

**Business Employment Skills Team, Inc.
Board of Directors' Meeting
February 24, 2014
6:30 p.m.
Old Lee County Courthouse, 3rd Floor Conference Room, Dixon, IL**

AGENDA

Call to Order (Kathy Enbom)

Roll Call

Approval of the December 16, 2013 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIA Re-Authorization/Appropriations
- ✓ PY '13 Incumbent Worker Training
- ✓ State 40% Training Expenditure Requirement
- ✓ Soft Skills Training Program
- ✓ Update on Current Projects and Grants
 - Accelerated Training in Manufacturing (ATIM) Grant
- ✓ NCI Works Activities
 - North Central IL Logistics Council (NCILC)
 - "No Place Like Home"
 - Chief Manufacturing Executives (CME) Group
 - Career Preparation/Life Skills Program
 - "Volunteer" Job Fair
 - February 25 NCI Works Meeting Presentation

- ✓ 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

✓ PY '13 Participant Reports (Enclosed)

✓ Personnel Issues (Enclosed)

- Program/Business Relations/Admin Staff Updates
 - ◆ General Update
 - ◆ New Hires
 - ◆ Leave of Absence
 - ◆ Recommendation for Changes to Staff Positions (*Action Item*)
- Community Service Program
- Staff Recognitions

✓ Contact List

Kathy Day

✓ Approval of the Fiscal Report for November & December 2013 (Enclosed) (Kathy Day) (*Action Item*)

✓ Fiscal Unit Updates

- Request to Extend Contract with LeeAnn Whitlatch through June 30, 2014 (*Action Item*)

✓ Activity Report (Enclosed)

Business Meeting

- ✓ Review of Staff Training Summaries (January, February) (Pam Furlan)
(Will be provided at meeting)
- ✓ Computer Purchase Request (Enclosed) (Jo Ann Johnson/Kathy Day) (*Action Item*)
- ✓ Out of State Travel Request (Enclosed) (Kathy Day/Pam Furlan) (*Action Item*)

Other Business

- ✓ Review of BEST, Inc. Logo (Enclosed) (*Action Item*)
- ✓ BEST Website Report (will be presented at meeting)
- ✓ Next Meeting – April 28, 2014

Adjournment