

**Executive Committee Meeting**  
 Tuesday, December 21, 2021 – 7:30 a.m. to 8:30 a.m.  
 Zoom Meeting



**MINUTES**

Agenda Item	Person Responsible	Status
Call to Order <ul style="list-style-type: none"> <li>• Welcome and Check-In</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>• Approve 12/21/2021 Agenda</li> <li>• Approve 10/19/2021 Minutes</li> </ul>	T Waldmann-Williams (Chair)	I/D/A
<p><b>Amy Landas called the meeting to order at 7:40 a.m.</b></p> <p><b>Attendance:</b> Amy Landas, Paula Martinez, Larry McBurney, Stacy Sime.  <b>Board Support:</b> Heather Garcia, Johnna Forbes.</p> <p><b>Motion</b> by Paula Martinez, <b>second</b> by Stacy Sime to approve the 12/21/2021 Agenda and the 10/19/2021 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
Executive Director <ul style="list-style-type: none"> <li>• Consider action to allocate board training funds for the April 2022 – National Association of Workforce Boards forum for two attendees</li> <li>• Ticket to Work fund request policy</li> <li>• CIWDB budget amendment – budget unallocated Title I administrative funds</li> </ul>	Heather Garcia  Heather Garcia Stacy Sime/Heather Garcia	I/D/A  I/D/A I/D/A
<p><b>Motion</b> by Stacy Sime, <b>second</b> by Amy Landas to allocate funds for 2 board members (estimated at \$3,000/person) to attend the National Association of Workforce Boards forum; interested people will be identified and approved by the CIWDB Executive Director. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>Motion</b> by Stacy Sime, <b>second</b> by Paula Martinez to adopt the Ticket to Work policy with the edits as discussed. The Central Iowa Workforce Board (CIWDB) will review proposals and requests for the use of Ticket to Work funding that are approved by <b>at least one committee</b> of the CIWDB. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>Motion</b> by Amy Landas, <b>second</b> by Larry McBurney to approve the budget amendment as presented and adopt a policy which reads: “If the cumulative amount of change in unspecified Administrative funds, or any individual program funding stream is less than 10%, an action to amend the CIWDB budget is not required.” <b>Ayes:</b> All. <b>Motion carried.</b></p>		
Committee Reports <ul style="list-style-type: none"> <li>• Disability Access</li> <li>• Youth</li> <li>• Finance</li> <li>• Planning and Operations</li> </ul>	All	I/D
Wrap Up and Adjourn	T Waldmann-Williams	I/D/A
<p><b>Motion</b> by Paula Martinez, <b>second</b> by Stacy Sime to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>Meeting adjourned at 8:31 a.m.</b></p>		