

**Southwest Iowa Local Workforce Development Board Meeting via Zoom**  
**IowaWORKS Center, 215 N Elm, Creston**  
**Official Minutes, July 20, 2020**

**1) Call to Order** – The meeting was called to order by Chairperson Jolene Griffith at 6:30 P.M.

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

County Elected Officials present: Merlin Dixon (Adams Co.), Dan Christensen (Decatur Co.), Dennis Brown (Union Co.). Absent were Charles Ambrose, excused (Taylor Co.), Dean Robins, excused (Clarke Co), Ron Landphair (Ringgold Co), Dave Homan (Adair Co.), and Rudy Kinard (Montgomery Co). **CEO Quorum – No.**

Partner present: Linda Rouse, IWD District Manager. Keri Osterhaus, Department for the Blind, is excused.

Guests present: Kim Bishop, nomination as Community College representative on this board; and Michelle Wilson.

WIOA/MATURA staff present: Ron Ludwig, Larry Johnson (fiscal officer), Sue McElwain.

Since we do not have a quorum for the CEOs, there will be no CEO voting tonight. Any items needing CEO approval will be tabled until the next meeting.

**3) Minutes** – Dan made a motion to approve the minutes of the 5/11/20 meeting. Dorene seconded the motion. Motion passed unanimously.

**4) July Agenda** – Jolene added to the agenda: 1) By-laws (#6, c.), and 2) One Stop Operator (#6, d.). Dan made a motion to approve the amended agenda. Dennis seconded the motion. Motion passed unanimously.

**5) Business Items of the LWDB: a. Board Positions: i. Recent Resignations** – Jolene has resigned from the Board due to a perceived conflict of interest.

**ii. Board Chair** - The board will need to recruit a new board chair. Jane Briley has tirelessly served as vice chair for the past several years. **Don Keast made a motion to nominate Jane Briley as the Southwest Iowa Local Workforce Development Board Chairperson. Dorene seconded the motion. Motion passed unanimously.**

**iii. Applications from current members** - Paperwork needs to be completed and submitted to the State on the current board members discussed at the May meeting. Compliance date is 9/1/20.

**iv. Applications from new members** – Paperwork will need to be completed and submitted to the State on any new board members. Reach out to Dennis for application materials.

**v. Remaining vacancies** – Anyone can give CEOs recommendations to fill vacancies. The board needs business and industry representatives. This means owners or anyone involved in hiring. The board is lacking representatives from Adair, Montgomery, and Clarke counties. Dennis said CEOs need to take an active role in recruiting individuals to represent their counties. Jane’s nephew is an Adair County Supervisor. She has asked him to talk at the next board meeting about who from Adair County may be able to fill these vacancies. Mike asked Jane’s capacity on the board? Jane is representing Labor. Jolene said another labor representative is needed too.

**b. Executive Director for the Board** – Michelle Wilson has been offered and accepted this position. She introduced herself.

**c. Disability Access Committee** – Dorene gave an update from the committee which just met before this meeting. They worked on the Integrated Continuum Plan. This is due 9/1/20. They looked at the areas of Business Engagement, Career Pathways, and Outreach and Intake and rated themselves in each category.

**d. Youth Standing Committee** – An application for membership on the Youth Standing Committee was received from Mindy Stalker. Darla said they met 6/26 to establish expectations, establish goals, identify levels of support, identify barriers, etc. Ann said one goal is to have representation across our region. Michelle will be the keeper of application forms.

**6) 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. Due 9/1/20.

**b. Budget** – There is money in the budget to pay for the board executive director, support staff, and fiscal agent. Jolene explained MATURA has been the fiscal agent and also the Title I service provider, which is a conflict. That’s why we are hiring outside parties. Larry explained the WIOA carryover money from the previous budget year will assist in the transition to the new fiscal agent.

**c. Bylaws** – Michelle will look these over and give suggestions.

**d. One Stop Operator** – Do we need to select a one stop operator? Linda Rouse said not to worry about this now. We will look at this in the fall. The RFP will come out in Oct/Nov. The LWDB will want to designate a committee to review the RFPs. The entity will oversee the one stop center and partners to make sure integrated services are being provided to customers. Needs to be in place by January.

**7) Partner Report Updates: a. Title I: Ron Ludwig** – Ron reviewed the updated 3<sup>rd</sup> quarter performance levels. The only standard we didn’t meet was the Youth-Credential Attained. The youth attained a credential, but it didn’t have the date on it, so we couldn’t count it.

Larry Johnson - Budget – There is approximately \$11,000 Admin to use for expenses on the CEO board through the end of the year. The new Federal fiscal year begins 10/1. Carryover money will be available in Aug/Sept to help with the transition period. There will be approximately \$34,000 Admin for the whole year. The \$11,000 is 3 month money to cover expenses from 7/1-9/30/20, since the Federal government’s budget doesn’t start until 10/1. The exception is youth – it is one lump amount.

**b. Iowa Workforce Development: Micheal Cockrum** – They are in a similar position as they were at the last board meeting. The center is closed. Staff members are busy with unemployment and extended unemployment. They are in the process of cold calling to help with fact finding. There are some business requests coming in too.

**c. Adult Education Literacy: Darla Helm** – On 5/22 they had a program evaluation. There were 2 findings: did not have a compliant workforce board, no infrastructure funding agreement. They need to submit a plan to address these issues. SWCC started opening gradually on 6/1. They plan on having face to face classes in Sept. Distance education learning will continue. Assessment testing is on-line. HISET will be moving to that. By fall assessment testing and HISET testing will be done from home. At the end of their fiscal year they had 259 students. They met 9 of the 10 benchmarks, which is good since they were closed for almost 3 months.

Darla thanked everyone for their letters of support. They have been awarded Federal funding through 2025.

**d. Iowa Vocational Rehabilitation: Dorene Rusk** – They are not meeting face to face. Doing most intakes by Zoom. Referrals are picking up. Counselors are not able to travel to meet individuals. Not sure how that will work this fall. They are supposed to be working with students who are potentially eligible. They are to help students transition from school to work. The summer youth workshops through Zoom worked well.

**8) Reports from other representative entities : a. Economic Development: Wayne Pantini** – COVID has had an economic impact on our region. They are busy keeping businesses informed through Facebook, social media, etc. State and locally they are launching a business retention expansion survey. The survey has been revamped to include COVID. They will be visiting with major employers to complete this survey. This will drive financial assistance, policies, etc. Locally, their focus has been on child care capacity. They are partnering with schools, Head Start, etc. to put together a plan to increase capacity and quality of child care locally.

**b. Community organizations (SIRHA): Billie Jo Greenwalt** – Their office is still closed. They are making a lot of referrals to the Iowa Works office.

**c. Workplace Learning (Intermediaries): Ann Schlapia** – Continuing to watch districts as return to learn plans progress. The Governor released new mandates on core subject areas. We will know more after 8/1.

**d. Others – Steve Gilbert** – At the State level a Housing Recovery Board has been put together in anticipation of a housing crisis.

**9) Establish Next Meeting** - Jolene said with 27 members, not everyone can social distance in the IWD conference room we have been using for face to face meetings. In the future the board may want to meet at SWCC or somewhere else that can accommodate more people. People can still call in too. It was agreed upon to have the next meeting on 8/10/20 at 6:30 P.M. Will check with SWCC to see if we can have it there.

Dennis thanked Jolene for all her hard work and dedication to this board over the years. She has been a board member since 2004.

**10) Adjournment** - Dan made a motion to adjourn the meeting. Dorene seconded the motion. Meeting adjourned at 7:45 P.M.