

# Operations Standing Subcommittee

February 7, 2019 | VGM Adult Learning Center

## Attendees

Members: Chris Hannan, Andy Trower, Sandy Jensen, Mike Howell & Kochelle Weber-Radcliff (via phone)

Guests: Brenna Schaefer & Deann Nixt

Meeting called to order: 12:08pm

## Agenda

Motion to Approve Agenda and Minutes?

Chris Motioned. Sandy Seconded. Motion Approved

1. Updates/Announcements from each partner director
  - **Sandy** announced her retirement 10/4/18. She is announcing this early so she can be transparent and make the transition smooth.
    - HiSet cost is increasing to \$1075. Feb 12 will begin registration for Aug classes.
  - **Chris** states that Geo training has started for IowaWORKS staff. May 6 is start date. Will open new opportunities Alex (state director for AE) says this may not be true.
    - Discussion re: Adult Ed and use of Geo
    - YouthBuild Grant was not awarded. 39% of applicants were awarded. Less than 10% to new applicants.
    - Working towards ag. Related project to leverage support to work towards receiving YouthBuild Grant. Working with construction trades to develop curriculum.
    - Coretha Montouth continues to assist with AEL/ELL classes. Tara and Coretha co-presented IELCE recently to teachers. Chris was there to address funding. This is unique programming that is an example of Region 7 "leading the way"
  - **Andy:** Still hiring for Migrant Seasonal Farmworker. One applicant fell through. Looking for someone who is 1) Spanish Bilingual, 2) Experience with Farmwork, 3) experience with MSFW is a plus, 2 of 3 of these are needed.

- **Kochelle**- Geo training on the 28th set for providers and businesses.
- **Mike**-Eliminating Waiting list-Removing people who are not Most Significantly Disabled(MSD).
  - There is only a short waiting list for MSD that is not affecting their service delivery.
  - Referral discussion with AEL and Workforce to help improve referrals. Their referrals have not been tracked since aa was on maternity leave.

2. Quarterly WIOA staff meetings: progress/updates

- DeAnn and Brenna reported goals and discussion of committee
- GEO would be preferred method for referrals
- Committee created referral form to use.
- IWD and Dept of Ed need to confirm acceptable use of MOU. Sandy e-mailed Alex.
- Tours for new staff were recommended to become more familiar with each other programs.
- Updated streamlined tip sheet for ease of use
- Committee will present at upcoming Prof Develop Day.

3. Final planning for spring joint PD, February 18, 2019

- Parking will be available at ALC and Community Business Partners
- Kochelle will try to set up presenter for IDB services.
- 8:30-9:45 will be used for Geo training
- Sandy offered to let people attend ELL and HSC classes.
- Afternoon will have revamped "speed dating" sessions. Each partner will host tables separately.
  - Title 1 and II at 2:15
  - Title III and IV at 3:15

4. Ticket to Work Funding: Chris--

- Discussed T2W funds.
- *Sandy Jensen Moves to move cost overruns from DEI grant to ticket funds AND to move \$218,000 for staffing, etc. Mike Howell Seconds the motion. The vote is unanimous. Letter signed by Andy Trower and Chris Hannan (attachment.)*

5. Service integration self-assessment tool: do we need additional meeting to accomplish this?

- Need to find out deadline before proceeding with WINTAC.

- Group decided that this did not need to be done in person
- Forethought re: cooperation was very helpful for other groups

Chris proposes Feb 22 12-2 to meet. Calendar invite was created and sent. Members can attend via Google Hangouts or in person.

### **Next Meeting:**

Next meeting: February 22 then Wednesday, May 29, 2019; 3-4:30 PM at Van G. Miller Adult Learning Center

Andy makes a Motion to adjourn. Kochelle Seconds