

**EAST CENTRAL IOWA WORKFORCE DEVELOPMENT BOARD
AND EAST CENTRAL IOWA CEO BOARD
JOINT QUARTERLY BOARD MEETING**

09/24/2020

IBEW - 1211 Wiley Blvd SW - Cedar Rapids, IA

Or via Zoom

<https://zoom.us/j/5384615742?pwd=L1h4ODZnWklyeDILZC9OVEZRbkJPdz09>

OR Dial 312-626-6799 Meeting ID: 538 461 5742 Passcode: 562576

10:00 a.m. – 12:00 p.m.

AGENDA

Agenda Item	Person Responsible	Status
<p>Welcome and Call to Order</p> <ul style="list-style-type: none"> Introduction of Members and Guests 	Bob Yoder/ Patty Manuel	I
<p>ECIWDB Members Present: Jasmine Almoayyad , Chris Carr, Ashley Ferguson, Jenna Gardner, Rhonda Griffin, Patrick Lyons, Patty Manuel, Holly Mateer, Scott Mather, Rick Moyle, Julie Perez, Terry Rhinehart, Stefanie Rupert, Mike Sadler II, Deborah Stradt-Craig, Aaron-Marie Thoms.</p> <p>EICWDB Members Absent: Kim Becicka, Joseph Linn, Mike McCullough.</p> <p>CEO Members Present: Bruce Adams, Jon Bell, Pat Heiden, Bob Yoder.</p> <p>CEO Members Absent: Gary Bierschenk, Joe Oswald, Ben Rogers.</p> <p>Board Support: Heather Garcia, Johnna Forbes.</p> <p>Guests: Carla Andorf, Jennifer Perkins, Carlos Vega, Cherisa Price-Wells, Tim Foster.</p> <p>Bob Yoder (CLEO) called the meeting to order at 10:08. Patty Manuel (Chair) called the meeting to order at 10:09.</p>		
<p>1. Consent Agenda</p> <p>ECIWDB</p> <ul style="list-style-type: none"> September 24, 2020 Agenda June 25, 2020 Minutes September 3, 2020 Minutes <p>East Central Iowa CEO Board</p> <ul style="list-style-type: none"> September 24, 2020 Agenda June 25, 2020 Minutes August 17, 2020 Minutes 	<p>Patty Manuel</p> <p>Bob Yoder</p>	<p>I/D/A</p> <p>I/D/A</p>
<p>ECIWDB: Motion by Patrick Lyons, second by Stefanie to approve the 9/24/2020 Agenda, 6/25/2020 Minutes and 9/3/2020 Minutes. Ayes: All. Motion carried.</p> <p>CEO: Motion by Pat Heiden, second by Bruce Adams to approve the 9/24/2020 Agenda, 6/25/2020 Minutes and 8/17/2020 Minutes. Ayes: All. Motion carried.</p>		
<p>2. Approve New Board Name</p> <ul style="list-style-type: none"> East Central Iowa Workforce Development Board (ECIWDB) 	All	I/D/A
<p>ECIWDB: Motion by Julie Perez, second by Stefanie Rupert to approve new board name of East Central Iowa Workforce Development Board – ECIWDB. Ayes: All. Motion carried.</p>		

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<p><u>CEO:</u> Motion by Jon Bell, second by Bruce Adams to approve new board name (East Central Iowa Workforce Development Board – ECIWDB). Ayes: All. Motion carried.</p>		
3. Board Support	Patty Manuel	I/D/A
<ul style="list-style-type: none"> • Ratify Selection of Board Support <p>Heather Garcia and Johnna Forbes left the board meeting while the boards discussed ratification of the board support contract by the LWDB. Motion by Julie Perez, second by Chris Carr to ratify the board support contract. Ayes: All. Motion carried. Heather Garcia and Johnna Forbes returned to the board meeting. Heather Garcia confirmed the contract has a 7/1 start date with a month to month clause. She recommended that the board review the contract annually to make adjustments as needed.</p>		
4. Approve ECIWDB Bylaws	All	I/D/A
<p><u>ECIWDB:</u> Motion by Julie Perez, second by Chris Carr to approve ECIWDB Bylaws and review annually. Ayes: All. Motion carried.</p>		
5. Memorandum of Understanding (MOU) Extension	All	I/D/A
<p><u>ECIWDB:</u> Motion by Chris Carr, second by Julie Perez to extend current MOU through 6/30/2021. Ayes: All. Motion carried.</p>		
6. Board D&O Insurance (\$1,695)	All	I/D/A
<p><u>ECIWDB:</u> Motion by Mike Sadler II, second by Chris Carr to accept D&O Insurance bid of \$1695. Ayes: All. Motion carried.</p> <p><u>CEO:</u> Motion by Bruce Adams, second by Jon Bell to accept D & O Insurance bid of \$1695. Ayes: All. Motion carried.</p>		
7. COVID-19 Emergency Grant Participation (Action to be made by both CEO and ECIWDB)	Heather Garcia	I/D/A
<p><u>ECIWDB:</u> Motion by Rick Moyle, second by Julie Perez to apply for the COVID-19 Emergency Grant funds when available. Ayes: All. Motion carried.</p> <p><u>CEO:</u> Motion by Jon Bell, second by Bruce Adams to apply for the COVID-19 Emergency Grant funds when available. Ayes: All. Motion carried.</p>		
8. Derecho Emergency Grant Participation	Heather Garcia	I/D/A
<p><u>ECIWDB:</u> Motion by Debbie Craig, second by Chris Carr to apply for the emergency grant funds to help displaced workers in cleanup in counties affected by Derecho. Ayes: All. Motion carried.</p> <p><u>CEO:</u> Motion by Bruce Adams, second by Jon Bell to apply for the emergency grant funds to help displaced workers in cleanup in counties affected by Derecho. Ayes: All. Motion carried.</p>		
9. Partner Updates		
<ul style="list-style-type: none"> • Adult/Dislocated Worker/Youth – Title I • Adult Education/Literacy – Title II • Wagner-Peyser – Title III • Vocational Rehabilitation – Title IV 	<p>Carla Andorf/ Jennifer Perkins</p> <p>Terry Rhinehart</p> <p>Scott Mather</p> <p>Holly Mateer</p>	<p>I/D</p> <p>I/D</p> <p>I/D</p> <p>I/D</p>
10. Request for Proposals	Heather Garcia/ Procurement Committee	I/D/A I/D/A
<ul style="list-style-type: none"> • One-Stop Operator Language • One-Stop Operator Budget • Adult and Dislocated Worker Language • Youth and Young Adult Language 	<p>Heather Garcia</p> <p>Heather Garcia</p>	<p>I/D/A</p> <p>I/D/A</p>

Carla Andorf, Jen Perkins, Terry Rhinehart, Tim Foster and Cherisa Price-Wells left the meeting due to potential submissions of One-Stop Operator, Youth and Young Adult and Adult/Dislocated Worker proposals.

One-Stop Operator Language/RFP:

ECIWDB: **Motion** by Rick Moyle, **second** by Patty Manuel to authorize the One-Stop Operator committee members to approve final changes/modifications release of the RFP and to make the recommendations to the full board on One-Stop Operator selection. **Ayes:** All. **Motion carried.**

CEO: **Motion** by Bruce Adams, **second** by Jon Bell to authorize the One-Stop Operator committee members to approve final changes/modifications and release of the RFP and to make the recommendations to the full board on One-Stop Operator selection. **Ayes:** All. **Motion carried.**

One-Stop Operator Budget:

ECIWDB: **Motion** by Chris Carr, **second** by Mike Sadler II to approve a 6-month budget of \$5,000 for the One-Stop Operator. **Ayes:** All. **Motion carried.**

CEO: **Motion** by Jon Bell, **second** by Bruce Adams to approve a 6-month budget of \$5,000 for the One-Stop Operator. **Ayes:** All. **Motion carried.**

Adult and Dislocated Worker RFP:

ECIWDB: **Motion** by Pat Lyons, **second** by Chris Carr to approve the Request for Proposals language and release the RFP. **Ayes:** All. **Motion carried.**

Youth and Young Adult RFP:

ECIWDB: **Motion** by Mike Sadler, **second** by Rick Moyle to approve the Request for Proposals language and release the RFP. **Ayes:** All. **Motion carried.**

CEO: **Motion** by Jon Bell, **second** by Bruce Adams to approve the language for both the Adult and Dislocated Worker and Youth and Young Adult RFP documents and release them to the public. **Ayes:** All. **Motion carried.**

11. Finance Committee/Audit Committee Member Selection	Heather Garcia	I/D/A
No action taken. Heather to procure volunteers for Finance Committee.		
12. Board Planning and Next Steps	Heather Garcia	I/D
<ul style="list-style-type: none"> • Budget (Due 12/1/2020) • Committee Development • Local Plan • Next Meeting Date scheduled 12/3/2020 (Date change to 12/1/2020?) 	All	I/D/A
There will be a short (15 minute) meeting on 12/1/2020 to review and approve the ECIWDB budget and still keep regularly scheduled joint quarterly meeting on 12/3/2020.		
13. New Business	All	I/D
14. Motion to Adjourn	All	
Meeting adjourned at 11:47 a.m.		