

Southwest Iowa Local Workforce Development Board Meeting
Approved Minutes, April 19, 2021

1) Call to Order – The meeting was called to order by Chairperson Katrina Fleharty at 6:31 P.M.

2) Roll Call – Regional Workforce Development Board members present: Katrina Fleharty, Carol Smith, Susan Miller, Jason Cook, Michelle Lents, Steve Gilbert, Billie Jo Greenwalt, Darla Helm, Kim Bishop, Wayne Pantini, William Berning, Keri Osterhaus
Absent were Brad Kramer, Lana McMann, Darren Swolley, Brad Kramer, Luis Gonzales, and Mike Haynie. Quorum: YES
County Elected Officials present: Merlin Dixon, Dan Christensen, Dennis Brown, Jerry Walker, Charla Schmidt, and Ron Fitzgerald

Partner staff present: Danna Buls, Sarah Baebler
Staff to the RWDB present: Michelle Wilson

3) Minutes –Carol made a motion to approve the minutes of the January meeting. Kim seconded the motion. Motion passed unanimously.

4) April Agenda – Steve made a motion to approve the agenda. William seconded the motion. Motion passed unanimously.

5) Business Items of the LWDB:

New Board Member Introductions: New CEO Charla Schmidt from Montgomery County introduced herself as a new CEO. Two resignations: Dorene Rusk from IVRS retired; her position has not been filled. The supervisor is aware of the board position vacancy and will nominate a new staff member as soon as the position is filled. Bev Lawrence, business member, also resigned from the board. Recruitment for a new business member is in process. CEOs are able to nominate for the position; Charla is in communication with Montgomery County chamber staff to recruit.

- a. Board Key Tasks Update**– Local budget: Due 6/15, awaiting local allocation amounts in order to develop the budget. Title I service provider contract: current contact with MATURA ends June 30. Contract extension or modification due July 1. New MOU in effect by July 1, to be developed by the core partner group with final approval by the

board and CEOs. OneStop Operator, using competitive procurement: no state policy and guidance has been provided yet.

New local plan is to be rewritten this year, and will take effect January 1, 2022. The plan is due to IWD by 10/1, and includes a 30-day public comment period prior to submission. The data-driven plan, using comprehensive labor market research, will be collaboratively developed by the core partners and board. Local performance negotiation has been postponed. IWD received approval from DOL to postpone local performance negotiations due to the merging of multiple local areas, and not having baseline data.

- b. Updated By-Laws** Bylaws state that the meetings will be scheduled at the discretion of the board chair; so no new bylaw updates required to update the meetings to quarterly.

- c. National Dislocated Worker Grant Update:** The local team has been meeting (SWCC, Title I staff, board staff, IVRS) to coordinate the outreach and recruitment of the grant. The grant will serve 50 individuals, with 35 in individualized career services, and 15 individuals in OJTs (On-the-Job Training) with local businesses. Recruitment has been difficult due to the center being closed for months due to COVID guidelines. Unemployment benefits are still in place. Darla shared that the first SkillsUSA cohort started today with non-grant participants.
 The program will include two phases: Participants will complete Skills USA certification through SWCC first, and then move into OJTs. The team anticipates an additional influx of participants in the fall once unemployment benefits shift. Encouraged board and staff to share the grant opportunity with anyone in their networks.
 Wayne recommended that SHRM be contacted; Carol is the SHRM chapter president and will ensure that the local chapter is informed. Michelle will send both flyers to the full board (job seekers and businesses).

- d. Disability Access Committee:** No updates at this time. Michelle spoke to Dorene prior to her retirement, and noted that the DAC has not met since the last meeting. Sarah Baebler is the new VR counselor for IDB—as she will be the IDB rep on the DAC. Sarah introduced herself.

- e. Youth Standing Committee** : Darla reported that the YSC met April 9, with a program update from Guisella. Funding still available for in- and out-of-school youth. Michelle

met with the YSC to provide guidance; the short-term focus will be on developing the local plan's youth services; Darla provided an overview of the SkillsUSA program. Kim Bishop will be the new YSC chair moving forward.

6) Budget Update: Reviewed fiscal agent's report of current budget and expenditures. Up to 80 percent of funds need to be expended or obligated prior to the end of the fiscal year.

7) Partner Report Updates:

Title I Update: Danna Buls is the new executive director with MATURA and Title I director. The center is open to serve customers by appointment, and has experienced less traffic than expected. Customers can use computers for job searching and resume development. Encouraged board members to share this info with any community members they know that might be in need. Staff are working hard to get WEPs going—several are in the works, and others in process. Recruiting for COVID grant, but not seeing a lot of engagement yet. Anticipating an increased engagement this fall. Michelle reported that comprehensive WIOA monitoring by IWD took place in March. Multiple staff and program participants were interviewed. Best practices identified: partner collaboration. Areas of concern related to file management; with data base management shifted, some of the information transferred was incomplete. When monitoring report is received, additional details will be available with any identified corrective action items.

Iowa Workforce Development Update: William reiterated previous comments that there is a plan to expand services and workshops later this summer and fall.

Adult Education and Literacy Update: Darla reported that Dept. of Ed will monitor the program on June 2, including OneStop integration; core partners will also meet with DOE monitors. SWCC's HSED graduation is June 24. Graduates who could not walk last year are invited to attend this year's ceremony.

Iowa Vocational Rehabilitation Services Update: Keri is working on transitioning case files to Sarah, and meeting both in person and virtual meetings with clients. SW Iowa has had few referrals, but hoping that as things open back up, referrals will increase. IDB is meeting with schools to identify students who could benefit from services.

8. Reports From Other Representative Entities:

Wayne reported that the WorkUC committee; leadership programs are revamped and will begin in the fall. Applications are open for both youth and adults; due May 1. Focusing on business/education partnership. Program will begin in September 2021 and graduate in Spring 2022. Trevor Ragan will return in August; morning session open to anyone. Trevor will do programs with schools in the afternoon. WorkUC committee: SWCC has presented some hype videos; and will be working with local businesses on developing hype videos to get students excited about career opportunities available locally. Recruiting for Union County businesses interested.

Billie Jo, SIRHA, reported that they are still closed to the public; working through mail and email.

9. Establish Next Meeting - The next meeting will tentatively be May 24 at 6:30 pm. Statewide board training will be Friday, June 11 in Ankeny. All board members and CEOs are invited to attend. Michelle will share additional registration details to all board members/CEOs.

Adjournment - Wayne made a motion to adjourn the meeting. Carol seconded the motion. Motion passed unanimously. Meeting adjourned at 7:26 P.M.