



To: LWDB Members/CLEO Members

Re: Southwest Iowa Local Workforce Development Board Meeting

The Southwest Iowa Local Workforce Development Board meeting will be on **Monday**, February 27 at 6:30 pm on Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/87134699907>

Meeting ID: 871 3469 9907

No password

One tap mobile

+13126266799,,87134699907# US (Chicago)

The agenda is as follows:

1. Call to Order: Wayne Pantini-Chair
2. Roll Call: Amanda
3. Agenda Approval
4. Minutes of the January meeting
5. Business items of the LWDB
 - a. Establishment of governance committee
 - b. Discussion and approval of Reimbursement Policy
 - c. Discussion and approval of Ticket to Work Policy
 - d. Discussion/Approval of Policy on Policies
 - e. Discussion/approval of increase from 25 to 40 hours of Executive Director
 - f. Discussion/approval of board Facebook page
 - g. Discussion regarding one-stop operator RFP
6. Establish Next meeting
7. Adjournment

Southwest Iowa Local Workforce Development Board Meeting

Minutes – 1/23/23

Attendees: Jesse Bolinger, Amanda McVann, Jason Cook, Carol Smith, Billie Greenwalt, Danna Buls, William Berning, Charla Schmid, Dean Robins, Casey Stephens, Jerry Walker, Katrina Fleharty, Wayne Pantini, Liz Rodrigues, Dennis Brown, Tom Hardisty, Mike Hruska, Darla Helm, Ron Fitzgerald

The agenda is as follows:

1. Call to Order
2. Roll Call
3. Minutes of the October
 - a. SO MOVED
4. January Agenda Approval
 - a. SO MOVED
5. Business items of the LWDB
 - a. Board chair resignation/appointment of new chair
 - i. jesse: Katrina will still remain on the Board, but let's approve the resignation and then appoint a new chair
 - ii. Katrina: Motion to approve Board Chair resignation
 1. SO MOVED
 - iii. Katrina: Now we need to appoint a new chairperson; do we need to vote for a new person?
 1. Jesse: I couldn't find parliamentary procedure for that; more importantly, the Board Chair's responsibility is to: run the meetings, when the State or the Executive Director will ask to have them sit in on meetings, willing to train
 - iv. Katrina: Do we have a nomination for the chair of the local workforce development board?
 1. Lana: Wayne Pantini is handy and great
 - v. Katrina: nominations are closed; now we'll vote for Wayne
 1. SO MOVED
 - vi. Jesse: I will be in touch with Wayne after the end of this meeting because Katrina's service ends at the end of this meeting
 - b. Realignment
 - i. Jesse: realign with another Board area but as of last week we have not found an area willing to do so at this time; one might be interested in a year
 1. option one: off the table
 2. option two: have a sub-recipient which is similar to a fiscal agency but there are other responsibilities along with it, and there are 3 potential options on the table
 - a. RC&D
 - b. CCoG – off the table, not interested
 - c. SWCC

3. option three: dissolve the Board which we don't want to do because the State would take control over the local areas
 - ii. Wayne: RC&D is our sub-recipient as of now; it is going to be a requirement to have that; it's going to provide oversight; MATURA serves as our insurance provider
 - iii. Liz: the sub-recipient is something new and the discal agent doesn't need to be a part of that organization; in order to complement the structure that they have in place, they are trying to find an entity to be the sub-recipient and they can be the fiscal agent as well if the Board needs
 1. a lot of Board and CEOs are finding a sub-recipient that are contracting out to their local fiscal agent or they are finding a new one
 2. Did CCOg give reasons why they weren't interested?
 - a. Jesse: they didn't feel like they were a big enough entity to handle to be a sub-recipient as handed down by the State
 - b. we will likely have our COG be a sub-recipient because those duties can be really cumbersome
 - c. Executive Committee Updates
 - i. darla: did meet on January 13th and we discussed how it would be best to fill; we did discuss one stop certification documentation
 - d. Operations Committee Updates
 - e. One Stop Operator Update
 - f. Workforce Services Update
 - g. Ad-Hoc Feasibility Committee Update
 - h. Disability Access Committee Updates (ADA Assessment)
 - i. Finance Committee Updates and Restructuring
6. Expenditure Report
7. Partner Report Updates (Title I, Title II, Title III, Title IV)
 - a. Danna: as staff has been going out the weather has turned and referrals have started coming in; 5 youth and 4 adult along with 4 adult in the works;
 - b. Darla: student wanted to enroll in SWCC's automotive program
8. Reports from other representative entities (SWCC-Economic Dev., SIRHA) and Public Comment
9. Establish Next Meeting
 - a. Monday, February 27th @ 6:30 PM via Zoom
10. Adjournment
 - a. SO MOVED

Governance Committee Job Description

The governance committee is responsible for ongoing review and recommendations to enhance the quality of the board of directors. The work of the committee revolves around five major areas.

1. Help create board roles and responsibilities

- Lead the board in regularly reviewing and updating the board's description of its roles and areas of responsibility and what is expected of individual board members.
- Assist the board in periodically updating and clarifying the primary areas of focus for the board, and help shape the board's agenda for the next year or two, based on the strategic plan.

2. Pay attention to board composition

- Lead in assessing current and anticipated needs related to board composition, determining the knowledge, attributes, skills, abilities, influence, and access to resources the board will need to consider to accomplish future work of the board.
- Develop a profile of the board as it should evolve over time.
- Identify potential board member candidates and explore their interest and availability for board service.
- Nominate individuals to be elected as members of the board.
- In cooperation with the board chair, contact each board member eligible for re-election to assess his or her interest in continuing board membership and work with each board member to identify what he or she might be able to contribute to the organization.

3. Encourage board development

- Provide candidates with information needed prior to election to the board.
- Design and oversee a process of board orientation, sharing information needed during the early stages of board service.
- Design and implement an ongoing program of board information, education, and team building.

4. Assess board effectiveness *f*

- Initiate periodic assessment of the board's performance, and propose, as appropriate, changes in board structure and operations.
- Provide ongoing counsel to the board chair and other board leaders on steps they might take to enhance board effectiveness.
- Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, and so on, and suggest needed improvements.
- Periodically review and update the board policy and practices.

5. Prepare board leadership

- Take the lead in succession planning, taking steps to recruit and prepare for future board leadership.
- Nominate board members for election as board officers.

Travel and Reimbursement Policy

Approved Date:

Effective Date:

Amended Date:

Purpose: Establish a travel policy for reimbursement of expenditures incurred in the performance of duties by members of the Southwest Iowa Local Workforce Development Board.

Background: It is sometimes necessary for workforce board staff to travel distances outside of the community of Creston that incur expenses that should be reimbursed.

Policy: It is the policy of the South West Iowa Local Workforce Development Board (SWIALWDB) to reimburse individuals for travel expenses incurred in the performance of duties under the Workforce Innovation and Opportunity Act. Such reimbursement must meet requirements outlined in the attached regulations.

Action: Copies of travel regulations and travel reimbursement forms will be provided to the South West Iowa Local Workforce Development Board staff. Completed forms shall be returned to the Executive Director for inclusion in the Finance Committee packet within two weeks of travel.

Board Chair

Date

Travel Regulations

1. Reimbursement for travel is authorized for official Workforce Development Board business within the budgetary limits established in the annual budget.
2. A travel expense form must be completed by each WDB staff member or Committee member. The completed form should be submitted to the Workforce Development Board Program Director or designee for approval and processing. Expense forms should be submitted no less frequently than quarterly.
3. No reimbursement will be provided if the traveler receives reimbursement through other sources.

Mode of Travel

1. WDB and Committee members are expected to select a mode of transportation, which is least expensive, taking into consideration both time and distance involved.
2. The rate of reimbursement for use of a privately owned vehicle will be that of the prevailing mileage established by the United States General Services Administration Per Diem Rates. This rate is intended to cover all operating costs of the vehicle (fuel, maintenance, insurance, etc.). Reimbursement will be for actual miles traveled using the shortest practical route.
3. A receipt will be required for travel by common carrier such as air, rail, or bus. Reimbursement will be for actual cost.

Subsistence

1. Allowable reimbursement for lodging will include actual expenses for overnight accommodations and all applicable taxes and surcharges. An original receipt from the hotel / motel will be required for reimbursement.
2. Cost of meals for overnight trips or for single day trips requiring travel of more than 60 miles one way will be reimbursed at the applicable per diem rate established by federal guidelines as outlined at the GSA website.

Miscellaneous

1. Registration fees or charges for attendance at conferences, meetings, seminars, etc. are reimbursable expenses. A receipt from the event sponsor shall be required for reimbursement if not prepaid.
2. Tolls, garage, and parking fees as a result of conducting workforce board business are reimbursable with receipt.

Travel Expense Statement

Name _____ Title _____
 Address _____
 City _____ State _____ ZIP _____ Phone _____
 Purpose of Travel _____

Date	Starting Point	Destination	Miles	Rate	Amount	Meals	Lodging	Other	Total
Total:									

I certify these costs, incurred in connection with my duties under the Workforce Innovation and Opportunity Act, are true, accurate, and actual, and do not reflect any costs or expenses reimbursed, or to be reimbursed, from any other source.

Signature _____

Date _____

Board Chair Signature _____

Date _____

Ticket to Work Expenditure Policy

Approved Date:

Effective Date:

Amended Date:

Purpose: The purpose of this policy is to provide guidance on the utilization of Ticket to Work funds by the Southwest Iowa Local Workforce Development Board.

Policy: It is the policy of the South West Iowa Local Workforce Development Board to utilize Ticket to Work funds for the advancement of individuals with disabilities living in the South West Iowa Local Workforce Development Board area. Funds may be utilized at the discretion of the local workforce development board. Fund requests must be submitted to the SWIWDB Executive Director. These requests will be recommended by the Disability Access Committee and approved by both the Finance and Executive Committees.

Board Chair

Date

Policy Development and Revision

Approved Date:

Effective Date:

Amended Date:

A. Overview

1. In partnership with the CEOs, it is the responsibility of the Southwest Iowa Local Workforce Development Board (SWIAWDB) to set policy for the local workforce system consistent with state policies. As such, it is the responsibility of SWIAWDB staff to facilitate the process of policy development in a way that is transparent, compliant with by-laws, inclusive of stakeholders and ensures, to the degree practicable, effective, and efficient oversight of local workforce system activities.

B. Policy Development

1. New policies can be proposed by any member of the SWIAWDB board or CEOs.
2. Policy drafts are to be presented to the appropriate committee that most closely reflects the purpose of the policy.
3. Upon approval the policy shall be approved by the Governance committee.
4. Upon approval by the governance committee the policy shall be approved by the Executive Committee.
5. Upon approval of Executive Committee the policy shall be placed on the agenda for the full board. If the policy is urgent a special meeting may be called.

C. Proposing Revisions

1. A policy revision proposal must:
 - a. Be documented and submitted to SWIAWDB staff using the Policy Revision Request Form
 - b. Proper data to substantiate the change must be included.
2. SWIAWDB staff will ensure the Policy Revision Request form is complete and will coordinate with appropriate SWIAWDB committee so policy revision requests can be added to agenda, reviewed, discussed, and approved.
3. Consultation from CEO's may be required if a revision impacts board operations.
4. If the appropriate SWIAWDB committee approves revision, it must be submitted for review and approval by Executive Committee.

D. Review and Approval

1. **If Significant Changes Needed.** If the SWIAWDB or Executive Committee requests significant changes, or changes that fundamentally alter the purpose or goal of the original policy revision, the request for change as well as justification must be documented and returned to the committee from which the revision request originated to be re-worked and

resubmitted.

2. **No Significant Changes Needed.** After either the SWIAWDB or Executive Committee approves of revision, the final approved language will be:
 - a. Finalized within a revised version of the policy using Policy Format Template.
 - b. Filed in the internal SWIAWDB staff policies folder.
 - c. Published on the external SWIAWDB website, in the policy library.
 - d. Communication, formal memos, training and/or question & answer sessions may be developed, arranged and/or administered by committee members to increase stakeholder awareness and understanding of policy revision requirements.
3. Implementation
 - a. The committee must establish a reasonable implementation timeline for policy revision(s), especially those that cause changes to established processes, procedures, forms and/or other practices that impact program administration and providing service(s).
3. Revision History
 - a. SWIAWDB staff will ensure that an accurate approval and revision history for each policy is kept up to date and stored in the internal SWIAWDB staff policies folder using guidance set forth in the Policy Format Template.
4. Review and Maintenance
 - a. The SWIAWDB staff will facilitate policy review no less than every 3 years. The effective, approved and, if applicable, the last amended date will be included on each policy.

Policy Amendment Form

(This form can also be used to request policy development.)

Requesting Individuals Information:

Date of Request	
First Name	
Last Name	
Email	
Phone Number	
Organization	

Reason for policy amendment/development:

Check all that apply.	
<input type="checkbox"/>	Change in regulations or other compliance requirements
<input type="checkbox"/>	Better use of resources
<input type="checkbox"/>	Seeking simplification(s)
<input type="checkbox"/>	Operations have changed
<input type="checkbox"/>	Customer needs have changed
<input type="checkbox"/>	Other

Short Answers:

What policy is being requested to be amended/developed?
What section of the policy is being requested to be changed?
What is the language of the proposed change?
Please provide any data, statistics or cite other information to support the need for this amendment/development?
Who was consulted in drafting this revision?
Who will the revision affect? (e.g., Core Partners, Title I staff, Veteran participants.)
Proposed effective date/implementation timeframe? (a minimum of 3 weeks is suggested)
Do you believe a communication plan is needed?

For Board Internal Use

Committee Responsible for Policy?			
Date of Committee Review?			
	Approved		Declined
Policy change language approved:			
Date of Executive Committee/MVWDB Review?			
	Approved		Declined
Board Chair Signatur/Datee			

Southwest Iowa Local Workforce Development Board
301 W. Montgomery
Creston, IA 50801
(641)202-6083
jesseo@bolinger.org

Wednesday, February 22, 2023

RE: Increasing Executive Director to full-time

Board members,

I am writing to outline a proposal to increase the weekly hours for the Executive Director position from 25 hours per week to 40 hours per week. This increase results directly from increased workload tied to work associated with realignment discussion and research, sub-recipient conversations and research as well as other more regular duties. In addition I have been advised by other directors that a part-time position simply is not feasible even given normal circumstances.

It is my opinion that without this increase it will not be possible to continue any level of success in this position and will most certainly not be possible to save our local board from dissolving. The work involved in identifying a sub-recipient alone has taken up a great deal of my time and has cause some other duties to go unattended.

Through the passage of a Ticket to Work policy it will be possible to draw down Ticket to Work funds to cover an increase in wages for the Executive Director position. This position would still be a contracted position with Bolinger Solutions with identification of myself as the primary point of contact.

At the present time I work 25 hours per week at \$20/hr thus costing the board \$500/week. A 40 hour position would cost \$800/week. Since the work of the board deals with individuals with disabilities and continuing the work of the board can aid in continued and increased services to those with disabilities it is my belief that the decision to utilize Ticket to Work funding to cover the \$300/week cost of this increase is appropriate and justifiable.

Ticket to work funding is held by RC&D and can be drawn upon once they have an approved policy from the board. In total the board has just over \$107,000 in Ticket to Work funding to utilize. Additional ticket to work funds are allocated based on employment and retention of employees with disabilities that are supported through Social Security funding. It would appear that our board has received funding in the late summer or fall in the past. New funding may appear uncertain, however, I am confident that more funding will come.

I ask for your approval of this increase to start March 1, 2023. While I do have some time off scheduled from March 11-17 I will still be able to complete the full-time hours by spreading the 40 hours from that week over the other weeks in the month.

Sincerely,

Jesse O. Bolinger

Dr. Jesse O. Bolinger, CNP, PhD
Executive Director