

**Northwest Iowa Workforce Development Board and
Northwest Iowa CEO Board
JOINT QUARTERLY MEETING**

Wednesday, November 17, 2021 9:30 a.m.- 11:30 a.m.

In person option:

Clay County Administration Building
Supervisors Board Room
300 West 4th Street
Spencer, Iowa 51301

Join Zoom Meeting:

<https://zoom.us/j/99851964510?pwd=bXg1TStnOTlJQzJlWGQ4UFgrOHpwdz09>

Or Dial: 1.312.626.6799

Meeting ID: 998 5196 4510

Passcode: 579653

Minutes

Agenda Item	Person(s) Responsible	Status
<p>Welcome and Call to Order</p> <p><i>Meeting was called to order at 9:31 a.m.</i></p> <p>CEOs Present: Kelly Snyder, Barry Anderson, Jeffrey Thee, Tim Schumacher, Kyle Stecker, Cory Altena, John Steensma, Mike Schulte, Jerry Muilenburg</p> <p>CEOs Absent: Roger Faulstick</p> <p>NWIWDB Members Present: Carrie Turnquist, Michael Carlson, Tim Kinnetz, Kristin Hanson, Mindy Nasers, Rhonda Jager-Pippy, Steve McCauley, Jason Anderson, Stephanie Neppl, Lori Kolbeck</p> <p>NWIWDB Members Absent: Gail Buchholtz, Sarah Ranschau, Shane Peterson, Benjamin VanDonge, Gregory VerSteeg, Nicole Roder, James Rotert</p> <p>NWIWDB Staff: Heather Garcia, Taylor Williams, Johnna Forbes</p> <p>Guests: Shawn Fick, Alana Tweet, Rose Postma, Brianna Steirer, Natasha Shipp, Staci Kleinschmidt</p>	<p>Barry Anderson/Carrie Turnquist</p>	<p>I</p>
<p>1. Consent Agenda</p> <p><u>Northwest Iowa CEO Board</u></p> <ul style="list-style-type: none"> • November 17, 2021 Agenda • August 18, 2021 Minutes • PY21/FY22 Budget 	<p>Barry Anderson</p>	<p>CEO: I/D/A</p>

<p><u>NWIWDB</u></p> <ul style="list-style-type: none"> November 17, 2021 Agenda August 18, 2021 Minutes PY21/FY22 Budget 	Carrie Turnquist	NWIWDB: I/D/A
<p>CEO Board: Motion by Mike Schulte, second by Kelly Snyder to approve the November 17th Agenda, the August 18th Minutes, and the PY21/FY22 Budget. Ayes: All. Motion carried.</p> <p>NWIWDB: Motion by Stephanie Nepl, second by Rhonda Jager- Pippy to approve the November 17th Agenda, the August 18th Minutes, and the PY21/FY22 Budget. Ayes: All. Motion carried.</p>		
<p>2. Executive Committee</p> <ul style="list-style-type: none"> Board member updates <ul style="list-style-type: none"> Introduction of new board member- Carly Caravan Allocate administration funding for board meeting expenses <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Request \$1,200.00 for meeting expenses beginning with 11/17/21 meeting Local Policies <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board review of the local policies & procedures with possible action <p><u>CEO Board:</u></p> <ul style="list-style-type: none"> CEOs review of the local policies & procedures with possible action <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board consider an action to require all current board members to sit on a committee. EO Officer <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board review EO Officer job description with possible action <p><u>CEO Board:</u></p> <ul style="list-style-type: none"> CEOs review EO Officer job description with possible action 2022 Meeting Schedule <p><u>NWIWDB:</u></p> <ul style="list-style-type: none"> Board review 2022 meeting schedule with possible action <p><u>CEO Board:</u></p> <ul style="list-style-type: none"> CEOs review 2022 meeting schedule with possible action Financial Report Monitoring Report 	<p>Carrie Turnquist</p> <p>Carrie Turnquist</p> <p>Carrie Turnquist</p> <p>Barry Anderson</p> <p>Carrie Turnquist</p> <p>Carrie Turnquist</p> <p>Barry Anderson</p> <p>Carrie Turnquist</p> <p>Barry Anderson</p> <p>Carrie Turnquist/ Heather Garcia</p> <p>Heather Garcia</p>	<p>I/D</p> <p>NWIWDB: I/D/A</p> <p>NWIWDB: I/D/A</p> <p>CEO: I/D/A</p> <p>NWIWDB: I/D/A</p> <p>NWIWDB: I/D/A</p> <p>CEO: I/D/A</p> <p>NWIWDB: I/D/A</p> <p>CEO: I/D/A</p> <p>I/D</p> <p>I/D</p> <p>I/D</p>

<ul style="list-style-type: none"> • Corrective Action Plan (CAP) 	Heather Garcia/Shawn Fick	
<ul style="list-style-type: none"> • Allocate administration funding for board meeting expenses NWIWDB: Motion by Steve McCauley, second by Stephanie Neppl to approve the requested \$1,200.00 administration funding for board meeting expenses beginning with the 11/17/21 meeting. • Local Policies NWIWDB: Motion by Rhonda Jager-Pippy, second by Tim Kinnetz to approve the Local Policies and Procedures document as presented. Ayes: All. Motion carried. CEO Board: Motion by Tim Schumacher, second by Cory Altena to approve the Local Policies and Procedures document as presented. Ayes: All. Motion carried. • Board consider an action to require all current board members to sit on a committee. Note: No action at this time. • EO Officer NWIWDB: Motion by Rhonda Jager- Pippy, second by Kristin Hansen to approve the EO Officer job description as presented. Ayes: All. Motion carried. CEO Board: Motion by Jeffrey Thee, second by Mike Schulte to approve the EO Officer job description as presented. Ayes: All. Motion carried. • 2022 Meeting Schedule NWIWDB: Motion by Mindy Nasers, second by Tim Kinnetz to approve the 2022 meeting schedule. Ayes: All. Motion carried. CEO Board: Motion by Cory Altena, second by Kyle Stecker to approve the 2022 meeting schedule. Ayes: All. Motion carried. 		
3. One-Stop Operator <ul style="list-style-type: none"> • OSO Report 	Bri Steirer/Core Partners	I/D
4. Iowa's Efforts to Combat Workforce Shortages <ul style="list-style-type: none"> • Press Release- Office of the Governor • Letter from IWD Director Townsend 	Heather Garcia	I/D
5. Next Steps <ul style="list-style-type: none"> • Elections/Executive Officers • Committee development • PY21/FY22 monitoring- week of 4/18/22 	Heather Garcia	I/D
6. Announcements	All	I/D
7. Adjournment	Barry Anderson	CEO: I/D/A

	Carrie Turnquist	NWIWDB: I/D/A
CEO Board: CEO Chair, Barry Anderson declared adjournment.		
NWIWDB: NWIWDB Chair, Carrie Turnquist declared adjournment.		
Meeting was adjourned at 11:27 a.m.		

Meeting minutes by Taylor Williams, Board Staff