

**Southwest Iowa Local Workforce Development Board
Full Board Draft Meeting Minutes May 9,2022**

- 1) **Call to Order** – The meeting was called to order by board Chair Katrina Fleharty at 6:37 pm.

- 2) **Roll Call** – Regional Workforce Development Board members present: Katrina Fleharty, Carol Smith, Kim Bishop, Billie Jo Greenwalt, William Berning, Jason Cook, Darla Helm, Lana McMann, Sally Rolf, Wayne Pantini
Absent: Susan Miller, Steve Gilbert, Brad Kramer, Darren Swolley, Luis Gonzales, and Mike Haynie.
Quorum: YES
County Elected Officials present: Dennis Brown, Dan Christensen, Merlin Dixon, Ron Landphair, Charla Schmid, Jerry Walker, Ron Fitzgerald, Dean Robins
Partner staff present: Danna Buls
Staff to the RWDB present: Michelle Wilson, Nicole Krause

- 3) **Minutes** – Carol made a motion to approve the minutes of the January 2022 meeting, Lana seconded the motion. Motion passed unanimously.

- 4) **May Agenda** - Lana made a motion to approve the agenda, William seconded. Motion passed unanimously.

- 5) **Business items of the LWDB**
 - a. **Operations Committee Update**

Committee discussed the One Stop Operator procurement. Scheduled to release May 13 and the RFP is due back June 22. The RFP has to be out for 20 days. Period is August 1 – June 30 2023 with an extension of up to 3 years. Bringing together Core Partners for scheduling, floor coverages, and customer satisfaction and those will come out of program dollars. Wayne made a motion to release the RFP for the One Stop Operator procurement, Carol seconded. Motion passed unanimously. Darla mentioned meeting on a monthly basis and do progress updates quarterly on spreadsheet as well as having end of year Fiscal reports.

 - b. **Finance Committee Update**

Chair, Carol Smith reported they have been meeting monthly. The committee can't meet before 15th due to the reports not being available until then. The reports are included in packet. The next meeting is May 18, 2022.

 - c. **Disability Access Committee Update**

The committee has met and is coordinating additional accessibility including screen readers. Planning to do an on-site meeting at the center.

 - d. **Youth Standing Committee Update**

Chair, Kim Bishop reported they met in February. Discussed about how to get youth involved in the program. The next meeting is May 26, 2022

e. Additional Board Update

Michelle Wilson reported that the Local Plan got the final approval and it's good until June 30 2024. Operations committee helped a lot.

6) **Partner Report Updates**

a. Title I Update

Dana reported they meet weekly for the corrective action plan. They need to be out and about making connections in person and are working with William for floor coverage. Had 14 referrals for youth program but haven't been able to connect with half of them. There is work experience for out of school Youth at the library. Bonnie has been doing recruitment for Adult/DW from referrals but some have been able to find work right away.

b. Title II Update

Darla discussed benchmarks and the ESL grant. The Hiset graduation is June 23. Will have 26 graduates and should have a few more who will complete by then. Working on standards, procedures, and one stop certification. Process will be reviewed by the board and then the center has to go through certification.

c. Title III Update

William discussed working with Home Based Iowa and Veterans. Brazen virtual fair is June 1. Discussed the digital literacy workshop and skillsets on digital platforms including email and web browsing. These are self guided and planning to get them in center. North Star program can be set up virtually and employers come on Mondays. Doing Live with Library lunch & learn events to understanding American Job Centers. Will accept Feedback to see if want more often.

d. Title IV Update

Sally discussed starting to build up case load and being able to serve more participants. They are starting to see more applicants and more who are eligible. Will start recruiting more independent providers who are already qualified and have experience working with disabilities. Starting at \$40/hour. There is an introduction training June 8, 2022 at 5:30 pm. There have been 22 Voc Rehab closures. Average hours worked is 28, average wage is \$13.71/hr, there have been 30 non successful closures out of the 240 total which 8.8%, 21 participants are co-enrolled.

7) **Reports from other representative entities**

SIRHA: Billie Jo mentioned housing is still the main focus. Referrals will go to IowaWORKS.

UCDA: Wayne mentioned they are doing a press release and he will be accepting a new position. Guests services staff to work in office.

8) **Establish Next Meeting** – Monday, July 11, 2022 at 6:30 p.m.

9) **Adjournment** - Lana made a motion to adjourn the meeting, William seconded. Motion carried unanimously. Meeting adjourned at 7:15 pm.