**Northwest Iowa Workforce Development Board Meeting**

**Wednesday, February 17, 2021
9:30 am – 11:30 am
Zoom Meeting**

**MINUTES**

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| **Agenda Item** | **Person(s)****Responsible**  | **Status** |
| **Welcome and Call to Order*** Introduction of CEOs, Local Board Members, and Guests
* Recognize Outgoing and Incoming CEOs and Local Board Members
 | Barry Anderson, Dale Arends | I |
| **CEOs Present:** Barry Anderson, Jerry Muilenburg, Mike Schulte, Tim Schumacher, Kelly Snyder, Kyle Stecker, John Steensma, Jeffrey Thee. **CEOs** **Absent:** Roger Faulstick, Cory Altena**NWIWDB Members Present:** Jason Anderson, Kelly Bay, Gail Buchholtz, Michael Carlson, Kristin Hanson, Timothy Kinnetz, Lori Kolbeck, Steve McCauley, Diane Nelsen, Sarah Ranschau, Carrie Turnquist, Benjamin VanDonge, Gregory VerSteeg. **NWIWDB Members Absent:** Dale Arends, Rachel Fandel, Kiley Miller, James Rotert.**NWIWDB Staff:** Heather Garcia, Johnna Forbes, Taylor Williams **Guests:** Richard Detrick, Mindy Nasers, Stephanie Neppl, Nicole Roder, Renae Sipma, Shawn Fick, Chris Hannan.  |
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| 1. **CEO Consent Agenda**
* February 17, 2021 Agenda
* November 18, 2020 Minutes
1. **Northwest Iowa WDB Consent Agenda**
* February 17, 2021 Agenda
* November 18, 2020 Minutes
 | Barry AndersonDale Arends | **CEO:** I/D/A**NWIWDB:**I/D/A |
| **CEO:** **Motion** by Tim Schumacher, **second** by John Steensma to approve the February 17, 2021 Agenda. **Ayes:** All. **Motion carried.****CEO:** **Motion** by Jeff Thee, **second** by Kyle Stecker to approve November 19, 2021 Minutes. **Ayes:** All. **Motion carried.****NWIWDB:** **Motion** by Diane Nelson, **second** by Jason Anderson to approve the February 17, 2021 Agenda. **Ayes:** All. **Motion carried.****NWIWDB:** **Motion** by Lori Kolbeck**, second** by Steve McCauley to approve the November 18, 2020 Minutes with the attendance correction (Diane Nelson should be listed as absent). **Ayes:** All. **Motion carried.** |
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| 1. **Local Board Elections:**
* Chair
* Vice Chair
* Disability Access Chair
* Youth Chair
* Finance Chair
 | Dale Arends | **NWIWDB:**I/D/AI/D/AI/D/AI/D/AI/D/A |
| **Motion** by Diane Nelson, **second** by Kelly Bay to approve the following board chair positions:Chair: Dale ArendsVice Chair: Carrie TurnquistDisability Access Chair: Lori KolbeckYouth Chair: Nicole Roder**Ayes:**  All. **Motion carried.**Finance Chair recommendation for James Rotert but James was absent for the meeting. No action at this time. |
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| 1. **CEO Elections:**
* Affirmation of local board election results
* CEO Chair
* CEO Vice Chair
* CLEO
 | Barry Anderson | **CEO:**I/D/AI/D/AI/D/AI/D/A |
| **Motion** by John Steensma, **second** by Jeff Thee to affirm NWIWDB election results. **Ayes:** All. **Motion carried.****Motion** by Tim Schumacher, **second** by Mike Schulte to approve the following CEO positions:CEO Chair: Barry AndersonCEO Vice Chair: Kelly SnyderCLEO: Kyle Stecker**Ayes:** All. **Motion carried.** |
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| 1. **One Stop Operator (OSO) RFP Language and Release Date**
* Review RFP language with possible action
* Review proposed RFP timeline
* Select proposal reviewers (need 5 volunteers, at least 3 from LWDB)
* CEO review and possible affirmation of LWDB RFP actions
 | Heather/RFP Editors | **NWIWDB:**I/D/AI/D/AI/D/A**CEO:**I/D/A |
| *Any guests interested in submitting an RFP for the One-Stop Operator were asked to leave zoom and be readmitted after completion of One-Stop Operator actions.***NWIWDB:****Motion** by Mike Carlson, **second** by Diane Nelson to accept RFP language and timeline. **Ayes:** All. **Motion carried.****Motion** by Nicole Roder, **second** by Mike Carlson to accept Stephanie Neppl, Diane Nelson and Jason Anderson as proposal reviewers for the One-Stop Operator RFP. **Ayes:** All. **Motion carried.****CEO:** **Motion** by Mike Schulte, **second** by Tim Schumacher to affirm the NWIWDB RFP actions. **Ayes:** All. **Motion carried.** |
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| 1. **Review of Ticket to Work Funds**
 | All | **NWIWDB:**I/D/A |
| **NWIWDB:** **Motion** by Mike Carlson, **second** by Jason Anderson to move the Ticket to Work funds to the Fiscal Agent (Clay County Auditor) and then review documents and make decision with those funds. **Ayes:** All. **Motion carried.****CEO:** **Motion** by Jeff Thee, **second** by John Steensma to move the Ticket to Work funds to the Fiscal Agent (Clay County Auditor) and then review documents and make decision with those funds. **Ayes:** All. **Motion carried.** |
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| 1. **Board Updates**
* Certification of NWIWDB (local board)
* Northwest Iowa WIOA available funding
* Monitoring
* Local Plan
* Form Local Plan Advisory Group (need 3 volunteers)

Kyle Stecker, Mindy Nasers, Tim Schumacher, Jeff Thee, Barry Anderson volunteered to form the advisory group. | Heather | I/D |
| 1. **WIOA Core Partner Update**
* Title I (Goodwill of the Great Plains)
* Title II (Adult Education and Literacy)
* Title III (Wagner-Peyser)
* Title IV (Vocational Rehabilitation)
 | Shawn FickSteve McCauleyKelly BayLori Kolbeck | I/DI/DI/DI/D |
| 1. **NWIWDB Disability Access Committee Update**
 | Lori Kolbeck | I/D |
| 1. **Set 2021 Meeting Schedule**
* May 19, 2021 9:30-11:30
* August 18, 2021 9:30-11:30
* November 17, 2021 9:30-11:30
 | All | **NWIWDB:**I/D/A**CEO:**I/D/A |
| **NWIWDB:** **Motion** by Nicole Roder, **second** by Steve McCauley to approve May 19, August 18 and November 17, 2021 dates for the 2021 Board schedule. **Ayes:** All. **Motion carried.****CEO:** **Motion** by John Steensma, **second** by Jeff Thee to approve May 19, August 18 and November 17, 2021 dates for the 2021 Board schedule. **Ayes:** All. **Motion carried.**  |
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| 1. **Next Steps**
 | Heather | I/D |
| 1. **Adjournment**
 | Barry Anderson, Dale Arends | I |
| **CEO:** **Motion** by Kyle Stecker, **second** by Kelly Snyder to adjourn meeting. **Ayes:** All. **Motion carried.****NWIWDB:** **Motion** by Steve McCauley, **second** by Mike Carlson to adjourn meeting. **Ayes:** All. **Motion carried.**Meeting adjourned: 11:00 a.m. |

Minutes by Johnna Forbes/Taylor Williams