

**Southwest Iowa Local Workforce Development Board Meeting
Southwestern Community College, 1501 West Townline, Creston
Official Minutes, September 21, 2020**

1) Call to Order – The meeting was called to order by Chairperson Katrina Fleharty at 6:32 P.M.

2) Roll Call – Regional Workforce Development Board members present: Katrina Fleharty, Dorene Rusk, Darla Helm, Wayne Pantini, Kim Bishop, Brad Kramer, Don Keast, Susan Miller, Billie Jo Greenwalt, Darren Swolley, Michelle Lents, William Berning.

Absent were Jason Cook, Carol Smith, Lana McMann, Mike Haynie, Steve Gilbert and Bev Lawrence. **Quorum – Yes.**

County Elected Officials present: Merlin Dixon (Adams Co.), Dan Christensen (Decatur Co.), Dennis Brown (Union Co.), Dave Homan (Adair Co.).

Partners present: Keri Osterhaus, Iowa Department for the Blind

WIOA/MATURA staff present: Ron Ludwig

Staff to the RWDB present: Michelle Wilson

Fiscal agent staff present: Erica Petersohn, Southern Iowa RC&D

Minutes – Dorene made a motion to approve the minutes of the 8/10/20 meeting. Merlin seconded the motion. Motion passed unanimously.

September Agenda – Dorene made a motion to approve the agenda. Darla seconded the motion. Motion passed unanimously.

Board Roles/Voting Clarification: Michelle explained that based on recent trainings on the WIOA policies, the 19 local workforce board members are the members who vote on agenda items. The CEOs nominate board members, and the CLEO appoints the board. If any CEOs wish to attend the local board meetings to stay abreast of activities, they certainly can. Additional clarification will be obtained during our full board training coming up in mid-October.

Business Items of the LWDB:

a. New Board Member Introductions: New members Darren Swolley and Brad Kramer introduced themselves. Darren Swolley is the plant manager at SIMCO Drilling in Osceola. Brad Kramer is the owner of Kramer's in Orient.

b. Board Certification Update–

Policy Committee Needed. Michelle explained that the board needs to develop policies, including a procurement policy, in order to execute the RFP for Adult/Dislocated Worker/Youth policy. This must be developed, approved, and posted to the local board website prior to the RFP release. Solicited policy member committee volunteers. Policy committee members: Katrina, Wayne and Dorene.

Motion to create policy committee and give the policy committee the authority to develop and approve the board policy to comply with the upcoming deadlines for the RFP. **Don moved. Darren seconded. Motion passed unanimously.**

c. MOU Extension (Needs Approval)– Mihelle outlined that in order to have a fully compliant MOU under WIOA, an Infrastructure Funding Agreement would need to be in place. At this stage, IWD has not issued policy on this. Options are to create a new WIOA-compliant MOU in absence of state guidance or extend the current MOU until IWD issues policy on this. **Wayne made a motion to approve an extension of the current MOU. Dorene seconded. Motion passed unanimously.**

d. RFP for Adult, Dislocated Worker/Youth–Michelle reiterated the deadline of January 1, 2021 to have the procurement process complete for the Adult/Dislocated Worker/Youth service provider. In order to meet this deadline, the board's RFP committee will need to review the RFP for release by mid-October, allowing the required minimum of 20 business days of keeping the bidding period open, and then having the RFP committee scoring any grants received, and then making a recommendation to the board at the November full board meeting.

Board discussed options for releasing the RFP. Options including all three under 1 RFP or posting Adult/Dislocated Worker in one RFP, with a separate Youth RFP. Board discussed advantages and disadvantages of both options. Being a smaller workforce area, and the historical precedent set of having one combined RFP, **Don moved that all three programs be released under 1 single RFP. Wayne seconded. Motion passed unanimously.**

Michelle explained the requirement to have a truly competitively procured RFP. Michelle has a bidders list, shared from another local area. Outlined the conflict of interest policy, which all board members have signed, and emphasized the need to have an impartial RFP subcommittee. No current members in attendance volunteered for the RFP committee. **Wayne made a motion to have the chair appoint the RFP subcommittee. Don seconded. Motion passed unanimously.** Katrina requested that Michelle reach out to members not present at today's meeting: Carol, Jason and Lana, to inquire of their ability to serve on the committee, if appointed.

e. One Stop Operator RFP-Committee Assigned: In the case that we need to comply with the current December 31 deadline, discussed having the RFP committee oversee both the A/DW/Youth service provider RFP, as well as the One Stop Operator RFP. There is potential that the 12/31 deadline could be moved to a later date by the state, but that has not been determined yet. **Dorene motioned to have the same RFP committee oversee both projects. Kim seconded. Motion passed unanimously.**

f. National Dislocated Worker Grant— The state has not yet released the RFP, but we anticipate it will be soon. Our local area has completed the pre-application. Once the RFP is released, our local area will meet as partners to apply.

g. Disability Access Committee Update— No new updates since the August meeting.

h. Youth Standing Committee Update: Darla reported that the Youth Standing Committee met on 9/18 and that Guisela (Title I Youth staff) stated there was no in-school school youth funding available, but there is out-of-school funding available. Next steps are to launch a web page to increase access and awareness, as well as resources for participants. Mindy Stalker, who is on the committee, will be able to add a link on the new UCDA site. The committee will be working on this in the coming months.

7. Budget Update:

Reviewed budget update provided by Larry of MATURA. Adult funding has the least amount remaining for the calendar year. The current service provider contract goes through 12/31. Any unspent admin funding will revert back to the board to cover board expenses. MATURA has provided administrative duties from 7/1-9/30, operating as the current fiscal agent to process Title I expenditures. To ensure that the administrative dollars are appropriately allocated to MATURA to cover administrative costs, Ron stated that up to \$500 would cover those expenses.

Dorene moved. Wayne seconded. Motion passed unanimously.

8. Partner Report Updates:

No updates from Voc. Rehab.

Darla reported that SWCC is currently conducting face-to-face and web-based options for HiSET. Web-based testing is also available. Completed year-end reporting. New grant opportunity for Emergency Education Relief Funding, one component is for adults. The funding can be used to purchase laptops, tablets and hot spots to assist students most in need with connectivity. Application is due 10/1.

Ron shared updated performance report for PY19 Quarter 4 . All current performance measures are met or exceeded in Adult, Dislocated Worker and Youth for our local area.

William from IWD reported that staff are continuing to process unemployment claims, and are now taking very limited self-guided service delivery in the office, which started on 9/8, practicing social distancing in the office to use computers to seek employment opportunities.

9. Reports From Other Representative Entities:

No updates from other representative entities at this time.

Establish Next Meeting - The next meeting will be November 16 at 6:30 pm.

Adjournment - Dorene made a motion to adjourn the meeting. Don seconded the motion. Motion passed unanimously. Meeting adjourned at 7:42 P.M.