

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

AGENDA

Call to Order (Kevin Reibel)

Roll Call

Approval of the April 25, 2016 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports

Kathy Day

✓ Approval of the Fiscal Reports for March & April 2016 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates (Enclosed)

- Grants Update
- Trade Training Grant
- Trade Case Management Grant
- WIOA Youth Career Pathway Grant
- Abilia Cloud / Electronic Signature (*Action Item*)
- PY 16 Funding Allocations

✓ Additional Agenda Reports/Updates

- Community Service
- Staff Recognition
- Personnel Issues
- Out-of-State Travel Request (*Action Item*)

✓ NAJA Conference Overview (Enclosed)

✓ NAWDP Conference Overview (Enclosed)

✓ Average Monthly Charge for Facilities (Enclosed)

✓ Contingency Plan (Enclosed) (*Action Item*)

✓ Activities Report (Enclosed)

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
 - WIOA Youth Career Pathways Grant
- ✓ 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 – Regional Office of Education #47
 - 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
 - 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 that include Computer Training
- ◆ Basic Information Cross-Training

- Community Service Program
- Staff Recognitions
- Rapid Response Activities
- Current On-the-Job Training Contracts
- Summer Flex-Time Update
- Results of Staff Performance Evaluations
- Conference Summaries

✓ Contact List (Enclosed)

Business Meeting

- ✓ Per Diem Policy (replacing current Travel Reimbursement Policy) (Enclosed) (*Action Item*)
- ✓ Conflict of Interest (Enclosed) (*Please complete and return to Jo Ann Johnson by June 6, 2016*)

Other Business

- ✓ Next Meeting: August 22, 2016

Adjournment