

Business Employment Skills Team, Inc.
Board of Directors' Meeting
June 23, 2014
6:30 p.m.
Old Lee County Courthouse, 3rd Floor Conference Room, Dixon, IL

REVISED AGENDA

Call to Order (Joe Panzica)

Roll Call

Approval of the April 28, 2014 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Kathy Day

✓ Approval of the Fiscal Reports for March & April 2014 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates

- Grant Update
- MIP Changes
- Procurement
- DCEO Fiscal Monitoring
- Youth Contracts
- Update Future Goals/Projects
- Staff Recognition
- Staffing Issues
- Out of State Travel Request (*Action Item*)

✓ Activity Report (Enclosed)

Pam Furlan

✓ BEST Successes

✓ Legislative Update

- WIA Re-Authorization/Appropriations

✓ PY '13 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
- ✓ 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
 - Just Hire One Job Fair (Lee-Whiteside Counties)
- ✓ 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 '13 Participant Reports (Enclosed)
- ✓ Personnel Issues (Enclosed)
 - Program/Business Relations/Admin Staff Updates
 - ◆ General Update
 - ◆ Leave of Absence
 - ◆ Resignation
 - ◆ New Hires
 - ◆ Exit Interview
 - ◆ Galena Office
 - ◆ Princeton Office
 - ◆ Summer Flex-Time Policy Update
 - Community Service Program
 - Staff Recognitions
- ✓ Contact List (Enclosed)

Business Meeting

- ✓ Review of Staff Training Opportunities (*will be provided at meeting*)

HR Committee (Jennifer Robbins) (Meeting Minutes Enclosed)

- ✓ Fiscal Staff Job Description (Enclosed) (*Action Item*)
- ✓ Fiscal Staff Salary Range (*Action Item*)
 - Recommended salary range of \$32,000 - \$45,000
- ✓ Salary Increase for Jessica Green to \$36,000 (*Action Item*)
- ✓ Recommendation for Staff Increases (Memo Enclosed) (*Action Item*)
- ✓ Employee Handbook (Enclosed) (*Action Item*)
 - Recommend removing 12 holidays from the PHO accrual and pay staff separately for holidays
 - Discuss whether employees remain working 37.5 hours per week or increase it to 40 hours per week
 - Recommend retaining the policy that employees will be allowed to carry-over 237 hours from one calendar year to the next
 - Recommended the following Holidays: New Year's Day, Martin Luther King Day, President's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (2), Christmas Day (2).

Other Business

- ✓ BEST Board Committee's Purpose & Procedures
 - Audit (Enclosed)
 - Bylaws (Enclosed)
 - HR (Enclosed)
- ✓ BEST Website Report (*will be provided at meeting*)
- ✓ Meeting Schedule
 - August 25, 2014
 - October 27, 2014
 - December 22, 2014

Adjournment