



Iowa Region 3 & 4

CEO - RWDB

RWDB Chair: Dale Arends
CEO Chair: Barry Anderson

Region 3 & 4 Chief Elected Official Board and
Regional Workforce Development Board Combined Meeting

Thursday, March 26, 2020

9:30 a.m. to 11:30 a.m.

Join Hangouts Meet

meet.google.com/knw-rfrh-ymr or join by phone +1 929-238-0729 (PIN: 312611)

Due to the COVID-19 outbreak this meeting was held online and via phone.

CEO's Present: CEO Members Present: Barry Anderson, Pam Jordan, Merle Koedam, Jerry Muilenburg, Mike Schulte, Tim Schumacher, Kyle Stecker,

CEO Members Absent: Roger Faulstick, Kelly Snyder, John Steensma

RWDB Members Present: Jason Anderson, Dale Arends, Reva Arends, Lee Beem, Mike Carlson, Kristin Hanson, Rhonda Jager-Pippy, Tim Kinnetz, Lori Kolbeck, Kiley Miller, Diane Nelsen, Vernon Nelson, Mike Schulte, Carrie Turnquist, Kenneth Vande Brake

RWDB Members Absent: Susan Golwitzer, Steven McCauley, Scott Rettey, Ranae Sipma, Benjamin VanDonge, Gregory Ver Steeg,

1. Call to Order – Barry Anderson, CEO chair and Dale Arends, RWDB chair
2. Introduction of Members, State Staff and Guests
3. Welcome
Due to the COVID-19 outbreak the meeting today is being conducted entirely online and via phone. To keep the meeting moving we will be asking unanimous ballot for any of the votes. If anyone has any objection to any motion, be sure to say so, and we'll do roll call for that item.
4. Agenda Review
Motion by Kyle Stecker, second by Mike Schulte, agenda approved unanimous ballot
Motion by Mike Schulte, second by Reva Arends, agenda approved unanimous ballot
5. Approval of January 23, 2020 Meeting Minutes
 - a. RWDB Vote – Motion by Vernon Nelson, second by Diane Nelsen, motion approved unanimous ballot
 - b. CEO Vote – Motion by Merle Koedam, second by Pam Jordan, motion approved unanimous ballot
6. WIOA Core Partner Update – Adult Education and Literacy, Iowa Dept. for the Blind, Iowa Vocational Rehabilitation (WINTAC Process)
Lori – in February we held a mental health first aid training that all core partners attended, roughly 30 individuals. Very timely and beneficial. All staff felt it was very good and very successful. Continuing with WINTAC process; did action plan to build integration services. Will be carrying out the steps that were identified.
7. Osceola County Business Representative Appointment – Oath of Office – Conflict of Interest
Thank you to Mike Schulte, has worked hard to find someone who fits the qualifications of the position.
Gail Buchholtz – President and CEO of Sibley State Bank

- a. CEO Vote – Motion by Jerry Muilenburg, second by Tim Schumacher, motion approved unanimous ballot
8. Title II (Adult Education and Literacy) Alignment Review
Barry spoke on this. WIOA mandates local boards to coordinate activities with education and training providers in the region. Local boards must review the applications for Title II services to determine whether the proposed services are consistent with the strategies, needs and activities of the local plan. Upon completing the review, the local board must submit a recommendation to the Dept. of Education that rates the degree of alignment and offers suggestions for better alignment with the local plan.
9. Establish Alignment Review Committee Adhering to Potential Conflict of Interest
Val will lead the committee, can be done remotely\electronically. Remaining members of the previously established AEL Review Committee are Mike Carlson and Reva Arends.
 - a. RWDB Vote Motion by Mike Schulte, second by Dale Arends, to appoint Val Bonney, Reva Arends and Mike Carlson to the review committee. Motion approved unanimous ballot
10. Update on Iowa System Transformation (CEOs)
 - a. RWDB Board moving forward – required members aligned by gender and political affiliation
Barry - Working very hard to make sure we are in compliance with the new state guidelines. Need to continue board positions through the end of the year. Implore everyone to stick with it and stay the course. It will take a few meetings to get everything where it needs to be.
 - b. RWDB Employment Services position vacancy status
With Linda's retirement, this position hasn't been filled yet. Mackenzie Reiling has been appointed to the position temporarily. She will be the representative from the board until a fulltime position has been filled. CEO Vote - Motion by Tim Schumacher, second by Kyle Stecker, motion approved unanimous ballot
 - c. RWDB Member Conflict of Interest Statement all members
All members need to have this filled out and back by May 15th. Will get sent out today with directions on what to do with it.
 - d. Region 3-4 CLEO
Barry is board chair, Kelly is vice chair, Kyle Stecker willing to accept the CLEO position
Motion by Merle Koedam, second by Time Schumacher, motion approved unanimous ballot
 - e. Region 3-4 CEO Agreement
New 28E sent out to all the counties, and those have been passed and signed in all the counties. They are current and will be sent on to state.
 - f. Region 3-4 Fiscal Agent
Clay County has agreed to serve as the fiscal agent. That contract is being worked on and will need to be signed.
Motion by Tim Schumacher, second by Jerry Muilenburg, motion approved unanimous ballot
 - g. Region 3-4 RWDB By-laws
Updated RWDB By-laws in the packet and on Region 3-4 board website.
CEO Vote: Motion by Mike Schulte, second by Kyle Stecker, motion approved unanimous ballot
RWDB Vote: Motion by Mike Carlson, second by Carrie Turnquist, motion approved unanimous ballot
 - h. Region 3-4 Board Support
A new board support person has been identified. This will be a paid position. Board support will be Melissa Householder, from Kossuth County area. Kyle found her, EMT with flexible work schedule, should be able to take care of the boards needs. Wasn't able to be on the call today. Kyle very highly recommends to her hire as board support. She has set up an e-mail address – iowaregion3.4@gmail.com
Motion by Kyle Stecker, second by Mike Schulte, motion approved unanimous ballot
 - i. Title I Adult/DW Service Provision RFP
For anyone who desires to respond to the RFP – we need you to step off the line. Shawn Fick – Goodwill – stepping off the call at 10:16am. Val is retiring, NWIPD not responding to the RFP, Barry feels there is no conflict of interest to have Val help with the process at this time. Will continue with Val remaining on the call with no conflict.

The region will need to get a new service provider. NWIPD will not be responding to the RFP. Potential entities will get option to apply starting April 1, have until May 1 to respond. Review Committee meet between May 8 and May 21st to review and recommend providers of Adult-DW and Youth services. Boards will act on recommendation at the May 28th meeting. Training will be done during the month of June.

Need to vote to approve the timeline, and the RFP which has been updated from the 2016 RFP.

CEO Vote: Motion by Jerry Muilenburg, second by Mike Schulte, motion approved unanimous ballot
RWDB Vote: Motion by Mike Carlson, second by Diane Nelsen, motion approved unanimous ballot

j. Title I Youth Service Provider RFP RFP process and timeline approval. Timeline outlined above.

CEO Vote: Motion by Kyle Stecker, second by Mike Schulte, motion approved unanimous ballot

k. RWDB Vote: Motion by Carrie Turnquist, second by Diane Nelsen, motion approved unanimous ballot
Title I RFP Review Committee (RWDB and CEOs)

Deadline for questions will be April 15, April 17 questions will be posted to board website, May 1 proposals are due, May 8 proposals reviewed, May 21 review committee review, May 28 at board meeting will take action to award. July 1 period of performance starts. Need 3 CEOs and 3 RWDB members on the committees.

CEO Committee made up of Barry Anderson, Kelly Snyder, and Kyle Stecker

CEO Vote: Motion by Mike Schulte, second by Merle Koedam, motion approved unanimous ballot

RWDB Committee made up of Dale Arends, Carrie Turnquist, and Mike Schulte

RWDB Vote: Motion by Rhonda Jager-Pippy, second by Diane Nelsen, motion approved unanimous ballot

Shawn Fick called and invited back to meeting

- l. Region 3-4 One-Stop Operator by 9-1-2020 – One stop operator selected by September 1st. IWD working with CEOs to get a better idea of role of one-stop operator. Need to decide funding available for one-stop operator. On May agenda.
- m. Region 3-4 RWDB Budget Developed and Approved by 9-1-2020 – boards will need to determine the budget for the board positions of board support, fiscal agent, one-stop operator and service provider. Will be on May agenda.
- n. Proposed Title I Budgets PY 2020 - See page 23. Preliminary budget. Seems fairly consistent with current year.

11. RWDB Member Reappointment completed by June 30, 2020 – New paperwork with nomination, Conflict of Interest by May meeting. Being sent out by board support person.

- a. Beem - business
- b. VerSteeg business
- c. Jager-Pippy business
- d. Arends (Reva) - labor
- e. Rettey- labor
- f. Nelson (Vern) - labor

12. Regional Sector Board Update (Jason, Jolene)

COVID-19 situation has changed quite a bit of things. All the high school partnerships have had to come to a halt due to everything being shut down.

13. One-Stop Program Updates

a. Region 3-4 One-Stop Statistics

See page 24 and 25 of the packet.

b. WIOA Title I Expenditure Report through 02/29/20

See page 26 of the packet. Expenditure rate in the future may be lower due to not being at full staffing, customers not using support due to online learning, etc.

c. PY19 WIOA Title I Performance

Page 27 through 32 of the packet. Performance for PY19 quarter one and quarter two in packet. Qtr. 1 Median earnings for adults, state contacted us and said every region in the state is showing they haven't met the measure, but the state is meeting it. So there is clearly a problem with the data. They are working to

resolve. Region meeting all measures except DW Credential Rate. Hopeful that this region will meet the credential rate for dislocated workers.

d. PROMISE JOBS Update

none

e. Wagner-Peyser Update

14. Regional Disability Standing Committee – Lori Kolbeck
Lori – mental health first aid training. Working with customers who are angry or upset. Department for the blind will be doing training with the staff with hands-on role-playing training of how to best serve blind customers. Hope to be able to have it in April, but will postpone if needed due to COVID-19.
15. State Staff Update
16. Partner Update
17. Confirm Next Meeting Date and Adjournment (May 28, 2020)
Due to COVID-19, not sure if we'll have a meeting in person on May 28th. Board executives have authority to make decisions if the board can't come together, is allowed in bylaws. Will use only in the case of an emergency.

Motion to adjourn by Tim Schumacher, second by Kyle Stecker, motion approved unanimous ballot

Motion to adjourn by Diane Nelsen, second by Tim Kinnetz, motion approved unanimous ballot

Meeting adjourned at 10:52am