

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
October 23, 2017**

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

PROXIES: Carl Carlson to Kathy Enbom; Ron Smith to Kevin Reibel

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

Approval of Meetings Minutes

Wayne Reising motioned to approve the August 28, 2017 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

Public Comments

Pam introduced Ken Skoff to members. She told members that Ken is the Business Relations Representative that covers Bureau and Whiteside Counties. He works out of the Princeton and Sterling BEST, Inc. Offices and brings a lots of experience to the agency.

Executive Directors' Reports

Approval of the Fiscal Reports

Kathy presented the July and August 2017 Fiscal Reports to members. She said that the Direct Training Expenditure for the Adult and Dislocated Worker programs is 53.57%. Kathy informed members that the IL Workforce Board will be increasing the Direct Training Expenditure for the Adult and Dislocated Workers Programs to 50%. She said that the State will be working on Policy regarding this matter and no effective date has been established. Jim asked what would happen if the local area does not meet the 50% expenditure rate. Kathy replied that the policy will define the sanctions for not meeting the expenditure rate. In regards to the Work-Based Learning expenditure for youth, Kathy reminded members that 20% is the minimum expenditure required. She said that currently, the expenditure rate is 41.5%. However, based on the current youth contractors' expenditures, and projecting what the youth contractors will spend through June 30, 2018, we are anticipating that the projected rate by the end of the program year will be 18.4%. Therefore, Kathy told members that additional Work Based Learning contracts will need to be written to meet the 20% expenditure rate.

Randy Freeman motioned to approve the July and August Fiscal Reports as presented. Motion was seconded by Steve Malavolti and carried.

Fiscal Unit Updates

Kathy informed members that there are occasions where the bank balance exceeds the \$250,000 maximum allowed by FDIC. She told members that she has had a conversation with the bank that receives our funds to see if they would protect the excess funds through a third-party bank. Members asked Kathy if the bank has BEST classified as a public entity. If not, most members stated that BEST should be. After some discussion, Kathy E stated that if Kathy D had any problems with the bank or how BEST is being classified to contact her.

Kathy told members that a full staff meeting was held on October 16 at Stronghold Center in Oregon. She said that the topic focused on communication and great teambuilding exercises were done during the afternoon session. The morning session, Kathy said, included updates from the different offices and work groups as well as discussion regarding the goals and mission of BEST. Kathy reminded members that she and Pam are to present the mission statement and goals to the Board at the December meeting.

Pam provided members with her Legislative Update. She informed members that we were notified that our One Stop Operator Process will need to be re-bid. Pam said that the DCEO Guidance we were provided at the beginning of the process did not contain a provision to include either an amount or range of funding that would be available for the one stop operator costs. Pam stated that 15 of the 22 local areas will have to rebid. She told members that DCEO is advocating for the local areas, but the Department of Labor is adhering to the law.

In regards to the Memorandum of Understanding (MOU), Pam told members that a couple of issues with the budget and one from National Able needed to be addressed. She said that National Able has not responded to her request for information and she has notified DCEO about their lack of response. Pam told members that the MOU will be presented to the Chief Elected Officials for final approval at their meeting following the BEST Board meeting.

Pam informed members that two other Incumbent Worker Training projects are being considered in addition to the ones she listed on her typed report.

Kathy E asked for information regarding the Economic Development Regions that Pam referred to in her typed report. Pam explained that the IL Workforce Investment Board was informed that a policy committee was being formed to address the issue regarding local areas that are in more than one Economic Development Region. She reminded members that Ogle County resides in a separate Economic Development Region than the other 7 counties. Pam noted that it is their understanding that the Department of Labor may grant waivers, but at this time we do not know until the policy committee is formed and we can get more information.

Pam encouraged members to read the Success Stories that were included with the meeting materials.

Moving on to Personnel Issues, Pam told members that Judy Fitzpatrick was hired as the part-time Career Advisor for Carroll and JoDaviess Counties. Pam stated that Judy is also the tutor for the Project Reach program in Carroll and JoDaviess Counties. In order to make both positions more efficient and more effective, Pam requested that both positions be combined into one full-time position. Pam told

members that since this is a new position, we would need to open it up internally should other staff wish to apply for the new position. A lengthy discussion followed regarding these two positions. The discussion also included the salary for the position. Pam noted that one difference is that the Career Advisor/Tutor position requires a teaching degree where the regular Career Advisor position does not. Randy Freeman motioned to approve the combined position of Career Advisor/HSE Tutor and reevaluate the need after a year. When asked if the new position fits into the agency plan. Kathy D replied that adding the new position will increase staff costs, but the money is currently in the budget. Steve Malavolti motioned to amend the original motion and include the salary for the Career Advisor/HSE Tutor of \$19.00 per hour and revisit the position after the one year performance review. Motion was seconded by Jim Duffy. Motion on amendment (including salary) was carried. Motion to combine the Career Advisor and HSE Tutor Position was carried. Members asked Pam about the goals for the position and how many enrollees are being planned to be served in the Carroll and Jo Daviess Counties. Pam responded that now that the positions have been combined she thought maybe 5 or 6 students would be served in Jo Daviess County. Jim commented that there are people in need of BEST, Inc. services. Robert agreed noting that people are unaware of the services and programs offered by BEST, Inc. Kathy E requested that the Career Advisor/HSE Tutor provide accountability reports similar to those provided by the Business Relations Representatives. In response to Robert's concern, Pam told members that the Local Workforce Board is working on marketing efforts.

Pam informed members that Carrie Folken (Program Manager) serves as one of the partners of the One Stop Operator consortium that has resulted in an increase of responsibilities that was not part of the original Program Manager position. In order to compensate Carrie for the increase of responsibilities, Pam requested that she be given an additional \$1,000. Pam noted that since this position is exempt Carrie does not get any overtime pay. After discussion, Wayne Reising motioned to approve to increase Carrie's salary by \$1,000 effective July 1, 2017. Motion was seconded by Steve Malavolti and carried.

Pam then recommended that an Employee Appreciation Day be held on Friday, December 15 at the Princeton Office for all of the BEST, Inc. staff who want to participate. She suggested the recommendation to Kathy D, Carrie and Dianna and they agreed to buy pizzas for lunch and allow staff to network until mid-afternoon and then leave for the day. Pam said that Kathy E suggested we expand on the idea and offer wellness and other self-improvement activities. Kathy E stated that the concept is that the BEST, Inc. Offices would be closing early and staff would be compensated for travel. Wayne Reising motioned to have an Employee Appreciation Day on December 15 as proposed. Motion was seconded by Robert Albrecht and carried.

Pam told members that she did attend all of the "planned to" events on her Contact List that was included with the meeting materials.

Business Meeting

Employee Health/Life Insurance Benefit Update

Jo Ann informed members that she had not yet received the renewal rates for the Employee Health Insurance policy but noted that we are anticipating a double digit increase effective January 2018. She told members that we will automatically request a plan adjustment and secure options and costs from other providers. Jo Ann said that the HR Committee may need to meet in November to discuss this matter.

Out-of-State Travel Request

Pam informed members that the National Association of Workforce Boards (NAWB) Conference will be held in Washington, DC on March 24-27, 2018 and requested to send up to 4 individuals. Wayne Reising motioned to authorize up to 4 individuals to attend the NAWB Conference in Washington, DC, March 24-27, 2018. Motion was seconded by Steve Malavolti and carried.

Other Business

Jo Ann informed members that she contacted the Department of Homeland Security (DHS) regarding a Cyber Security Audit for the systems operated by BEST, Inc. staff. She said that DHS has not responded to her request to conduct the audit and requested permission to procure costs for a Cyber Security Audit. Members agreed and authorized Jo Ann to procure costs for the Cyber Security Audit.

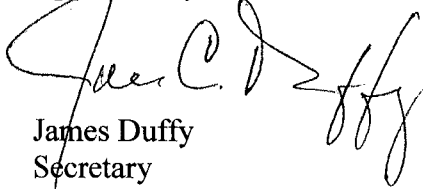
Kevin informed members that the next BEST, Inc. Board of Directors' Meeting will be on December, 18, 2017.

Adjournment

With there being no further business, Steve Malavolti motioned to adjourn. Motion was seconded by Randy Freeman and carried. Meeting adjourned at 7:50 p.m.

Jo Ann Johnson

Approved by:



James Duffy
Secretary