

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
December 15, 2014
6:30 p.m.
Old Lee County Courthouse, 3rd Floor Conference Room, Dixon, IL**

AGENDA

Call to Order (Kathy Enbom)

Introduction of New Member

Randy Freeman, LaSalle County Board Member

Roll Call

Approval of the August 25, 2014, 2014 Meetings Minutes (Enclosed) (*Action Item*)

- October 27, 2014 Meeting Summary Enclosed (Informational Item)

Public Comments

Executive Director's Reports (Enclosed)

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIA Re-Authorization
- ✓ PY '14 Incumbent Worker Training (IWT)
- ✓ State 40% Training Expenditure Requirement
- ✓ Soft Skills Training Program
- ✓ Update on Current Projects and Grants
 - Accelerated Training in Manufacturing (ATIM) Grant
 - LaSalle County Adult Redeployment Grant
- ✓ NCI Works Activities
 - North Central IL Logistics Council (NCILC)
 - "No Place Like Home"

- Chief Manufacturing Executives (CME) Group
- Career Preparation/Life Skills Program

- ✓ Youth Program Update
 - Bridge – Streator Township High School
 - Education Outreach Program – Whiteside County Regional Office of Education
 - Regional Work Study – LaSalle County Regional Office of Education
 - Step Ahead – Bureau County Regional Office of Education

- ✓ Summer Youth Employment Program (SYEP)

- ✓ PY '14 Participant Reports (Will be provided under separate cover)

- ✓ Personnel Issues (Enclosed)
 - Program/Business Relations/Admin Staff Updates
 - ◆ General Update
 - ◆ Temporary Reduction in Force (*Action Item*)

 - Update on Staff Work Groups
 - ◆ Visibility
 - ◆ Grant Writing
 - ◆ Youth

 - Community Service Program

 - Staff Recognitions

 - Rapid Response Activities

 - Time Off

- ✓ Contact List (Enclosed)

Kathy Day

- ✓ Approval of the Fiscal Reports for July & August 2014 (Enclosed) (*Action Item*)

- ✓ Approval of the Fiscal Reports for September & October 2014 (Enclosed) (*Action Item*)

- ✓ Fiscal Unit Updates (Enclosed)
 - Auditors
 - Case Management Grant
 - Trade Training Grant
 - Employee Benefit Summary
 - Funding Update
 - Additional Agenda Reports/Updates

- ✓ Monthly Activity Report (Enclosed)

Business Meeting

- ✓ Bylaws Committee Report (Rick Ketchum)
 - Policy on Meetings via Electronic Means (Enclosed) (*Action Item*)
- ✓ Audit Committee Report (Chuck Phillips)
 - Review and Approval of the PY 13 Audit (Audit will be sent under separate cover) (*Action Item*)
- ✓ Out-of-State Travel Requests
 - National Association of Workforce Boards (NAWB) (Pam Furlan) (Enclosed) (*Action Item*)
 - National Association of Workforce Development Professionals (Pam Furlan/Kathy Day) (2 requests enclosed) (*Action Item*)
- ✓ Review and Approval of Employee Health Insurance Benefits (Jo Ann Johnson) (Enclosed) (*Action Item*)
- ✓ Review of Staff Training Opportunities (Pam Furlan) (*will be provided at meeting*)
- ✓ 2015 Holiday Schedule (Enclosed) (*Action Item*)
- ✓ Election of Officers (*Action Item*)

Current Officers: Joe Panzica, Co-Chairman
 Kathy Enbom, Co-Chair
 Lisa Lynch, Secretary

Other Business

- ✓ BEST Website Update (Pam Furlan) (*information will be provided at meeting*)
- ✓ 2015 Meeting Schedule

February 23
April 27
June 22
August 24
October 26
December 28

Adjournment