**Southwest Iowa Local Workforce Development Board**

**Operations Committee Meeting**

 **Friday, January 13, 2023 at 11:00 am-Via Zoom**

Attendees: Jesse Bolinger, Amanda McVann, Danna Buls, Darla Helm, William Berning, Sally Rolf

**The agenda is as follows:**

1. Call to Order
2. Approval of Minutes
	* SO MOVED
3. Agenda Approval
	* SO MOVED
4. One Stop Operator
	* Darla: Ashley West is no longer with SPPG and we were supposed to have a meeting with her on December 20th, but we received abrupt news of her departure; immediate concerns are: trying to find a new One Stop Operator and timeline for getting certification tool done & turned in as review process is looming ahead
	* Jesse: SPPG has obtained her laptop and will get her files to her; SPPG has submitted their termination of the agreement and it is effective January 31st; afterwards, will be able to see next steps
		1. Has been talking with other board directors and has a meeting with the State on Monday to see what recommendations for an operator might be, as SPPG was the only applicant
			1. We aren’t required to have a One Stop Operator and is something the Board can do themselves, but it would require Board action because it requires an increase in hours for Jesse and Amanda as well as fast learning curve for the board
		2. Jackie Norris at SPPG had said that they will be working through February that everything is cleaned up but won’t be billed for it
		3. Darla: we do need a One Stop Operator; needs to see that change in legislation in writing because that was what was told to them as a requirement rather than as a recommendation
			1. However, some areas have chosen a Core Partner as that One Stop Operator but it needs to be a filled position
			2. EQUUS hold a contract with their One Stop Operator; told about them from Eastern Iowa partner
				1. Five areas don’t have a One Stop Operator, so we’d need to do this really quickly
				2. They work on short-term projects and grant-funded items
			3. Jesse: One region is even hiring the Exec. Director of another region to be their One Stop Operator
			4. From Ashley’s files, there does appear to be a document started that shows she is starting to put some tools together
				1. Jesse: there were two files, and we’re unsure (with Jackie Norris) which one is more accurate despite one has a more recent date; Jackie is going to do the work for us after the data dump from Ashley’s laptop
5. Operations Committee Updates
	* Darla: will not be Core Partner reports, so should this be a time when we share about our programs?
		1. Jesse: let’s do it
	* Sally:
		1. Referrals are down and Michael is willing/able to take more referrals
	* Danna:
		1. New employee that replaced Bonnie, Amy, who started at the beginning of January and William Berning has been helping her get acclimated
		2. Michael has talked about going into schools and take one of MATURA’s workers with him in the spring to make connections, so it’s been good to have him back in the office (we like him!) and he asks a lot of questions and always willing to help
		3. Monitoring is coming up and Jesse and I have met with the staff; gone over file review and checklist, and they have been using it when going over their files
			1. Monitoring is happening in March
		4. More people have been coming and Barb’s been busy enrolling people, so recruitment has been well
		5. Darla: Amy has received a training packet so she’ll be able to to assessments as well
	* William:
		1. Sent the numbers of people coming into the AJC and checking in – mostly Temp layoffs.
			1. Good Numbers; hopefully the referral sheet can be updated once we get that from Jackie.
		2. Hope to employer on-sites happening in the AJC soon, we get that information out.
		3. Plans on being in the Creston Office on Tuesday 01.17.2023
	* Darla:
		1. New sessions have started in all of our areas on Monday
			1. A lot of students seem to have a lot of barriers
			2. Barb was talking with Sarah about transportation costs that can be paid
				1. Now folks within the age range automatically get access to services available to them
		2. Referred disabilities
		3. Special circumstances: someone came with a dog on campus, and instructors had such a great reaction and they welcomed them both; the instructors were very careful with the questions they asked, and the dog helps their person be alerted to their medical condition
		4. Low on ESL numbers in Creston and working on connecting with Bunn to get more information out to their employees
6. Establish Next Meeting
	* Darla: Friday, February 10th
		1. Danna: I will be traveling
		2. William: That doesn’t work
	* Darla: Friday, February 17th
		1. William: I will be on vacation in Mexico
	* **Darla: we will stay with Friday, February 10th at 11 AM**
		1. There will be a Full Board Meeting on Monday, January 23rd at 6:30 PM
7. Public Comment
8. Adjournment

Action Items:

* Jesse will look into EQUUS
* Upcoming meetings:
	+ Operations Meeting: Friday, February 10th at 11 AM via Zoom
	+ Full Board Meeting: Monday, January 23rd at 6:30 PM via Zoom