**Southwest Iowa Local Workforce Development Board**

 **Operations Committee Meeting Minutes**

**June 17, 2022**

**1) Call to Order** – The meeting was called to order at 11:02 am.

**2) Roll Call** – Board/Committee Members Present: William Berning, Steve Gilbert, Sally Rolf, Darla Helm

Board Staff: Michelle Wilson; Absent: Danna Buls

**3) Minutes:** Approval of May Minutes: Steve moved to approve; Sally seconded. Motion passed unanimously.

**4) Agenda:** Steve moved to approve the agenda; William seconded. Motion carried unanimously.

**5) Operations Committee Updates:**

**OneStop Operator RFP:** Michelle informed the group that the RFP was posted, advertised, and emailed to the bidder’s list. We have not received any proposals yet. If there are no bidders, the board will look at additional options to fill this role, in consultation with the IWD staff for any technical assistance.

**Progress Updates/Data:** With the end of the fiscal year nearing, the necessary data will be easier to capture for the end of year report. IWD cannot access Google docs with the new software structure. Michelle will look into sharing as an Excel document instead, or having information sent to board staff to input into the shared document. Referral data from the partner meetings is already being captured.

 Darla inquired about the end date of the current local plan. Michelle agreed to check on the new timeline. Next full board meeting is July 11.

**Policy Development:** Policies to review for recommended approval include: supportive service policy, needs related payment, youth incentive, and board travel policy.

**Partner Updates: Title III:** William reported that MATURA staff is doing increased outreach so the center’s floor coverage schedule has shifted. Kevin Lora is the new PROMISE JOBS director. The ECI is holding an informational webinar on 6/23 to provide information on hiring refugees.

**Title IV:** Sally reported that the staff have been busy working with youth this summer; and are looking for ideas for a summer youth program next year. Staffing updates include: IVRS is close to having an assistant hired; Marcy Edwards retired. Michael will be at the IowaWORKS center and when absent, an assistant will be present, so that there is a full-time IVRS presence at the center. Sally reported that the counselors have been doing a lot of job placements. Kelly focused on supported employment.

**Title II:** Darla inquired about Mental Health First Aid resources to support staff; inquired if IVRS has access to this. Sally will check on specifics. Michelle mentioned that the community held a MHFA training at SWCC years ago; this may be something that could be coordinated again.

Adult Ed submitted a grant for ESL at the end of May. They are currently in the 2nd year of a 5-year federal grant. HSED graduation is on June 23 at 7 pm with 36 students graduating (and 10 walking during the ceremony, which will be live-streamed). The program provided gas vouchers to allow students to attend graduation. The program received federal allocations, which are the same as last year. There are three open positions, and the full-time instructor position has been filled by Sarah Scull, who will start at the end of June.

**Business Updates:** Steve reported that Gilbert Home Comfort’s Registered Apprenticeship program has been busy, with 7 current students (plumbing, electric, and HVAC), and has a wait list of 3.

**Next Meeting:** The next meeting will be July 8 at 11 am.

**Public Comment:** No public comment.

**Adjournment:** William moved to adjourn; Steve seconded. Motion passed unanimously. Meeting adjourned at 11:42 am.