



**Planning and Operations Committee Meeting**  
**Friday, January 24, 2025**  
**8:00 a.m. to 9:00 a.m.**

**AGENDA/MINUTES**

Full AGENDA	Person Responsible	Status
<b>Call to Order</b> <ul style="list-style-type: none"> <li>Welcome and Check-In</li> </ul> <u><b>Consent Agenda Approval</b></u> <ul style="list-style-type: none"> <li>1/24/2025 Approve Agenda</li> <li>10/25/2024 Approve Minutes</li> <li>Unemployment and Labor Force Data</li> <li>Accept One Stop Operator Annual Performance Appraisal</li> <li>National ABLE Title 1 AD/DW Mid-Year Performance Appraisal</li> <li>Accept Title I Economic Impact Study Executive Summary and Close Out</li> <li>Measure What Matters - Scorecard</li> </ul>	<p>Abigail Miller</p> <p>Abigail Miller</p>	<p>I/D/A</p> <p>A</p>
<ul style="list-style-type: none"> <li><i>Abigail Miller called the meeting to order at 8:05 am.</i></li> <li><i>Board members in attendance: Abigail Miller, Lauren Robins, Natalie Baysinger, Jenae Sikkink, Michelle Schott.</i></li> <li><i>Committee members in attendance: T. Waldmann-Williams.</i></li> <li><i>Staff in attendance: Eric Kress, Rebekah Brandmeyer, Sara Bath, Heather Brooks.</i></li> <li><i>T. Waldmann-Williams motioned to approve the consent agenda with the inclusion of the scorecards. Michelle Schott seconded. Ayes: All.</i></li> </ul>		
<u><b>Regular Agenda</b></u>		
<b>Reports</b> <ul style="list-style-type: none"> <li>Strategic Communications Update</li> <li>Adult and DW Title I Report</li> <li>IowaWORKS One Stop Operator Report</li> <li>WIOA Reauthorization</li> <li>Federal Funding Updates</li> <li>Advocacy Work Group</li> </ul>	<p>Rebekah Brandmeyer</p> <p>Heather Brooks</p> <p>Sara Bath</p> <p>Eric Kress</p> <p>Eric Kress</p> <p>T. Waldmann-Williams</p>	<p>I/D</p> <p>I/D</p> <p>I/D</p> <p>I/D</p> <p>I/D</p> <p>I/D</p>
<ul style="list-style-type: none"> <li><i>Rebekah provided updates to related communication materials, including the annual report and a short video highlighting the local board.</i></li> <li><i>Heather Brooks provided highlights of the Title I Adult and Dislocated Worker program. Those included partnerships with Embarc, FreeWorld, and Jumpstart CDL and CNA.</i></li> <li><i>Sara Bath provided highlights regarding One Stop Operator work. She focused on upcoming training plans for all program staff.</i></li> <li><i>Eric Kress provided a brief overview of WIOA federal legislation and the appropriations process.</i></li> <li><i>T. Waldmann-Williams provided updates related to an ad hoc advocacy committee. She noted key dates of the National Association of Workforce Board’s Advocacy Day on April 1, and workforce development month as September 2025. Jenae Sikkink offered help in inventorying other local organizations with a workforce advocacy strategy. Discussion occurred.</i></li> </ul>		

Mission – To build a quality workforce for today and tomorrow.

<p>Action Discussion Items</p> <ul style="list-style-type: none"> <li>• Incumbent Worker Training Status Update</li> <li>• Mission Statement Recommendation</li> <li>• Local Plan Focus: Sector Strategies</li> </ul>	<p>Abigail Miller Abigail Miller Eric Kress</p>	<p>I/D I/D/A I/D</p>
<ul style="list-style-type: none"> <li>• <i>Incumbent Worker Training application is now available.</i></li> <li>• <i>Eric Kress gave a high-level overview of sector solutions as one of the responsibilities of the local workforce board. Further discussion is needed.</i></li> <li>• <i>Jenae motioned to recommend the mission statement of "Foster collaborative partnerships among businesses, job seekers, and service providers to build a local workforce where every individual can secure a meaningful, quality job." to the full board. T. Waldmann-Williams seconded. Ayes: All.</i></li> </ul>		
<p>Wrap Up and Adjourn</p>	<p>Abigail Miller</p>	<p>I/D/A</p>
<ul style="list-style-type: none"> <li>• <b><i>The meeting adjourned at 9:02 am.</i></b></li> </ul>		