



# *Northwest Iowa CEO - LWDB*

*NWIWDB Chair: Dale Arends  
CEO Chair: Barry Anderson  
CLEO: Kyle Stecker*

Northwest Iowa Chief Elected Official Board and  
Local Workforce Development Board Joint Meeting  
Wednesday, November 18, 2020  
9:30 a.m. to 11:30 a.m.  
Meeting Minutes

**CEOs Present:** Barry Anderson, Roger Faulstick, Merle Koedam, Pam Jordan, Jerry Mullenburg, Kelly Snyder, Kyle Stecker.

**CEO Members Absent:** Mike Schulte, Tim Schumacher, John Steensma

**NWIWDB Members Present:** Jason Anderson, Dale Arends, Reva Arends, Kelly Bay, Gail Buchholtz, Mike Carlson, Rachel Fandel, Tim Kinnetz, Lori Kolbeck, Steve McCauley, Carrie Turnquist, Gregory VerSteeg.

**NWIWDB Members Absent:** Kristin Hanson, Kiley Miller, Rhonda Jager-Pippy, Benjamin VanDonge.

**NWIWDB Staff:** Heather Garcia, Melissa Householder.

**Guests:** Richard Detrick, Shawn Fick, Kenneth Vande Brake

1. Welcome and Call to Order
2. 11.18.20 Agenda Review and Approval  
**CEO: Motion** by Kelly Snyder, **second** by Pam Jordan to approve the agenda. **Ayes:** all. **Motion carried.**  
**NWIWDB: Motion** by Kelly Bay, **second** by Mike Carlson to approve the agenda. **Ayes:** all. **Motion carried.**
3. Approval of September 18, 2020 Meeting Minutes  
**CEO: Motion** by Pam Jordan, **second** by Kyle Stecker to approve the minutes with the corrections to add Gail Buchholtz and Kyle Stecker as being in attendance. **Ayes:** all. **Motion carried.**  
**NWIWDB: Motion** by Reva Arends, **second** by Kelly Bay to approve the minutes with the corrections to add Gail Buchholtz and Kyle Stecker as being in attendance. **Ayes:** all. **Motion carried.**

4. NWIWDB Member Update
5. Youth and Young Adult Service Provider Procurement Recommendation  
**NWIWDB Vote: Motion** by Mike Carlson, **second** by Tim Kinnetz to approve the Youth and Young Adult Service Provider Procurement recommendation and extend a contract for services to Goodwill of the Great Plains. **Ayes: all. Motion carried.**  
**CEO Vote: Motion** by Pam Jordan, **second** by Kyle Stecker to approve the Youth and Young Adult Service Provider Procurement recommendation and extend a contract for services to Goodwill of the Great Plains. **Ayes: all. Motion carried.**
6. Adult and Dislocated Worker Service Provider Procurement Recommendation  
**NWIWDB Vote: Motion** by Mike Carlson, **second** by Tim Kinnetz to approve the Adult and Dislocated Worker Service Provider Procurement recommendation and extend a contract for services to Goodwill of the Great Plains. **Ayes: all. Motion carried.**  
**CEO Vote: Motion** by Kelly Snyder, **second** by Pam Jordan to approve the Adult and Dislocated Worker Service Provider Procurement recommendation and extend a contract for services to Goodwill of the Great Plains. **Ayes: all. Motion carried.**
7. One-Stop Operator Procurement Recommendation  
**NWIWDB Vote: Motion** by Reva Arends, **second** by Rachel Fandel to reject the One-Stop Operator Proposal received as two required documents were not submitted with the proposal. The RFP will be reissued at a later time. **Ayes: all. Motion carried.**  
**CEO Vote: Motion** by Kelly Snyder, **second** by Jerry Muilenburg to reject the One-Stop Operator Proposal received as two required documents were not submitted with the proposal. The RFP will be reissued at a later time. **Ayes: all. Motion carried.**
8. NWIA FY21 Budget  
**NWIWDB Vote: Motion** by Rachel Fandel, **second** by Tim Kinnetz to approve the NWIA FY21 Budget. **Ayes: all. Motion carried.**  
**CEO Vote: Motion** by Kyle Stecker, **second** by Kelly Snyder to approve the NWIA FY21 Budget. **Ayes: all. Motion carried.**
9. NWIA Ticket to Work Funds  
**NWIWDB Vote: Motion** by Kelly Bay, **second** by Tim Kinnetz to approve moving the NWIA Ticket to Work PY20 funds to Hawkeye Community College. **Ayes: all. Motion carried.**  
**CEO Vote: Motion** by Jerry Muilenburg, **second** by Pam Jordan to approve the NWIA Ticket to Work funds approve moving the NWIA Ticket to Work PY20 funds to Hawkeye Community College. **Ayes: all. Motion carried.**
10. WIOA Core Partner Update
  - a. Title I Goodwill of the Great Plains
    - i. WIOA Title Expenditure Report
  - b. Title II- Adult Education and Family Literacy
    - i. GEER Grant #3- Purchase 100 Chromebooks by January.
  - c. Title III- Wagner Peyser

- d. Title IV- Vocational Rehabilitation- Referrals are down. Virtual services taking place.
- 11. NWIWDB Disability Access Committee- Update
- 12. Promise Jobs- Update
- 13. Board Planning Next Steps
  - a. Committees
  - b. Monitoring
  - c. Local Plan
  - d. Upcoming meeting dates
- 14. Adjournment

**CEO: Motion** by Kelly Snyder, **second** by Pam Jordan to adjourn. **Ayes:** all. **Motion carried.**

**NWIWDB: Motion** by Mike Carlson, **second** by Kelly Bay to adjourn. **Ayes:** all. **Motion carried.**

Meeting adjourned 11:26 a.m.

*Next Meeting: February 17, 2021*

*Minutes taken by Melissa Householder- Board Support for Northwest Iowa*