

# Planning and Operations Committee Meeting

Friday, July 28, 2023  
8:00 a.m. to 9:00 a.m.



## AGENDA

Agenda Item	Person Responsible	Status
Call to Order <ul style="list-style-type: none"> <li>Welcome and Check-In</li> <li>Consent Agenda</li> <li>7/28/2023 Agenda</li> <li>6/21/2023 Minutes</li> </ul>	Sonia Sledge	I/D/A
<p><b>Attendance: Sara Bath, Sonia Sledge, Rob Denson, T. Waldmann-Williams and Jenae Sikkink. Pat Wells joined later in the meeting. Staff: Eric Kress. Service Providers; Cheryl Johnson.</b></p> <p><b>Sonia Sledge called the meeting to order at 8:04 am.</b></p> <p><b>Sara Bath motioned to approve the 6/21/23 agenda 4/28/23 minutes. T. Waldmann-Williams seconded. Ayes: All</b></p>		
Reports and Updates <ul style="list-style-type: none"> <li>Labor Analysis Information</li> <li>IowaWorks Programming E-Mail</li> <li>Title I Adult and DW Report – PY23 Preview</li> </ul>	Eric Kress Sara Bath Eric Kress and Cheryl Johnson	I/D I/D I/D
<ul style="list-style-type: none"> <li><i>Discussion occurred around data sources available to the board, as well as expertise in interpreting them.</i></li> <li><i>County outreach strategies were discussed.</i></li> <li><i>Jenae offered to discuss further collaboratives with Greater Des Moines Partnership initiatives; especially related to reaching rural communities and Economic Development reps.</i></li> </ul>		
Board Operations Discussion and Action Items <ul style="list-style-type: none"> <li>One Stop Certification Timeline/Roster</li> <li>One Stop Operator Update</li> <li>Technology Assessment Proposal Review</li> <li>Equal Opportunity Officer</li> </ul>	Sonia Sledge Eric Kress Eric Kress/Sonia Sledge Eric Kress	I/D I/D I/D/A I/D/A
<ul style="list-style-type: none"> <li><i>Sonia Sledge shared that the One Stop Certification Assessment will take place on August 22<sup>nd</sup> from 1 to 5 pm. Board volunteers will include T. Waldmann-Williams, Marcanne Lynch, Paula Martinez, and Sonia.</i></li> <li><i>No action was taken on the Technology Assessment Proposal. If volunteers find the topic valuable and have connections to other potential bidders, they should submit references by next meeting.</i></li> <li><i>Eric shared the scope of services for an Equal Opportunity Officer for the area and resume of a consultant he's recommending fulfilling those duties. If there are concerns members should bring them forward. Will present to the full board at the August meeting for approval.</i></li> </ul>		
Board Planning Discussion and Action Items <ul style="list-style-type: none"> <li>RFQ Review – Communications</li> <li>Communication Piece Review</li> </ul>	Eric Kress	I/D
<ul style="list-style-type: none"> <li><i>Eric shared an RFQ and project scope for contracting services to create an e-mail campaign strategy for the board. It did not require board action, but T. and Sonia commented on their approval of moving forward.</i></li> <li><i>Further discussion occurred about the importance of developing a communication strategy for the area; including specific audiences of County Supervisors and Economic Development specialists.</i></li> </ul>		
Next Meeting <ul style="list-style-type: none"> <li>Labor Market Analysis Review</li> </ul>		
Wrap Up and Adjourn	Sonia Sledge	I/D/A

Mission – To build a quality workforce for today and tomorrow.

**T. Waldmann-Williams motioned to adjourn the meeting; Rob Denson seconded. Ayes: All. Meeting adjourned at 9:13 am.**