**Southwest Iowa Local Workforce Development Board**

**Disability Access Committee**

**Tuesday, November 7, 2022 at 10am via Zoom**

<https://us02web.zoom.us/j/89096437626>

Meeting ID: 890 9643 7626

No password

**The agenda is as follows:**

1. Call to Order
2. Minutes
3. Agenda Approval
4. Introduction of Executive Assistant Amanda McVann
5. Center Accessibility Updates
6. Old Business
	1. One Stop Certification Accessibility Standards
7. Public Comment
8. Establish Next Meeting
9. Adjournment

**Southwest Iowa Local Workforce Development Board**

**Disability Access Committee Minutes**

**9/7/22**

Members in attendance: Billie Jo Greenwalt, Charla Schmid, Michelle Lents

Board staff present: Michelle Wilson; One Stop Operator present: Ashley West

1. Meeting called to order at 9:02 am by Co-Chair Michael Hruska
2. Minutes: Michelle moved to approve the July minutes; Charla seconded. Motion approved with all ayes.
3. Agenda: Billie Jo moved to approve the agenda; Charla seconded. Motion passed with all ayes.
4. Center updates: Center staff is working on training for the blind and visually impaired. The centers do not have the software on their computers yet. Michelle will add this to the next operations committee to discuss the proper channels to go through to access the software. Ashley added that the NVDA is a free/open source option.
5. Ticket to Work: Michelle provided an update on the Ticket to Work funds for the local area. There have been no additional funds added, with the total still remaining $93,362.15.
6. New Business: Ashley West, One Stop Operator from SPPG, introduced herself and provided an overview of the OneStop certification process. One board business rep will be brought in for the assessment team. Certification is required to remain open as a center. Certification is every three years. The DAC will specifically address the location and external accessibility metrics. Michelle Wilson will send out the full OneStop Operator PowerPoint to all committee members following the meeting. Michelle W. and William Berning completed an accessibility study in December as part of the board’s annual monitoring prep. The study does need to be revisited, and include a member with a disability. Target date for the self-assessment is early October. Then, the self-assessment team will meet, allowing any additional changes or trainings to be completed prior to the evaluation. Michael and Sarah will do this and pull together a team which incudes IowaWorks staff. Ashley recommended the Great Plains book as a tool, providing details on how to complete the assessments. Ashley reviewed the 3 key assessments that relate to the DAC. Michael and Michelle Lents will meet at the center on September 28 to begin the center assessment.
7. No public comment
8. Next meeting: October 11 at 9 am.
9. Adjourn: Charla moved to adjourn. Michelle Lents seconded. Motion passed with all ayes. Meeting adjourned at 9:46 am