**North Central Iowa LWDB Meeting Minutes**

**October 29, 2020**

**4:00 pm**

Held via Zoom

**LWDB Members in attendance virtually:**

Tonya Heier Melody Haman Ed Shimkat

Kelly Hindman Luke Hugghins Kenneth Witham

Kyle Bangert Cheryl O'Hern Jeremy Gibbs

Allan Peterson Mike Sunken Shane Harrison

Abby Underberg Emily Williams Faith Miller

Lori Kolbeck

**LWDB Members absent:**

Diane Harrison Todd Degner Daniel Kinney

**Guests:**

None

1. **Call to Order**

Acting Chair Bangert called the virtual meeting of the North Central LWDB to order on October 29, 2020, @ 4:04 p.m.

1. **Roll Call, Introduction of Guests**

Roll call was taken and a quorum was met.

1. **Approval of Agenda**

Hugghins made motion to approve, seconded by Williams. Motion passed unanimously

1. **Approval of April 29, 2020 Minutes**

Discussion concerning fact that most Board members were not present at the April 29 meeting. It was agreed that the minutes would be placed on file without approval. Miller moved to place the minutes on file, seconded by Underberg. Motion passed unanimously.

1. **Action Items**

**a. Nominate and Approval LWDB Executive Officers**

1. **Chairperson**

Haman made motion to approve, seconded by O’Hern, to appoint Bangert as the LWDB Chairperson. Motion passed unanimously.

1. **Vice Chairperson**

Hindman made motion to approve, seconded by Haman, to appoint Hugghins as the LWDB Vice Chairperson. Motion passed unanimously.

**b. Nominate and Approve Standing Committees**

1. **Disability Access Standing Committee**

Bangert made motion to approve, seconded by Harrison, to appoint Kolbeck to sit on the Disability Access Standing Committee. Motion passed unanimously.

1. **Youth Standing Committee**

Bangert made motion to approve, seconded by Underberg, to appoint Harrison to sit on the Youth Standing Committee. Motion passed unanimously.

1. **Operations Standing Committee**

Bangert made motion to approve, seconded by Hindman, to appoint Larson-White, Underberg, Miller, and Kolbeck to sit on the Operations Standing Committee. Motion passed unanimously.

1. **RFP Review Committee**

Hindman made motion to approve, seconded by Miller, to appoint Bangert, Hugghins, and Williams to sit on the RFP Review Committee. Motion passed unanimously.

**c. Approve Procurement Policies and Procedures**

Hindman made motion to approve, seconded by Harrison. Kolbeck and Underberg abstained. Motion passed.

**d. Extend Memorandum of Understanding with Workforce Development Partners to June 30, 2020**

Hindman made motion to approve, seconded by Harrison. Motion passed unanimously.

**e. Approve Request for Proposal for Title I Adult, Dislocated Worker, and Youth Services Provider**

Bangert made motion to approve, seconded by Haman. Motion passed unanimously.

1. **Public Comments**

Teresa Larson-White reported in writing that they are actively hiring to replace Ashley Zimmerman, and also fill a part-time position.

1. **Schedule Upcoming Meeting Date**

December meeting – December 17 at 4:00 pm.

Long-term schedule - quarterly meetings will be held on the third Thursday of the month during the months of February, May, August, and November, at 4:00 pm.

1. **Adjournment**

Hugghins made motion to adjourn, seconded by Hindman. Motion passed unanimously.