

Southwest Iowa Local Workforce Development Board
Operations Committee Meeting Minutes
December 10, 2021

1) Call to Order – The meeting was called to order by Chairperson Darla Helm at 11:05 am.

2) Roll Call – Board/Committee Members Present: Darla Helm, William Berning, Steve Gilbert, Sally Rolf
Board Staff: Michelle Wilson; Absent: Dean Robins

3) Minutes: Approval of November Minutes: William moved to approve; Steve seconded. Motion passed unanimously.

4) Agenda: Steve moved to approve the agenda; William seconded. Motion carried unanimously.

5) Operations Committee Updates:

Lead Tasks: Darla shared with Sally the previous meeting’s plan to divide out each of the primary committee tasks to each member, with Sally taking the lead on items 5 and 7: Serves as the policy and oversight entity for issues relative to the operations of the One Stop System; Establishes and maintains the One-Stop Certification System. Sally agreed with the group plan.

Roundtables: Director Townsend’s roundtables are set for December 10-11:30 am and 5:30-6:30 pm. All are encouraged to attend; notices have been sent out to all board members and CEOs.

OSO Update: No updates currently from the state level; the group will be addressing this in the future once guidance is provided by the state committee, which Darla is sitting on.

Reporting: Michelle shared an example spreadsheet with the group that captures data for all 4 titles (enrollments, outreach efforts, exits, credentials gained). The group agreed that this could be completed by each director quarterly, which would then feed into the required data for the annual report. Darla suggested that the sample be modified for our specific local area; Sally agreed. Michelle is to set up the shared document and send out a reminder to the group quarterly.

Policy Development: The group reviewed 4 draft policies:

- Monitoring Policy: Add “All Title I-related” to the background section and “monitoring schedule” to clarify.
- WIOA Eligibility: Under youth requiring additional assistance: remove homeless and physical, as both are already identified in another section.
- Firewall Policy: No changes identified.
- Conflict of Interest: No changes identified

6) Meeting Schedule: Next meeting is January 7 at 11 am via Zoom. In the meantime, committee members will review the policies again, and return to the next meeting with any additional edits. The supportive service policy is in development. A request for Conflict of Interest training for all board members was made.

7) Adjournment: William moved to adjourn; Steve seconded. Motion passed unanimously. Meeting adjourned at 11:52 am.