

BUSINESS EMPLOYMENT SKILLS TEAM, INC.
BOARD OF DIRECTORS' MEETING MINUTES
October 28, 2013

The Business Employment Skills Team, Inc. Board of Directors' Meeting was called to order at 6:40 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				

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

Approval of Meeting Minutes

Jim Duffy commented that there were grammatical errors throughout the Minutes and he would provide those to Jo Ann after the meeting Robert Albrecht motioned to approve the August 26, 2013 and October 9, 2013 Meeting Minutes as corrected. Joe Panzica seconded the motion. Motion carried.

Public Comments

None

Executive Director's Reports

Pam Furlan informed members that she did not have any updates to her typed report that was provided with the meeting materials. She did say that she is working on establishing an NCI Works Youth Council and plans to bring the information to members at the December meeting.

Referring to the Work in the Real World event that was recently held, Pam said that the participating schools included: Ashton-Franklin Center, Eastland, Erie High School, Morrison High School, Sterling High School, Bureau Valley High School, Nachusa, Milledgeville and Whiteside Area Career Center. Pam said that a Work in the Real World event will be held for Bureau, LaSalle and Putnam Counties early next year. Members then discussed possible grant opportunities for future Work in the Real Work events.

Personnel Issues/Transition Issues

Referring to her typed report regarding the Ottawa Office which is part of the Illinois workNet Center, Pam said that she received a call from Nancy Curran, IDES Office Manager regarding the proposed rent for the Ottawa Office. Pam stated that initially the rent would be \$62,000/year, however Nancy informed Pam that she miscalculated and the rent would be \$3,700. Members then asked for information regarding past years rent amount and the size of the office space utilized. Pam stated that during the past two years, the Dislocated Workers Center paid \$7,000/year while BEST has paid \$0. Pam then explained to members how rent was calculated noting that BEST acquires less than 800 square feet of office space, however, the Resource Centers and Common Space are incorporated into the rent amount. Pam told members that she will be contacting Nancy Curran regarding this matter and will keep members informed.

Transition Issues

Pam told members that she provided a copy of a Letter to Representative Mautino Regarding OMA with the meeting materials. Robert Albrecht motioned to approve the letter as presented. Motion was seconded by Jay McCracken and carried.

Contact List

Pam told members that she did attend the Manufacturing Expo on October 23 and about 300 students attended. Jay McCracken commented that he took 16 students to the Expo and was very impressed with the event.

Kathy Day informed members that her typed report was provided with the meeting materials. She told members that the Direct Training Costs for Adults is 37% and for Dislocated Workers is 44%. Kathy said that limited funds being available during the first and second quarter of the Program Year resulted in the lower Direct Training Costs. She told members that staff will begin adding new enrollments in January which will increase the Direct Training Costs. Kathy said that by June 30, 2014 the Direct Training Costs for Adult and Dislocated Workers must be at least 40%.

Grant/Project Updates

Accelerated Training in Manufacturing (ATIM)

Kathy informed members that the Accelerated Training in Manufacturing (ATIM) grant is an opportunity for community colleges to align their curriculum with specific manufacturing businesses. She said that some of the curriculum still needs to be adjusted and a Project Manager is needed.

Youth Program Grant

Kathy informed members that the Summer Youth Grant was deobligated by \$60,000 and will end on November 4, 2014.

Trade Grant

Kathy told members that the modification to the Trade Grant is being finalized and provided members with an overview of the number of customers that are affected. She said that the funding request for the modification will be \$197,000.

Work in the Real World

Kathy said that Pam mentioned the schools involved with the Work in the Real World event.

Success Stories

Kathy encouraged members to read the Success Stories that were included with the meeting materials.

Business Meeting

Allow Staff to Continue Accruing Seniority and PHOs

Item was removed from Agenda as it is no longer applicable.

Approval of Monthly Financial Statements

Pam said that she hoped that everyone liked the new format for the Monthly Financial Statements and thanked Annette for preparing them. Pam then provided an overview of the reports noting that after reviewing the budget earlier today that some adjustments are going to be made. Jennifer asked about the line item for salaries. Pam stated that there is a full-time and 2 part-time positions that are included in the salary line item that have not been filled. Members then continued to review the reports noting some confusion with the column headings. There was also some discussion about the reports still being confusing and agreed that the reports should include the budget, how much was spent, what is planned to be spent and how much is left. Additionally, a column for percentage would also be helpful. Kathy Enbom suggested that a draft of the revised format be sent out to all members for their input. Jim Duffy said that members should be able to look at the reports and understand them without explanation. Pam said that she will work with Annette to develop this new format and send it out for all members to review.

Ron Smith motioned to approve the July and August 2013 Monthly Financial Statements as presented. Motion was seconded by Jennifer Robbins and carried.

Program Year 2012 Audit Report Update

Chuck Phillips informed members that the Audit Committee met prior to the Board meeting and reviewed the draft Audit Report for Program Year 2012 (July 1, 2012 – June 30, 2013) submitted by Sikich. He said that the report has no findings nor will they be issuing a management report. Chuck told members that BEST is classified as a low risk with no material weaknesses. No

action is required on the draft report, Chuck said, as the final report will be presented at the next Board meeting.

Members asked about the audit that was conducted for the former Partners for Employment. Kathy informed members that the audit was conducted and she has not received the report.

Kathy Enbom noted that she was interviewed by Sikich and had an opportunity to ask them questions.

Out-of-State Travel Request

Pam requested to allow up to 3 people to attend the NAWB Conference in Washington, DC in March 2014. Pam said that she along with the 2 co-chairs of the NCI Works (Cary Robbins and Linda Burt) is interested in attending. Kevin Reibel motioned to allow Pam and the 2 co-chairs to attend the NAWB Conference in Washington, D.C. Motion was seconded by Rick Ketchum and carried.

Review of Staff Training Summaries

Pam said that these calendars are provided for informational purposes to show the different types of training that BEST staff attends.

Approval for CFO Professional Services

Pam said that the recommendation is to accept the proposal submitted by LWIA #16 and Leanne Witlock to provide interim CFO Services until an individual can be hired on staff. It was noted that the contract will be for 3 months and could be renewed. Pam told members that Leanne is available to start as soon as possible. Discussion then centered on finding a full-time CFO. Pam assured members that she plans to place an ad in the local newspapers and post the position to the Illinois Job Link, No Place Like Home webpage, BEST Website and Illinois workNet noting that the position is open until it is filled. Members then asked about seeing LWIA #16 audit report and DCEO monitoring results.

Joe Panzica motioned to accept the proposal from LWIA #16 and Leanne Witlock to provide interim CFO services. Motion was seconded by Betty Steinert and carried.

Approval for MIP training

Pam recommended that Sikich be provided the contract to provide MIP Training for BEST staff. Pam said that Sikich is familiar with the system. Kevin Reibel motioned to accept the recommendation to contract with Sikich to provide MIP training for BEST staff. Motion was seconded by Rick Ketchum and carried.

Employee Health Insurance Update

Jo Ann informed members that she received correspondence from Humana regarding their renewal rates for January 2014. She said that because BEST has a grandfathered status the rates were reduced by \$160.54 per person. Jo Ann said that these rates are tentative and she is awaiting a formal letter of renewal from Humana. She told members that action will be taken at the December meeting regarding Employee Health Insurance. Jennifer asked if other plans were going to be considered and Jo Ann responded yes.

Executive Session

Ron Smith motioned to convene in Executive Session for the discussion of Personnel Matters as outlined on the Meeting Agenda. Motion was seconded by Joe Panzica and carried.

Joe Panzica motion to reconvene from Executive Session. Motion was seconded by Jim Duffy and carried. It was noted that Jennifer Robbins and Kevin Reibel left during Executive Session. Jennifer gave her proxy to Betty Steinert.

Betty Steinert motioned to increase the salary for Jo Ann Johnson to \$41,000 retroactive to September 1, 2013. Joe Panzica seconded the motion followed by a roll call vote. Motion carried.

Rick Ketchum motioned to renew the Executive Director contract with Pam Furlan and increase her salary to \$76,000 retroactive to September 1, 2013. Motion was seconded by Robert Albrecht followed by a roll call vote. Motion carried.

Robert Albrecht motioned to extend the Executive Director contract for Kathy Day at the current salary level through August 30, 2014. Motion was seconded by Jim Duffy followed by a roll call vote. Motion carried.

Other Business

Updated Membership List

Information only.

BEST Website Report

Information only.

Discussion Regarding Next Meeting

The next BEST Board meeting was scheduled for December 16, 2013.

Adjournment

With there being no further business, Rick Ketchum motioned to adjourn. Motion was seconded by Jim Duffy and carried. Meeting adjourned at 10:15 p.m.

Jo Ann Johnson

Approved by:

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

Lisa Lynch
Secretary