

**Northwest Iowa Workforce Development Board and
Northwest Iowa CEO Board
JOINT QUARTERLY MEETING**

Wednesday, November 17, 2021 9:30 a.m.- 11:30 a.m.

In person option:

Clay County Administration Building
Supervisors Board Room
300 West 4th Street
Spencer, Iowa 51301

Join Zoom Meeting:

<https://zoom.us/j/99851964510?pwd=bXg1TStnOTlJQzJlWGQ4UFgrOHpwdz09>

Or Dial: 1.312.626.6799

Meeting ID: 998 5196 4510

Passcode: 579653

Agenda

| Agenda Item | Person(s) Responsible | Status |
|---|--|---|
| Welcome and Call to Order | Barry Anderson/Carrie Turnquist | I |
| 1. Consent Agenda <u>Northwest Iowa CEO Board</u> <ul style="list-style-type: none"> • November 17, 2021 Agenda • August 18, 2021 Minutes • PY21/FY22 Budget <u>NWIWDB</u> <ul style="list-style-type: none"> • November 17, 2021 Agenda • August 18, 2021 Minutes • PY21/FY22 Budget | Barry Anderson Carrie Turnquist | CEO: I/D/A NWIWDB: I/D/A |
| 2. Executive Committee <ul style="list-style-type: none"> • Board member updates <ul style="list-style-type: none"> ○ Introduction of new board member- Carly Caravan • Allocate administration funding for board meeting expenses <u>NWIWDB:</u> <ul style="list-style-type: none"> • Request \$1,200.00 for meeting expenses beginning with 11/17/21 meeting • Local Policies <u>NWIWDB:</u> <ul style="list-style-type: none"> • Board review of the local policies & procedures with possible action <u>CEO Board:</u> | Carrie Turnquist Carrie Turnquist Carrie Turnquist Barry Anderson | I/D NWIWDB: I/D/A NWIWDB: I/D/A CEO: I/D/A |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> CEOs review of the local policies & procedures with possible action <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board consider an action to require all current board members to sit on a committee. <ul style="list-style-type: none"> EO Officer <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board review EO Officer job description with possible action <p><u>CEO Board:</u></p> <ul style="list-style-type: none"> CEOs review EO Officer job description with possible action <ul style="list-style-type: none"> 2022 Meeting Schedule <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board review 2022 meeting schedule with possible action <p><u>CEO Board:</u></p> <ul style="list-style-type: none"> CEOs review 2022 meeting schedule with possible action <ul style="list-style-type: none"> Financial Report <ul style="list-style-type: none"> Monitoring Report <ul style="list-style-type: none"> Corrective Action Plan (CAP) | <p>Carrie Turnquist</p> <p>Carrie Turnquist</p> <p>Barry Anderson</p> <p>Carrie Turnquist</p> <p>Barry Anderson</p> <p>Carrie Turnquist/ Heather Garcia</p> <p>Heather Garcia</p> <p>Heather Garcia/Shawn Fick</p> | <p>NWIWDB: I/D/A</p> <p>NWIWDB: I/D/A</p> <p>CEO: I/D/A</p> <p>NWIWDB: I/D/A</p> <p>CEO: I/D/A</p> <p>I/D</p> <p>I/D</p> <p>I/D</p> |
| <ul style="list-style-type: none"> 3. One-Stop Operator OSO Report | <p>Bri Steirer/Core Partners</p> | <p>I/D</p> |
| <ul style="list-style-type: none"> 4. Iowa's Efforts to Combat Workforce Shortages Press Release- Office of the Governor Letter from IWD Director Townsend | <p>Heather Garcia</p> | <p>I/D</p> |
| <ul style="list-style-type: none"> 5. Next Steps Elections/Executive Officers Committee development PY21/FY22 monitoring- week of 4/18/22 | <p>Heather Garcia</p> | <p>I/D</p> |
| <ul style="list-style-type: none"> 6. Announcements | <p>All</p> | <p>I/D</p> |
| <ul style="list-style-type: none"> 7. Adjournment | <p>Barry Anderson</p> <p>Carrie Turnquist</p> | <p>CEO: I/D/A</p> <p>NWIWDB: I/D/A</p> |