

Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 25, 2016
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

Call to Order (Kevin Reibel)

Roll Call

Approval of the February 22, 2016 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIOA Appropriations/Transition & Implementation
- ✓ PY '15 Incumbent Worker Training (IWT)
- ✓ State 40% Training Expenditure Requirement
- ✓ Essential Skills Training Program
- ✓ Update on Current Projects and Grants
 - LaSalle County Adult Redeployment Grant
 - Illinois Talent Pipeline Grant
 - Goodwill Workshops
- ✓ NCI Works Activities
 - "No Place Like Home"
 - Chief Manufacturing Executives (CME) Group
 - Career Preparation/Life Skills Programs
 - Employer Forums

- ✓ Youth Contract Programs Update
 - Bridge – Streator Township High School
 - Education Outreach Program – Whiteside County Regional Office of Education
 - Regional Work Study – LaSalle County Regional Office of Education
 - Step Ahead – Bureau County Regional Office of Education

- ✓ PY '15 Participant Reports (Enclosed)

- ✓ PY '15 Business Relations Unit Report (Enclosed)

- ✓ Personnel Issues (Enclosed)
 - Program/Business Relations/Admin Staff Updates
 - ◆ General Update
 - ◆ Exit Interview

 - Update on Staff Work Groups
 - ◆ Grant Writing
 - ◆ Youth
 - ◆ Forms and Case Management
 - ◆ Business Services Marketing
 - ◆ Workforce Intelligence
 - ◆ Targeting Employment Needs for Returning Citizens
 - ◆ Develop Job Readiness, Work Readiness and Basic Skills Programs and include Computer Training
 - ◆ Basic Information Cross-Training

 - Community Service Program

 - Staff Recognitions

 - Rapid Response Activities

 - Current On-the-Job Training Contracts

 - Summer Flex-Time Policy (*Action Item*)

 - Conference Summaries

- ✓ Contact List (Enclosed)

Kathy Day

- ✓ Approval of the Fiscal Reports for January & February 2016 (Enclosed) (*Action Item*)

- ✓ Fiscal Unit Updates (Enclosed)
 - Requests for Proposals

- Selection of Auditor (*Action Item*)
- Grants Update
- Abila Cloud Subscription (*Action Item*)
- Computer Purchase Request (*Action Item*)
- PY 16 Funding Allocations

✓ Additional Agenda Reports/Updates

- Community Service
- Staff Recognition
- Personnel Issues

✓ Activities Report (Enclosed)

Business Meeting

Other Business

- ✓ Next Meeting: June 27, 2016

Adjournment