

**Southwest Iowa Local Workforce Development Board  
Operations Committee Meeting Minutes  
January 21, 2022**

**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

Absent: Dean Robins

Board Staff: Michelle Wilson, Nicole Krause

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

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

**5) Operations Committee Updates:** Michelle did research on inviting Danna as Title I director to this committee and discussed to invite her to the next meeting. If a CEO is on a committee, they are not a voting member and would not impact quorum. May need to update bylaws. Discussed moving the meeting to later in the evening so CEOs could be available.

**Roundtable with Director Townsend** – Several members were on the first one. There is a new date for the second one, February 8, 2022 5:30 – 6:30 pm.

**One Stop Operator Updates** – Other areas are in the RFP process but there is no deadline from the state. Some responsibilities of OSO include attending Operations Meeting and hosting Core Partner meetings.

**Progress Updates/Data Request Monthly** – Start with January through March and will go from there. Committee will gather by April 15. Discussed what data is needed for the annual reports. Michelle will resend the annual reports to members.

**6) Policy Development/Recommendations for Approval:** Changes to policies were made from suggestions. Sally moved to approve the Monitoring Policy, WIOA Eligibility, Firewall Policy, Conflict of Interest policies to go to the full board for approval; Steve seconded. Motion carried unanimously. Michelle is working on Supportive Services Policy.

**7) Establish Next Meeting:** Next meeting is February 11, 2022 at 11:00 am via Zoom.

**8) Public comment:** there was none.

Other business: Darla asked about doing a new website for the board? The board is currently using the sites hosted by IWD for local boards. Michelle stated the board can decide but suggested to wait on it.

**9) Adjournment:** William moved to adjourn; Steve seconded. Motion passed unanimously. Meeting adjourned at 11:56 am.