

Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 24, 2017
6:30 p.m.
Old Lee County Courthouse, 3rd Floor, Dixon, IL

AGENDA

- I. Call to Order (Kathy Enbom)
- II. Roll Call
- III. Approval of the February 27, 2017 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Director's Reports**
 - A. Pam Furlan
 - 1. BEST Successes (Page 6)
 - 2. Legislative Update (Page 6)
 - 3. PY '16 Incumbent Worker Training (IWT) (Page 6)
 - 4. State 40% Training Expenditure Requirement (Page 7)
 - 5. Essential Skills Training Program (Page 7)
 - 6. Update on Current Projects and Grants (Page 8)
 - a. LaSalle County Adult Redeployment Grant
 - b. Community Audit/Process Mapping Grants
 - 7. NCI Works Activities (Page 8)
 - a. Chief Manufacturing Executives (CME) Group
 - b. Career Preparation/Life Skills Program/Project Reach
 - c. Job Fairs
 - d. WIOA Youth Career Pathways Grant
 - 8. Youth Contract Programs Update (PY '16) (Page 10)
 - a. Bridge – Streator Township High School
 - b. Education Outreach Program – Regional Office of Education #47
 - c. Regional Work Study – LaSalle County Regional Office of Education

- d. Step Ahead – Bureau County Regional Office of Education
- e. Project Reach – Carroll and Jo Daviess Counties

10. PY '16 Participant Reports (Page 14)

11. PY '16 Business Relations Unit Report (Page 15)

12. Personnel Issues (Page 16)

- a. Program/Business Relations/Admin Staff Updates
 - i. Updates
- b. Update on Staff Work Groups
 - i. Grant Writing
 - ii. Youth
 - iii. Forms and Case Management
 - iv. Workforce Intelligence
 - v. Basic Information Cross-Training

13. Community Service Program (Page 18)

14. Staff Recognitions (Page 18)

15. Rapid Response Activities (Page 19)

16. Current On-the-Job Training Contracts (Page 19)

17. Summer Flex-Time Policy (Page 19) (Action Item)

18. Conference Summaries (Page 20)

19. Contact List (Page 23)

B. Kathy Day

- 1. Approval of the Fiscal Reports for January & February 2017 (Separate Document) (Action Item)
- 2. Fiscal Unit Updates (Page 26)
 - a. Grants Update
 - b. Resource Sharing Agreement
 - c. Fiscal Office Lease Agreement
 - d. Insurance Renewals
- 3. Additional Agenda Reports/Updates (Page 26)

- a. Community Service
- b. Staff Recognition
- c. Personnel Issues
- d. Out-of-State Travel

4. Activities Report (Page 27)

C. Business Meeting

BEST Board of Director's Committee Responsibilities and Membership (Page 29)

BEST Board Secretary Election

D. Other Business

Next Meeting: June 26, 2017

E. Adjournment