

**Southwest Iowa Local Workforce Development Board  
Full Board Meeting Minutes January 24, 2022**

- 1) **Call to Order** – The meeting was called to order by board Chair Katrina Fleharty at 6:31 pm.
  
- 2) **Roll Call** – Regional Workforce Development Board members present: Katrina Fleharty, Carol Smith, Susan Miller, Jason Cook, Lana McMann, Darla Helm, Kim Bishop, Wayne Pantini, William Berning, Billie Jo Greenwalt, Sally Rolf  
Absent: Steve Gilbert (Excused), Brad Kramer, Darren Swolley, Luis Gonzales, and Mike Haynie.  
Quorum: YES  
County Elected Officials present: Jerry Walker, Dan Christensen, Dennis Brown, Ron Fitzgerald, Charla Schmid, Merlin Dixon  
Partner staff present: Danna Buls  
Staff to the RWDB present: Michelle Wilson, Nicole Krause
  
- 3) **Minutes** – Wayne made a motion to approve the minutes of the November 2021 meeting. William seconded the motion. Motion passed unanimously.
  
- 4) **January Agenda** - Carol made a motion to approve the agenda, Kim seconded. Motion passed unanimously.
  
- 5) **Business items of the LWDB**
  - a. **Operations Committee Update**

Committee plans to meet monthly and cover key responsibilities. They are looking for suggestions on who could serve. Waiting on guidance from the state for a One Stop Operator. Board will work on developing a progress update spreadsheet. Roundtable discussions were held on December 10, 2021, and the next meeting is February 8, 2022. The committee has been reviewing policies. Wayne made a motion to approve the policies; Monitoring, Conflict of Interest, Firewall, and WIOA Title I Eligibility, Carol seconded. Motion carried unanimously. The Iowa Associate of Workforce Boards will be hosting another Statewide board training in person with a virtual option available. Jason made a motion to approve \$750 for the statewide training, Susan seconded. Motion passed unanimously.
  
  - b. **Finance Committee Update**

Chair, Carol Smith reported that the committee met in November and December. They reviewed and approved the service provider’s monthly invoice, as well as reviewed the monthly expenditure report. Next meeting is Thursday January 27, 2022. The committee will be reviewing fiscal policies for the board.
  
  - c. **Service Provider Update**

Danna Buls gave the update. Have not spent a lot of money and have not seen much traffic for outreach and enrollment. Do not have many participants but do have individuals interested in getting involved in programs. Shared a success story of one participant who was bullied in school and finding placement was difficult. Was placed

with an employer doing lawn care and mowing. The participant is also a Voc Rehab participant.

**d. Youth Standing Committee Update**

Committee chair, Kim reported they met on December 1, 2021. Next meeting is February 23, 2022.

6) **Partner Report Updates**

**b. Title II Update**

Darla mentioned there have been an increase covid cases and that's why online programs are important. Was notified that due to ESL grant they would not have to submit the report. Implications at roundtable webinar - would like to respond as Title II representative. Currently AEL Title II awards on 5-year contract and it works with adult education & training. CEOs have been great to work with.

**c. Title III Update**

William discussed they hosted a hiring event last week. Brazen – January 13 covered mostly our area and Central. Have been in connection with public libraries and will do Zoom/Teams virtually on the 3<sup>rd</sup> Thursday every month. 30 mins of understanding IowaWORKS site and resume building. Starting in February. Had employers in center for on-site hiring events. Make connection with local business and obtain labor market information. Partnered with SHERM.

**d. Title IV Update**

Sally has 3 different areas with considerable accommodations. Shared a participant success stories. One is employed and loves her job with mental health conditions. Was able to provide clothing and shoes for her. Another one is employed with a local member and doing a great job. They have a new administrator.

7) **Reports from other representative entities**

**SIRHA:** Billie Jo mentioned they are open to the public. Housing is first focus. Helping individuals get jobs and asking for referrals as much as possible. **UCDA:** Wayne mentioned they are halfway through leadership year. **SHRM:** Carol motioned they have new board. President for 2022 – filling in. first meeting in January at Creston art center. Will include a tour and lunch.

8) **Meeting Time Discussion** – tabled until next meeting.

9) **Establish Next Meeting** - will look at dates and send out to the group.

10) **Adjournment** - Wayne made a motion to adjourn the meeting, Carol seconded. Motion carried unanimously. Meeting adjourned at 7:09 pm.