

Southwest Iowa Local Workforce Development Board Meeting
Approved Minutes, January 18, 2021

1) Call to Order – The meeting was called to order by Chairperson Katrina Fleharty at 6:33 P.M.

2) Roll Call – Regional Workforce Development Board members present: Katrina Fleharty, Carol Smith, Jason Cook, Lana McMann, Steve Gilbert, Dorene Rusk, Darla Helm, Wayne Pantini, Louis Gonzales, Kim Bishop, Don Keast, Susan Miller, Billie Jo Greenwalt, Michelle Lents, William Berning.

Absent were Brad Kramer, Bev Lawrence, Darren Swolley and Mike Haynie. **Quorum – Yes.**

County Elected Officials present: Merlin Dixon, Dan Christensen, Dennis Brown, Jerry Walker and Ron Fitzgerald

WIOA/MATURA staff present: Larry Johnson

Staff to the RWDB present: Michelle Wilson

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

4) January Agenda – Don made a motion to approve the agenda. Dorene seconded the motion. Motion passed unanimously.

5) Business Items of the LWDB:

New Board Member Introductions: New CEOs Jerry Walker (Adair County) and Ron Fitzgerald (Taylor County); Louis Gonzales (labor representative, employed by Wellman Dynamics) introduced themselves.

- a. Board Key Tasks Update**– Michelle reported that the board is on target with all key tasks and shared the upcoming tasks for the board. February: Onboarding for the new CEOs; National Dislocated Worker Grant implementation; fiscal payment processing through fiscal agent Southern Iowa RC&D beginning in February for January 2021 invoices. March: Comprehensive on-site monitoring. Spring: Local performance negotiations. July: One Stop Operator procurement due (guidance pending). July: New MOU in effect (likely without the Infrastructure Funding Agreement at this stage).

Awaiting guidance from state. The 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.

b. National Dislocated Worker Grant Update: Michelle updated the group that the local area was awarded funds for the COVID-related National Dislocated Worker Grant. The 2-year grant includes \$200,000, and is currently in contract development with Iowa Workforce Development. The grant will serve 50 individuals, with 35 in individualized career services, and 15 individuals in OJTs (On-the-Job Training) with local businesses. The program will include two phases: Participants will complete Skills USA certification through SWCC first, and then move into OJTs.

c. Committees: Michelle updated the board on the emerging needs for expanding the standing committees. The board has undergone significant transformation over the last year. Current committees include the Executive, Disability Access Committee and Youth Standing Committees. Outlined how the committees do the work of the board between full board meetings. Discussed adding Finance, Planning/Operations committees in order to provide the appropriate oversight that the board needs to have. A Business Engagement Committee can also be considered. Many of the local areas are having each board member and each CEO sit on a committee. Committees are appointed by the board chair. Michelle will send follow-up email to all board members with additional committee roles for members to state their preferences for committee service.

d. Meeting Schedule: Discussed the new structure and needs of the board, in light of the new committees needing to be added. Traditionally, the board has met 6 times a year. Discussed options of moving to quarterly meetings for the full board. **Wayne moved to shift the full board meetings to quarterly. Seconded by Don. Motion passed unanimously to quarterly full board meetings and committee meetings as needed.**

d. Disability Access Committee: Dorene shared there are no updates for the DAC.

f. Youth Standing Committee Darla reported that due to the storm closure the last Youth Standing Committee was cancelled.

6) Budget Update: Reviewed PY20 and FY21 funding overview, effective January 1. The funds were put into contract between IWD and fiscal agent, on behalf of the board. Any expenditures by MATURA from 1/1/21 forward will be reimbursed through the fiscal agent, beginning in February.

Reviewed MATURA's approved budget and board funding, and proposed NDWG budget.

7) Partner Report Updates:

Title I Update: Larry shared MATURA's updated expenditures and obligations, with an overview of all 3 titles: Adult, Dislocated Worker, and Youth (in-school and out-of-school), and Rapid Response. Reported that youth staff are working on increasing outreach efforts for both in-school and out-of-school youth at this time. Encouraged anyone to send referrals to the program. Larry reported that Ron Ludwig has retired as the executive director of MATURA.

Iowa Workforce Development Update: William reported that staff continue to be focused on processing an increased influx of unemployment claims: seasonal layoffs as well as the CARES Act-related claims. Offices remain closed to the public.

Adult Education and Literacy Update: Darla informed the group that SWCC's AEL has received online seats available for the Skills USA course. Darla outlined information on the Skills USA program, which is an employer-driven customer service employment readiness program. The program includes 17 essential elements, with modules and a capstone project. SWCC is partnering with local agencies and local businesses to provide this service. SWCC will participate in a Department of Labor monitoring review later this spring.

Iowa Vocational Rehabilitation Services Update: Dorene reported that IVRS case managers are reviewing cases for referrals to the youth and COVID-related grant and are currently meeting virtually with clients. Dorene is meeting with four schools. With the workforce office closed, the Union County VR referrals have decreased.

8. Reports From Other Representative Entities:

Wayne will have a report out from the fall business retention and expansion survey (local and state-wide reports). Employers are still looking for workers, and requested an increased focus on employer services to fill the open positions for local employers. Billie Jo (SIRHA) reported that although their offices are closed to the public, they are serving many customers, and are making a lot of referrals related to workforce services.

9. Establish Next Meeting - The next meeting will be April 19 at 6:30 pm.

Adjournment - Don made a motion to adjourn the meeting. Carol seconded the motion. Motion passed unanimously. Meeting adjourned at 7:34 P.M.