Attendees: Jesse Bolinger, Amanda McVann, Katrina Fleharty, Daniel Ray Christensen, Dennis Brown

**The agenda is as follows:**

1. Call to Order
2. Agenda Approval
   1. Motion to approve: SO MOVED
3. Approval of Minutes
   1. Motion to approve: SO MOVED
4. Old Business
   1. One Stop Operator
      1. Jesse: we are not the only board that uses the One Stop Operator and they have been firing them due to slow communication
         1. Ashley has been great and he has just gotten a written report from her which has been sent to the board this morning
         2. The concerns have been with other companies
         3. Going to dig in a bit more into the report
      2. Katrina: They’ve fired them?
         1. Jesse: yes, SSPG hasn’t been good to work with but Ashley is great to work with
      3. Daniel: Ashley is Northwest Iowa WD One Stop Operator
         1. Jesse: SSPG as a whole was fired, not Ashley who received a lot of positive comments; the next step, will go back to other two Directors to ask for more comments as well as going into some of Michelle’s files
            1. Report was sent on 12/12 but it was asked for 2-3 weeks ago; Ashley couldn’t attend the last few meetings; send me any questions as you all go over the report
   2. DOL Compliance
      1. Jesse: DOL did monitoring on the state of Iowa with 3 areas
         1. On the state of Iowa which was a non-compliant MOU
            1. It’s behind with Workforce
         2. Low enrollment
         3. Low expenditures
      2. Jesse: A corrective action plan has been put into place
         1. Has the first of many meeting with the service provider
         2. Increasingly concerned about low enrollment
         3. Has asked firm questions about outreach and marketing with no follow up
         4. Has attended meetings where they should have been and they were not
            1. I.e. Virtual Youth Summit (this later did attend)
         5. Hoping to correct low enrollment by being creative because there are people that need these services
      3. Dan: low enrollment and expenditures has been a problem with IOA, so looking forward to tonight’s meeting later
5. New Business
   1. Reimbursement Policy
      1. Jesse: Michelle and I discussed how there’s never been a reimbursement policy, only doing something and then getting reimbursed
         1. Would like a formal way to be reimbursed and getting the conversation started
      2. Katrina: has the policy committee reviewed it? Do we have a committee that reviews this?
         1. Jesse: we do not have one, but we should have a governance committee as well as a Policy on how policies are created
            1. Has discussed with Finance Committee on the next agenda item and on how
      3. Daniel: What should be reimbursed?
         1. Jesse: web services (Zoom), mileage, meals, conferences
            1. Katrina: zoom is part of our budget already
            2. Jesse: is it part of our budget because myself and Michelle have both paid for it and were reimbursed

Daniel: What does Zoom cost?

Jesse: $140/year for up to 99 people per meeting at a time, unlimited meeting length, cloud storage space, recording, etc.

* + 1. Jesse: should I take this back to the Finance committee?
       1. Daniel: yes
       2. Jesse: learning that we have funds to spend and ways to spend it that we haven’t done before
    2. Jesse: should we have a policy and governance committee?
       1. Daniel: probably something that we need to look at
          1. Jesse: will look into researching this
  1. National Association of Workforce Boards conference (March 25-28, 2023 Washington D.C.)
     1. Jesse: has been recommended to attend by another Director because it would be a great learning opportunity to see how other Boards do things and gain great resources
        1. Budget comes from Ticket to Work funds which is over $100,000
        2. Has met with the State and learned what they require from Ticket to Work funds
           1. Currently working on a policy alongside Disability Access committee
        3. None of the Ticket to Work funds has been spent on anything, but it can go towards
     2. Daniel: how long is the conference, how much it
        1. Jesse: in March 25-28th, 2023 in Washington, D.C. with $1000 early bird registration but now might be <$1500 along with a block of hotels and airfare, so it could be about $3,000-4,000
           1. I just need to get a policy on Ticket to Work finalized along with Disability Access; already talked to fiscal agent which would put part of it on their credit card and Jesse would submit the rest for reimbursement
        2. Daniel: So you've talked to Eric?
           1. Jesse: yes
     3. Jesse: other conferences are coming up as well but this one is coming up first and would truly be great to attend
        1. Katrina: so first step would be to get policy done and get it approved, and then get this approved
           1. Jesse: we could have Executive Committee meet one more time in December for this purpose as well as for other parts we’ve talked about

1. Public Comment
2. Establish Next Meeting
   1. Jesse: would like to meet on Wednesday, December 21st @ 7:30 AM via Zoom
      1. Daniel: You would have a policy?
         1. Jesse: yes
      2. Daniel: Does that work for Dennis?
         1. Dennis: yes
3. Adjournment
   1. Motion to adjourn: SO MOVED

Action Items:

* Upcoming meetings:
  + Wednesday, December 21st @ 7:30 AM via Zoom