

**Business Employment Skills Team, Inc.**  
**Board of Directors' Meeting**  
**June 26, 2017**  
**6:30 p.m.**  
**Old Lee County Courthouse, 3<sup>rd</sup> Floor, Dixon, IL**

***AGENDA***

- I. Call to Order (Kevin Reibel)
- II. Roll Call
- III. Approval of the April 24, 2017 Meetings Minutes (Page 1) (*Action Item*)
- IV. Public Comments
- V. **Executive Directors' Reports**
  - A. Kathy Day
    - 1. Approval of the Fiscal Reports for March & April 2017 (Separate Document) (*Action Item*)
    - 2. Fiscal Unit Updates (Page 5)
      - a. Grants Update
      - b. Monitoring
      - c. Audit
      - d. PY 17 Funding
    - 3. Additional Agenda Reports/Updates (Page 7)
      - a. Community Service
      - b. Staff Recognition
      - c. Personnel Issues
      - d. Out-of-State Travel (Page 8) (*Action Item*)
    - 4. Activities Report (Page 9)
  - B. Pam Furlan
    - 1. BEST Successes (Page 10)
    - 2. Legislative Update (Page 10)
    - 3. PY '16 Incumbent Worker Training (IWT) (Page 10)

4. State 40% Training Expenditure Requirement (Page 11)
5. Essential Skills Training Program (Page 12)
6. Update on Current Projects and Grants (Page 12)
  - a. LaSalle County Adult Redeployment Grant
  - b. Community Audit/Process Mapping Grants
7. NCI Works Activities (Page 12)
  - a. Chief Manufacturing Executives (CME) Group
  - b. Career Preparation/Life Skills Program/Project Reach
  - c. Manufacturing Hire Event for Dura Employees
  - d. WIOA Youth Career Pathways Grant
8. Youth Contract Programs Update (PY '16) (Page 13)
  - 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 18)
11. PY '16 Business Relations Unit Report (Page 19)
12. Personnel Issues (Page 20)
  - a. Program/Business Relations/Admin Staff Updates
    - i. General Update
      - Approval to Increase Hours for Kerri Hicks (*Action Item*)
    - ii. Results of Staff Performance Appraisals
    - iii. Update on Staff PY '16 Goals (Final)
  - 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 23)
14. Staff Recognitions (Page 23)

15. Rapid Response Activities (Page 24)
16. Current On-the-Job Training Contracts (Page 24)
17. Follow-Up to Summer Flex Hours (Page 25)
18. Conference Summaries (Page 25)
19. Contact List (Page 27)

**C. Business Meeting**

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

BEST Board Secretary Election (*Action Item*)

Written Agreement for A Single Entity Performing Multiple Roles (Enclosed)  
(*Action Item*) (Page 33)

**D. Other Business**

Next Meeting: August 28, 2017

**E. Adjournment**