

Planning and Operations Committee Meeting
Friday, September 20, 2024
8:00 a.m. to 9:00 a.m.

AGENDA/MINUTES

Full AGENDA	Person Responsible	Status
<p>Call to Order</p> <ul style="list-style-type: none"> Welcome and Check-In <p>Consent Agenda Approval</p> <ul style="list-style-type: none"> 9/20/2024 Approve Agenda 7/19/2024 Approve Minutes Labor Market Information Local Plan Approval Letter Title I Performance Metrics 	<p>Abigail Miller Abigail Miller</p>	<p>I/D/A A</p>
<ul style="list-style-type: none"> <i>Abigail Miller called the meeting to order at 8:02 am.</i> <i>In attendance: Board and committee members: William Berning, Jenae Sikkink, Rob Denson, Natalie Baysinger, and Abigail Miller. Service providers and staff: Eric Kress, Sara Bath, Heather Brooks, Alejandra Sinecio, Matt Weis, Samantha Marlatt. Faith Anderson joined during the meeting.</i> <i>Rob Denson motioned for approval of the consent agenda. William Berning seconded. Ayes: All.</i> 		
<p>Regular Agenda</p>		
<p>Special Report</p> <ul style="list-style-type: none"> Communications Assessment <p>Reports</p> <ul style="list-style-type: none"> Adult and DW Title I Report One Stop Operator Executive Director 	<p>Faith Anderson Heather Brooks Sara Bath Eric Kress</p>	<p>I/D I/D I/D I/D</p>
<ul style="list-style-type: none"> <i>Adult and DW Title I report: Heather Brooks emphasized the impact of the change in contract of services on continuity of service and operations. She shared training and development of the AD/DW staff team now under National Able Network. Furthermore, she referenced dislocated worker response efforts and challenges related to English language deficiencies of displaced workers.</i> <i>One Stop Operator: Sara Bath shared highlights related to continuous improvement, accessibility, and outreach. Two highlights included an assessment of the IowaWORKS office accessibility conducted by the Harkin Institute and her work to operationalize a new client referrals system and software.</i> <i>Executive Director: Eric Kress shared two accountability charts. One was for staff and contracted resources and the other for the board sub-committees. He emphasized that there are a lot of strategic priorities that need project management and facilitation currently.</i> <i>Faith Anderson presented a 10-minute overview of the Strategic Communications Assessment she provided for the board.</i> 		
<p>Action Items</p> <ul style="list-style-type: none"> Approve Communications Assessment Receipt Accept One Stop Operator Annual Performance Appraisal (TABLED) 	<p>Eric Kress Eric Kress</p>	<p>I/D/A I/D/A</p>
<ul style="list-style-type: none"> <i>Rob Denson motioned to accept the Communications Assessment as complete. Abigail Miller seconded. Ayes: All.</i> <i>Eric Kress and Rebekah Brandmeyer will work with Moonwake Collaborative on implementation of Communications Assessment recommendations.</i> 		

<p>Discussion Items</p> <ul style="list-style-type: none"> • Incumbent Worker Policy • Rebekah Brandmeyer introduction <ul style="list-style-type: none"> ○ Program Monitoring ○ Economic Impact Study Ad Hoc Committee • Advocacy Planning (TABLED) 	<p>Eric Kress Rebekah Brandmeyer T. Waldmann-Williams</p>	<p>I/D I/D I/D</p>
<ul style="list-style-type: none"> • <i>High level conversation occurred around the Incumbent Worker Program and the need for the local area to create a policy to support the activity. Eric will send out a survey to committee members to provide additional feedback. The goal is to approve policy at the October committee meeting and put it on the November board meeting agenda.</i> • <i>Rebekah Brandmeyer gave an introduction and went over current project priorities. Volunteers wanting to assist in the Economic Impact Ad Hoc Committee should contact her. She is also working with Moonwake Collaborative to carry forward the Communications Assessment work.</i> 		
<p>Wrap Up and Adjourn</p>	<p>Abigail Miller</p>	<p>I/D/A</p>