

Planning and Operations Committee Meeting  
 Friday, September 22, 2023  
 8:00 a.m. to 9:00 a.m.



**AGENDA/Minutes**

Agenda Item	Person Responsible	Status
Call to Order <ul style="list-style-type: none"> <li>Welcome and Check-In</li> </ul> Consent Agenda <ul style="list-style-type: none"> <li>9/22/2023 Agenda</li> <li>7/28/2023 Minutes</li> </ul>	Sonia Sledge	I/D/A
<ul style="list-style-type: none"> <li><i>In attendance: Jenae Sikkink, T. Waldmann-Williams, Rob Denson, and Abigail Miller. Board Staff: Eric Kress. Service Providers: Sara Bath, Heather Brooks. Iowa Workforce Development Staff: Jama Robinson.</i></li> <li><i>Sonia called the meeting to order at 8:00 am.</i></li> <li><i>Rob Denson motioned for approval of the consent agenda. T. Waldmann-Williams seconded. Ayes: All</i></li> </ul>		
Reports and Updates <ul style="list-style-type: none"> <li>Scorecard</li> <li>Title I Adult and DW Report</li> <li>One Stop Operator – Activity Review</li> <li>Labor Analysis Information</li> </ul>	Eric Kress Heather Brooks Sara Bath Eric Kress	I/D I/D I/D I/D
<ul style="list-style-type: none"> <li><i>The Scorecard “Measure what Matters” was introduced. A column numbering lines will be added. Some measurements still need to be defined, or systems to capture data created, to fully utilize the tool.</i></li> <li><i>Title I is working on Incumbent Worker and Customized training policy to support rural county program cohorts.</i></li> <li><i>Sara Bath is installing systems for the new One Stop Operator structure.</i></li> <li><i>An Iowa Workforce Development Labor Market Information tutorial will be scheduled after the state website relaunch.</i></li> </ul>		
Discussion and Action Items <ul style="list-style-type: none"> <li>One Stop Certification Recommendation</li> <li>Chart of Work</li> <li>Project Leadership</li> <li>Title I Policy Review</li> <li>Communication Strategy Updates</li> </ul>	Sonia Sledge Eric Kress Eric Kress Heather Brooks Eric Kress	I/D/A I/D I/D I/D I/D
<ul style="list-style-type: none"> <li><i>T. Waldmann-Williams motioned to recommend “provisional certification” status for the Des Moines IowaWorks One Stop Center. Abigail seconded. Ayes: All.</i></li> <li><i>The Chart of Work was reviewed. Liaisons were appointed to support key initiatives. Communications (Abigail) Local Plan (Jenae), One Stop Certification (Sonia).</i></li> <li><i>Heather referenced local policy for supportive services. The group discussed an approval process when a client’s needs warrant funds exceeding the local limits. Heather will bring back the top 3 policies that should be reviewed for PY23 to the next committee meetings.</i></li> </ul>		
Wrap Up and Adjourn	Sonia Sledge	I/D/A
<p><i>The meeting was adjourned at 8:00 am.</i></p>		
Next Meeting		