

**BUSINESS EMPLOYMENT SKILLS TEAM, INC.
BOARD OF DIRECTORS' MEETING MINUTES
July 29, 2013**

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

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	

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Mike Kasap (LaSalle County Board Member)

New Business

Review of BEST, Inc. Board & Member Responsibilities

Pam provided members with an overview of the Business Employment Skills Team, Inc. She said that BEST, Inc. is a 501(c)(3) not-for-profit agency that was incorporated in 1983 to operate the Job Training Partnership Act (JTPA) and then the Workforce Investment Act (WIA) for LaSalle, Bureau, Lee and Putnam Counties. Pam noted that effective July 1, 2013 the counties of Carroll, Ogle, Whiteside and Ogle merged with LaSalle, Bureau, Putnam and Lee Counties.

Pam continued by saying that BEST, Inc. operates as any other not-for-profit agency. She said that it designs, develops and implements workforce programs for businesses and individual job seekers. Pam said that BEST is governed by a public-private partnership board of directors, consisting of the CEO of each county or his authorized designee, and up to one non-CEO member from either the business or education community.

Meetings of the BEST, Inc. Board of Directors', Pam said, will be held on the 4th Monday of the even numbered months beginning at 6:30 p.m. She stated that a light dinner will be provided at 6:00 p.m. Pam said that she is trying to get a waiver to the Open Meetings Act to allow for electronic meetings.

Pam continued by outlining the responsibilities of the Board of Directors. She said that the Board oversees the operations, provide guidance and approves policy, serves as the personnel body for staff, provide oversight to the fiscal operations to assure compliance and integrity of the system and assures compliance with all local, state and federal laws, rules, regulations and policy.

Pam then provided an explanation of the differences between the BEST, Inc. Board of Directors and the Northwest Central IL Works (NCI Works) Board. She said that the NCI Works Board oversees the workforce system and their focus is on programs and services for job seekers and employers.

Pam continued by providing members with a typical agenda and provided a brief explanation of each of the topics that will be shared.

In terms of the length of each meeting, Pam said that meetings usually last about an hour and a half, depending upon how much discussion takes place on the various agenda items. She said that staff prepares all of the reports so that they can be sent out a week prior to the meeting and reviewed by board members in advance. Therefore, Pam said, only updates and issues that need to be discussed are done at the meeting itself.

Pam told members that a copy of the Articles of Incorporation for the Business Employment Skills Team, Inc. was enclosed with the meeting materials for their information.

Also enclosed is a copy of the current Business Employment Skills Team, Inc. Bylaws.

Review and Approval of Logo Design

Kathy Day explained that due to a lack of funds a simple BEST logo was designed to be printed in-house. She said that funds have been requested from the IL Department of Commerce & Economic Opportunity to assist in the developing and printing of a logo, stationary products, signage, etc. Chuck Phillips motioned to approve the temporary BEST, Inc. logo. Motion was seconded by Rick Ketchum and carried.

Request Approval for Out-of-State Travel

Kathy Day informed members that she was re-elected by her peers to represent the State of Illinois on the National Association of Workforce Development Professionals Board of Directors. She told members that this will involve two out-of-state meetings a year. One meeting is being held August 8-11, 2013 in Chattanooga, TN and requested approval to attend. Kathy stated that the estimated costs for travel will be \$827.60. She said that she was not requesting reimbursement for her meals. Jennifer Robbins motioned to approve the out-of-state travel request for Kathy Day to attend the NAWDP Board of Director's Meeting in Chattanooga, TN. Motion was seconded by Jay McCracken. Members then discussed the benefits and were provided an explanation of various organizations that may have out-of-state conferences and/or training for staff. With there being no additional discussion, the motion carried.

Other Business

Kathy Enbom suggested establishing a committee structure for the Business Employment Skills Team, Inc. Board of Directors. She recommended that a Bylaws Committee, HR Committee and Audit

Committee be established and provided a brief explanation of the tasks for each committee. Betty Steinert motioned to concur with the recommendation to establish the Bylaws Committee, HR Committee and Audit Committee as presented. Motion was seconded by Ron Smith and carried. A signup sheet was passed around for members to sign up for a committee.

Note:

Bylaws Committee Membership: Rick Ketchum, Ron Smith, Joe Panzica, Betty Steinert

HR Committee Membership: Kathy Enbom, Jennifer Robbins, Wayne Reising

Audit Committee Membership: Lisa Lynch, Chuck Phillips, Kim Gouker

Jim Duffy asked if the HR Committee would have any involvement in the hiring process. Pam informed members that BEST, Inc. is in the process of hiring a Chief Financial Officer to replace Amy Stock who recently left for other employment. She said that 3 applications were received and the interviews are being scheduled. Members discussed the Chief Financial Officer position expressing their desire to have someone in that position. Both Pam and Kathy reassured members that the staff that are currently in the Fiscal Department are capable and qualified to continue operations of that department. After discussion regarding the vacancy Rick Ketchum motioned to authorize Pam and Kathy to continue with the interview and hiring process. Motion was seconded by Kim Gouker and carried.

Membership List

Joe said that a copy of the Membership List was enclosed with the meeting materials. He asked members to notify Jo Ann if there needed to be any corrections to the list. Joe provided members with his cell phone number.

Public Comments

None

Adjournment

With there being no further business, Jay McCracken motioned to adjourn. Motion was seconded by Chuck Philips and carried. Meeting adjourned at 7:24 p.m.

Jo Ann Johnson

Approved by:

Lisa Lynch
Secretary