

Business Employment Skills Team, Inc.
Board of Directors' Meeting
April 27, 2015
6:30 p.m.
Old Lee County Courthouse, 3rd Floor Conference Room, Dixon, IL

REVISED AGENDA

Call to Order (Kathy Enbom)

Roll Call

Approval of the February 23, 2015 Meeting Minutes (Enclosed) (*Action Item*)

Public Comments

Executive Director's Reports

Pam Furlan

- ✓ BEST Successes
- ✓ Legislative Update
 - WIOA Appropriations/Transition & Implementation
- ✓ PY '14 Incumbent Worker Training (IWT)
- ✓ State 40% Training Expenditure Requirement
- ✓ Essential Skills Training Program
- ✓ Update on Current Projects and Grants
 - Accelerated Training in Manufacturing (ATIM) Grant
 - LaSalle County Adult Redeployment Grant
 - Illinois Talent Pipeline Grant
- ✓ NCI Works Activities
 - North Central IL Logistics Council (NCILC)
 - "No Place Like Home"
 - Chief Manufacturing Executives (CME) Group
 - Career Preparation/Life Skills Program

✓ 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 '14 Participant Reports (Enclosed)

✓ PY '14 Business Relations Unit Report (Enclosed)

✓ Personnel Issues (Enclosed)

- Program/Business Relations/Admin Staff Updates
 - ◆ General Update
- Update on Staff Work Groups
 - ◆ Visibility
 - ◆ Grant Writing
 - ◆ Youth
- Community Service Program
- Staff Recognitions
- Rapid Response Activities
- Summer Flex-Time Policy (*Action Item*)
- Conference Summaries

✓ Contact List (Enclosed)

Kathy Day

✓ Approval of the Fiscal Reports for January, February & March 2015 (Enclosed) (*Action Item*)

✓ Fiscal Unit Updates (Enclosed)

- Grant Updates
- Youth
- Insurance
- Miscellaneous
- Additional Agenda Reports/Updates
 - Community Service
 - Staff Recognition
 - Staffing Issues
 - Out-of-State Travel

- ✓ Activities Report (Enclosed)

Committee Report(s)

HR Committee (Kathy Enbom)

- ✓ Employee Handbook Policies (Enclosed) (*Action Item*)

- Code of Conduct
 - Drug Free Workplace
 - Fraud and Abuse Policy
 - Record Retention and Documentation Destruction Policy
 - Whistle-Blower Policy
 - Community Service Program
 - Conflicts of Interest Policy
 - Internet and Computer Usage
 - Access to Electronically Stored Accounting Data
 - Credit Card Usage and Reporting

- ✓ Revised Travel Policy (Enclosed) (*Action Item*)

- ✓ Employee Engagement Survey(s) (Enclosed) (*Action Item*)

Business Meeting

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

Other Business

- ✓ BEST Website Update (Pam Furlan) (*information will be provided at meeting*)

- ✓ Next Meeting: June 22, 2015

Adjournment