeting Minutes as presented. Motion was seconded by Kim Gouker and carried.

Public Comments

Pam introduced Sally Hanrahan to members. Pam said that Sally is the Youth Coordinator for BEST, Inc. and works out of the Dixon office.

Executive Director's Reports

Pam informed members that she included her Director's Report with the meeting materials and did not have any updates to provide. She stated that the Participant and Business Relations Reports were also included with the meeting materials.

Jennifer asked for an update on the youth programs for Jo Daviess and Carroll Counties. Sally (Hanrahan) told members that Requests for Proposals were sent out to the Regional Offices of Education and schools in Jo Daviess and Carroll Counties but no one applies to operate a youth program. She said that she met with representatives from Highland Community College and the Regional Offices of Education and encouraged them to institute a program. Sally said that they did not feel that a program would be beneficial to their low number of students. Sally informed members that the Career Advisor for Jo Daviess and Carroll Counties has students who are in need of GED tutoring. She said that since there is a need for GED tutoring, staff have recommended to hire a tutor to meet with those students so that they can obtain their GED. Members provided Sally with some suggestions to recruit students in need of services. Pam stated that staff are working with Lisa McCarthy on some internship, essential skills and job search skills programs.

Personnel Issues

Request to approve Specialist Career Advisor positions

Pam told members that she and Carrie are proposing to provide career advancements for 3 of the Career Advisors. She said that these specialist will be for the Adult, Trade and Dislocated Worker programs. Pam told members that these are not new positions. This is an opportunity for advancement for 3 Career Advisors to gain leadership and supervisor skills. Pam said that as a result of the increase in duties, she is proposing a salary increase of \$1,000. Members discussed this proposal asking for information about the additional job duties. Jennifer commented that developing staff is important and recommended that staff be cross trained whereby they learn additional duties. Kevin asked members for a motion regarding this request. With there being no motion no action was taken.

Pam told members that the rest of her typed Personnel Report was informational.

Pam informed members that she did take her vacation from December 23 – January 4.

Contact List

Pam told members that her Contact List was included with the meeting materials.

Approval of the Fiscal Reports

Kathy provided an overview of the Fiscal Reports for September & October 2015. She told members that the Adult Expenditure rate was 64% and the Dislocated Worker Expenditure rate was 52%. Kathy told members that 20% of youth funds needs to be spent on Work-Based Learning activities. These reports indicate that the rate is at 19%. Kathy told members that this percentage will increase as some work experience wages was transferred to the PY 15 Grant.

Kathy then provided members with an overview of the projections for the Adult, Dislocated Worker and Youth Programs.

With there being no questions, Rick Ketchum motioned to approve the September & October 2015 Fiscal Reports as presented. Motion was seconded by Jennifer Robbins and carried.

Audit

Kathy informed members that a copy of the Management Letter from Sikich was included with the meeting materials. She said that a complete copy of the audit will be made available to any member upon request. Kathy told members that there were no findings.

Out of State Travel Request

Kathy requested to attend the National Association of Workforce Development Professional (NAWDP) Board Meeting in New Orleans from February 11 – 14, 2015. Additionally, she requested to attend the NAWDP National Conference in Orlando, FL from May 22 – 27, 2016. Robert Albrecht motioned to approve the Out-of-State Travel Request for Kathy. Motion was seconded by Ron Smith and carried.

Business Meeting

Out of State Conference Request

Pam requested to send 3 individuals (Carrie Folken, Matt Gingrich, and Cindy Kulas) to the National Association of Workforce Development Professionals (NAWDP) Conference in Orlando, FL from May 22 – 27, 2016. Jennifer Robbins motioned to approve Pam's request to send 3 individuals to the NAWDP Conference in Orlando, FL. Motion was seconded by Wayne Riesing and carried.

Audit Committee Report

Review and Approval of the PY 14 Audit

It was noted that Chuck Phillips (Audit Committee Chair) had corresponded with the Audit Committee regarding the PY 14 Audit and they did not have any concerns. Therefore, with there being no questions or concerns from members present regarding the audit, Wayne Reising motioned to approve the PY 14 Audit as submitted. Motion was seconded by Rick Ketchum and carried.

Review and Approval of Employee Health Insurance Benefits

Jo Ann informed members that we received renewal rates with Humana effective January 1, 2016 that resulted in an increase of about 22%. She told members that quotes were received from Blue Cross/Blue Shield and United Health Care. Additionally, Jo Ann told members that a rate reduction was requested to Humana but it was denied due to our "high risk" status. Jo Ann provided members with a spreadsheet comparing the costs of the providers. Jo Ann pointed out that the rates with Blue Cross/Blue Shield are preliminary rates and they are expected to increase after underwriting. The rates with United Health Care, she said, was guaranteed, but the majority of our employee's physicians and providers were not included in their HMO network. Then Jo Ann told members that there was an opportunity to receive a 10% discount on the Humana bill by having all employees receive silver status through Humana Vitality Program. Silver Status, Jo Ann said, could easily be received by having a Humana representative meeting with staff (individually at their offices) and completing a questionnaire. Members agreed to have the HR Committee meet to discuss employee health benefits before the 2017 renewal period. Jennifer Robbins motioned to approve the Humana Health Insurance renewal for 2016. Motion was seconded by Rick Ketchum and carried.

2015 Holiday Schedule

Pam presented the 2016 Holiday Schedule. Pam noted that all of the dates except for the Christmas Holiday are in the Employee Handbook. She asked if members wanted to continue to review and approve the calendar each year. Jennifer Robbins motioned to approve the 2016 Holiday Schedule as submitted. Motion was seconded by Wayne Reising and carried. It was noted that the Holiday Schedule does not need to be acted on by the BEST, Inc. Board of Directors in the future.

Election of Officers

Jennifer Robbins nominated Kevin Reibel as Co-Chair. Kevin Reibel nominated Jennifer Robbins as Secretary. Wayne Reising nominated Kathy Enbom as Co-Chair. Robert Albrecht motioned to close nominations. Ron Smith seconded the motion to close nominations. Robert Albrecht motioned to retain

and approve the current slate of officers. Motion was seconded by Jim Duffy and carried. Officers elected are: Kathy Enbom, Co-Chair
Kevin Reibel, Co-Chair
Jennifer Robbins, Secretary

Other Business

Staff Training Opportunities & BEST Website Update

Pam disseminated copies of the Staff Training Opportunities and BEST Website Update report for members. It was agreed that these reports will be provided to members electronically.

2016 Meeting Schedule

Members reviewed the 2016 Meeting Schedule and agreed to move the December 26 meeting to December 19. Therefore, the BEST, Inc. Board of Directors will meet on the following dates: February 22, April 25, June 27, August 22, October 24, and December 19

Executive Directors Goals

Jennifer requested a copy of each of the Executive Director's goals for 2016 commenting that the Board has not seen those for review and would like to ensure they are measurable and properly aligned with our mission.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Ron Smith and carried. Meeting adjourned at 7:38 p.m.



Jo Ann Johnson

Approved by:



Jennifer Robbins
Secretary