

Central Iowa Workforce Development Board

QUARTERLY BOARD MEETING

Thursday, February 13, 2025 – 8:00 a.m. to 10:00 a.m.

MINUTES

Agenda Item	Person Responsible	Status
I. Welcome and Call to Order 8 am to 9 am – Board Business 9 am to 10 am – Working Session	Stacy Sime	I
<i>Stacy Sime called the meeting to order at 8:01 am.</i> <i>Board members in attendance: William Berning, Megan Crawford, Kathleen Davis, Tom Hayes, Amy Landas, Paula Martinez, Abigail Miller, Lana Pol, Lauren Robins, Michelle Schott, Michelle Seibert, Stacy Sime and Teri Vos. Lisa Heddens was in attendance as the Chief Lead Elected Official.</i> <i>Others in attendance: Eric Kress, Rebekah Brandmeyer, Heather Brooks, Alejandra Sinecio, Matt Weis, Samantha Marlatt, Teri Johanson, Reginald McDade, Sara Bath and Andrew Collings.</i>		
II. Consent Agenda - Full Board Meetings 2/13/25 - Agenda 11/14/24 - Minutes - Executive Committee 10/29/24 - Approved Minutes 1/28/25 - Draft Minutes - Finance Committee 10/31/24 - Approved Minutes 1/22/25 - Draft Minutes - Planning and Operations Committee 10/25/24 - Approved Minutes 1/24/25 - Draft Minutes - Youth Committee 10/24/24 - Notes 1/23/25- Draft Minutes - Disability Access Committee 10/21/24 - Approved Minutes 1/27/25 - Draft Minutes - WIOA Title I Performance Metrics – PY24 Quarter 1 - January 1, 2025, Financial Report(s) - WIOA Budget Spreadsheet - Grant Balances 2025 Board and Committee Calendar	Stacy Sime	I/D/A



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10. Board Dashboard		
<i>Tom Hayes motioned for approval of the consent agenda. Amy Landas seconded. Ayes: All.</i>		
III. Board Reports 1. Chief Elected Officials Updates a. CEO Board Roster Changes b. Shared Liability Update 2. Program a. One Stop Operations b. Title I Adult and Dislocated Worker c. Title I Youth and Young Adult 3. Board Staff a. Communications Updates b. WIOA Funding and National Updates c. Compliance Updates	Lisa Heddens Sara Bath Heather Brooks Samanthya Marlatt Rebekah Brandmeyer Eric Kress	I/D I/D I/D I/D I/D
<i>Lisa Heddens reported: Chief Elected board roster changes for the Central Iowa Workforce Area. Three representatives have changed due to local election outcomes and one more changed due to committee reassignment. Six of the eight counties have executed an amendment to the shared liability agreement for WIOA. Lisa asked for the local board to advocate to their county officials and help share the “big picture” of the CIWDB and workforce system.</i> <i>Sara Bath reported One-Stop Operator highlights including training efforts, client referral initiatives, and a WIOA Work-Based Learning panel that was held, among other topics.</i> <i>Heather Brooks (National Able Network) reported on the Title I Adult and Dislocated Worker program. The report included client demographics, success stories, and a report on funding needs for adult training activities.</i> <i>Samanthya Marlatt (YSS) reported on the Title I Youth and Young Adult program. It included an overview of outreach partnerships that are being developed and highlights of the YSS infrastructure and how it is being leveraged for success with WIOA.</i> <i>Rebekah Brandmeyer reported on communication efforts which included brand resource material development, outreach and orientation pieces; including website enhancements and the 2024 Annual Report was discussed and distributed for Board advance review.</i> <i>Eric Kress provided a brief overview related to the uncertain nature of future Federal WIOA funding. He also reported that One-Stop Certification guidance has been released to recertify the IowaWORKS/AJC office. However, it is not due for completion until 2026.</i>		
IV. Board Action 1. Mission Statement Recommendation 2. Finance Committee Recommendation 3. Approve Service Provider Appraisals a. National ABLE Network PY24 mid-year and One Stop Operator PY23. b. YSS PY24 Mid-year	Abigail Miller Michelle Seibert Abigail Miller Paula Martinez	I/D/A I/D/A I/D/A I/D/A
<i>Abigail Miller motioned to change the CIWDB Mission statement to “Foster collaborative partnerships among businesses, job seekers, and service providers to build a local workforce where</i>		



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<i>every individual can secure a meaningful, quality job.” Tom Hayes seconded. Ayes: All</i> • <i>Michelle Seibert motioned to “Approve reimbursement of up to \$50,000 over current program year contracted funds to National ABLE Network for Title I Adult individual training.” Paula Martinez seconded. Ayes: All</i> • <i>Abigail Miller motioned to “Accept the Mid-Year Appraisal for the National ABLE Network and the PY23 appraisal for the One Stop Operator.”. Michelle Schott seconded. Ayes: All</i> • <i>Paula Martinez motioned to “Accept the Mid-Year Appraisal for Youth & Shelter Services.” William Berning seconded. Ayes: All</i>		
V. Work Session		
1. Financial and Program Oversight a. Case study 2. Annual Report Review 3. General Discussion	Eric Kress	I/D
• <i>The group reviewed the summary of the Iowa State Auditor’s report of Children & Families of Iowa commissioned by Iowa Workforce Development. The group discussed the role of the board, as well as fiscal agent and service providers, in ensuring oversight and stewardship.</i> • <i>Eric Kress provided a narrative and introduction into the 2024 CIWDB Annual Report. Feedback for changes should be provided to Eric by the end of the day on 2/17/25.</i>		
IV. Adjournment	Stacy Sime	I/D/A
• <i>Paula Martinez motioned for adjournment at 9:58 am. Tom Hayes seconded. Meeting adjourned.</i>		



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