

# East Central Iowa Workforce Development Board

## East Central Iowa CEO Board

### JOINT QUARTERLY BOARD MEETING

Thursday, December 3, 2020

10:00 a.m. – 12:00 p.m.

## 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>	Patty Manuel/ Bob Yoder	I
<p><b><u>ECIWDB Members Present:</u></b> Jasmine Almoayyed, Kim Becicka, Chris Carr, Joseph Linn, Patrick Lyons, Patty Manuel, Holly Mateer, Scott Mather, Mike McCullough, Rick Moyle, Julie Perez, Terry Rhinehart, Stefanie Rupert, Mike Sadler II, Aaron-Marie Thoms.</p> <p><b><u>ECIWDB Members Absent:</u></b> Ashley Ferguson, Jenna Gardner, Rhonda Griffin, Deborah Stradt Craig.</p> <p><b><u>CEO Members Present:</u></b> Bruce Adams, Jon Bell, Joe Oswald, Bob Yoder.</p> <p><b><u>CEO Members Absent:</u></b> Gary Bierschenk, Pat Heiden, 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, Jamie Phipps, Linda Rouse, Carlos Vega.</p>		
1. Consent Agenda <ul style="list-style-type: none"><li><u>ECIWDB</u><ul style="list-style-type: none"><li>December 3, 2020 Agenda</li><li>September 24, 2020 Minutes</li></ul></li><li><u>East Central CEO Board</u><ul style="list-style-type: none"><li>December 3, 2020 Agenda</li><li>September 24, 2020 Minutes</li></ul></li></ul>	Patty Manuel  Bob Yoder	I/D/A  I/D/A
<p><b><u>ECIWDB:</u></b> <b>Motion</b> by Pat Lyons, <b>second</b> by Kim Becicka to approve the December 3, 2020 Agenda and September 23, 2020 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b><u>CEO:</u></b> <b>Motion</b> by Joe Oswald, <b>second</b> by Bruce Adams to approve the December 3, 2020 Agenda and September 23, 2020 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
2. Budget Approval	All	I/D/A
<p><b><u>ECIWDB:</u></b> <b>Motion</b> by Stefanie Rupert, <b>second</b> by Julie Perez to approve the PY2020/FY2021 Budget. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b><u>CEO:</u></b> <b>Motion</b> by Jon Bell, <b>second</b> by Joe Oswald to approve the PY2020/FY2021 Budget. <b>Ayes:</b> All. <b>Motion carried.</b></p>		

*The following left the meeting prior to the next agenda item – Procurement Recommendations: Carla Andorf, Kim Becicka, Holly Mateer, Scott Mather, Jennifer Perkins, Terry Rhinehart, Linda Rouse, Carlos Vega.*

3. Procurement Recommendations

- Adult and Dislocated Worker Service Provider
- Youth and Young Adult Service Provider
- One-Stop Operator

Patty Manuel/  
Heather/  
Proposal  
Reviewers

I/D/A  
I/D/A  
I/D/A

**Adult and Dislocated Worker Service Provider**

ECIWDB: **Motion** by Pat Lyons, **second** by Jasmine Almoayed to recommend extending a contract to Kirkwood Community College for the Adult and Dislocated Worker Service Provider. **Ayes:** All. **Motion Carried.**

CEO: **Motion** by Bruce Adams, **second** by Jon Bell to recommend extending a contract to Kirkwood Community College for the Adult and Dislocated Worker Service Provider. **Ayes:** All. **Motion Carried.**

**Youth and Young Adult Service Provider**

ECIWDB: **Motion** by Julie Perez, **second** by Chris Carr to recommend extending a contract to Kirkwood Community College for the Youth and Young Adult Service Provider. **Ayes:** All. **Motion Carried.**

CEO: **Motion** by Bruce Adams, **second** by Joe Oswald to recommend extending a contract to Kirkwood Community College for the Youth and Young Adult Service Provider. **Ayes:** All. **Motion Carried.**

**One-Stop Operator**

ECIWDB: **Motion** by Julie Perez, **second** by Chris Carr to recommend extending a contract to East Central Iowa Core Partner Consortium (ECICPC) for the One-Stop Operator. **Ayes:** All. **Motion Carried.**

CEO: **Motion** by Jon Bell, **second** by Bruce Adams to recommend extending a contract to East Central Iowa Core Partner Consortium (ECICPC) for the One-Stop Operator. **Ayes:** All. **Motion Carried.**

*The following returned to the Zoom meeting and announced that approved actions to extend contracts for the Adult and Dislocated Worker Service Provider (Kirkwood Community College), Youth and Young Adult Service Provider (Kirkwood Community College) and One-Stop Operator (East Central Iowa Core Partners Consortium - ECICPC).*

*Carla Andorf, Kim Becicka, Holly Mateer, Scott Mather, Jennifer Perkins, Terry Rhinehart, Linda Rouse, Carlos Vega.*

4. Customer Service Plan Modification Request

Heather/Carla

I/D/A

ECIWDB: **Motion** by Stefanie Rupert, **second** by Chris Carr to approve the Customer Service Plan modification submitted by Kirkwood. **Ayes:** All. **Motion carried.**

CEO: **Motion** by Bruce Adams, **second** by Joe Oswald to approve the Customer Service Plan modification submitted by Kirkwood. **Ayes:** All. **Motion carried.**

5. Selection of Ticket to Work Fiscal Agent <ul style="list-style-type: none"> <li>Consider action to transfer \$6928 to KCC</li> </ul>	All	I/D/A
<u>ECIWDB: Motion</u> by Rick Moyle, <b>second</b> by Jasmine Chris Carr to approve transferring Ticket to Work Funds to Kirkwood Community College as Fiscal Agent. <b>Ayes: All. Motion carried.</b>		
6. Fiscal Agent Contract	All	I/D/A
<u>ECIWDB: Motion</u> by Kim Becicka, <b>second</b> by Jasmine Almoayyed to approve the Agreement with Johnson County as Fiscal Agent. <b>Ayes: All. Motion carried.</b>		
<u>CEO: Motion</u> by Bruce Adams, <b>second</b> by Jon Bell to approve the Agreement with Johnson County as Fiscal Agent. <b>Ayes: All. Motion carried.</b>		
7. 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>	Carla Andorf/ Jen Perkins Terry Rhinehart Scott Mather Holly Mateer	I/D I/D I/D I/D
8. Set Meeting Schedule <ul style="list-style-type: none"> <li>February 25, 2021</li> <li>May 27, 2021</li> <li>August 26, 2021</li> <li>December 2, 2021</li> </ul>	All	I/D/A
<u>ECIWDB: Motion</u> by Chris Carr, <b>second</b> by Aaron-Marie Thoms to approve and set the meeting schedule for calendar year 2021. <b>Ayes: All. Motion carried.</b>		
<u>CEO: Motion</u> by Jon Bell, <b>second</b> by Bruce Adams to approve and set the meeting schedule for calendar year 2021. <b>Ayes: All. Motion carried.</b>		
9. Board Planning and Next Steps <ul style="list-style-type: none"> <li>Committee Development <ul style="list-style-type: none"> <li>Executive</li> <li>Planning &amp; Operations</li> <li>Finance1</li> <li>Youth</li> <li>Disability Access</li> </ul> </li> <li>Elections</li> <li>Local Customer Service Plan</li> </ul>	Heather Garcia	I/D
10. New Business	All	I/D
11. Motion to Adjourn	All	
<u>ECIWDB: Motion</u> by Julie Perez, <b>second</b> by Chris Carr to adjourn meeting. <b>Ayes: All. Motion carried.</b> Meeting adjourned at 11:28 a.m.		
<u>CEO: Motion</u> by Jon Bell, <b>second</b> by Bruce Adams to adjourn meeting. <b>Ayes: All. Motion carried.</b> Meeting adjourned at 11:28 a.m.		