

Northwest Iowa Workforce Development Board Meeting

Wednesday, February 17, 2021

9:30 am – 11:30 am

Zoom Meeting

MINUTES

Agenda Item	Person(s) Responsible	Status
Welcome and Call to Order <ul style="list-style-type: none"> Introduction of CEOs, Local Board Members, and Guests Recognize Outgoing and Incoming CEOs and Local Board Members 	Barry Anderson, Dale Arends	I
<p>CEOs Present: Barry Anderson, Jerry Muilenburg, Mike Schulte, Tim Schumacher, Kelly Snyder, Kyle Stecker, John Steensma, Jeffrey Thee. CEOs Absent: Roger Faulstick, Cory Altena</p> <p>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 VerSteege. NWIWDB Members Absent: Dale Arends, Rachel Fandel, Kiley Miller, James Rotert.</p> <p>NWIWDB Staff: Heather Garcia, Johnna Forbes, Taylor Williams</p> <p>Guests: Richard Detrick, Mindy Nasers, Stephanie Nepl, Nicole Roder, Renae Sipma, Shawn Fick, Chris Hannan.</p>		
<ol style="list-style-type: none"> CEO Consent Agenda <ul style="list-style-type: none"> February 17, 2021 Agenda November 18, 2020 Minutes Northwest Iowa WDB Consent Agenda <ul style="list-style-type: none"> February 17, 2021 Agenda November 18, 2020 Minutes 	<p>Barry Anderson</p> <p>Dale Arends</p>	<p>CEO: I/D/A</p> <p>NWIWDB: I/D/A</p>
<p>CEO: Motion by Tim Schumacher, second by John Steensma to approve the February 17, 2021 Agenda. Ayes: All. Motion carried.</p> <p>CEO: Motion by Jeff Thee, second by Kyle Stecker to approve November 19, 2021 Minutes. Ayes: All. Motion carried.</p> <p>NWIWDB: Motion by Diane Nelson, second by Jason Anderson to approve the February 17, 2021 Agenda. Ayes: All. Motion carried.</p> <p>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.</p>		

<p>3. Local Board Elections:</p> <ul style="list-style-type: none"> • Chair • Vice Chair • Disability Access Chair • Youth Chair • Finance Chair 	<p>Dale Arends</p>	<p>NWIWDB:</p> <p>I/D/A I/D/A I/D/A I/D/A I/D/A</p>
<p>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.</p> <p>Finance Chair recommendation for James Rotert but James was absent for the meeting. No action at this time.</p>		
<p>4. CEO Elections:</p> <ul style="list-style-type: none"> • Affirmation of local board election results • CEO Chair • CEO Vice Chair • CLEO 	<p>Barry Anderson</p>	<p>CEO:</p> <p>I/D/A I/D/A I/D/A I/D/A</p>
<p>Motion by John Steensma, second by Jeff Thee to affirm NWIWDB election results. Ayes: All. Motion carried.</p> <p>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.</p>		
<p>5. One Stop Operator (OSO) RFP Language and Release Date</p> <ul style="list-style-type: none"> • 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 	<p>Heather/RFP Editors</p>	<p>NWIWDB:</p> <p>I/D/A I/D/A I/D/A</p> <p>CEO:</p> <p>I/D/A</p>
<p><i>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.</i></p> <p><u>NWIWDB:</u> Motion by Mike Carlson, second by Diane Nelson to accept RFP language and timeline. Ayes: All. Motion carried.</p> <p>Motion by Nicole Roder, second by Mike Carlson to accept Stephanie Nepl, Diane Nelson and Jason Anderson as proposal reviewers for the One-Stop Operator RFP. Ayes: All. Motion carried.</p> <p><u>CEO:</u></p>		

<p>Motion by Mike Schulte, second by Tim Schumacher to affirm the NWIWDB RFP actions. Ayes: All. Motion carried.</p>		
6. Review of Ticket to Work Funds	All	NWIWDB: I/D/A
<p>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.</p> <p>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.</p>		
7. Board Updates <ul style="list-style-type: none"> • Certification of NWIWDB (local board) • Northwest Iowa WIOA available funding • Monitoring • Local Plan <ul style="list-style-type: none"> ○ Form Local Plan Advisory Group (need 3 volunteers) <p>Kyle Stecker, Mindy Nasers, Tim Schumacher, Jeff Thee, Barry Anderson volunteered to form the advisory group.</p>	Heather	I/D
8. WIOA Core Partner Update <ul style="list-style-type: none"> • 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
9. NWIWDB Disability Access Committee Update	Lori Kolbeck	I/D
10. Set 2021 Meeting Schedule <ul style="list-style-type: none"> • 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
<p>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.</p> <p>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.</p>		
11. Next Steps	Heather	I/D
12. Adjournment	Barry Anderson, Dale Arends	I
<p>CEO: Motion by Kyle Stecker, second by Kelly Snyder to adjourn meeting. Ayes: All. Motion carried.</p> <p>NWIWDB: Motion by Steve McCauley, second by Mike Carlson to adjourn meeting. Ayes: All. Motion carried.</p> <p>Meeting adjourned: 11:00 a.m.</p>		

Minutes by Johnna Forbes/Taylor Williams