

Iowa Local Workforce Development Board 16  
March 30, 2020

The regular meeting of the Local Workforce Development Board 16 (LWDB) was held on March 30th, 2020 at 5:00 p.m. via Zoom conferencing.

**CALL TO ORDER**

Duke called the meeting to order at 5:00 p.m.

**ATTENDEES**

**RWDB Members Present:** Janet Fife-LaFrenz, Deb Mulch, Carolyn Farley, Joyce Stimpson, Rachel Miller, Dennis Fraise, Dennis Duke, Michelle Mutchler, Wood Stortzum, Carla McNamee, Cara Sanders, Jacob Nye, Ryan Drew, and Mike Hickey,

**RWDB Members Absent:** Candice Becker, Cynthia Whalen, Dick Beaird, Carrie Nudd, and Patrick Lacy

**CEO Present:** Gary See, Jim Cary, Rick Larkin, and Brad Quigley

**Ex-Officio:** Hans Trousil

**Staff Present:** Miranda Swafford (LWDB Interim Executive Director), Kelsey Howard and Courtney Mullen (Title I co-Directors)

**QUORUM**

A quorum was established for the LWDB.

**APPROVAL OF FEBRUARY MEETING MINUTES**

Fife-LaFrenz made a motion to approve the February minutes, seconded by Fraise, motion carried.

**TITLE 1 WIOA UPDATE**

Howard reported that due to the COVID-19 that Title I staff are working from home. Title I staff have been assisting the IowaWORKS staff with general office tasks so that they can focus on UI calls.

**TITLE II AEL UPDATE**

Mulch also reported that due to the current situation they have transitioned to all staff working remotely. They are not currently accepting new students, and current students have been given many options for continuing their current coursework.

**TITLE III UPDATE**

Farley reported that Title III staff are in the office but only seeing customers by appointment only. In the week of March 15-21 there were a total of 40,950 UI claims across the state.

**TITLE IV VR/IDB UPDATE**

Miller reported that Whalen is the only staff member at the IVRS office, and all other staff are working from home still serving clients. IDB staff are also working from home and have canceled all in-person appointments until further notice.

**CEO UPDATE**

Quigley reported on the progress to-date with the consolidation with Region 9. The CLEO has been elected, the CEO Shared Liability Agreement will be signed this week by all 8 counties, bylaws will be approved and they are hopeful to appoint half of the board on April 3<sup>rd</sup>. Additionally, conversations are still continuing with SEIRPC regarding the fiscal agent responsibilities, and hope to enter into negotiations next week.

**TITLE 1 RFP COMMITTEE**

Swafford stated that the state had provided additional information regarding the RFP process, and that the Youth provider must be competitively procured at this time. The CEOs had decided to put out RFP's for all Title I programs. Also, she reported that due to the merging of Region's that 2-3 board members from each Region would need to serve on the RFP committee. She stated that no one with a conflict of interest with any potential applicant could serve on the committee. Individuals were to consider their current situation and respond to an email sent out after the meeting of their eligibility to serve on the committee.

### **TITLE II APPLICATION REVIEW COMMITTEE**

Farley stated that she needed board members to serve on the committee to review the Title II applications. This process is determining whether each application meets the 10 criteria identified from the Local Plan. Fraise, and Sanders agreed to serve on this committee with Farley.

### **BOARD EXECUTIVE DIRECTOR**

Duke presented an executive director job description with proposed salary and benefits. Hickey made a motion to approve the document and hire Swafford as the executive director, seconded by Farley. Fife-LaFrenz brought up the point that as a public entity that they should post it for at least two weeks prior to making any decisions. A discussion was held on how to move forward and Hickey withdrew his motion. Hickey made a motion to have Swafford serve as the interim executive director until the hiring committee has made a decision, seconded by Farley, motion carried. If multiple applications are received Duke will appoint a hiring committee to vet applicants.

### **OTHER BUSINESS**

Duke discussed the necessity of needing insurance moving forward and stated that we would try and have quotes prior to the next meeting.

### **ADJOURNMENT**

Fife-LaFrenz made a motion to adjourn the meeting, seconded by Fraise, meeting was adjourned at 5:50 p.m.

**Chief Elected Officials (CEO)**  
**March 30th, 2020**

The regular meeting of the CEOs was held on March 30th, 2020 at 6:00 p.m. at IowaWORKS.

**CALLED TO ORDER**

Quigley called the meeting to order at 6:00 p.m.

**CEO PRESENT**

**Present:** Gary See, Rick Larkin, Jim Cary, and Brad Quigley

**APPROVAL OF MINUTES**

Cary made a motion to approve the February meeting minutes, seconded by Larkin, motion carried.

**BOARD APPOINTMENTS**

They discussed the importance of having at least half of the board appointed at the April 3<sup>rd</sup> meeting with Region 9 CEOs.

**CONFLICT OF INTEREST FORMS**

Swafford stated that she still needed Quigley and Larkin's signed conflict of interest forms.

**CEO AGREEMENT**

All counties are ready to sign the combined CEO Agreement.

**BYLAWS**

All counties are ready to approve the bylaws at the April 3<sup>rd</sup> meeting.

**FISCAL AGENT**

Quigley stated that they hoped to meet with SEIRPC next week and enter into negotiations.

**EXECUTIVE DIRECTOR**

Tabled

**ADJOURNED**

Quigley adjourned the meeting at 6:30 p.m.