

# Local Workforce Development Board & Chief Elected Officials Meeting Minutes August 6, 2020 Board Meeting

**LWDB Present:** J.R. Ackley, Jennifer Breister, Terri Swanson, Julie Dannen, Gayla Toebe, Hunter Callanan, Sandra Leake, James Erb, Marla Locke, Mary Ott, Sis Grieman

**LWDB Absent:** Cindy Harris, Eric Kingland, Sherry Becker

**CEO Present:** Corey Eberling, Barb Francis, Linda Tjaden, Mark Smeby

**CEO Absent:** Mike Stensrud, Tim Latham

**Staff:** Taylor Williams, Regional Director, Caroline McManigal, Board Support

**Guests:** Patti Hanson, Dean Continuing Ed-NIACC

## AGENDA AUGUST 6, 2020

### 1.0 Welcome

Corey thanked everyone for joining meeting. Caroline McManigal took roll call.

### 2.0 Action Items

#### a. LWDB/CEO Approval of August 6, 2020 Agenda

LWDB Motion Hunter Callanan 2<sup>nd</sup> J.R. Ackley Vote

CEO Motion Mark Smeby 2<sup>nd</sup> Linda Tjaden Vote

#### b. LWDB/CEO Approval of April 30, 2020 meeting minutes

LWDB Motion Terri Swanson 2<sup>nd</sup> J.R. Ackley Vote

CEO Motion Linda Tjaden 2<sup>nd</sup> Barb Francis Vote

### 3.0 Director's Announcements / Title I Updates

As of July 20th, all Title I employees are back in the office full-time. Due to the office being closed we are unable to work with clients in-person until further notice. We have had a room reserved at NIACC for any in-person meetings that need to take place. Face coverings are required on the NIACC campus.

DREP Quarterly Report for Quarter ending June 30, 2020 was submitted on July 16, 2020 (Quarterly report attached and please add to board packet). During this Quarterly Report you will see we had to let one of our DREP drivers go and our Supervisor left to pursue other opportunities. We have since moved one of our more experienced drivers into the Supervisor role and so far, he has done a great job. Our Mechanic comes with a lot of experience and responds to issues with the trucks immediately. We have 6 current DREP participants including our Supervisor and our Mechanic.

The Rapid Response Grant Modification for 11/1/2019 was finally officially signed on 6/24/2020. NIACC received an amended modification to our agreement extending services until 12/31/20. This was signed and given back to us on 7/1/2020. We received additional Rapid Response funds as a result of the COVID pandemic. These dollars are to go towards providing dislocated worker activities and services to those impacted directly from a COVID layoff. We received this signed agreement on 7/1/2020.

We submitted a non-WARN rapid response notice for Victoria Secret in Mason City. They closed permanently on 6/19/2020 due to COVID and this closure impacted 11 employees. We provided a packet of information by email to those individuals.

We submitted a non-WARN rapid response notice for Fox River Mills in Osage. They experienced permanent layoffs as a result of COVID and this directly impacted 30 employees. We provided a packet of information by email to those individuals.

We received a WARN notice from Diamond Jo Casino on 6/9/2020. We are still waiting on communications from the employer on next steps. We are prepared to provide worker information meetings and/or Title I information to those directly impacted.

#### 4.0 Title II: Adult Education / Literacy Updates

End of year numbers report attached with program year ended July 30<sup>th</sup>. Level funding for new year is the same, not higher or lower. NIAAC Fall classes are running and will be 50% percent face to face with the rest being held, via virtual or online. As of July 1<sup>st</sup>, Adult Education housed under Continuing Education.

#### 5.0 Title IV: Investing in Iowans Report

Due to COVID-19, slow on referrals, however, lately it has been picking up. COVID-19 has also had a big impact on rehabilitation rates. We are mostly working from home and are able to do any service that we were doing face to face. Statewide and local virtual high school programs going very well and they have been extended into August.

#### 6.0 Discussion / Information Items:

Realignment Update – Corey provided the board with details and documents pertaining to the new board membership requirements of the Northeast Iowa LWDA. Documents were:

- Local Workforce Development Board Member Conflict of Interest Attestation Form Instructions
- Local Workforce Development Board Member Conflict of Interest Attestation Form
- Local Workforce Development Board Member Nomination Form
- Local Workforce Development Composition Instructions / Worksheet

Discussion / possible action to compensate Board Support due to additional requirements - Caroline and Corey plan to talk more about amount of compensation, with it being retroactive to July 1, 2020. Corey will decide where funds are available and looking at the hourly rate of \$20.00 to \$25.00 an hour, with an average meeting time and works associated, being 3 – 4 hours. It would be very beneficial to our local area to have Caroline as the board support for the Northeast Iowa LWDA board.

Motion for Corey Eberling to find available funds for Caroline McManigal - Compensation

RWDB Motion J.R. Ackley 2<sup>nd</sup> Hunter Callanan Vote

CEO Motion Barb Francis 2<sup>nd</sup> Mark Smeby Vote

#### 7.0 Upcoming Meeting for your Calendar ~

September 17, 2020 at 12:00 p.m.

#### 8.0 Adjournment

Motion to Adjourn meeting

RWDB Motion J.R. Ackley 2<sup>nd</sup> Hunter Callanan Vote

CEO Motion Mark Smeby 2<sup>nd</sup> Barb Francis Vote