# Central Iowa Workforce Development Board and Central Iowa CEO Board JOINT QUARTERLY BOARD MEETING

Thursday, August 13, 2020 – 7:30 a.m. to 9:30 a.m.

# **MINUTES**

Agenda Item	Person Responsible	Status
Welcome and Call to Order	Steve Van Oort/ T Waldmann-Williams	I
CFOs: Steve Van Oort (CLEO) Diane Fitch Bill Zinnel Kisha Jahner Mark Hanson Lauris Olson		

<u>CEOs:</u> Steve Van Oort (CLEO), Diane Fitch, Bill Zinnel, Kisha Jahner, Mark Hanson, Lauris Olson. **Absent:** Doug Cupples. Doug Shull.

<u>CIWDB Board Members</u>: Pat Brown, Amy Landas, Marcanne Lynch, Lawrence McBurney, Stacy Sime, Sailu Timbo, Scott Turczynski, Paula Martinez, Tom Hayes, Pat Wells, Eric Sundermeyer, Rob Denson, Sara Bath, Leslie McCarthy, Robin Pfalzgraf, Michelle Rich, Tom Leners

Absent: Teri Vos, Jeff Vroman, T Waldmann-Williams, Robert O'Brien.

Board Staff: Heather Garcia, Johnna Forbes

**Guests:** Mark Cooper, Cherisa Price-Wells, Tim Foster, Lisa Lajoie, Galen Briggs, Rachelle Scott-Oakley.

#### Welcome and Call to Order:

The joint Central Iowa Workforce Development Board (CIWDB) and CEO Board quarterly meeting was called to order by Central Iowa CLEO Bill Zinnel and CIWDB Vice Chair Pat Brown at 7:40 a.m. Quorum was established for both the CEO Board and the CIWDB.

<ul><li>I. Consent Agenda</li><li>CIWDB</li><li>August 13, 2020 Agenda</li></ul>	Steve Van Oort/ T Waldmann-Williams	I/D/A
· · ·		
May 14, 2020 Meeting Minutes		
Central Iowa CEO Board		I/D/A
<ul> <li>August 13, 2020 Agenda</li> </ul>		
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<ul> <li>May 14, 2020 Meeting Minutes</li> </ul>		

#### CIWDB:

**Motion** by Rob, **second** by Stacy to approve Central Iowa CEO Board/CIWDB Board consent agenda. **Ayes:** All. **Motion Carried.** 

#### CEO

**Motion** by Mark, **second** by **Kisha** to approve Central Iowa CEO Board/CIWDB Board consent agenda. **Ayes:** All. **Motion Carried.** 

## **New Business and Committee Reports**

II.	Executive Co	mmittee	T Waldmann-Williams	
	<ul> <li>CIWDB</li> </ul>	Elections	All	
	0	Vice-Chair		I/D/A
	0	Finance		I/D/A
	0	Planning and Operations		I/D/A
	0	Youth		I/D/A
	0	Disability Access		
	<ul> <li>Appoint</li> </ul>	Committee Members		
	0	Finance		I/D/A

<ul> <li>Planning and Operations</li> </ul>	I/D/A
o Youth	I/D/A
<ul> <li>Disability Access</li> </ul>	I/D/A
Board Support- Reaffirm Current or Seek New	I/D/A

#### **CIWDB Elections:**

Motion by Rob, second by Pat Wells to reappoint all CIWDB leadership. Ayes: All. Motion Carried.

- CIWDB Chair: T Waldmann-Williams
- CIWDB Vice Chair: Pat Brown
- Finance Committee Chair: Stacy Sime
- Planning and Operations Chair: Larry McBurney
- Youth Advisory Committee: Paula Martinez
- Disability Access Committee: Leslie McCarthy

#### Appoint Committee Members:

Motion by Paula, second by Rob to reappoint all Committee Members. Ayes: All. Motion Carried

- Finance Committee (Amy Landas, Michelle Rich)
- <u>Planning and Operations Committee</u> (Sara Bath, Pat Brown, Mark Cooper, Rob Denson, T Waldman-Williams, Patrick Wells)
- <u>Youth Advisory Committee</u> (Bob Brown, Mark Cooper, Tom Hayes, Marcanne Lynch, Malea McDowell, Sailu Timbo, Christine Tucker, Teri Vos)
- <u>Disability Access Committee</u> (Sara Bath, Brian Dennis, Marcanne Lynch, Scott Turczynski, Patrick Wells)

Members encouraged to contact Heather if interested in joining the Planning and Operations, Finance or Disability Access Committees.

# Board Support:

#### CIWDB:

**Motion** by Stacy, **second** by Larry to reaffirm Heather Garcia as Executive Director for CIWDB. **Ayes:** All. **Motion Carried.** 

## CEO:

**Motion** by Kisha, **second** by Diane to reaffirm Heather Garcia as Executive Director for CIWDB. **Ayes:** All. **Motion Carried.** 

Numerous positive remarks were made for the work Heather has done for the CIWDB and her work with CIWDB members.

III.	Finance Committee	Stacy Sime	
	<ul> <li>Review of the Finance Reports</li> </ul>	Lisa, Jodi, Heather	I/D
	<ul> <li>Children and Families of Iowa Financial Report</li> </ul>		
	<ul> <li>CIWDB Financial Report</li> </ul>		
	<ul> <li>Ticket to Work Financial Report</li> </ul>		
	<ul> <li>IES Financial Report</li> </ul>		
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IV.	Planning and Operations Committee	Larry McBurney	
	<ul> <li>Procurement Policies &amp; Procedures</li> </ul>	All	I/D/A
	Determine One-Stop Operator Procurement Method	All	I/D
	One-Stop Operator Selection Committee	All	I/D/A
	Youth RFP Selection Committee	All	I/D/A
	Adult/DW RFP Selection Committee	All	I/D/A
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**Motion** by Pat, **second** by Amy to approve the Procurement and Policies and Procedures document. **Ayes:** All. **Motion Carried.** 

## CEO:

**Motion** by Bill, **second** by Kisha to approve the Procurement and Policies and Procedures document. **Ayes:** All. **Motion Carried.** 

(Cherisa Price-Wells and Tim Foster left the meeting.)

# CIWDB:

**Motion** by Paula, **second** by Amy to procure the roles of the Youth and Young Adult service provider, Adult and Dislocated Worker service provider, and the One-Stop Operator separately and to select separate committees for the procurement of each role. **Ayes:** All. **Motion Carried.** 

# CEO:

**Motion** by Bill, **second** by Kisha to procure the roles of the Youth and Young Adult service provider, Adult and Dislocated Worker service provider, and the One-Stop Operator separately and to select separate committees for the procurement of each role. **Ayes**: All. **Motion Carried.** 

#### CIWDB:

**Motion** by Paula, **second** by Rob to approve CIWDB Youth Selection Committee. **Ayes:** All. **Motion** Carried.

• Bob Brown, Tom Hayes, Marcanne Lynch, Sailu Timbo, Mark Cooper

**Motion** by Paula, **second** by Rob to approve CIWDB Adult and Dislocated Worker Selection Committee. **Ayes:** All. **Motion Carried.** 

• Pat Brown, Mark Cooper, Larry McBurney, T Waldmann-Williams, Michelle Rich

**Motion** by Pat, **second** by Stacy to approve CIWDB One-Stop Operator Section Committee. **Ayes**: All. **Motion Carried.** 

Amy Landas, Tom Leners, Robin Pfalzgraf, Pat Wells, Terry Vos

**Motion** by Michelle, **second** by Paula to approve RFP templates and authorize committees to finalize the documents and release the RFPs. **Ayes:** All. **Motion Carried.** 

\/	Youth Committee	Paula Martinez	I/D
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VI.	Disability Access Committee	Leslies McCarthy	
	Strategic Service Alignment Planning Update Chart	·	I/D/A

#### CIWDB:

**Motion** by Rob, **second** by Pat to approve the CIWDB Strategic Service Alignment Planning Update Chart. **Ayes:** All. **Motion Carried.** 

### CEOs:

**Motion** by Mark, **second** by Kisha to approve the CIWDB Strategic Service Alignment Planning Update Chart. **Ayes:** All. **Motion Carried.** 

Document will be submitted to State Sub-Committee by Leslie.

VII.	CEO Board	Steve Van Oort	
	<ul> <li>Name Change (Central Iowa to replace Region 11)</li> </ul>		I/D/A
	<ul> <li>CEO Tasks to be completed by 9/1/2020</li> </ul>		

	Fiscal Agent	I/D
•	CEO/CIWDB Tasks to be completed by 12/1/2020	
	<ul> <li>Develop/Approve CIWDB Budget</li> </ul>	I/D
•	CEO/CIWDB Tasks to be completed by 12/31/2020	
	Select One-Stop Operator (RFP)	I/D
	Select Service Providers (RFP)	

# CEOs:

Motion by Mark, second by Kisha to approve name change from Region 11 to CIWDB (Central Iowa Workforce Development Board and Central Iowa CEOs). Ayes: All. Motion Carried.

VIII.	<ul> <li>Core Partner Updates</li> <li>Title I Adult/Dislocated Worker</li> <li>Title I Youth</li> <li>Title II Adult Education and Family Literacy</li> <li>Title III Wagner-Peyser</li> <li>Title IV Vocational Rehabilitation</li> </ul>	Brian Dennis Jodi Spargur-Tate Eric Sundermeyer Sara Bath Leslie McCarthy	I/D I/D I/D I/D I/D
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IX.	Announcements	All	
X.	Adjournment	T/Steve	

# CIWDB:

Motion by Tom H., second by Larry to adjourn. Ayes: All. Motion Carried.

# CEO:

Motion by Steve, second by Mark to adjourn. Ayes: All. Motion Carried.

Adjourn: 9:43 a.m.

**Next Meeting Date:** November 12, 2020 7:30 – 9:30 a.m.