



Planning and Operations Committee Meeting

Friday, April 23, 2021 – 8:00 a.m. to 9:00 a.m. (Zoom)

MINUTES

Agenda Item	Person Responsible	Status
Call to Order <ul style="list-style-type: none"> <li>• Welcome and Check-In</li> <li>• Consent Agenda               <ul style="list-style-type: none"> <li>○ 4/23/2021 Agenda</li> <li>○ 3/26/2021 Minutes</li> </ul> </li> </ul>	Larry McBurney	I/D/A
<p>Larry McBurney called the meeting to order at 8:02 a.m.</p> <p><b>Attendance:</b> Sara Bath, Pat Brown, Mark Cooper, Larry McBurney, T Waldmann-Williams, Pat Wells.  <b>Guests:</b> Bri Steirer, Heather Brooks. <b>Board Support:</b> Heather Garcia, Johnna Forbes.</p> <p><b>Motion</b> by T Waldmann-Williams, <b>second</b> by Pat Wells to approve the 4/23/2021 Agenda and 3/26/2021 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
One-Stop Operator <ul style="list-style-type: none"> <li>• Customer Satisfaction Survey</li> <li>• Staff Cross-Training</li> </ul>	Brianna Steirer	I/D
Title I Adult and Dislocated Worker Program Update	Heather B/CFI	I/D
Statewide Board Training – June 11, 2021	Heather Garcia	I/D
Monitoring Policies <ul style="list-style-type: none"> <li>• Program</li> <li>• Fiscal</li> <li>• One-Stop Operator</li> </ul>	Heather Garcia	I/D/A
<p>Draft policies will be emailed to the committee members who will provide input to be presented at the full board meeting for approval.</p>		
Executive Director Updates <ul style="list-style-type: none"> <li>• Local Plan</li> <li>• MOU</li> </ul>	Heather Garcia	
Wrap Up and Adjourn	Larry McBurney	I/D/A
<p><b>Motion</b> by Mark Cooper, <b>second</b> by Pat Wells to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b> Meeting adjourned at 8:50 a.m.</p>		

Minutes by Johnna Forbes – Board Support

Next meeting – May 28, 2021

Mission – To build a quality workforce for today and tomorrow.