

Southwest Iowa Local Workforce Development Board Meeting
Approved Minutes, November 16, 2020

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, Jason Cook, Lana McMann, Steve Gilbert, Dorene Rusk, Darla Helm, Wayne Pantini, Kim Bishop, Don Keast, Susan Miller, Billie Jo Greenwalt, Darren Swolley, Michelle Lents, William Berning, Bev Lawrence.

Absent were Brad Kramer, Luis Gonzales and Mike Haynie. **Quorum – Yes.**

County Elected Officials present: Merlin Dixon, Dan Christensen, Dennis Brown, Dave Homan

WIOA/MATURA staff present: Larry Johnson, Bonnie Scroggie

Staff to the RWDB present: Michelle Wilson

3) Minutes – Dorene made a motion to approve the minutes of the September meeting. Don seconded the motion. Motion passed unanimously.

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

5) Business Items of the LWDB:

a. New Board Member Introductions: New member Luis Gonzales, Sr. is a fixture/layout lead at Wellman's in Creston and is representing labor. Luis could not attend the meeting tonight.

b. Board Key Tasks Update–

Michelle reported that the board is on target or ahead of schedule with all key tasks. The board was officially certified and participated in full board training with Iowa Workforce Development and Maher and Maher on October 13. The role and responsibility resource guide and recordings of the training was also emailed out to all board members. The fiscal master agreement between IWD and fiscal agent Southern Iowa RC&D is in place. The competitively-procured RFP for the service provider (to be discussed later) is on target.

New key tasks: RFP completed with designated service provider contract by December 31. One Stop Operator deadline date has not been determined yet by IWD. Local area performance measures will be negotiated in February, according to IWD. Local plan is rewritten every 4

years. We are operating under the most recent plan. Tentative due date is April 15. Local plan is data-driven and requires a comprehensive approach from the board and all core partners.

c. RFP Committee Recommendations: Michelle introduced the RFP committee members: Jason Cook, Carol Smith, Dennis Brown and Lana McMann. The RFP committee met on October 8 to review and approve the RFP, which was released competitively on October 13 to 6 organizations on the bidders list. The RFP was also advertised in the newspaper and shared with chamber and economic development directors, and posted on the local board's website. One proposal for the Adult/Dislocated Worker/Youth Title I service provider was received. The proposal was evaluated and scored according to the RFP rubric, with a total possible score of 118 points. Each committee member reviewed and scored the proposals independently, with the average total being 107.25 out of the total 118 possible. The committee recommends MATURA as the Adult/Dislocated Worker/Youth service provider. No further discussion from the board. Michelle received technical assistance from IWD to confirm that sole source procurement did not apply to this procurement, since it was in fact competitively procured. **Wayne made a motion to approve MATURA as the designated Title I service provider for Adult/Dislocated Worker/Youth. Dorene seconded. Motion passed unanimously.**

d. National Dislocated Worker Grant—Michelle updated the board on the National Dislocated Worker grant. The core partners met to develop an integrated proposal. IWD has several clarifying questions due by December 1 for the team to respond to, for example, identifying potential businesses OJTs will be targeted to in-demand occupations.

e. Disability Access Committee & Ticket to Work: Dorene reported that the DAC has not met for last two months, so no news to report. There are staff changes at IWD in the Ticket to Work program. Dorene outlined the purpose of TTW and how IVRS/IWD work with customers regarding benefits planning and ticket assignment. Michelle informed the group that our local area will need to designate a fiscal agent for TTW funds, with the new firewalls in place. Previously, MATURA, the service provider had the dual role of fiscal agent/service provider related to TTW. Currently, Southern Iowa RC&D will be the fiscal agent for all other Title I funds. Board discussed options. **Wayne moved to have Southern Iowa RC&D as the fiscal agent for TTW funds. Seconded by Steve Gilbert. Motion passed unanimously.**

f. Youth Standing Committee: Darla reported that Sherry Blair from Iowa Intermediary Network and Erica Frey from ETS are on the committee. Updating the youth-friendly website on UCDA's website, and reaching out to other chambers in outlying counties to link information.

6) Budget Update:

Reviewed updated budget. MATURA is finishing up current contract with IWD, until new funding is distributed

Michelle and Dennis gathered updated budget data (estimated obligations and expenditures to date), and met with IWD staff to modify the contract between IWD and MATURA to finish the calendar year with sufficient funding.

Fiscal agent master agreement between IWD, Southern Iowa RC&D was signed in October. As of January 1, RC&D will process the Title I payments, under the new structure.

7) Partner Report Updates:

Darla reported that the technology lending program will begin in December, with additional laptops, hotspots and prepaid internet cards, allowing students to participate in distance learning. Her program is hosting a SWCC IT intern, who will manage the technology and serve as help desk to trouble-shoot any student issues.

Larry from MATURA updated the board on current enrollments. Center is not currently open due to COVID, so individuals can drop off paperwork and access services remotely. Larry is taking new referrals for all programs.

Dorene from IVRS reported that they are needing new referrals. Previously, many referrals were from IWD, but since the center is closed, there are not as many

William from IWD reported that the centers have limited center access due to the governor's recent COVID proclamation. They are currently spending the bulk of staff time processing the influx of unemployment claims.

9. Reports From Other Representative Entities:

Billie Jo is striving to make as many referrals as possible for services, as they are serving many unemployed clients right now. Wayne is on regional CTE program board for high school students. Grant applications and awards are to be reviewed later next month to support local career and technical programs.

Establish Next Meeting - The next meeting will be January 18 at 6:30 pm.

Adjournment - Dorene made a motion to adjourn the meeting. Don seconded the motion. Motion passed unanimously. Meeting adjourned at 7:22 P.M.