

**Southwest Iowa Local Workforce Development Board
Meeting Minutes, November 8, 2021**

1) Call to Order – The meeting was called to order by Wayne Pantini, appointed meeting chair, at 6:32 P.M.

2) Roll Call – Regional Workforce Development Board members present: Carol Smith, Susan Miller, Jason Cook, Steve Gilbert, Lana McMann, Darla Helm, Don Keast, Kim Bishop, Wayne Pantini, William Berning, Michelle Lents, Billie Jo Greenwalt

Absent were: Katrina Fleharty, Brad Kramer, Darren Swolley, Luis Gonzales, and Mike Haynie. Quorum: YES

County Elected Officials present: Merlin Dixon, Dan Christensen, Dennis Brown, Jerry Walker

Partner staff present: Danna Buls, Sarah Baebler-Hall

Staff to the RWDB present: Michelle Wilson

3) Minutes – Don made a motion to approve the minutes of the August meeting. William seconded the motion. Motion passed unanimously.

4) November Agenda – Michelle Lents made a motion to approve the agenda. Steve seconded the motion. Motion passed unanimously.

5) Business Items of the LWDB:

a. Local Plan– Michelle Wilson reported that the local plan was submitted by the October 1 deadline via the Iowa Grants website. The state review team will provide feedback prior to the January 1, 2022 implementation date.

b. Operations Committee–Operations Committee Chair Darla Helm provided an overview of the committee and its role, including the 10 key tasks, dividing leadership of the tasks among the members. The committee will meet the first Friday of the month (during the first full week). Key tasks are developing policies. The PY20 monitoring report was shared, with each board member receiving a copy of the final report prior to the meeting.

c. Finance Committee-Finance Committee Chair Carol Smith reported that the committee met November 4, with the committee meeting monthly to review and approve the service provider’s monthly invoice, as well as review the monthly expenditure report. Key tasks in the future will be developing additional fiscal policies for the board. Next meeting is November 18.

D. Youth Standing Committee—Youth Committee Chair reported that the committee will meet in early December.

E. Service Provider Update—MATURA executive director Danna Buls shared a program update, including a recent success story of a youth completing a work experience successfully, and finding a new career as the result of participation in the program. Center traffic has been slow; plans are underway for more in-center job fairs. Staff will also be visiting SWCC's AEL classroom monthly to present workshops on interviewing, resume building and other job-seeking skills. The youth program is recruiting out of school youth by creating flyers, reaching out to guidance counselors, as well as attending career fairs at local schools.

6. Budget Update—Current expenditure report year to date was shared. There were no additional questions.

7. Partner Report Updates

- a. **Title III:** William shared an overview of Home Base Iowa and informed the group of Registered Apprenticeship Week activities. Employers will be on site at the center on Mondays. William shared the current unemployment insurance statistics, which are at a 20-year low. Wayne asked about labor participation rate—which was not calculated in the report.
- b. **Title II:** Darla shared that 10 HiSet students have completed since July and that Iowa has the highest HiSet pass rate in the nation. IowaWORKS staff will be coming to the Success Center once a month with credit and non-credit students able to attend, as well as the community. The format will be a 1-hour workshop followed by 1 hour of skill development time.
- c. **Iowa Department for the Blind:** Sarah reported on fall weekend retreats, focusing on STEM and employment and transition skills. More manufacturing companies are looking into the technology required for employment for IDB participants. A half-day college-readiness/college prep day is next.

8. Reports from Other Representative Entities=: **SIRHA:** Billie Jo informed the board that there is currently no waiting list, with applications processed immediately. Staff are focused on housing first, and will then support individuals to obtain employment and making referrals for employment services. The office is busy, and is now open to the public. **SHRM:** Carol reported that SHRM is ready to install the 2022 board, and has gotten some new applications for membership as a result of surveys sent to employers and community agencies. **UCDA:** Wayne shared that the LeadUC leadership groups meet on Wednesdays, with 15 youth and 15 adult participants, with a meeting at Gavilon Grain and a focus on Industry, Energy, and Agriculture. Wayne sat on a review committee working with CRT, with nearly \$70,000 awarded to career and technical education programs.

9.Establish Next Meeting - The next meeting will be January 24, 2022 at 6:30 pm via Zoom.

10.Public Comment—There were no public comments.

11. Adjournment -Don made a motion to adjourn the meeting. Jason seconded the motion. Motion passed unanimously. Meeting adjourned at 7:16 P.M.