

**Southwest Iowa Local Workforce Development Board Meeting
Southwestern Community College, 1501 West Townline, Creston
Official Minutes, August 10, 2020**

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

2) Roll Call – Regional Workforce Development Board members present: Jane Briley, Dorene Rusk, Darla Helm, Katrina Fleharty, Don Keast, Jason Cook, Wayne Pantini, Billie Jo Greenwalt, Carol Smith, Micheal Cockrum, and Dave Homan. Absent were Lana McMann and Steve Gilbert. Ex-Officio members absent were Rod Shields, Paul Griffen and Tom Kedley. **Quorum – Yes.**

County Elected Officials present: Merlin Dixon (Adams Co.), Dan Christensen (Decatur Co.), Dennis Brown (Union Co.), Charles Ambrose (Taylor Co.), Dean Robins (Clarke Co), Ron Landphair (Ringgold Co) and Dave Homan (Adair Co.). Absent and excused: Rudy Kinard (Montgomery Co).

Partners present: Linda Rouse, IWD District Manager. Keri Osterhaus, Iowa Department for the Blind.

Guests present: Kim Bishop, nomination as Community College representative on this board; Michelle Lents, Greater Regional Health nomination to the board; Susan Miller, Altec, nomination to the board; Mike Haynie, Agrivision nomination to the board; Bev Lawrence, nomination to the board.

WIOA/MATURA staff present: Ron Ludwig
Staff to the RWDB present: Michelle Wilson

Minutes – Wayne made a motion to approve the minutes of the 7/20/20 meeting. Dorene seconded the motion. Motion passed unanimously.

August Agenda – Dorene made a motion to approve the agenda. Wayne seconded the motion. Motion passed unanimously.

Business Items of the LWDB:

a. Board Positions:

i. Recent Resignations-Ann Schlapia, Southwestern Community College/Workplace Learning Network, submitted her resignation. With the new board restructuring guidelines, Ann's position would be designated as ex-officio. Ann has agreed to stay on the Youth Standing Committee.

ii. Board Chair - The board will need to recruit a new board chair and vice-chair. Michelle explained that WIOA guidelines mandate that both the chair and vice chair positions must be held by business members of the RWDB. **Jane Briley made a motion to nominate Katrina Fleharty as the Southwest Iowa Local Workforce Development Board Chairperson. Wayne seconded the motion. Motion passed unanimously.**

iii. Applications from new members - Nominations received and approved by CLEO: Bev Lawrence, HR for ESB Heavy Construction in Red Oak; Susan Miller, HR for Altec in Osceola; and Mikey Haynie, shop foreman for Agrivision in Red Oak. All nominations approved by the CLEO are submitted to IWD's WIOA Compliance office for approval.

iv. Remaining vacancies – Remaining position being recruited for is a business position in Adair County.

b. Executive Director for the Board Update – Michelle Wilson provided an update on the new board restructuring under WIOA, with many of the duties previously managed by the service provider being taken care of by the board now. The board will need to clearly define voting guidelines (LWDB and CLEO board), as those guidelines have shifted with WIOA compliance. The RWDB is only to vote on the agenda, minutes, and other actionable items. Michelle will consult with WIOA policies and report at the September meeting any additional changes to voting procedures.

Michelle informed the board of the National Dislocated Worker Grant (NDWG), targeting dislocated workers impacted by COVID-19. The area can complete an intent to apply by August 19, with the full grant application available in September. Statewide, \$1.1 million will be awarded to local areas for DW programming over a 2-year period. The grant application process will be competitive, with submissions rated on innovation program design. Michelle will schedule a meeting with the provider and partners to create an initial plan. In the past, the service provider would have completed this process. Under the new guidelines, the board will be the entity applying for the funds.

c. By-Laws Updates– By-laws passed at the May meeting required several edits to be in compliance with the new state guidelines, after consultation with IWD staff. Updates were emailed to board members on 7/29 for review, with all changes highlighted. Key changes

included the board nomination process, which are all appointed by the CLEO, as well as a rotation of new board members, as no more than 25% of the board may turn over in any given year. **Jane made a motion to approve the by-laws. Dennis seconded. Motion passed unanimously.**

d. Disability Access Committee – Dorene reported there are no updates since the last meeting.

e. Youth Standing Committee- Darla reported that there are no updates or meetings with the standing committee since the last board meeting. She would welcome a co-chair for the standing committee, as Ann Schlapia resigned from the board, but will remain on the youth standing committee.

Business items of the CLEO: Dennis Brown – a. Selection of Fiscal Agent – There was 1 applicant. The bid was \$700/month. The contract was offered to and accepted by Southern Iowa RC&D, effective September 1. The fiscal agent will complete WIOA fiscal training in mid-September, and then begin full formal fiscal agent responsibilities beginning October 1, which aligns with the federal fiscal year.

Partner Report Updates: a. Title I: Ron Ludwig – No new updates since the July meeting.

b. Iowa Workforce Development: Micheal Cockrum – No new reports. IWD staff are still processing a significant influx of unemployment claims due to the pandemic.

c. Adult Education Literacy: Darla Helm – No new updates since the last board meeting to report.

d. Iowa Vocational Rehabilitation: Dorene Rusk – Dorene reported that IVRS staff had just participated in their statewide virtual conference. New referrals for IVRS services are down significantly since COVID-19.

Reports from other representative entities : a. Economic Development: Wayne Pantini – Wayne shared that the University of Northern Iowa’s Institute for Decision Making completed surveys to determine the extent of the impact of COVID1-19 on local businesses and industries. The initial survey was completed in early March, and the second survey this summer. UCDA is also meeting with local businesses to determine local impact and needs.

b. Community organizations (SIRHA): Billie Jo Greenwalt – Their office is still closed. No additional reports since the last meeting.

Vice chair: It was determined that the vice chair position had not been filled. Opened the floor to nominations. Jason Cook self-nominated. Don moved that nominations cease. Dorene seconded. **Dorene moved to approve Jason as the vice chair of the board. Don seconded.**
Motion passed unanimously.

Establish Next Meeting - The next meeting will be September 21 at 6:30 pm. The group discussed the venue options: in-person, virtual or hybrid. The group agreed to keep the hybrid option, with an ungraded microphone to allow the remote participants improved sound quality. Next meeting will have the live option at Southwestern Community College, Room 180, with a virtual Zoom/teleconference option.

Adjournment - Wayne made a motion to adjourn the meeting. Jane seconded the motion. Meeting adjourned at 7:27 P.M.