

Operations Committee Meeting - 09/09/22

Attendees: Darla Helm, Jesse Bolinger, William Berning, Danna Buls, Ashley West

Motions:

- Motion to approve the minutes (SO MOVED)
 - Jesse will email Michelle about minutes that he has received, which are from July and not from August
- Motion to approve the agenda (SO MOVED)
- Motion to have the minutes be removed from the agenda of today's meeting (SO MOVED)
- Motion to adjourn the meeting (SO MOVED)

Agenda:

- One Stop Operator Welcome and Presentation
 - Provided by Ashley who sent out One Stop certification standards & continuous education improvement assessment tool
 - DMACC template: shown what has been done & they are further ahead
 - Creston-specific template has been sent
 - Ashley:
 - 1st link is a redo of previous email, so disregard first email which required creating an account
 - 2nd email: met with Sarah Bath(?) and identified statewide documents that can be shared locally
 - William will meet with Sarah
 - Wants to schedule a meeting to go through all of the documentation
 - Will include all the core partners
 - Title III coverage will fall to William
 - Meeting will involve:
 - Gathering documentation
 - Meeting as a team
 - Deciding what is/isn't relevant to meet January deadline
 - Self-assessment must be completed six months prior to deadline to address gaps
 - Color-coded system: teal = statewide; yellow = Ashley's responsibilities
 - Focus on statewide
 - Redo Wintac immigration model → training will be for managers and staff
 - Evaluation needs to be done by early/mid-October
 - Six months is recommendation to address any gaps (i.e. Wintac)
 - Actual evaluation is in January
 - Timeline after evaluation:
 - Evaluation team meets
 - Board meets and needs to approve
 - Evaluation is sent to the State
 - Self-assessment must be completed by November

- Ashley has met with Title III and anyone can attend the meeting which would be helpful
- By October, have everyone complete at least one area of documentation
 - Have all core partners submit documents for all indicators
 - William: will schedule meeting to meet with Ashley; take 2 hours
- Next meeting: Friday, 9/16 at 10 AM – 12 PM, “One Stop Certification Documentation Gathering”
 - Jesse will send out the Zoom link
 - Potentially include:
 - Representative of the Iowa Department for the Blind (Sarah Willeford?)
 - Iowa Vocational Rehabilitation Services (Sally Rolf)
- Ashley:
 - Evaluation team must include:
 - At least 3 people
 - At least one business board member
 - No co-located core partners (i.e. William)
 - Darla: will be on both assessment and evaluation teams
 - Still several openings for business board member → can wait for now
 - Self-Assessment Team documentation work is main priority
 - Reach out to Ashley for any help
- (ADDED) Center accommodations related to One Stop Certification Process – Jesse
 - Jesse: will meet with Michel;e again next week and has already asked for an extension
- Operations Committee updates
 - Danna:
 - Staff have been gaining momentum and leads
 - Several nurses have enrolled and someone has applied for truck driving
 - Still following up on some youths who might be placed at the library
 - Met with staff and doing work alongside Darla on process testing (data)
 - William:
 - Boss greeters for August → 128 people
 - Upcoming events:
 - ECI event at the Roundhouse at 9 – 10 AM
 - Open house for employers to gain further information
 - 9/21 → resource fair for students; hosted on-campus at University of Iowa
 - October → national disability awareness
 - Lunch and learn for employers
 - November
 - Manufacturing day → grow awareness
 - Veteran’s Day → partnering with Creston High School
 - Governor’s office → 5000 employers in 100 days
 - Distribution list is being sent to managers, so will look out for that

- Darla:
 - Adult education literacy classes are going well
 - Osceola ESL → 24 students (the most they've had thus far)
 - Lenox ESL → Tues/Thurs at 5:30 – 8:00 PM
 - New classes at the Presbyterian church might move to another location
 - Creston ESL → Mon/Weds at 5:30 – 8:00 PM
 - Red Oak ESL → Mon/Weds at 6:30 – 8:30 PM
 - First time ESL population has outnumbered High Set(?) students
 - Working with IowaWorks and hoping to pull Rehab team in as well to evaluate out-of-school and in-school reading and math programs
 - Cross-train employees to meet client needs
 - Northstar digital literacy program → basic; available to everyone
 - New Pathway Navigator: Ashley Downing
 - GAP and PACE programs at SWCC
 - Meeting with clients and learning about short-term trainings that are available (jobs are plentiful)
- Establish next meeting: October 7th
 - Upcoming meetings:
 - September 16th – One Stop Certification Meeting at 10 AM – 12 PM
 - Next core partner meeting: October 7th at 10:30 – 11 AM
 - Next regular operations meeting: October 7th at 11 AM – 12 PM
 - Need to get feedback from all attendees – will use Doodle poll:
 - 2nd Tuesday at 8 – 8:30 AM (core team)
 - 1st Friday at 9 – 10 AM (core team) + 10 – 11 AM (operations meeting)

Next Items:

- Upcoming meetings:
 - Friday, September 16th: One Stop Certification Meeting at 10 AM – 12 PM
 - Next core partner meeting: Friday, October 7th at 10:30 – 11 AM
 - Next regular operations meeting: Friday, October 7th at 11 AM – 12 PM
- Ashley will send out Doodle meeting schedule for recurring Core Partner meetings
- Complete one area at least of the documentation by October