**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 Anderson  Dale 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/A  I/D/A  I/D/A  I/D/A  I/D/A |
| **Motion** by Diane Nelson, **second** by Kelly Bay to approve the following board chair positions:  Chair: Dale Arends Vice Chair: Carrie Turnquist  Disability Access Chair: Lori Kolbeck  Youth 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/A  I/D/A  I/D/A  I/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 Anderson CEO Vice Chair: Kelly Snyder  CLEO: 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/A  I/D/A  I/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 Fick  Steve McCauley  Kelly Bay  Lori Kolbeck | I/D  I/D  I/D  I/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