Business Employment Skills Team, Inc.
Board of Directors' Meeting Minutes
June 23, 2014

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

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				

Kathy Enbom – Proxy to Jennifer Robbins
Lisa Lynch – Proxy to Jay McCracken

OTHERS PRESENT: Pam Furlan, Kathy Day, Jo Ann Johnson, Sharel Wolber, Kate Hansen

Approval of Meetings Minutes

Jim Duffy motioned to approve the April 28, 2014 Meeting Minutes as submitted. Motion was seconded by Rick Ketchum and carried.

Public Comments

Pam introduced Sharel Wollber and Kate Hansen to members.

Executive Director's Reports

Approval of the Fiscal Reports

Kathy informed members that the March and April 2014 Financial Reports were included with the meeting materials for their review and approval. She told members that to date, the expenditure rate is 66.8%. Kathy continued by saying that the direct training expenditure for adult is at 55.29% and for dislocated workers is 55.11%. She reminded members that 40% of the WIA funds need to be spent on direct training costs for adults and dislocated workers. Kevin Reibel motioned to approve the March and April Financial Reports as presented. Motion was seconded by Wayne Reising and carried.

Fiscal Unit Updates

Grant Update

Referring to her Fiscal Unit Update that was provided with the meeting materials, Kathy informed members that PY 2014 allocations were received and reflected a $95,778 decrease in funding from PY 2013.

Kathy told members that DCEO notified her that they had additional funding from a PY 12 that was disbursed to the local areas. She said these funds need to be spent by June 30, 2015 gave BEST an additional $5,000 in admin, $10,000 in adult and $13,000 in dislocated workers. Kathy said that this additional money will be spent before the PY 2013 funds.

Kathy informed members that a FOIA request was received from Openthebooks. She said that they have request financial information from 2008 – 2013. Kathy said that most of the information that they are requesting is confidential as it pertains to our clients. She said that she has contacted the DCEO staff attorney, the state FOIA contact and Region V Department of Labor for guidance on this matter. Kathy told members that she asked for an extension to provide this information. She said that she would keep members informed.

MIP Changes

Kathy informed members that fiscal staff are revising the cost allocation plan to be effective next program year. She said that staff has begun making changes to the MIP system that can be made prior to July 1.

Procurement

Kathy said that fiscal has been working with Jo Ann to complete procurement on many different needed supplies. She said that this includes ads, moving services, shredding, ordering new forms, signage, changing internet providers and office supplies to keep the offices operational during the first quarter of the new Program Year.

DCEO Fiscal Monitoring

DCEO will be at the BEST offices during the week of July 20 to monitor fiscal and program activities, Kathy said.

Youth Contracts

Kathy told members that she has met with the Youth Providers to negotiate the extensions of their programs through June 30m 2015. She said that all programs are operating satisfactorily.

Update Future Goals/Projects

Kathy informed members that the fiscal procedures manual for next Program Year is in its final stages and will be forwarded to the Audit Committee for adoption.

Kathy announced that the Fiscal Office will be moving to 1680 S. Galena Avenue in Dixon on June 27.

Staff Recognition

Kathy acknowledged Jo Ann for helping the fiscal unit in coordinating and organizing the clean-up and shredding of old documents.

Staffing Issues

Kathy noted that staffing issues were presented to the HR Committee for their consideration.

Out of State Travel Request

Kathy reminded members that she is on the Board of Directors for the National Association of Workforce Development Professionals and requested out-of-state travel to attend the quarterly meeting in Detroit, MI. Rick Ketchum motioned to approve Kathy's request. Motion was seconded by Jay McCracken and carried.

Activity Report

Kathy noted that her Activity Report was included with the meeting materials and she did not have any updates.

BEST Successes

Pam informed members that 12 success stories were included with the meeting materials and encouraged them to read them.

Legislative Update

WIA Re-Authorization/Appropriations

Pam said that she did not have anything new to add to her legislative update. As she stated in her typed report, there is a by-partisan, bi-cameral bill, the Workforce Innovation and Opportunity Act (WIOA), which has been introduced and has an excellent change to pass.

PY '13 Incumbent Worker Training (IWT)

Pam told members that Dianna Schuler met with Illinois Valley Community Hospital and St. Margaret's Health about training their current workers to learn/adapt to the changes in the medical coding system through Incumbent Worker Training.

State 40% Training Expenditure Requirement

Pam noted that Kathy provided the training expenditure rates during her report.

Soft Skills Training Program

Pam said that there was no soft skills training schedule, however, the modules are in the process of being revised.

Update on Current Projects and Grants

Accelerated Training in Manufacturing (ATIM) Grant

Pam noted that the ATIM Grant is doing well.

NCI Works Activities

North Central IL Logistics Council (NCILC)

Pam reported that the speaker for the June NCILC Meeting cancelled so no meeting was held. She said that NCILC will not be meeting in the summer.

"No Place Like Home"

Pam stated that our No Place Like Home webpage had 16,646 hits and it still the third most view section on the website. At this time, she said, we have 3 businesses with 3 openings and an additional 7 hospitals with direct links to their HR departments. There are another 37 businesses without opening listing another 128 careers that become available from time to time.

Chief Manufacturing Executives (CME) Group

Pam gave an overview of the CME Group's May meeting in her typed report.

Career Preparation/Life Skills Program

Pam informed members that the Career Preparation/Life Skills program will be presented on September 12 at the LaSalle County Safe School. She said that Nachusa will contact Sally Hanrahan on an as-needed basis when they have students ready to participate. Pam provided members with an outline of the program. Jay McCracken asked Pam to send him a copy of the program.

"Volunteer" Job Fair

Pam noted that she is continuing to contact the workforce agency in California that sponsored the "Volunteer" Job Fair.

Just Hire One Job Fair

Pam told members that staff had their first planning meeting for the Just Hire One Job Fair for Lee and Whiteside Counties. She said they are planning to have the event in October. For the newer members, Pam provided an overview of the Just Hire One Job Fair initiative. Jennifer asked if any follow-up was done with the business who hired one (or more) individuals as a result of the previous job fair. Pam said that she would follow-up with staff and provide that information at the next meeting.

Youth Program Update

Pam said she did not have anything to add to her typed report.

Summer Youth Employment Program (SYEP)

Pam informed members that to date, staff have recruited 189 positions at worksites for the Summer Youth Employment Program. She provided the breakout for members:

Bureau County – 31	Lee County – 39
Carroll County – 4	Ogle County – 10
Jo Daviess County – 10	Putnam County – 3
LaSalle County – 55	Whiteside County 37

Pam then stated that 69 students have already been placed and provided the breakout for members:

Bureau County – 5	Lee County – 14
Carroll County – 4	Ogle County – 8
Jo Daviess County – 5	Putnam County – 3
LaSalle County – 26	Whiteside County 4

Pam noted that BEST, Inc. is planning to serve 75 youth. She said that students enrolled in the SYEP will received $9.00/hour.

Pam recognized the Career Advisors and Business Relations Representatives in getting the students and business ready for the program. Pam said that Sally Hanrahan did a great job in coordinating the program.

PY '13 Participant Report

Pam referred to the Participant Report that was included with the meeting materials noting that it provides an overall summary of what services customers receive in each office.

Personnel Issues

Program/Business Relations/Admin Staff Updates

General Update

Pam complimented the program/business relations/admin staff for their efforts.

Leave of Absence

Pam informed members that Mike Winters submitted a letter of resignation citing his health as a reason for leaving. Pam said that we all wish Mike well during his recovery.

Resignation

Pam announced that Brenda Helms and Sarah Price submitted their resignations.

New Hires

Pam informed members that Beth Heaton was hired as a Business Relations Representative filling the vacancy of Brenda Helms.

Exit Interview

Pam told members that an exit interview was enclosed from Mary Wieczorek who resigned on April 30. Pam stated that a separate exit interview form was submitted by Kathy Enbom.

Galena Office

Pam noted that the Galena Office is operational with Kate being there 2 days a week.

Princeton Office

Pam informed members that BEST, Inc. has started paying rent in the amount of $500.00/month effective May 1, 2014.

Summer Flex-Time Policy Update

Pam reported that 3 staff have opted to take advantage of the summer flex-time schedule.

Community Service Program

Pam noted that 3 staff participated in Community Service Program since the last meeting.

Staff Recognitions

Pam noted that Carrie Folken recognized Jo Ann Johnson for her help with setting up the Jo Daviess and Carroll Counties offices. Also Kate Hansen received a "thank you" from a customer for helping with his resume and Shelley Zinke received a "thank you" from one of her customers for helping with paperwork.

Contact List

Pam reported that she did attend the June 17 and June 19 events as noted on her Contact List.

Rick Ketchum started a discussion about the number of staff who recently left the agency. After some discussion, Chuck Phillips motioned to convene in Executive Session. Motion was seconded by Willie Holmes and carried.

Executive Session convened at 7:30 p.m. General session was reconvened at 8:13 p.m.

Business Meeting

Review of Staff Training Opportunities

Kathy disseminated copies of the Staff Training Opportunities list to members.

HR Committee

Fiscal Staff Job Description

Jennifer presented a revised Fiscal Staff Job Description changing the title to Accountant I for Jessica and Annette. Jay McCracken motioned to approve the Accountant I Job Description as presented. Motion was seconded by Kim Gouker and carried.

Fiscal Staff Salary Range *(Action Item)*

Next, Jennifer presented a request to revise the Fiscal staff Salary range of $32,000 - $45,000. Motion was made by Rick Ketchum to approve the Fiscal Staff Salary Range as presented. Motion was seconded by Kevin Reibel and carried.

Salary Increase for Jessica Green

Kathy noted that Jessica Green was at the base level and has 7 years' experience with the agency. The HR Committee recommended to increase Jessica's salary to $36,000. Motion was made by Kevin Reibel to concur with the HR Committee's recommendation and adjust Jessica's salary to $36,000. Motion was made by Rick Ketchum and carried.

Recommendation for Staff Increases

Jennifer informed members that the HR Committee also recommended to give staff increases based on performance appraisals for PY 14. The raises will be based on staff's annual performance review according to the following scale:

Rating 100 – 93%	2.5%
Rating 93-86%	2%
Rating 86-79%	1.5%
Rating below 79%	0%

She said that these increase would be effective July 1, 2014. Jay McCracken motioned to approve the recommendation to provide staff with increases as presented. Motion was seconded by Kevin Reibel and carried.

Employee Handbook

Jennifer informed members that many hours were spent reviewing and revising the Employee Handbook. She said that the handbook is fair to all employees and provided an overview of some of the major changes. Jennifer said that the HR Committee is recommending to removing 12 Holidays from the PHO accrual and pay staff separately for Holidays. The recommended Holidays are: 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).

Jennifer said that the HR Committee discussed whether employees remain working 37.5 hours per week or increase it to 40 hours per week. She said that the HR Committee would like to discuss this with the full board for their input before making a recommendation.

The HR Committee recommended retaining the policy that employees will be allowed to carry-over 237 hours from one calendar year to the next, Jennifer said.

Jim Duffy asked for clarification on comp hours for exempt personnel. After discussion it was noted that it has never been a problem with exempt staff earning excessive comp hours. Wayne stated that if it does become an issue in the future, the policy will be changed.

With there being no further discussion, Kim Gouker motioned to approve the Handbook as presented. Motion was seconded by Ron Smith and carried.

Other Business

BEST Board Committee's Purpose & Procedures

The Purpose & Procedures were enclosed for the Audit, Bylaws and HR Committees. Pam stated that the Bylaws may need to meet to develop procedures for electronic meetings now that the amendments have passed the House and Senate.

BEST Website Report *(will be provided at meeting)*

A copy of the Website Report was distributed to members for their review. Kathy noted that the BEST, Inc. website is being revised.

Conflict of Interest

Kathy disseminated the Conflict of Interest Policy to members and asked them to complete the form indicating any conflicts they may have in relationship to the BEST, Inc. Board of Directors and return the form to Jo Ann.

Meeting Schedule

Joe informed members that the next Board Meeting will be August 25, 2014. Pam stated that members may need to look at changing the December 22, 2014 meeting date as it is close to the Holiday.

Adjournment

With there being no further business, Jennifer Robbins motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 8:40 p.m.

Jo Ann Johnson

Approved by:

Lisa Lynch
Secretary