

Central Iowa Workforce Development Board QUARTERLY BOARD MEETING

Thursday, November 9, 2023 – 8:00 a.m. to 10:00 a.m. lowaWorks Center, 200 Army Post Road, Des Moines

Zoom offered

AGENDA/MINUTES

Agenda Item	Person Responsible	Status
Welcome and Call to Order	Michelle Seibert	I

Michelle Seibert called the meeting to order at 8:02 a.m.

Attendance:

- Board Members: William Berning, Kathleen Davis, Tom Hayes, Amy Landas, Jeremy Lindquist, Paula Martinez, Abigail Miller, Lana Pol, Michelle Seibert, Jenae Sikkink, Eric Sundermeyer. CEO Board Members: Steve Van Oort, Doug Cupples.
- Staff and Service Providers: Eric Kress, Cheryl Johnson, Heather Brooks, Sara Bath, Paul LaMunyon, Reginald McDade, Tony Reed.
- Others: Sara (IRC), Cherisa Price-Wells.

1. Full Board Meetings	Michelle Seibert	I/D/A
a. 11/9/23 - Agenda		
b. 8/10/23 - Minutes		
2. Executive Committee		
a. 7/18/23 - Approved Minutes		
b. 9/26/23 - Approved Minutes		
3. Finance Committee		
a. 8/3/23 - Approved Minutes		
b. 9/21/23 - Approved Minutes		
4. Planning and Operations Committee		
a. 7/28/23 - Approved Minutes		
5. Youth Committee		
a. 7/20/23 - Approved Minutes		
6. Disability Access Committee		
a. 7/31/23 - Approved Minutes		
b. 9/25/23 - Approved Minutes		
7. WIOA Performance Metrics - 4 th Quarter		
8. September Financial Report(s)		
a. September program		
b. September administration		

Paula Martinez motioned for approval of the consent agenda. Jenae Sikkink seconded. Ayes: All.



Reports		
1. Executive Director		
a. Sub-Committee Updates	Eric Kress	I/D
b. "Measure What Matters" Scorecard		I/D
c. Upcoming Tasks — "The Big 3"		
i. MOU/IFA		I/D
ii. Local Plan		I/D
iii. Procurement		I/D
2. Chief Elected Officer (CEO) Board		
a. Minutes		I/D
b. County Strategy Grid	Steve Van Oort	I/D
3. One Stop Operator	Eric Kress	
a. Report		I/D
'	Sara Bath/CICPC	

Executive Report:

- a. Eric Kress shared a priority checklist for committees.
- b. Eric introduced the "Measure What Matters" Scorecard and highlighted a few key areas; including board attendance, title I individual career service enrollment by county, and customer service rating for lowaWorks participants.
- c. Eric shared timelines and schedules for these key tasks in Quarter 1 of 2024.

Chief Elected Officer Board:

- a. Steve Van Oort shared minutes from CEO board meetings.
- b. Eric Kress shared a strategy grid or worksheet with a list of key workforce partners, industries, and employers for each county in the Central Iowa area.

Workforce Education			
1.	Work Based Learning – FAQ	Jeremy Lindquist	I/D
2.	Future World of Work Summit – Data and Analytics Highlights	Jenae Sikkink	I/D

- 1. Jeremy Lindquist gave an overview of Work Based Learning, presenting off of a WIOA Work Based Learned Desk Guide resource.
- 2. Jenae Sikkink shared a PowerPoint presentation with an overview of the 2023 Greater Des Moines Partnership's "Future World of Work" Summit. Specific attention was given to workforce trends and data, specifically related to population trends and immigration and migration information to and from the area.

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Board	Action (Exec Director will review committee action)		
1.	Accept Local Financial Monitoring Response	Eric Kress	I/D/A
2.	Approve "Provisional Certification" Recommendation for One Stop		I/D/A
	Certification		
3.	Approve Program "Supportive Service" Policy Recommendations		I/D/A
	a. Childcare (DHS funding)		
	b. Transportation (mileage rate)		
4.	Approve RFQ Selections		
	a. Belin McCormick		I/D/A
	b. Thomas Diehl, CPA		
5.	Approve RFP Team Composition		I/D/A
6.	Approve Finance Committee Budget Recommendations		I/D/A



- Lana Pol motioned to accept the Local Financial Monitoring response from Children and Families of Iowa. Paula Martinez seconded. Ayes: All.
- Paula Martinez motioned to approve the recommendation of awarding the One Stop Certification
 "Provisional Certification" status to the IowaWorks Des Moines office. William Berning seconded. Ayes:
 All.
- Paula Martinez motioned to approve the revisions to Support Services policy for Dependent Care and Transportation assistance as presented. Tom Hayes seconded. Ayes: All.
- Lana Pol motioned to approve the Finance Committee's selections of RFQ's for legal services to Belin McCormick and financial services to Thomas Diehl, CPA. Paula Martinez seconded. Ayes: All.
- Tom Hayes motioned for approval of the RFP Team composition structure for Service Provider procurement, and for the Executive Committee to appoint specific individuals to that composition on behalf of the board. Jenae Sikkink seconded. Ayes: All.
- Jeremy Landquist voted to allow the Executive committee to approve expenses between \$10,000 and \$50,000 on behalf of the full board from now through January 2024. Paula Martinez seconded. Ayes: All.

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Executi	ive Director Performance Appraisal			
1.	Closed Session	Stacy Sime	I/D/A	
2.	Approval			
•	Paula Martinez called the board into closed session. Jenae Sikkink seconded.			
•	 Paula Martinez motioned to accept the Executive Director performance appraisal as presented. Lana Pol seconded. Ayes All 			
 Paula Martinez motioned to approve a recommendation of a 6% raise to Executive Director, Eric Kress, retroactive to October 1, 2023. Kathleen Davis seconded. Ayes: All. 				
Adjournment Michelle Seibe		Michelle Seibert	I/D/A	
Paula Martinez motioned for adjournment. Jenae Sikkink seconded. Ayes: All.				

Meeting adjourned at 9:52 am.