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| *Voting Members* | *Present* | *Not Present* |
| *Clay Adams* | *x* |  |
| *Bill Anderson* | *x* |  |
| *Duane Bates* | *x* |  |
| *Ernest Colt* | *x* |  |
| *Sara DeAnda* | *x* |  |
| *Steve Early* | *x* |  |
| *Rebecca Finch* | *x* |  |
| *Brittney Gutzmann* | *x* |  |
| *Bridget Hoefling* | *x* |  |
| *Becky Jacobsen* | *x* |  |
| *Arnold Kesselring* | *x* |  |
| *Shelly Ackley Longfellow* | *x* |  |
| *Randall McQueeney* | *x* |  |
| *Jim Meyers* | *x* |  |
| *Scott Punteney* | *x* |  |
| *Lori Stitz* | *x* |  |
| *Scott Utech* | *x* |  |
| *Pamela Woolridge* | *x* |  |

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| *Attendees* |
| *Scott Belt* |
| *Shawn Fick* |
| *Darin Haake* |
| *Tammy Herbert* |
| *Rick Hunsaker* |
| *Jean Logan* |
| *Wane Miller* |
| *Kaylene Page* |
| *Kassi Peregoy* |
| *Rich Ruggles* |
| *Linda Rouse* |
| *Mark Thomsen* |

Date: Thursday, October 22, 2020/Time: 10:00am

Location: -C.G. Therkildsen Activity Center, 706 Victoria St., Harlan, Iowa

Local Board Meeting Minutes

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| Action Item |

Call to Order-Bridget Hoefling/Wane Miller

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| Action item |

Introductions

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| Action item |

Roll Call and establish Quorum-Quorum established

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| Action item |

Approval of Agenda-motion made by Bill Anderson and 2nd by Steve Early

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| Action item |

Approve Agenda/Minutes of Previous Meeting-n/a

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| Action item |

1. CLEO and CEO Executive Committee
2. Bridget Hoefling, Interim chairman of the Local Board
3. Support to Board, Jean Logan Executive Director of Community Action Agency of Siouxland
4. Mark Thomsen, Region XII COG

Service Providers-

1. Kaylene Page; Director of Workforce Development IWCC
2. Shawn Fick; Direct of Missions, Goodwill of the Great Plains

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| Action item |

New Business:

1. *Adopt LWIWDB By-Laws (Board Action)-motion made by Ernest Colt and 2nd by Scott Utech-motion carried*
2. *Adopt LWIWDB Procurement Procedure Policy (Board Action)-motion made by Becky Jacobsen and 2nd by Bill Anderson-motion carried*
3. *Elect Vice Chair and Secretary-Nomination for Secretary; Becky Jacobsen (accepted)-motion made by Bill Anderson and 2nd by Duane Bates (accepted)/Nomination for Vice Chair; Duane Bates-motion made by Becky Jacobsen and 2nd by Steve Early-motion carried*
4. *Establish Executive Committee-nominations for Clay Adams, Duane Bates and Shelly Ackley Longfellow (accepted)-motion made by Becky Jacobsen and 2nd by Bill Anderson-motion carried*
5. *RFP for Service Provider (Board Action)-motion made by Scott Utech and 2nd by Ernest Colt*
6. *Apply for Transitional Grant (Board Action)-submission to Michelle McNertney for approval. Motion made by Bill Anderson and 2nd by Steve Early-motion carried*
7. *Other grants-Shawn Fick and Kaylene Page*
8. *Board Insurance-Jean Logan presented information*
9. *Transportation/travel rates & procedures*
10. *Meeting schedule-Executive Committee meeting November 24, 2020 10:00am regarding RFP submissions*
11. *Board Training-October 29, 2020 10am-2pm*
12. *State updates, Linda Rouse; District Manager, American Job Center Division, Iowa Workforce Development*

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| Action item |

Next Meeting-Monday, November 30, 2020 at 11:00

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| Action item |

Public Comments-

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| Action item |

Motion to Adjourn made by Bill Anderson and 2nd Ernie Colt-motion carried