

**RWDB Meeting  
3420 University Ave.  
Waterloo Iowa, 50701  
Waterloo, Iowa  
February 27, 2020  
4:00am – 5:00 pm**

**Conference Call Number  
(866) 685-1580  
Conference Code  
4772635870  
Board Website**

<https://www.iowawdb.gov/>

**Attended**

Deborah Collett

James Fagg

Amber Youngblut

Karla Organist

Jamie Kramer

Kyle Clabby-Kane

James Denholm

Larry Young

Chris Parker

Chris Hannan

Chris Borglum

Janis Cramer

Laura Hildebaugh

**1. Welcome**

Meeting began at 4:01 pm.

**Review and Act**

2.1 February 27, 2020 Agenda and November 21, 2019 Minutes

Amber greeted the group and asked if anyone had an addition for the agenda. Amber motioned to approve the February agenda. Janis Cramer motioned, 2<sup>nd</sup> by Jamie Kramer. None opposed, motion passes.

Amber next motioned to approve November minutes, motion to approve made by Karla Organist, 2<sup>nd</sup> by Jim Denholm. None opposed, motion passes.

**2. System Update**

Business closure announced at HyPro, and IowaWORKS are assisting well to help the employees hit the ground running. 73 employees will be affected. Kyle agreed that they were

excellent to work with. Amber Youngblut asked how late they are open and Chris stated that they close in March.

Update to gear up to fix the Bremer County parks that were affected by the 2019 flooding, and that is a project under Dustin Brocka. Direct questions to him.

One AmeriCorps member is working within the Transportation sector board, one AmeriCorps member is doing healthcare. The 10<sup>th</sup> annual Manufacturers Conference is the 29<sup>th</sup> of April. It is being held at Hawkeye Community College on Wednesday April 19<sup>th</sup> 2020. It is also included on Hawkeye Community College website, or register in office here (IowaWORKS).

James Fagg, (Manager of ELL and Family Literacy), Van G. Miller Adult Learning Center) is speaking for Laura today. The biggest news to share is a new federal grant, on a 5 year cycle, will begin in April. AFLA base grant/ILCE grant, is intended for integrated language and education. We will be planning new adaptations for the classroom to be within the guidelines of the grant.

Rest of the updates include that the center is still running 25 classes a week for the semester in High School completion classes. Refer to notes emailed for other data.

IET, IEL students offering a CDL program to pilot this summer. Hoping for large interest for this.

Kyle Clabby-Kane spoke next.

Kyle began by introducing himself. He stated that he has been with IWD out of Des Moines for over 4 years now. Worked for the grant manager and most recently the flood grants.

Title III updates. Mary Traywick retired in December and we were able to get the position posted and had an offer out before she left, and her new replacement started soon after Mary left. Registered Apprenticeships have at least 10 for every region; region 7 was the only region to meet and exceeded the 10 placements plus some.

Business and community engagement, trying to work within the areas to learn what they need, and get the help that they identify that they need. Mission is to connect youth with work. Large expungement clinic coming this spring, there are more than 17 now that are registered to participate. Labor law posters are free of charge, and will be disseminated to all who need them.

Mike Howell shared via Chris today. Chris shared that the goals for business services and actions steps. The team is working to incentivize employment and other incentives for employers. Working to have active meetings within the communities, and have extensive partnerships to reach the people who need the help. Mike is working with the school districts to work closely with the youth for career readiness. Mentioned that pre-employment and transition hours.

### **3. Conflict of Interest Statements**

Chris asked us to refer to a prepared handout, and asked all in attendance to sign before everyone left. Please sign the forms before you leave. Kyle asked where the form came from; Chris stated

that it came from Des Moines. Kyle stated that there are some wording needs to be changed. There will be more to come, and Kyle will bring corrected sheets to the table for our next meeting in April. Amber requested that when we have state board approved language that they be sent out ASAP, and returned to Chris.

## **5. Sub-Committee Reports**

5.1 Youth- Meeting occurred but no knowledge of it.

5.2 Disability- Mike did not share a report and Christ states that he is not sure if the Disability Access Committee met.

5.3 Operations- Focused largely on professional development for staff. February 19<sup>th</sup> was a meeting for all staff and partners.

## **6. Spring 2020 Compliance Brief**

Handout for this is in the packets and is related to realignment and compliance. Read at your leisure.

## **7. Review and Act Items**

7.1 Standing Committee Restructuring

Add Joe Weigel to the two committees, youth and operations committee. Motion to approve by Jim Denholm, Karla Organist 2<sup>nd</sup>. No opposed. Motion passes.

7.2 Board By-laws

14 pages of by-laws for the boards. Amber found one item on page 3, item 7.2. Total of 18, and the number 19 should be used instead. Any questions or comments on by-laws as they are presented. Amber asks for motion to approve by-laws, Jamie Kramer to approved, Janis Cramer 2<sup>nd</sup>. None opposed, motion passes.

7.3 Review and Appoint New Members

One application to formally appoint Kyle Clabby-Kane to the board. Chris shared that Mike Howell also applied to the board. Debra has submitted resignation, and Kyle will now be the nominee as the manager. Mike Howell's old application will be lapsing, so this will be a new nomination.

Amber asks for motion to approve Kyle's application to board. Jim moves, Jamie Kramer 2nds. None opposed, motion passes.

Amber asked for a motion to approve Mike Howell's nomination to the board. Janis moves to approve, Jim 2nds. None opposed, motion passes.

## **8. Informational Items**

8.1 WIOA Title I Financial Monitoring Report, if finalized

Hawkeye Community College was monitored financially in July. It has not been finalized, when it will be it will be shared with everyone.

8.2 American Job Center Annual Report

Included in the attachment. This report goes to the Department of Labor. This document has been paired down from years past. We sent the maximum for the whole system, was 25-50. This is the attachment that was submitted to Des Moines.

**9. Upcoming RWDB Meetings (all hosted at Cedar Valley IowaWORKS at 4 pm unless noted)**

9.1 April 30, 2020

9.2 June 25, 2020

9.3 September 24, 2020

9.4 November 19, 2020

**10. Adjournment**

Amber motions to adjourn meeting. Jim Denholm moves. 2<sup>nd</sup> by Jamie Kramer. None opposed, motion passes. Meeting adjourned at 4:28 pm.