

Business Employment Skills Team, Inc.
Board of Directors' Meeting
October 28, 2013
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 August 26, 2013 & October 9, 2013 Meetings Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports (Enclosed)

Pam Furlan

✓ Legislative Update

➤ WIA Re-Authorization/Appropriations

✓ Soft Skills Program

✓ NCI Works Activities

➤ North Central IL Logistics Council

➤ "No Place Like Home"

➤ Chief Manufacturing Executives (CME) Group

➤ Career Preparation/Life Skills Program

➤ Just Hire One (JHO)

➤ Employer's Conference

➤ Work in the Real World

✓ Youth Program Update

➤ Summer Youth Employment Program Worksite Development

✓ Personnel Issues/Transition Issues (Enclosed)

➤ Staff Updates

- ◆ Government Shutdown
- ◆ Business Relations Staff
- ◆ Fiscal Staff
- ◆ Administrative Assistant
- ◆ Executive Session Material

➤ Ottawa Office

➤ Community Service Program

➤ Staff Recognitions

➤ MIP Training

➤ Transition Issues

- ◆ Letter to Representative Mautino Regarding OMA (Enclosed)
(Action Item)

✓ Contact List (Enclosed)

Kathy Day

✓ Program Directors Activity Report

✓ Program Update Report

- Direct Training Report
- Transitional Issues
- Community Service Update
- Staff Recognition Report
- Staffing Issues
- Other Policy Related Issues

✓ PY 2013 Participant Reporting

✓ Contractor Report

- Employer Contract Report
- Youth Contractor Report

- ✓ Grant/Project Updates
 - Accelerated Training in Manufacturing (ATIM)
 - Youth Program Grant
 - Trade Grant
 - Work in the Real World
- ✓ Success Stories

Business Meeting

- ✓ Allow Staff to Continue Accruing Seniority and PHOs (Tabled from the October 9, 2013 Meeting) (Pam Furlan) (*Action Item*)
- ✓ Review/Approval of Monthly Financial Statements (Enclosed) (Pam Furlan) (*Action Item*)
 - July 2013
 - August 2013
- ✓ Program Year 2012 Audit Report Update (Pam Furlan)
- ✓ Out-of-State Travel Request (Enclosed) (Pam Furlan) (*Action Item*)
- ✓ Review of Staff Training Summaries (September, October, November) (Pam Furlan) (Enclosed)
- ✓ Approval for CFO Professional Services (Enclosed) (Pam Furlan) (*Action Item*)
- ✓ Approval for MIP training (Enclosed) (Pam Furlan) (*Action Item*)
- ✓ Employee Health Insurance Update (Jo Ann Johnson) (Enclosed)

Executive Session

The following information will be provided under separate cover:

- ✓ Administrative Assistant/EO/HR Request (Jo Ann Johnson) (*Action Item*)

Information Regarding the following action was provided at the August 26, 2013 Meeting

- ✓ Executive Director's (Pam Furlan) Performance Evaluation (*Action Item*)
- ✓ Executive Director's Contracts Negotiations (Pam Furlan & Kathy Day) (*Action Item*)
- ✓ Approval of the August 26, 2013 Executive Session Meetings Minutes (*Action Item*)

Other Business

- ✓ Updated Membership List (Enclosed)
- ✓ BEST Website Report (Enclosed)
- ✓ Discussion Regarding Next Meeting – December 23, 2013

Adjournment