



# STATE WORKFORCE DEVELOPMENT BOARD

<https://www.iowawdb.gov/>

**Mission:**

*The Iowa State Workforce Development Board oversees the development and implementation of the state workforce development plan. The SWDB ensures that state workforce regions have the resources to support employment programs across the state.*

## PUBLIC MEETING NOTICE

**Date:**

Friday, January 14, 2022

**Time:**

11:00 a.m. – 1:00 p.m.

**Place:**

Plumbers & Steamfitters U.A. Local 33  
2501 Bell Avenue  
Des Moines, IA

**Zoom:**

Join Zoom Meeting  
<https://iowaworks.zoom.us/j/81543370457>

Meeting ID: 815 4337 0457  
One tap mobile  
+13126266799,,81543370457#

Dial by your location  
+1 312 626 6799  
Meeting ID: 815 4337 0457

Find your local number: <https://iowaworks.zoom.us/u/kdFnO2Xn3j>

### TENTATIVE AGENDA:

1. Call to Order.
2. Roll call to establish quorum by Shelly Evans, Board Administrator.
3. **Action Item:** Approval of Meeting Agenda. (Attachment 1 – Agenda)
4. **Action Item:** Approval of Minutes from the November 16, 2021, State Workforce Development Board meeting. (Attachment 2 – Minutes)
5. Welcome by Jay Iverson, Vice Chair.
  - Welcome and Introduction of new SWDB members
    - SWDB Website <https://www.iowawdb.gov/>
    - Reminder of New Member training following today's meeting
6. Director's Report by Director, Beth Townsend, Iowa Workforce Development.

7. Discussion on Draft One-Stop Certification Standards by Iowa WIOA Core Partner Working Group (Keri Osterhaus, IDFB; Alex Harris, IDOE; Brandy McOmber, IVRS; and Michelle McNertney, IWD). (Attachment 3 – Draft One-Stop Certification Standards)
  - 7.1 **Action Item:** Motion to approve One-Stop Certification Standards.
8. Discussion on filling SWDB Executive Director and Executive Assistant positions by Jay Iverson, Vice Chair. (Attachments 4 – 5 Job Descriptions for ED and EA)
  - 8.1 **Action Item:** Motion to consider nomination(s) for Executive Director.
  - 8.2 **Action Item:** Motion to approve Executive Director.
  - 8.3 **Action Item:** Motion to consider nomination(s) of Executive Assistant.
  - 8.4 **Action Item:** Motion to approve Executive Assistant.
9. Presentation - WIOA Unified State Plan Modification by Division Administrator, Michelle McNertney, Iowa Workforce Development. (Attachment 6 – State Plan Modification Recommendations) [2020 Iowa Unified State Plan](#)
  - 9.1 **Action Item:** Motion to approve State Plan Modification Recommendations.
10. Update on WIOA Local Plans by Division Administrator, Michelle McNertney, Iowa Workforce Development.
11. Discussion on SWDB Standing Committee Chairs and Members by Jay Iverson, Vice Chair. (Attachment 7 – Summary of SWDB Standing Committees)
12. Open Discussion.

### **ACCOMMODATIONS:**

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact:

Shelly Evans, Board Administrator, [shelly.evans@iwd.iowa.gov](mailto:shelly.evans@iwd.iowa.gov), (515) 725-5680

### **UPCOMING CALENDAR EVENTS:**

- State Workforce Development Board Quarterly Meetings:
  - March 3, 2022 (ZOOM – Vote Only)
  - May 13, 2022 (@ The Well in Pella)
  - August 5, 2022
  - November 2, 2022