

Northeast Iowa Workforce Development Board and Northeast Iowa CEO Board Meeting

JOINT QUARTERLY MEETING

Thursday, April 29, 2021
8:00 am – 10:00 am

Join Zoom Meeting:

<https://zoom.us/j/97294574811?pwd=N21hMXRvcnZoZWVFcHdYdk9FUENqZz09>

Or Dial: 1.312.626.6799 Meeting ID: 972 9457 4811 Passcode: 177130

Minutes

Agenda Item	Person(s) Responsible	Status
Welcome and Call to Order <ul style="list-style-type: none"> ▪ Introduction of CEOs, Local Board Members, and Guests 	John Beard, Amber Youngblut	I
<p>CEOs in attendance: John Beard, Jason Byrne, Daniel Byrnes, Sis Grieman, Ken Kammeyer, Tim Latham, Roy Schwickerath, Gary McVicker, Heidi Nederhoff, Harley Pothoff, Linda Laylin, Clayton Ohrt, Pete Buschman, Marty Stanbrough, Roy Schwickerath, Mark Smeby, Marty Stanbrough, Mark Hendrickson. CEOs absent: Greg Barnett, Steve Doepke, Susan Smith, Dean Eastman.</p> <p>NEIWDB in attendance: Steve Abbott, Eric Branson, Jennifer Breister, Hunter Callanan, Kyle Clabby-Kane, John Derryberry, Brian Warner, Joleen Jansen, Jayme Kluesner, Matthew Mason, Andrew Morse, Jennalee Pedretti, Rhea Pierce, Garrett Thompson, Thomas Townsend, Amber Youngblut. NEIWDB absent: Gisella Aitken-Shadle, Jamie Benson, Timothy Frickson, Christine Tiedeman, Lindsay Falk.</p> <p>Board Support: Heather Garcia, Taylor Williams, Johnna Forbes</p> <p>Guests: Brenna Schaefer, Chris Hannan, Steve Tisue, Emily Smith, Linda Rouse, Michael Witt</p>		
1. CEO Consent Agenda <ul style="list-style-type: none"> ▪ April 29, 2021 Agenda ▪ January 21, 2021 Minutes ▪ March 31, 2021 Minutes 	John Beard	CEO: I/D/A
2. Northeast Iowa WDB Consent Agenda <ul style="list-style-type: none"> ▪ April 29, 2021 Agenda 	Amber Youngblut	NEIWDB: I/D/A

<ul style="list-style-type: none"> ▪ January 21, 2021 Minutes ▪ March 18, 2021 Minutes 		
<p>CEO: Motion by Mark Smeby, second by Gary McVicker to approve the April 29, 2021 Agenda, January 21, 2021 Minutes, and March 31, 2021 Minutes. Ayes: All. Motion carried.</p> <p>NEIWDB: Motion by Hunter Callanan, second by Andrew Morse to approve the April 29, 2021 Agenda, January 21, 2021 Minutes, and March 18, 2021 Minutes. Ayes: All. Motion carried.</p>		
<p>3. Nomination</p> <ul style="list-style-type: none"> ▪ Disability Access Committee Chair- Brian Warner 	All	NEIWDB: I/D/A
<p>NEIWDB: Motion by Joleen Jansen, second by Andrew Morse to approve Brian Warner to serve as the Disability Access Committee Chair for Northeast Iowa. Ayes: All. Motion carried.</p>		
<p>4. Hawkeye Community College Requests</p> <ul style="list-style-type: none"> ▪ PY2020 Ticket to Work Funds <ul style="list-style-type: none"> ○ HCC/Region 7 Letter 9.26.19 ○ Disability Resource Coordinator Job Description ▪ Partnership with Board as an AJC Provider 	<p>TTW Advisory Group</p> <p>HCC/All</p>	<p>NEIWDB: I/D/A</p> <p>NEIWDB: I/D/A</p>
<p>NEIWDB: Motion by Jayme Kluesner, second by Hunter Callanan to deny request for Hawkeye Community College to receive PY20 Ticket to Work funds. Ayes: Steve Abbott, Eric Branson, Jennifer Breister, Hunter Callanan, Kyle Clabby-Kane, John Derryberry, Brian Warner, Joleen Jansen, Jayme Kluesner, Matthew Mason, Jennalee Pedretti, Rhea Pierce, Garrett Thompson, Thomas Townsend, Amber Youngblut. Nays: Andrew Morse. Motion carried.</p> <p>No additional information was received by Hawkeye Community College and Chris Hannan to discuss partnership with the Board as an AJC Provider. Chris Hannan intended to send information later. Partnership with Board will be added as an agenda item to a future meeting. No action was taken at this time.</p>		
<p>5. One Stop Operator Procurement Recommendations</p> <ul style="list-style-type: none"> ▪ One Stop Operator Selection ▪ CEO review and possible action regarding local board OSO selection 	Reviewers	<p>NEIWDB: I/D/A</p> <p>CEO: I/D/A</p>
<p>Those individuals that were part of the submission of a One-Stop Operator proposal were asked to leave the meeting.</p>		

<p>Reviewers mentioned additional information was requested from each of the proposals that was submitted. Once information is received a One-Stop Operator will be recommended to the NEIWDB. Heather mentioned we will need to hold a meeting before June 30th to ensure we have a One-Stop Operator in place before July 1, 2021. No action was taken at this time.</p>	
<p>6. Call for Program Policy Reviewers (5 volunteers)</p>	<p>Heather</p> <p>NEIWDB: I/D/A</p>
<p>Andrew Morse, Joleen Jansen, and Jennifer Breister volunteered to be program policy reviewers for Northeast Iowa.</p> <p>NEIWDB: Motion by Steve Abbott, second by Eric Branson to approve Andrew Morse, Joleen Jansen, and Jennifer Breister as the program policy reviewers for the local board. Ayes: All. Motion carried.</p>	
<p>7. Local Monitoring Policies</p>	<p>Heather</p> <p>NEIWDB: I/D/A</p>
<p>NEIWDB: Motion by Hunter Callanan, second by Jennifer Breister to approve the local monitoring policies as presented. Ayes: All. Motion carried.</p>	
<p>8. Contracts ending 6/30/2021</p> <ul style="list-style-type: none"> ▪ Consider action to extend the Adult/Dislocated Worker Service Provider Contract with Goodwill Industries of Northeast Iowa through June 30, 2022. ▪ Consider action to continue the Fiscal Agent Agreement with the Central Iowa Juvenile Detention Center (CIJDC) through June 30, 2022. ▪ CEO review and possible action regarding the NEIWDB Adult/Dislocated Worker Service Provider Contract and the Fiscal Agent Agreement actions. 	<p>Heather</p> <p>NEIWDB: I/D/A</p> <p>NEIWDB: I/D/A</p> <p>CEO: I/D/A</p>
<p>Before a motion was made those individuals involved with the service provider and fiscal agent were asked to leave the meeting to allow for discussion.</p> <p>NEIWDB: Motion by Steve Abbott, second by Hunter Callanan to extend the Adult/Dislocated Worker Service Provider Contract with Goodwill of Northeast Iowa through June 30, 2022. Ayes: All. Motion carried.</p> <p>CEO: Motion by Clayton Ohrt, second by Tim Latham to extend the Adult/Dislocated Worker Service Provider Contract with Goodwill of Northeast Iowa through June 30, 2022. Ayes: All. Motion carried.</p>	

<p>NEIWDB: Motion by Andrew Morse, second by Tom Townsend to continue the Fiscal Agent Agreement with Central Iowa Juvenile Detention Center (CIJDC) through June 30, 2022. Ayes: All. Motion carried.</p> <p>CEO: Motion by Ken Kammeyer, second by Linda Laylin to continue the Fiscal Agent Agreement with Central Iowa Juvenile Detention Center (CIJDC) through June 30, 2022. Ayes: Daniel Byrnes, Linda Laylin, Ken Kammeyer, Tim Latham, Jason Byrne, Pete Buschman, Harley Potoff, Marty Stanbrough, Heidi Nederhoff, Sis Grieman, Mark Hendrickson, John Beard, Mark Smeby. Abstentions: Clayton Ohrt, Gary McVicker, Roy Schwickerath. Motion carried.</p>		
<p>9. Estimated FY2022 Board Budget</p> <ul style="list-style-type: none"> ▪ Review and possible action 	All	<p>NEIWDB: I/D/A</p> <p>CEO: I/D/A</p>
<p>NEIWDB: Motion by Andrew Morse, second by Eric Branson to approve the estimated FY22 Board Budget as drafted as presented. Ayes: All. Motion carried.</p> <p>CEO: Motion by Dan Byrnes, second by Jason Byrnes to approve the estimated FY22 Board Budget as presented. Ayes: All. Motion carried.</p>		
<p>10. Local Plan</p> <ul style="list-style-type: none"> ▪ Develop Local Plan Advisory Group- call for 2 more volunteers. Current advisors: Andrew Morse, Amber Youngblut, Hunter Callanan and Gisella Aitken-Shadle 	Heather	<p>NEIWDB: I/D/A</p>
<p>John Beard and Linda Laylin volunteered to be part of the Local Plan Advisory Group for Northeast Iowa.</p> <p>NEIWDB: Motion by Hunter Callanan, second by Joleen Jansen to approve John Beard and Linda Laylin as the additional volunteers for the Local Plan Advisory Group. Ayes: All. Motion carried.</p>		
<p>11. Title I (Goodwill of Northeast Iowa)</p> <ul style="list-style-type: none"> ▪ Updates ▪ Office Locations 	Steve Tisue/Emily Smith	<p>I/D</p> <p>NEIWDB: I/D/A</p> <p>CEO: I/D/A</p>
<p>NEIWDB: Motion by Joleen Jansen, second by Steve Abbott to approve Goodwill of Northeast Iowa's request to have an additional office space in Postville as long as the board will receive progress updates and that they agree to be subject to evaluation by the board. Ayes: All. Motion carried.</p> <p>CEO: Motion by Dan Byrnes, second by Roy Schwickerath to approve Goodwill of Northeast Iowa's request to have additional office space in Postville as long as the board will receive</p>		

progress updates and that they agree to be subject to evaluation by the board. Ayes: All. Motion carried.		
12. Core Partner Updates <ul style="list-style-type: none"> ▪ Title II (Adult Education and Literacy) ▪ Title III (Wagner-Peyser) ▪ Title IV (Vocational Rehabilitation) 	Gisella Aitken-Shadle Kyle Clabby-Kane Brian Warner	I/D I/D I/D
13. Local Area Meetings of the NEIWDB and CEOs <ul style="list-style-type: none"> ▪ Consider meeting format options: <ul style="list-style-type: none"> ○ NEIWDB and CEO joint meetings ○ Hold separate meetings for each entity (NEIWDB and CEOs) 	Heather	NEIWDB: I/D/A
NEIWDB: Motion by Hunter Callanan, second by Eric Branson to approve continuing with NEIWDB and CEO joint meetings. Ayes: All. Motion carried.		
14. Next Steps <ul style="list-style-type: none"> ▪ Statewide Local Board Training- June 11 ▪ MOU Update 	Heather	I/D
15. Adjournment	John Beard, Amber Youngblut	CEO, NEIWDB
NEIWDB: Motion by Hunter Callanan, second by Joleen Jansen to adjourn the meeting. Ayes: All. Motion carried.		
CEOs: Motion by Clayton Ohrt, second by Roy Schwickerath to adjourn the meeting. Ayes: All. Motion carried.		
Meeting adjourned at 9:32 a.m.		

Minutes drafted by Taylor Williams