



## Executive Committee Meeting Minutes Tuesday, January 11, 2022 @ 1:30 p.m.

The meeting of the South Central Iowa Local Workforce Development Board Executive Committee was held on January 11, 2022, at 1:30 p.m. via Zoom.

### **CALL TO ORDER**

Chair McGee called the meeting to order at 1:36 p.m.

### **ROLL CALL**

**Committee Members Present:** Mark Cooper, Natalie McGee, Randy Westman, Teri Bocking

**Committee Members Not Present:** None

**Guests:** Don Seams – Wayne County CEO, Angela De La Riva

**Board Staff:** Krista Tedrow - Executive Director, Reggie St. Romain – Associate Director

### **\*CONSENT AGENDA**

Westman made a motion to approve the consent agenda; approval of 12.14.2021 draft meeting minutes, seconded by Bocking. Ayes all, motion carried unanimously.

### **LOCAL AREA UPDATES**

Tedrow and St. Romain gave an overview of recent closings and update on dislocated workers, SWOT (strengths, weaknesses, opportunities, threats) Analysis of Ottumwa, Rural Development Council, a grant was submitted, Local Plan was conditionally approved, Monitoring responses were submitted, committee updates, and Town Hall meeting with IWD.

### **ONE STOP OPERATOR**

The state has provided guidance that the board does not need to procure a One Stop Operator until next year. The funds will need to be re-allocated.

### **DRAFT BUDGET AMENDMENT**

The budget amendment was provided for the committee to review. It will be voted on by the Finance Committee and a recommendation will be made to the full board for approval.

### **\*EXECUTIVE ASSISTANT**

Committee reviewed the job description and agreed the board needs an Executive Assistant. Westman made a motion to extend the offer of Executive Assistant to Nicole Krause on a six month contract at \$14 an hour, not to exceed \$15,000, seconded by Bocking. Ayes all, motion carried unanimously.

### **JANUARY BOARD MEETING**

Committee discussed more details about the January 27, 2022 in person meeting, tour and dinner. Board members, CEOs and committee members are invited. Also discussed additional agenda items for the meeting.

### **OTHER BUSINESS**

There was none.

### **PUBLIC COMMENT**

There was none.

### **\*ADJOURNMENT**

Cooper made a motion to adjourn, seconded by Bocking. Meeting adjourned at 2:20 p.m.