

**Central Iowa Workforce Development Board
QUARTERLY BOARD MEETING**

Thursday, November 14, 2024 – 8:00 a.m. to 10:00 a.m.

AGENDA / MINUTES

Agenda Item	Person Responsible	Status
<p>Welcome and Call to Order</p> <ul style="list-style-type: none"> • 8 am to 8:45 am – Board Business • 8:45 am to 9:40 am – Working Session • 9:40-10am - Closed Session 	Stacy Sime	I
<ul style="list-style-type: none"> • <i>Stacy Sime called the meeting to order at 8:04 am.</i> • <i>Board Member attendance: Stacy Sime, William Berning, Kathleen Davis, Tom Hayes, Jeremy Lindquist, Paula Martinez, Abigail Miller, Lana Pol, Michelle Schott, Michelle Seibert, Jenae Sikkink, and Teri Vos.</i> • <i>Others in Attendance: Eric Kress, Rebekah Brandmeyer, Alejandra Sinecio, Reggie McDade, T. Waldmann-Williams, Sara Bath, Heather Brooks, Samantha Marlatt, Drew Emerson, Vonnie Stewart-Kai, Michael Collings.</i> 		
<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Full Board Meetings <ol style="list-style-type: none"> a. 11/14/24 - Agenda b. 8/1/24 - Minutes 2. Executive Committee <ol style="list-style-type: none"> a. 9/24/24 - Approved Minutes b. 10/29/24 - Draft Minutes 3. Finance Committee <ol style="list-style-type: none"> a. 9/19/24 - Approved Minutes b. 10/31/24 - Draft Minutes 4. Planning and Operations Committee <ol style="list-style-type: none"> a. 9/20/24 - Approved Minutes b. 10/25/24 - Draft Minutes 5. Youth Committee <ol style="list-style-type: none"> a. 9/19/24 - Notes b. 10/24/24 - Notes 6. Disability Access Committee <ol style="list-style-type: none"> a. 9/16/24 - Approved Minutes b. 10/21/24 - Draft Minutes 7. WIOA Title I Performance Metrics – PY23 Final 8. September 2024 Financial Report(s) <ol style="list-style-type: none"> a. Year End Close Out - PY23 b. Program – PY24 Current month c. Administration – PY24 Current month d. Legacy Fund - Current Balance 9. 2024 Board and Committee Calendar 10. Compliance Notifications <ol style="list-style-type: none"> a. Negotiated Local Performance Metrics b. On-Site Monitoring 	Stacy Sime	I/D/A

<ul style="list-style-type: none"> c. Board Biennial Certification d. Local Plan Approval Notification 		
<ul style="list-style-type: none"> • <i>Tom Hayes motioned for approval of the consent agenda. Abigail Miller seconded. Ayes: All.</i> 		
<p>Board Reports</p> <ol style="list-style-type: none"> 1. Administration / Chief Elected Officials Updates <ol style="list-style-type: none"> a. Chief Lead Elected Official (CLEO) b. Local Grant Recipient/Administrative Entity c. Shared Liability Update 2. Motion of Support – Mid-Iowa Planning Alliance 3. Program <ol style="list-style-type: none"> a. One Stop Operations b. Title I Adult and Dislocated Worker c. Title I Youth and Young Adult 4. Board Staff <ol style="list-style-type: none"> a. Communications Strategy b. Title I Economic Impact Study Ad Hoc Group c. Dashboard for PY24 	<p>Eric Kress</p> <p>Stacy Sime</p> <p>Sara Bath Heather Brooks Samanthya Marlatt</p> <p>Eric Kress and Rebekah Brandmeyer</p>	<p>I/D</p> <p>I/D/A</p> <p>I/D</p> <p>I/D</p>
<ul style="list-style-type: none"> • <i>Eric Kress provided updates related to the upcoming composition of the CEO Board as county supervisor terms are ending, including the term of the current CLEO. Additionally, county supervisors are working to execute an amendment to the Chief Elected Officials shared liability agreement. The main inclusion is a change of the shared liability from being equally distributed among the counties to a per capita basis.</i> • <i>Tom Hayes motioned “The CIWDB supports the chief elected officials work with the Mid-Iowa Planning Alliance to serve as future Local Grant Recipient for the Central Iowa Workforce Area.” Lana Pol seconded. Ayes: All.</i> • <i>Program reports were provided by their program managers.</i> • <i>Rebekah Brandmeyer provided updates related to communication advancements, including LinkedIn pages, website enhancements, and brand style kits. Eric Kress provided updates related to the application of the WIOA Economic Impact study and developments in monitoring board performance through a revised “dashboard.”</i> 		
<p>Work Session</p>		
<ol style="list-style-type: none"> 1. Recap of Dec 23 Strategic Planning Meeting – Where are we today? 2. Incumbent Worker Training Program Education and Discussion 3. Approve Incumbent Worker Training Policy 4. Spotlight- Intergrated Education and Training 	<p>Eric Kress</p> <p>Eric Kress</p> <p>Stacy Sime</p> <p>Michelle Schott/ Heather Brooks</p>	<p>I/D</p> <p>I/D</p> <p>I/D/A</p> <p>I/D</p>
<ul style="list-style-type: none"> • <i>Eric Kress provided a presentation relating the work completed during the board planning session in November of 2023 to the current local plan. A discussion occurred around the board mission statement. It will be sent back to the Planning and Operations committee for a future recommendation.</i> • <i>The Incumbent Worker Policy was approved with a few modifications. The board wanted to ensure that program is flexible and responsive to community needs, as stated in the board’s “values.”</i> 		

<ul style="list-style-type: none"> <i>Michelle Seibert and Heather Brooks spotlighted co-enrollment best practices and the use of Integrated Education and Vocational Training. They highlighted the work for Title I and the Jumpstart CDL courses.</i> 		
Closed Session		
1. Executive Director Appraisal and Wage Recommendation	Stacy Sime	I/D/A
<ul style="list-style-type: none"> <i>The board went into a closed session to discuss the performance appraisal and compensation increase for the Executive Director.</i> 		
Adjournment		
	Stacy Sim	I/D/A
<ul style="list-style-type: none"> <i>Stacy Sime adjourned the meeting at 10 am.</i> 		