**Southwest Iowa Local Workforce Development Board**

**Operations Committee Meeting Minutes**

**May 6, 2022**

**1) Call to Order** – The meeting was called to order at 11:02 am.

**2) Roll Call** – Board/Committee Members Present: William Berning, Steve Gilbert, Sally Rolf

Board Staff: Michelle Wilson; Absent: Darla Helm, Sally Rolf

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

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

**5) Operations Committee Updates:**

**OneStop Operator RFP:** The group reviewed the previously received OneStop Operator RFP. Steve moved to recommend the approval of the OSO RFP to the full board for final approval. William seconded. Motion carried.

**Referral Process:** The recent TEGL referenced a digitally-formatted referral form. For immediate referrals, Darla is working on a form to enter participant information and the program information, which will send an auto alert to the service provider, allowing it to be secure and track efficiently.

**Policy Development:** The latest monitoring report provided guidance on the extensive policies the board will need to develop. Michelle will edit the existing list to include these additional policies.

**Partner Updates: Title III:** William reported that there will be a statewide Home Base Iowa career fair on June 1. North Star digital literacy has started, with 4-5 participants this week, with staff creating this learning opportunity as an “event,” to allow for more exposure. The team is working on more engagement strategies in order to provide more services. June is women veterans month, recognizing women veterans and employment opportunities.

**Title I:** Danna reported that the Title I staff is trying a new approach to outreach. Staff is providing information sessions on Thursdays. Referrals are coming in from partners, but most are not a good fit for the program at this time. Discussed the need for additional outreach outside of the office.

**Next Meeting:** The next meeting will be June 10 at 11 am.

**Public Comment:** No public comment.

**Adjournment:** Steve moved to adjourn; William seconded. Motion passed unanimously. Meeting adjourned at 11:36 am.