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| Iowa Workforce Development Boards Logo | Region I Disability Access Committee Meeting  November 10, 2020 • Minutes |

# Tentative Agenda:

Members Present: Jeanne Helling, Nancy Steffensmeier, Jamie Phipps, Ron Axtell, Lisa Curtin, Lisa Farley, James Sigwarth, Margee Woywood, Marla Loecke

Members Absent: Gisella Aitken-Shadle, Les Askelson, Kayla Baxter, Kris Cote, Leah Dahlquist, Lynn Gallagher, Michelle Schmitt, Anna Stamat

Others Present: Kendra Kleve, Clerical Support

1. **Call to Order:** Jeanne called the meeting to order at 1:35 p.m. Roll was taken.
2. **Approval of Agenda:** Motion Nancy Steffensmeier, seconded Lisa Curtin, 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 October 13, 2020, Region I Disability Access Committee meeting. Motion Ron Axtell, seconded Nancy Steffensmeier. Motion carried.
5. **WINTAC Next Steps (Jeanne Helling)**

Jeanne only received a few responses following last month’s meeting. Came up with new deadlines as follows:

**Actions:** If you have not already done so, send information on your agency to Jeanne by November 17. Jeanne and Jamie will work on Survey Monkey to get survey out to staff by November 20. Reminder email will be sent November 25. Jeanne will compile info by December 4th. Will discuss at next meeting on December 8th to determine ways to move forward to help staff and continue to provide services.

1. **Follow up to question on current three DAC committees being combined into one.** **(Jeanne Helling)**

Jeanne asked for input on future meetings once combined. New region covers 20 counties in northeast section. Some activities will still be local. Comments were made on benefits of meeting regularly with large group as well as continuing to meet with local area. Suggestion to have larger group meetings with breakout sessions for local area committees. Would be helpful for communication and reporting to larger group. Perhaps every other month or quarterly would be good. Good to keep local connections. May need to look at membership. Will wait until we see what the plans are for the 20 county region.

**Action:** Jeanne will check with other areas regarding their plans. She will send an email to David to find out plans for the combined group and potential timeline for meetings, etc. It would also be interesting to see what other regions decided to work on in regards to case management and business engagement activities.

Ron reported that RFP’s are due soon for January – June 2021 for the new 20 county region and they may come out with another RFP for the next fiscal year. Current service providers were extended through December 31, 2020. Not likely to respond to the RFP and would be done December 31. Words of gratitude were expressed among members.

**Action:** Kendra will send minutes to the whole committee when complete, so there is time for members to do noted actions. Will send again with next month’s agenda.

1. **Adjourn**

Motion James Sigwarth, seconded Nancy Steffensmeier, to adjourn. Motion carried. Meeting adjourned at 2:16 p.m. Next meeting is December 8th.

Submitted by: Kendra Kleve, NICC