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| Iowa Workforce Development Boards Logo | Region I Disability Access Committee Meeting  October 13, 2020 • Minutes |

# Tentative Agenda:

Member Present: Jeanne Helling, Nancy Steffensmeier, Jamie Phipps, Gisella Aitken-Shadle, Ron Axtell, Kayla Baxter, Lisa Curtin, Lisa Farley, Michelle Schmitt, James Sigwarth, Margee Woywood, Marla Loecke

Members Absent: Les Askelson, Kris Cote, Leah Dahlquist, Lynn Gallagher, Anna Stamat

Others Present: Kendra Kleve, Clerical Support

1. **Call to Order:** Jeanne called the meeting to order at 1:33 p.m. Roll was taken.
2. **Approval of Agenda:** Motion Gisella Aitken-Shadle, seconded Ron Axtell, to approve agenda as presented. Motion carried.
3. **Establish Quorum:** It was noted that a quorum was established.
4. **Action Item:** Approval of the minutes from the September 8, 2020, Region I Disability Access Committee meeting. Motion James Sigwarth, seconded Nancy Steffensmeier. Motion carried.
5. **WINTAC Next Steps (Jeanne Helling)**

State Office New Fiscal Year began October 1. Time to determine goals to work on. Working on Business Engagement and Case Management. Activities to identify and move forward with this coming year?

Ron explained new local development area in Iowa with 15 workforce regions combining into 9 local development areas. Effective January 1, 2021, Regions 1, 2 and 7 (Dubuque/Decorah, Mason City and Waterloo) are becoming new 20-county Northeast Iowa Local Workforce Development Area. Board structure, fiscal agent, board bylaws, etc. are all changing. Request for proposal for new service provider will be coming out. Competitive. Intend to respond to continue to be one of the providers. Lots of changes across the state. More to come.

Discussion was held on creating and sending out a poll for agency staff. Comments and suggestions on questions to ask in the poll included: What suggestions do you have for how partners could work more closely together – such as combining business services and team visits, join appointments, etc.? Suggestion to break the questions out between the two WINTAC Groups, Case Management and Business Engagement, to help with focus. Include questions on intake process, referrals and partnering – how work together. Can give informed choices on other services and resources. Maybe have a question in the poll about services they would like to learn about. Maybe give a checklist for them to choose from. Good to share the poll with front line staff for input since they are in contact with the clients. Also, what is it that clients need, what are the missing pieces and are clients receiving the quality services they need? Need to help clients navigate the system. Important to represent everyone and all agencies. Comments on how to get clients the resources they need and involve all agencies.

Noted that a PowerPoint was put together a few years ago listing summaries of each agency. Perhaps could use that info? Would need to shorten. Maybe ask own teams at individual agencies for their input and suggestions on creative ideas. Maybe one question could ask about need for a resource document for the agencies and services.

**Actions: Send info/summary of each agency to Jeanne along with some possible questions for the survey by October 23rd. Perhaps 2-3 questions per area. (Jeanne will send the group the questions that were already suggested to reference.) Jamie will work with Jeanne on the Survey Monkey. Will have Survey Monkey ready by October 26 and will send out to staff by November 3rd. Can discuss more at November 10th meeting.** Need the survey complete before can move forward on anything else.

1. **Follow up on NDEAM Telegraph Herald Article (Jeanne Helling)**

October is National Disability Employment Awareness Month. Shared Biz Times article with the group in earlier email. Good article recognizing multiple agencies involved. Jeanne will follow up with Telegraph Herald to see if can also publish in paper.

Videos have been sent out. Need to include closed captioning if possible. Will work on that for future videos. If anyone has additional videos to share, please do so. Statewide event will be October 28th – Mary Lee Roth, keynote speaker. Welcome to attend – Jeanne will resend the invitation/registration information. Jeanne will also check to see if it will be recorded.

Suggestion to look into doing an IowaWORKS Monthly Newsletter, perhaps a video newsletter through Access Committee with closed captioning, etc. Note the committee member list on the Disability Access Website needs to be updated. Jeanne gave a new list to David, so he should have. Jeanne will ask David about this being updated.

Not sure how DAC and YIC committees will be affected by the new area boards. Nancy will note this and Jeanne will find out from David. Hoping to receive guidance soon on these committees.

Voc Rehab has a customer service academy, statewide training, going on this week. There are ten hour-long lessons to receive a certificate. For adults this time but may do for high schools.

Suggestions to think about using QR Codes to share in newspapers which can be scanned/linking to videos. Think about video content to share – such as video resume, success stories, etc. Would be good to have each agency share a story in a newspaper each month. Also suggestions to share marketing on social media and tag each other/each agency to show support and reach larger audiences. Good to keep these new ideas in mind to try.

1. **Adjourn**

Motion Ron Axtell, seconded Margee Woywood, to adjourn. Motion carried. Meeting adjourned at 2:55 p.m. Next meeting November 10th.

Submitted by: Kendra Kleve, NICC