Central Iowa Workforce Development Board Central Iowa CEO Board JOINT QUARTERLY BOARD MEETING Thursday, November 11, 2021 – 8:00 a.m. to 10:00 a.m. <u>VIRTUAL MEETING</u>



# MINUTES

Agenda Item	Person Responsible	Status
Welcome and Call to Order	Steve Van Oort/	I
	T Waldmann-Williams	
1. Consent Agenda		
<u>Central Iowa CEO Board</u>	Steve Van Oort	CEO:
<ul> <li>November 11, 2021 Agenda</li> </ul>		I/D/A
• August 25, 2021 Minutes		
• FY22 Budget		
PY20/FY21 Actual Carryover Funding Amounts		
<ul> <li>Utilize up to \$3600 for FY22/PY21 Future Roundtable</li> </ul>		
Events		
Reserve \$3000 for the Microsoft Summit		
<u>CIWDB</u>	T Waldmann-Williams	CIWDB:
<ul> <li>November 11, 2021 Agenda</li> </ul>		I/D/A
August 25, 2021 Minutes		
• FY22 Budget		
PY20/FY21 Actual Carryover Funding Amounts		
Utilize up to \$3600 for FY22/PY21 Future Roundtable		
Events		
Reserve \$3000 for the Microsoft Summit		
Steve Van Oort called the meeting to order at 8:03 a.m.		

<u>Central Iowa CEOs Attendance</u>: Mark Hanson, Lisa Heddens, Kisha Jahner, Steve Van Oort, Heather Stancil, Bill Zinnel.

<u>Central Iowa CEOs Absent:</u> Doug Cupples, Darren Heater.

<u>CIWDB Attendance</u>: Sara Bath, Rob Denson, Tom Hayes, Amy Landas, Tom Leners, Marcanne Lynch, Paula Martinez, Robin Pfalzgraf, Michelle Rich, Stacy Sime, Eric Sundermeyer, Scott Turczynski, Jeff Vroman, T Waldmann-Williams, Patrick Wells.

<u>CIWDB Absent:</u> Larry McBurney, Sailu Timbo, Teri Vos.

<u>Guests:</u> Cheryl Johnson, Natasha Shipp, Jodi Spargur-Tate, Bri Steirer.

**Board Support:** Heather Garcia, Johnna Forbes, Taylor Williams.

<u>Central Iowa CEO Board</u>: Motion by Mark Hanson, second by Bill Zinnel to approve the November 11, 2021 Agenda, August 25, 2021 Minutes, and the Amended FY22 Draft Budget as discussed. Ayes: All. Motion carried.

<u>CIWDB:</u> Motion by Paula Martinez, second by Rob Denson to approve the November 11, 2021 Agenda, August 25, 2021 Minutes, and the Amended FY22 Draft Budget as discussed. Ayes: All. Motion carried.

2.	One-Stop Operator	Bri Steirer/	I/D
	OSO Report and Core Partner Updates	Core Partners	
3.	Local Policies and Procedures	Heather Garcia	
	<u>CIWDB:</u>	T Waldmann-Williams	CIWDB:
	Board Review of the Local Policies & Procedures with Possible		I/D/A
	Action		
	Central Iowa CEO Board:	Steve Van Oort	CEO:
	• CEO Review of the Local Policies & Procedures with Possible Action		I/D/A

<u>CIWDB:</u> Motion by Michelle Rich, second by Paula Martinez to approve the CIWDB Local Policies and Procedures document as presented. Ayes: All. Motion carried.

<u>Central Iowa CEO Board</u>: Motion by Kisha Jahner, second by Lisa Heddens to affirm approval of the CIWDB Local Policies and Procedures document as presented. Ayes: All. Motion carried.

4.	Executive Committee	T Waldmann-Williams	CIWDB:
	<ul> <li>Consider recommendation made by the Executive Committee to approve the updated Ticket to Work Contract</li> </ul>		I/D/A
	<ul> <li>Consider Action to Require Members to Complete Annual Conflict of Interest Attestation</li> </ul>		I/D/A
	Updated Board Support Duties		I/D/A I/D/A
	<ul> <li>Nominate and Elect an Interim DAC Chair</li> </ul>		., _, .

# Ticket to Work Contract:

Motion by Patrick Wells, second by Paula Martinez to accept the updated Ticket to Work contract as provided. Ayes: All. Motion carried.

# Conflict of Interest Attestation:

**Motion** by Paula Martinez, **second** by Patrick Wells to require all CIWDB members to complete annual Conflict of Interest Attestation by July 1. **Ayes:** All. **Motion carried**.

### Updated Board Support Duties:

Motion by Paula Martinez, second by Amy Landas to approve the updated board support duties as presented. Ayes: All. Motion carried.

### Interim DAC Chair:

**Motion** by Patrick Wells, **second** by Tom Leners to elect Marcanne Lynch as the Interim Disability Access Committee Chair. **Ayes:** All. **Motion carried.** 

5.	Finance Committee	Stacy Sime	I/D
	Financial Reports		
	<ul> <li>CFI – Title I Programs – September 2021</li> </ul>		
	✤ CIWDB		
	<ul> <li>Ticket to Work</li> </ul>		
6.	Planning & Operations	Larry McBurney/	CIWDB
	<ul> <li>Consider recommendation made by the Planning &amp; Operations committee to approve the One-Stop Operator Proposal</li> </ul>	T Waldmann-Williams	I/D/A
	otion by Tom Hayes, second by Michelle Rich to approve the One-Stop Opera . Motion carried.	tor proposal as presented	. Ayes:
7.	Youth Committee	Paula Martinez	I/D

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

8. Disability Access Committee	DAC Members	CIWDB:
Accessibility Summary 10/19/2021		I/D/A
<ul> <li>ADA Self-Evaluation (Army Post Road)</li> </ul>		
• ADA Self-Evaluation (Euclid – Park Fair)		
ADA Self-Evaluation (Ames)		
Motion by Paula Martinez, second by Michelle Rich to accept the Accessibility presented. Ayes: All. Motion carried.	Summary and Self-Evaluati	ons as
presented. Ayes. An. Motion carried.		
9. Iowa's Efforts to Combat Workforce Shortages	Heather Garcia	I/D
• Press Release – Office of the Governor		
Letter from IWD Director Townsend		
10. Next Steps	Heather Garcia	I/D
Elections & Appointments		
Review of Bylaws		
Review of Committee Structures		
<ul> <li>February 10, 2022 Meeting Location, Date and Time</li> </ul>		
2022 Board & Committee Meeting Schedule		
11. Announcements	All	I/D
12. Adjournment	Steve Van Oort	<mark>CEO:</mark> I/D/A
	T Waldmann-Williams	CIWDB: I/D/A
Central Iowa CEO Board: Motion by Lisa Heddens, second by Mark Hanson to	adjourn the meeting. Ayes	: All.
Motion carried.		
<u>CIWDB:</u> Motion by Tom Leners, second by Patrick Wells to adjourn the meeting	ng. Ayes: All. Motion carri	ed.
Meeting adjourned at 10:02 a.m.		