

# East Central Iowa Workforce Development Board

## East Central Iowa CEO Board

### JOINT QUARTERLY BOARD MEETING

Thursday, September 24, 2020

### Minutes

Agenda Item	Person Responsible	Status
Welcome and Call to Order <ul style="list-style-type: none"><li>Introduction of Members and Guests</li></ul>	Bob Yoder/ Patty Manuel	I
<p><b><u>ECIWDB Members Present:</u></b> 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><b><u>EICWDB Members Absent:</u></b> Kim Becicka, Joseph Linn, Mike McCullough.</p> <p><b><u>CEO Members Present:</u></b> Bruce Adams, Jon Bell, Pat Heiden, Bob Yoder.</p> <p><b><u>CEO Members Absent:</u></b> Gary Bierschenk, Joe Oswald, Ben Rogers.</p> <p><b><u>Board Support:</u></b> Heather Garcia, Johnna Forbes.</p> <p><b><u>Guests:</u></b> 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>		
1. Consent Agenda <u>ECIWDB</u> <ul style="list-style-type: none"><li>September 24, 2020 Agenda</li><li>June 25, 2020 Minutes</li><li>September 3, 2020 Minutes</li></ul> <u>East Central Iowa CEO Board</u> <ul style="list-style-type: none"><li>September 24, 2020 Agenda</li><li>June 25, 2020 Minutes</li><li>August 17, 2020 Minutes</li></ul>	Patty Manuel  Bob Yoder	I/D/A  I/D/A
<p><b><u>ECIWDB:</u> 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.</b></p> <p><b><u>CEO:</u> 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.</b></p>		
2. Approve New Board Name <ul style="list-style-type: none"><li>East Central Iowa Workforce Development Board (ECIWDB)</li></ul>	All	I/D/A
<p><b><u>ECIWDB:</u> 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.</b></p> <p><b><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.</b></p>		
3. Board Support <ul style="list-style-type: none"><li>Ratify Selection of Board Support</li></ul>	Patty Manuel	I/D/A
Heather Garcia and Johnna Forbes left the board meeting while the boards discussed ratification of the board support contract by the LWDB. <b>Motion</b> by Julie Perez, <b>second</b> by Chris Carr to ratify the board support contract. <b>Ayes: All. Motion carried.</b> Heather Garcia and Johnna Forbes		

# East Central Iowa Workforce Development Board

## East Central Iowa CEO Board

### JOINT QUARTERLY BOARD MEETING

Thursday, September 24, 2020

<p>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: Motion</u> by Julie Perez, <b>second</b> by Chris Carr to approve ECIWDB Bylaws and review annually. <b>Ayes: All. Motion carried.</b></p>		
5. Memorandum of Understanding (MOU) Extension	All	I/D/A
<p><u>ECIWDB: Motion</u> by Chris Carr, <b>second</b> by Julie Perez to extend current MOU through 6/30/2021. <b>Ayes: All. Motion carried.</b></p>		
6. Board D&O Insurance (\$1,695)	All	I/D/A
<p><u>ECIWDB: Motion</u> by Mike Sadler II, <b>second</b> by Chris Carr to accept D&amp;O Insurance bid of \$1695. <b>Ayes: All. Motion carried.</b></p> <p><u>CEO: Motion</u> by Bruce Adams, <b>second</b> by Jon Bell to accept D &amp; O Insurance bid of \$1695. <b>Ayes: All. Motion carried.</b></p>		
7. COVID-19 Emergency Grant Participation (Action to be made by both CEO and ECIWDB)	Heather Garcia	I/D/A
<p><u>ECIWDB: Motion</u> by Rick Moyle, <b>second</b> by Julie Perez to apply for the COVID-19 Emergency Grant funds when available. <b>Ayes: All. Motion carried.</b></p> <p><u>CEO: Motion</u> by Jon Bell, <b>second</b> by Bruce Adams to apply for the COVID-19 Emergency Grant funds when available. <b>Ayes: All. Motion carried.</b></p>		
8. Derecho Emergency Grant Participation	Heather Garcia	I/D/A
<p><u>ECIWDB: Motion</u> by Debbie Craig, <b>second</b> by Chris Carr to apply for the emergency grant funds to help displaced workers in cleanup in counties affected by Derecho. <b>Ayes: All. Motion carried.</b></p> <p><u>CEO: Motion</u> by Bruce Adams, <b>second</b> by Jon Bell to apply for the emergency grant funds to help displaced workers in cleanup in counties affected by Derecho. <b>Ayes: All. Motion carried.</b></p>		
9. Partner Updates		
<ul style="list-style-type: none"> <li>• Adult/Dislocated Worker/Youth – Title I</li> <li>• Adult Education/Literacy – Title II</li> <li>• Wagner-Peyser – Title III</li> <li>• Vocational Rehabilitation – Title IV</li> </ul>	<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"> <li>• One-Stop Operator Language</li> <li>• One-Stop Operator Budget</li> <li>• Adult and Dislocated Worker Language</li> <li>• Youth and Young Adult Language</li> </ul>	<p>Heather Garcia</p> <p>Heather Garcia</p>	<p>I/D/A</p> <p>I/D/A</p>
<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.</p> <p><b><u>One-Stop Operator Language/RFP:</u></b></p>		

# East Central Iowa Workforce Development Board

## East Central Iowa CEO Board

### JOINT QUARTERLY BOARD MEETING

Thursday, September 24, 2020

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"><li>Budget (Due 12/1/2020)</li><li>Committee Development</li><li>Local Plan</li><li>Next Meeting Date scheduled 12/3/2020 (Date change to 12/1/2020?)</li></ul>	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.		