

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
October 26, 2015**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:30 p.m. by Co-Chair Kathy Enbom.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht		X	Steven Malavolti	X	
James Duffy	X		Jay McCracken	X	
Kathy Enbom	X		Chuck Phillips		X
Randy Freeman		X	Kevin Reibel	X	
Kim Gouker	X		Wayne Reising	X	
Rick Ketchum	X		Jennifer Robbins	X	
Lisa Lynch	X		Ron Smith	X	

PROXY: Chuck Phillips to Lisa Lynch

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Paige Fritz

Approval of the Minutes

Ron Smith noted that he had been listed twice in the roll call section of the Minutes. Jennifer Robbins motioned to approve the August 24, 2015 Meetings Minutes as corrected. Motion was seconded by Wayne Reising and carried.

Public Comments

Pam introduced Paige Fritz to members. Pam told members that Paige was a Career Advisor and Trade program expert in the Sterling office.

Executive Director's Reports

Approval of the Fiscal Reports for July & August 2015

Kathy D presented the Fiscal Report for July & August 2015. She told members that BEST, Inc. did receive the PY 15 grant funds in August. Kathy told members that all of the allotted PY 15 grant funds that were to be available July 1 have been given to BEST, Inc. Kathy reminded members that 40% of the funds must be charged to direct training. Under WIOA, she said that 20% of the funds must go towards work-based learning activities for youth. Kathy told members that as the August 2015 report, BEST, Inc. as met the 40% direct training requirement as well as meeting the 20% requirement for youth work-based learning activities. Kathy said that the Trade Grant ended on September 30 and only \$312.00 had to be returned as unspent funds. She said that staff will be preparing for another Trade Grant application, however they are waiting to learn more information about the Office Max closure. Kathy told members that Office Max has recently been named a Trade Event so some of the individuals who were originally enrolled in Rapid Response may be eligible for Trade incentives. She said that

before a Trade Grant Application can be completed specific details are required since Trade funds are based on actual people and estimated costs. Kathy then told members that the PY 14 Incentive grant that is about \$22,000 will expire on June 20, 2016.

Kathy E asked about the expenditure rate during the first quarter of the year. Kathy D replied that there was no problem as carry-forward funds were able to be used. She said that about \$750,000 was spent during the first quarter of PY 15.

With there being no questions for Kathy, Jay McCracken motioned to approve the July & August 2015 Fiscal Reports as presented. Motion was seconded by Ron Smith and carried.

Fiscal Unit Updates

State Monitoring

Kathy informed members that State Monitoring was conducted September 14-18. She said that there was one finding related to the posting of interest to the Accrued Leave Account. Kathy said that a journal entry was completed transferring the interest into the account. She said that the management recommendation was that staff do a Cost Allocation Section to the Youth Provider Contracts even though everything is direct charged. She said that the section in the contract should state that there is no allocation cost plan as everything is charged directly to training. Kathy said that since the PY 15 Youth Contracts are already signed that a modification will be completed.

Audit

Kathy told members that the Audit was conducted by Sikich September 28 – October 2. She said that no preliminary report has been provided.

Trade Case Management Grant

Kathy told members that BEST, Inc. will be receiving another Trade Case Management Grant. She said that funds for this grant are automatically given to BEST, Inc. every four months depending on the number of Trade eligible individuals.

Trade Training Grant

Kathy said that she already mentioned the application for the Trade Grant being prepared for the Office Max employees. She said that several individuals are enrolled but since the Trade Certification covers certain departments within the company, staff need to determine if those enrolled are Trade eligible or just regular Dislocated Workers.

October 16 Payroll

Kathy informed members that the October 16 Payroll did not go as smooth as other payrolls due to a bank error. She said that after several calls with the bank, the bank issued wire transfers to staff

accounts and the bank is handling any fees that are associated with the error. Kathy said that all staff did have their pay deposited by the end of that day.

Computer Purchase Request

Kathy told members that there is a need to replace 6 computers utilized by staff. She said that the anticipated cost for the computers and docking stations will be under \$1,000 each. Jennifer Robbins motioned to approve the request to purchase 6 laptop computers. Motion was seconded by Kevin Reibel and carried.

Additional Agenda Reports/Updates

Community Service

Kathy told members that Jessica Green participated in the Community Service program by collecting donations for the Mendota Junior Football Program

Staff Recognition

Kathy thanked Jessica and Annette for their hard work before, during and after the Monitoring and Audit during September

Activities Report

Kathy told members that her Activities Report was included with the meeting materials.

Pam Furlan informed members that her typed report was included with the meeting materials. She told members that since she did not have any updates for most items listed on the prepared agenda, she would address two important issues.

Legislative Update

WIOA Appropriations/Transition & Implementation

Pam reminded members that at the last meeting she reported that we would be letting out a Request for Proposal for WIOA training for staff, CEOs/Corporate Board members and NCI Works members. Unfortunately Pam said we did not receive any proposals in response to the RFP, so she contacted 3 providers to discuss a "Plan B". Two sent responses with later dates for the training than we had asked for in the original proposal. The other declined to respond to the RFP because first of all she is booked through the end of the year, and second because she does not feel are allowing enough time for training. Pam continued by saying that as she mentioned at a previous board meeting, for BEST Board members, CEOs and NCI Works members, our intention was to have an hour-long training at a regular board meeting, and then have the trainer put together 15-minute learning sessions that I could do at the beginning of subsequent meetings. Pam told members that the training will be done in cooperation with Partners in Job Placement, the entity that serves the Quad Cities workforce area. She told members that Mark Lohman, Executive Director for Partners in Employment, Kathy Day, Dianna Schuler, Carrie

Folken and herself reviewed the quotes from the 2 providers and will decide which one best meets our needs. Pam then asked members if they would want to proceed with the original intent for training or would you prefer to do it at a time other than our regular board meeting, probably December? Of course, we will need to coordinate with Mark on dates if other than the December meeting.

After discussion, it was agreed that the training at one time, separate from a Board Meeting. Members also agreed to hold the training at Sauk Valley Community College from 10:00 a.m. – 12:00 Noon during the first week in January.

Personnel Issues

Program/Business Relations/Admin Staff Updates

Request to Hire Trade Career Advisor

Pam informed members that as Kathy mentioned in her report, that the closing of Office Max in Peru and Ottawa has been certified as a TRADE event. Pam said that almost 300 individuals are affected and will be eligible for additional services. In addition to Office Max employees, there are about 18 Mitsubishi employees affected by their closing in Bloomington/Normal.

Pam requested to hire a full time Trade Career Advisor to specifically work with individuals from Office Max and Mitsubishi. Pam said that the starting salary would be \$34,000 plus 30% fringe.

Lisa asked if the closure of St. Mary's in Streator would be considered Trade. Pam responded that it would not be a Trade event, but staff are in contact with the employees affected by St. Mary's closure.

Referring to the request to hire a Career Advisor, Kathy responded that Paige Fritz from the Sterling Office specialized in Trade, but it is not feasible for her to travel to Peru for the additional caseloads. Kathy told members that Trade is a very specific program and the individual needs to keep up on rules and regulations. Paige can help train and mentor the new Career Advisor as she has the knowledge and expertise. Pam stated that there is a lot of paperwork. Paige stated that most of the paperwork is date specific. Jennifer Robbins motioned to approve the hiring of a Trade Career Advisor for the Peru Office. Motion was seconded by Rick Ketchum and carried.

Pam informed members that a copy of an updated Organizational Chart was included for their information.

Referring to the other items in her typed Personnel Report, Pam noted that she did not have anything else to add.

Contacts List

Pam reported that all of the items listed as "planned to" she attended.

HR Committee Report

Compensation Package Survey Results

Kathy E informed members that a copy of the Compensation Package Survey Results were included with the meeting materials. She told members that after a review of the data that was collected the HR Committee came to the conclusion that BEST, Inc. is providing comparable benefits with other non-for-profit organizations and do not recommend any changes to the employee benefit package. Kathy E suggested that correspondence be sent, on behalf of the Board, to staff summarizing the results of the survey. Jim Duffy asked how many hours was full-time considered. Kathy E responded that 37.5 hours per week is considered full-time. She continued by saying that at one time BEST, Inc. was not able to provide wage increases so in lieu of a monetary increase staff hours were reduced from 40 to 37.5. Jim asked about the former LWA #4 and Kathy D responded that staff worked 40 hours per week.

Kathy E stated that she would work with Kathy D and Pam to develop correspondence regarding the employee survey with the approval of the HR Committee.

Executive Session

Jim Duffy motioned to convene in Executive Session pursuant to 5 ILCS 120/2 (c) 1 – The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.). Motion was seconded by Wayne Reising and Roll Call vote was taken.

A motion to reconvene from Executive Session was made and seconded. Roll call vote was taken and recorded.

Business Meeting

Approval of Executive Session Meetings Minutes

Jim Duffy motioned to approve the August 24, 2015 Executive Session Minutes. Motion was seconded by Jay McCracken and carried.

Clarification was needed regarding the October 6, 2014 Executive Session Minutes. It was agreed to postpone action on those Minutes.

Executive Director's Evaluations & Review of Contracts

Jim Duffy motioned to offer contracts to Pam Furlan and Kathy Day through August 31, 2016 retroactive to September 1, 2015. Lisa Lynch seconded the motion. Motion carried

Kim Gouker motioned to offer a salary to Pam Furlan in the amount of \$82,000 that includes \$5,200 for her 403(b) contribution. He continued his motion by stating that the salary for Kathy Day would remain at \$87,152. Motion was seconded by Jim Duffy and carried.

Out of State Conference Request (NAWB Conference)

Pam requested to authorize up to 4 individuals to attend the NAWB Conference in Washington, DC on March 12-15, 2016. Pam said that she would like to attend in addition to Dianna Schuler and 2 workforce board members, preferably the co-chairs. Pam told members that BEST, Inc. has paid for business members to attend, but if agency members were interested, they would need to pay their own expenses. Jay McCracken motioned to authorize up to 4 people to attend the NAWB Conference in Washington, D.C. on March 12-15, 2016. Motion was seconded by Wayne Reising and carried.

Other Business

Staff Training Opportunities

Kathy provided members with the Staff Training Opportunities list.

BEST Website Update

As an informational item, Kathy disseminated the BEST Website reports to members.

BEST, Inc. Board Membership List

Kathy disseminated an updated BEST, Inc. Board of Directors Membership List to everyone. She stated that if there were any corrections to let Jo Ann Know.

Discussion Regarding Next Meeting Date

Kathy asked members if they wanted to keep with the original meeting date of December 28 or change it to December 21 due to the Holidays. After discussion, members asked staff to conduct a call-around to find out which date members preferred.

Adjournment

With there being no further business, Jay McCracken motioned to adjourn. Motion was seconded by Jim Duffy and carried. Meeting adjourned at 9:15 p.m.

Jo Ann Johnson

Approved by:



Jennifer Robbins
Secretary

Approved by the BEST Board of Directors - January 7, 2016