

**Central Iowa Workforce Development Board  
QUARTERLY BOARD MEETING**

Thursday, February 8, 2024 – 8:00 a.m. to 10:00 a.m.

In-Person: IowaWorks Center, 200 Army Post Road, Des Moines

Zoom:

**AGENDA/DRAFT MINUTES**

Agenda Item	Person Responsible	Status
Welcome and Call to Order	Michelle Seibert	I
<p><i>Michelle Seibert called the meeting to order at 8:08 am.</i>  <i>In attendance: Board Members – Sonia Sledge, Michelle Seibert, Amy Landas, Teri Vos, William Berning, Jenae Sikkink, Kathleen Davis, Paula Martinez, Tom Hayes, Eric Sundermeyer. CEO Board Members – Steve Van Oort, Mark Hanson. Service Providers – Sara Bath, Cheryl Johnson, Paul LaMunyon, Heather Brooks, Reggie McDade, Eric Kress and Serenity Lo. Committee Members: T. Waldmann-Williams.</i></p>		
<p>Consent Agenda (see packet)</p> <ol style="list-style-type: none"> <li>1. Full Board Meetings               <ol style="list-style-type: none"> <li>a. 2/8/24 - Agenda</li> <li>b. 11/9/23 - Minutes</li> </ol> </li> <li>2. Executive Committee               <ol style="list-style-type: none"> <li>a. 10/24/23 - Approved Minutes</li> <li>b. 1/23/24 - Draft Minutes</li> </ol> </li> <li>3. Finance Committee               <ol style="list-style-type: none"> <li>a. 10/19/23 - Approved Minutes</li> <li>b. 1/18/24 - Draft Minutes</li> </ol> </li> <li>4. Planning and Operations Committee               <ol style="list-style-type: none"> <li>a. 9/22/23 - Approved Minutes</li> <li>b. 1/19/23 - Draft Minutes</li> </ol> </li> <li>5. Youth Committee               <ol style="list-style-type: none"> <li>a. 9/21/23 - Approved Minutes</li> <li>b. 1/18/24 - Draft Minutes</li> </ol> </li> <li>6. Disability Access Committee               <ol style="list-style-type: none"> <li>a. 10/16/23 - Approved Minutes</li> <li>b. 1/22/24 - Draft Minutes</li> </ol> </li> <li>7. WIOA Performance Metrics - 1st Quarter</li> <li>8. “Measure What Matters” Scorecard – 1/1/24</li> <li>9. December 2023 Financial Report(s)               <ol style="list-style-type: none"> <li>a. Program</li> <li>b. Administration</li> <li>c. Ticket</li> </ol> </li> </ol>	Michelle Seibert	I/D/A
<p><i>Tom Hayes motioned for approval of the consent agenda. Paula Martinez seconded. Ayes: All.</i></p>		

<b>Reports</b> 1. CLEO – Chief Elected Official Comments 2. Executive Director <ol style="list-style-type: none"> <li>a. Executive Director Comments</li> <li>b. Status Updates             <ol style="list-style-type: none"> <li>i. Procurement</li> <li>ii. Local Plan</li> <li>iii. MOU/IFA</li> </ol> </li> </ol> 3. One Stop Operator 4. Report on Visit with Dr. James Williams – IVRS	Steve Van Oort Eric Kress  Sara Bath/CICPC Marcanne Lynch	I/D I/D  I/D I/D
<p><i>Steve Van Oort shared that the CEO board is working on updating the 28E Shared Liability Agreement. Eric Kress expanded on his notes in the packet. Highlights:</i></p> <ul style="list-style-type: none"> <li>• <i>Financial Standing is healthy. Administrative funds available; underspending. Strategy needed to prioritize Youth and Young Adult spending. Reaching limits. Strategy needed to disburse Dislocated Worker funds. Low spending.</i></li> <li>• <i>Need to build a succession plan for Business Board Members. Challenged attendees to consider their personal network.</i></li> <li>• <i>A Non-profit is being created with a blend of the Chief Elected and Local Board members.</i></li> <li>• <i>Future emphasis – Sector Partnerships.</i></li> <li>• <i>Title I procurement scoring is underway. A special meeting will be called the week of February 26, 2024 for a vote on a recommendation.</i></li> <li>• <i>The Local Plan progress continues. Updated timeline shared.</i></li> <li>• <i>The Infrastructure Funding Agreement project timeline is behind schedule. However, there is also uncertainty related to the necessity of based on WIOA Reauthorization.</i></li> </ul> <p><i>Sara Bath shared One Stop Operator highlights; including but not limited to:</i></p> <ul style="list-style-type: none"> <li>• <i>Upcoming IowaWORKS staff in-service on President’s Day at On with Life. Discussion around brain injury occurred.</i></li> <li>• <i>Recent training for staff was held on accessibility of documents and electronic communication. The board suggested this topic move to the Disability Access Committee to consider if it can be extended strategically.</i></li> </ul>		
<b>Board Action</b> 1. Approve WIOA Impact Study Procurement Recommendation	Eric Kress	I/D
<p><i>Jenae Sikkink motioned to approve the recommendation to select Lightcast for the WIOA Impact Study. Tom Hayes seconded. Ayes: All.</i></p>		
1. Mission, Vision, and Values <ol style="list-style-type: none"> <li>a. Three-Legged Stool</li> </ol> 2. Strategies	T. Waldmann-Williams and Eric Kress	I/D I/D
<p><i>Mission, Vision, and Values recommendations were shared in a “3-legged stool” info gram. There was support for what was presented. The current “mission” included 3 statements. The group would like to see futher work to narrow it down to one.</i></p> <p><i>Vision: All Central Iowans are engaged and thriving in the workforce.</i></p> <p><i>Values: Informed, Innovative, Accountable, Flexible, Responsive.</i></p> <p><i>Strategy subgroup discussion occurred around 4 proposed strategies for the Local Plan.</i></p>		

1. *Launch, develop, and sustain robust sector partnerships.*
2. *Expand the local workforce system to engage non-WIOA required partners across Central Iowa.*
3. *Create a Strategic Communication Plan.*
4. *Target at risk youth and young adults.*

*Notes were taken, work continues.*

<p>Workforce Education</p> <ol style="list-style-type: none"> <li>1. WIOA Performance Common Measures – Time dependent</li> </ol>	Eric Kress	I/D
<p><i>Due to time constraints, Eric just did a high-level introduction into these measures. Future training will need to be held.</i></p>		
Adjournment	Michelle Seibert	I/D/A
<p>Paula Martinez motioned for adjournment at 9:52 am. Tom Hayes seconded. Ayes: All.</p>		