

**Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
February 24, 2014**

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:32 p.m. by Co-Chair Kathy Enbom.

Name	Present	Absent	Name	Present	Absent
Robert Albrecht	X		Joe Panzica	X	
James Duffy	X		Chuck Phillips		X
Kathy Enbom	X		Kevin Reibel	X	
Kim Gouker	X		Wayne Reising	X	
William Holmes	X		Jennifer Robbins	X	
Rick Ketchum		X	Ron Smith		X
Lisa Lynch	X		Betty Steinert		X
Jay McCracken	X				

Rick Ketchum – Proxy to Kim Gouker

OTHERS PRESENT: Pam Furlan, Kathy Day, John Fritts, Jo Ann Johnson

Approval of Minutes

Robert Albrecht motioned to approve the December 16, 2013 Meeting Minutes as presented. Motion was seconded by Kim Gouker and carried.

Public Comments

None

Executive Director's Reports

BEST Successes

Pam informed members that there were 2 success stories included with the meeting materials and encouraged members to read them.

Legislative Update

WIA Re-Authorization/Appropriations & PY '13 Incumbent Worker Training

Pam informed members that she did not have anything new to add to her typed Legislative Update and PY '13 Incumbent Worker Training reports that were included with the meeting materials.

State 40% Training Expenditure Requirement

Pam informed members that local training providers have been notified that funds are available if they have students to enroll in training programs. She said that staff is promoting the OJT program and adult work experience for businesses who qualify for those programs.

Soft Skills Training Program

Pam did not have anything new to report on the Soft Skills Training Program.

Update on Current Projects and Grants

Accelerated Training in Manufacturing (ATIM) Grant

Pam told members that there is one individual enrolled in the ATIM grant program.

NCI Works Activities

Pam provided members with an overview the of the **North Central IL Logistics Council (NCILC)** programs.

Pam said that the **“No Place Like Home”** report was provided in her typed report.

Pam informed members that the **Chief Manufacturing Executives (CME) Group** is working with State Senator Sue Rezin’s staff about bringing the Senator’s Business-Education Internship Program to our part of her District.

Pam reminded members that the **Career Preparation/Life Skills Program** provides a menu of topics for students enrolled at the LaSalle County Safe School. She told members that the Career Preparation/Life Skills Program has expanded to include Nachusa.

Pam told members that at the Regional Workforce Partnership Board meeting a **“Volunteer” Job Fair** was discussed for long-term unemployed individuals. Pam said that she met with Dr. Corcoran and IVCC’s volunteer coordinator and received great ideas. She said she will keep members informed about this event.

Pam said that John Gvozdjak, President and Chief Operating Office of Frantz Manufacturing Company has been invited to make a presentation about the workforce and the manufacturing industry in a five-county area (Carroll, Lee, Ogle, Stephenson and Whiteside) at the **February 25 NCI Works Meeting**.

Kathy Enbom asked about the Manufacturing Program at IVCC. Pam replied that 11 members of the CME group has endorsed the Manufacturing Program at IVCC and will provide an interview to students who complete the program.

Youth Program Update

Pam informed members that an update on the youth programs was provided in her typed report. She told members that the Education Outreach Program with Whiteside County Regional Office of Education has submitted 2 modifications that were approved by the Executive Committee of NCI Works. Pam said that one modification allowed for an in-school student to be served by the program. The second modification, Pam said, was a line-item transfer to enroll students in the Sauk Valley Community College welding program.

PY '13 Participant Reports

Pam told members that the Participant Reports were enclosed for their review.

Personnel Issues

Program/Business Relations/Admin Staff Updates

General Update

Pam informed members that she provided a lengthy general update that was included with the meeting materials. After meeting with the staff on a one-to-one basis, Pam said that a few issues needed to be addressed. First of all, Pam said that a staff meeting will be held on March 19 which will allow staff to get to know each other. Secondly, Pam told members that there were a lot of questions about personnel policies. She said that she appointed 3 people to co-chair and asked each of them to recruit 1 individual to serve on a committee to review and make recommended changes to the Employee Handbook. Pam said that this committee has already started to review the Employee Handbook and plan to make their presentation to the HR Committee prior to the April BEST Board meeting. Any changes would be effective July 1, 2014, Pam said.

New Hires

Pam told members that Joy Jaraczewski started as a full-time Career Advisor for the IVCC and Peru Offices. Also, Kate Hansen was hired as a part-time Career Advisor for the Carroll and Jo Daviess Counties. Pam told members that Kate will cover the Mount Carroll office 2 days a week and that search is underway to locate an office to serve Jo Daviess County customers. Pam continued by saying that Jennifer Robbins and Ron Smith are helping search for a location.

Leave of Absence

Pam told members that Mike Winters was on a short-term leave of absence and has returned to work.

Recommendation for Changes to Staff Positions

Pam provided members with an overview of the Business Relations Manager, Business Relations Representative and Placement Coordinator positions. She stated that there is a fine line between the duties of the Business Relations Representative and Placement Coordinator positions and is recommending to combining these positions. Members then discussed the salaries for the staff that are affecting noting the differences. Pam reminded members that it was agreed staff that were merged with BEST, Inc. were allowed to come in at their current salary, which is why one person will be much higher than the others in the same position. Pam noted that the individual at the higher rate has 18+ years of experience. Members agreed that the salary for the one individual will be frozen at the current rate of pay. Joe Panzica motioned to adopt the Business Relations Representative job description as amended. Motion was seconded by Kevin Reibel and carried.

Community Service Program

Pam informed members that Dianna Schuler performed Community Service by helping Easter Seal set up for their annual fund raiser.

Staff Recognitions

Pam recognized Dianna Schuler for coordinating a round table event with North Central IL Council of Governments.

Contact List

Pam told members that she did attend the February 18 and February 20 events she had listed on her contact list.

Fiscal Unit Updates

Kathy Day presented the Fiscal Report by providing an overview of the PY 13 funding. She noted that funds are available to increase enrollments as well as make some purchases that will be presented. Kathy informed members that based on projections the direct training expenditure will be met. Kevin Reibel motioned to approve the Monthly Financial Statements for November and December 2013 as presented. Motion was seconded by Jay McCracken and carried.

Kathy provided members with an update on the Fiscal Unit noting some of the changes that have occurred.

Request to Extend Contract with LeeAnn Whitlatch through June 30, 2014

Kathy informed members that some projects will be due in June that may require the expertise of LeeAnn Whitlatch and requested to extend her contract through June 30, 2014. Kathy told members that she anticipates LeeAnn working about 2-4 days at a cost of \$238.00/day. Robert

Albrecht motioned to extend the contract with LeeAnn Whitlatch through June 30, 2014. Motion was seconded by William Holmes and carried.

Activity Report

Kathy informed members that her Activity Report was enclosed with the meeting materials.

Business Meeting

Review of Staff Training Summaries

Kathy disseminated copies of the Staff Training Calendar for January and February 2014 to members. Members asked to incorporate the Staff Training with the Director's Report instead of handing out multiple copies of the calendars.

Computer Purchase Request

Kathy provided members with a copy of the 5-year replacement plan for computer equipment owned by BEST, Inc. Kathy then provided members with a copy of quotes that were received to purchase replacement computers. She told members that quotes were received from Dell and HP and asked permission to replace approximately 40 computers at a cost of about \$750.00 per unit. When asked what would be done with the old computers, Kathy stated that they would be donated to a not-for-profit agency. After discussion, Jennifer Robbins motioned to approve the purchase of new computers at a cost not to exceed \$48,000. Motion was seconded by Robert Albrecht and carried. Kevin Reibel motioned to approve the 5-year Replacement Plan as presented. Motion was seconded by Jim Duffy and carried.

Out of State Travel Request

Kathy Day informed members that the Annual National Association of Workforce Development Professionals (NAWDP) will be held on May 4-6, 2014 in Denver, CO. She reminded members that she serves on the Board for NAWDP so her registration is complimentary. However, she requested that 2 program staff be allowed to attend the conference. Kathy told members that money was available to cover the costs of the 3 attendees. Jay McCracken motioned to allow Kathy and 2 program staff to attend the NAWDP Annual Conference in Denver, Co from May 4-6, 2014. Motion was seconded by Joe Panzica and carried.

Other Business

Review of BEST, Inc. Logo

Kathy Day disseminated samples of the BEST, Inc. logo for members review. After some suggested changes and discussion, Wayne Reising motioned to allow staff to determine the logo and proceed accordingly. Motion was seconded by Jennifer Robbins and carried.

BEST Website Report

Kathy Day distributed the website report to members.

Next Meeting

Kathy Enbom noted that the next BEST Board meeting will be on Monday, April 28, 2014.

Adjournment

With there being no further business, Jay McCracken motioned to adjourn. Motion was seconded by Lisa Lynch and carried. Meeting adjourned at 7:55 p.m.

Jo Ann Johnson

Approved by:

A handwritten signature in cursive script that reads "Lisa Lynch".

Lisa Lynch
Secretary