

# Southwest Iowa Local Workforce Development Board Executive Committee Meeting Minutes - 10/4/22

Attendees: Jesse Bolinger, Dan Pendergast, Katrina Fleharty, Dennis Brown

The agenda is as follows:

1. Call to Order - meeting started at 7:31 AM
2. Agenda Approval
  - a. SO MOVED
3. Approval of Minutes
  - a. SO MOVED
4. Old Business
  - a. One Stop Operator
    - i. Jesse:
      1. Self-assessment team has already met
      2. Have to have formal approval on both teams, per Michelle's recommendation
      3. Added Carol Smith the other day as a Board Member
    - ii. Katrina: it's been approved by the state?
      1. Jesse: it potentially has been; has been actively texting with Michelle who sent an email a week ago, but didn't hear back from the state as of yet
        - a. Michelle wanted it to go to Executive Committee Approval
    - iii. Katrina: what should be approved today?
      1. Jesse: to approve the One Stop team member and self-assessment team as proposed
        - a. Dennis: made the motion to approve - SO MOVED
  - b. Executive Assistant
    - i. Jesse: budget for \$5 week for \$18/hour for an executive assistant
      1. Had 4-5 interviews for the role
      2. Amanda McVann's resume is attached and she interviewed well
        - a. Hasn't been in the area very long; has ideas and perspectives can be interesting
      3. Ask to approve her and get started
    - ii. Dennis: What would she do?
      1. Jesse: she would no more administrative assistant-type tasks, take meeting minutes, etc. very much like Michelle's former assistant, Nicole
    - iii. Katrina: there should be a job description + a contract
      1. Jesse: found the sample contract
      2. First page has job duties: post documents to the website, record meeting minutes, and update board documents
        - a. What Nicole did in her role, and she attended a lot of the meetings and took minutes
    - iv. Jesse: Amanda lives in Creston and is accessible to attend meetings

- v. Dennis: Where is this theological seminary? Is she traveling for classes?
  - 1. Jesse: doesn't have plans of going anywhere and she does everything online for school; knows what she does in the community; going to be around for a while
- vi. Katrina: What is she currently doing in southwest Iowa?
  - 1. Jesse: classes; a lot with Human Rights Coalition in Creston; assists with various aspects of church that her husband is charged with
- vii. Dennis: 5 hours at \$18/hour is fine with her?
  - 1. Jesse: yes; finding someone willing to work that schedule was interesting, and trying to find quality who were willing to work that schedule was more interesting
    - a. Someone saw the posting and told me I need to call Amanda, so sent it to them and I interviewed her
- viii. Dennis: Are you still involved with AmeriCorps?
  - 1. Jesse: once an alumni always an alumni; finishing a national service fellowship right now, and afterwards will be done until asked by the state; effective Oct 31 will be leaving Creston Arts; will be all in for IWDB
  - 2. Dennis: Are they talking about consolidation at the State house?
    - a. Jesse: another workforce board chair called two weeks ago and discussed for an hour; there's some boards that are strong and have decent budgets, and there's small boards like ours where something can happen; consolidation discussions have been going on for a while, so current discussions have been mostly speculative
  - 3. Dennis: Department of Health and Human Services has been focusing on mental health but also downsizing throughout the area
- ix. Motion to approve Amanda - SO MOVED

5. New Business

- a. DOL Monitoring and Corrective Action

6. Public Comment

- a. None

7. Establish Next Meeting

- a. Meet once a month?
  - i. Jesse: let's go monthly and check-in, and that will give you all a chance to meet Amanda
  - ii. Dan: good with quarterly
  - iii. Dennis: good with monthly meetings until we know Jesse's got it
- b. Next Board meeting: October 17th
  - i. Jesse: Michelle will help with his first Board packet
- c. Tuesdays won't work, but Wednesday mornings are fine
  - i. First Wednesday of the month is better
- d. Next meeting:

- i. Day & Time: November 16th @ 7:30 AM
8. Adjournment
  - a. SO MOVED

Action Items:

- Jesse will update the contract and send it to Amanda; Katrina will sign it once it's completed along with Jesse and Amanda
- Michelle will help Jesse with preparing his first Board packet
- Upcoming meetings:
  - Board meeting: October 17th
  - Executive meeting: November 16th