

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
February 27, 2017**

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

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Steven Malavolti	X	
Gary Camarano	X		Chuck Phillips	X	
Carl Carlson		X	Kevin Reibel	X	
James Duffy	X		Wayne Reising	X	
Kathy Enbom	X		Jennifer Robbins	X	
Randy Freeman	X		Ron Smith	X	
Kim Gouker	X		Jim Wentling		X
Lisa Lynch		X			

PROXY: Jim Wentling to Marilyn Shippert; Carl Carlson to Kathy Enbom

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Carrie Folken, Cindy Kulas, Theresia Charley

Approval of the Meetings Minutes

Wayne Reising motioned to approve the December 6, 2016 Meeting Minutes. Motion was seconded by Ron Smith and carried.

Public Comments

Pam introduced Carrie Folken, Cindy Kulas and Theresia Charley to members. Pam informed members Cindy and Theresia were instrumental in developing the Employee Performance Evaluation instruments that will be addressed later in the meeting.

Executive Director's Reports

Approval of the Fiscal Reports

Kathy reviewed the Fiscal Reports for November & December 2016 for members. She stated that as of December 31, 2016, Adult/Dislocated Worker Combined Direct Training expenditure was at 60.28%. Kathy reminded members that minimum required Direct Training Expenditure rate is 40%. In regards to the Youth Work Based Learning Rate, Kathy told members that it is 27.5%. The Youth Work Based Learning Rate, Kathy said, exceeds the minimum of 20%. Kathy noted that expenditure levels are acceptable. Chuck Phillips motioned to approve the November & December 2016 Fiscal Reports. Motion was seconded by Randy Freeman and carried.

Grants Update

Kathy informed members that contracts were received for the two Special National Emergency Grants in the amount of \$95,148.00. She told members that these grants are for Process Mapping and Community Audit/Underemployed Survey projects.

Out-of-State Travel

Kathy requested to attend the National Association of Workforce Development Professionals (NAWDP) Annual Conference May 19 – 25, 2017 in New Orleans. Robert Albrecht motioned to approve Kathy to attend the NAWDP Conference in New Orleans. Motion was seconded by Jennifer Robbins and carried.

Pam informed members of some updates she had to her typed report. She told members that in her report she noted that the Incumbent Worker Cost for Metform is expected to be \$4,487.85. Pam told members that the actual cost was \$4,658.18 as Metform was able to come up with additional matching funds.

Pam stated that although Kathy reported the Direct Training Expenditure in her report, a list of Direct Training services are listed for member's information.

Pam informed members that the Community Audit and Process Mapping projects are both scheduled to begin this week.

Referring to her report regarding the Ogle County hiring event, Pam pointed out that April 6 has been confirmed. She told members that this event is open to the public, but the intent is to target those individuals recently dislocated at Nippon in Rochelle and Austin-Westran in Byron.

In regards to the Project Reach report, Pam informed members that she confirmed that the contract is about \$49,000 and not \$5,000 as listed in her report.

Personnel Issues

Pam reported that at the last IL Workforce Partnership (IWP) she was elected Vice-President through June 30, 2017. She said that she would become President in July. Pam told members that IWP is the local Director's Association that she and Kathy are members of.

In regards to her Contacts and Visits report, Pam noted that she attended a webinar on January 25 for One Stop Certification and One Stop Procurement. She said that she also met with Kathy on February 22 and attended a local Area Planning Council meeting on February 23.

Pam informed members that during one of the webinars on the federal budget and appropriations, they pointed out some concerns regarding future funding for the WIOA program. She told members that she does plan to address the appropriations concerns with our congressional representatives when she is in Washington, DC next month. Pam also noted that

the state's planning appropriations reflect a double digit increase in the youth, adult, and dislocated workers programs.

Ron asked if staff had applied for the Walmart Grant. Pam responded that BEST, Inc. applied in the past and received a few grants from the Spring Valley Distribution Center. She said that staff did apply from the Sterling Distribution Center but did not receive the grant. Gary commented about Multi-Crafting program at Sauk Valley Community College had some difficulty last year matching their students to local businesses. Pam stated that staff work closely with Anita Carney and Martha Anderson at Sauk Valley Community College trying to incorporate the Multi-Crafting Program into the Career Pathways program. Pam stated that either Carrie Folken or Sally Hanrahan would be happy to assist.

Audit Committee Report

Approval of the PY 15 Audit

Chuck Phillips informed members that a copy of the PY 15 Audit was disseminated to all members. He commented that the initial meeting with the Audit firm was in September and the final audit was not complete until January. Chuck told members that he spoke to the audit team about the length of the audit and was assured that the turnaround time will be quicker next year. Chuck informed members that overall the auditors were satisfied with the segregation of duties of the fiscal staff. He told members that there were no significant findings. However, he did point out that the auditors dropped a hint about succession planning. Chuck told members that he addressed this matter with the HR Committee prior to the Board meeting. After discussion, Jennifer Robbins motioned to approve the PY 15 Audit as presented. Motion was seconded by Steve Malavolti and carried.

NOTE: 7:20 p.m. Chuck Phillips left meeting and give his proxy to Jennifer Robbins.

HR Committee Report

Employee Surveys

Kathy E informed members that the Employee Surveys will be sent out to staff soon. She said that the HR Committee met and agreed that the surveys included were acceptable and instructed Kathy D to proceed.

Performance Evaluations

Kathy E told members that the HR Committee provided some feedback on the Performance Evaluations that were included with the meeting materials. She said that the idea is to ensure that our performance evaluations take into consideration agency goals and job responsibilities. These evaluations, Kathy said, would be introduced to staff this year, but will not be used until next year's evaluation period. She said that another draft will be presented to the HR Committee in April.

Security & Personal Identification Information Policies including Cyber Security Testing

Kathy E told members that Jo Ann presented a draft policy for Security & Personal Identification Information that includes Cyber Security Testing. Kathy noted that Jo Ann is also working on a Password Protection Policy that the HR Committee will be reviewing.

Wage Survey Results

Kathy E told members that Kathy D was asked to work on a Wage Survey comparing our wage ranges to other wages of comparable organizations. She told members that Kathy D and Jo Ann gathered information from other workforce areas, community colleges and Labor Market Information. The HR Committee, Kathy E said, asked them to choose 3 areas that are most like ours and include their benefit packages as a comparison along with the wage information.

Lastly, Kathy E said that Chuck did ask the HR Committee to begin thinking about succession planning and how we can address these concerns. Kathy E said that the HR Committee will be working with the Management Team and asked Jo Ann to put it on the Agenda for the next HR Committee and BEST Board meetings.

Business Meeting

Out of State Travel Request

Pam requested to attend Carrie Folken and Paige Fritz to the National Association of Workforce Development Professionals (NAWDP) Annual Conference in New Orleans May 21 – May 24, 2017. After discussion regarding the costs, Kathy Enbom motioned to authorize Carrie Folken and Paige Fritz to attend the NAWDP Conference at a cost not to exceed \$4,500.00. Motion was seconded by Randy Freeman and carried.

Other Business

Kevin informed members that the meeting schedule was included on the agenda. He stated that since the December meeting falls on a Holiday, it will need to be changed. After discussion, members agreed to move the December meeting to December 18.

BEST Board of Director's Membership List

It was noted that an updated BEST Board of Director's Membership List was included with the meeting materials. Members were asked to let Jo Ann know if there were any corrections needed.

BEST Board of Director's Committee Structure

Kathy E informed members that at the next Board Meeting she would like to begin reestablishing committees and asked Jo Ann to start putting the BEST, Inc. Committee Reports on the Agenda. She also asked Jo Ann to include the committee responsibilities with the meeting materials.

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Steve Malavolti and carried. Meeting adjourned at 7:30 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "JRobbins", written in a cursive style.

Jennifer Robbins
Secretary