

Region 5 CEO Board Agenda

April 9<sup>th</sup>, 2020

10:00 am

Teleconference

- 1) Call to Order
- 2) Roll Call
- 3) Consider CEO Shared Liability Agreement-Action
- 4) Consider LWDB Bylaws – Action
- 5) Consider Appointment of Local Workforce Development Board – Action
- 6) Consider Selection of Fiscal Agent – Action
- 7) Consider Selection of Chief Lead Elected Official
- 8) Discuss Board Support Provider – Possible Action
- 9) Discuss LWDB Budget
- 10) Discuss One Stop Operator and Service Provider Contract and Extensions & Procurement Process

**Conference call instructions are as follows:**

**A minute or two prior to 10:00, you may start dialing this number:**

**1-401-375-9334**

**PIN # 294 760 860#**

**If asked, you are not the call leader.**

**If asked, give your name followed by the # sign.**

**You will then be added to the conference call. Please wait for the call to begin.**

**\*Please respond to Michelle Hammersland upon receipt of this email to confirm if you will be attending in person or by phone.**

**[Michelle.Hammersland@iowa.gov](mailto:Michelle.Hammersland@iowa.gov) (515) 573-8175**

## Cover Sheet

### **Intergovernmental Cooperation Agreement Forming the Local Workforce Development Area 5 Chief Elected Official Consortium for the Workforce Innovation and Opportunity Act of July 2014.**

The following pages contain a joint exercise of powers agreement, per Chapter 28E of the Code of Iowa, allowing for the formation of a required Chief Elected Officials Consortium, as outlined in the WIOA. The area covered by this agreement is the Iowa Local Workforce Development Area 5, which is comprised of the counties of, Wright, Humboldt, Pocahontas, Calhoun, Webster, and Hamilton; and all of which are signatories to this agreement.

This agreement was prepared on behalf of the Humboldt County Board of Supervisors by:

**Preparer:**     **Sandy Loney**, Humboldt County Supervisor  
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**Articles of Agreement  
For the Region 5 Chief Elected Official Consortium  
Workforce Innovation and Opportunity Act of 2014**

**WHEREAS**, pursuant to the Workforce Innovation and Opportunity Act of July 2014 (WIOA), the Governor of Iowa has determined that, the counties of Wright, Humboldt, Pocahontas, Calhoun, Webster, and Hamilton shall comprise Workforce Development Region 5; and

**WHEREAS**, the counties of Wright, Humboldt, Pocahontas, Calhoun, Webster, and Hamilton desire to participate in and be a member of Workforce Development Region 5 as designated by the Governor; and

**WHEREAS** Chapter 28E of the Iowa Code allows units of local government to indicate their joint participation in the WIOA by executing a joint exercise of powers agreement in accordance with those laws and regulations:

**IT IS NOW, THEREFORE AGREED**, that the above listed counties in Workforce Development Area 5, hereby join together for the purpose of establishing a chief elected official board under the WIOA as follows:

**1. Purpose**

To establish a Chief Elected Official Board (CEO Board) pursuant to the provisions of Iowa Code Chapter 28E and the WIOA.

**2. Duration**

This agreement shall be effective upon the approval of the Boards of Supervisors of each of the member counties and the filing of this Agreement with the Secretary of State. This Agreement shall continue until the WIOA is rescinded, the region as currently designated is changed by the Governor or upon the CEO Board amending this Agreement.

**3. New Entity**

No separate legal or administrative entity is being created because of this Agreement. Pursuant to Iowa Code Chapter 28E.6, the CEO Board shall be responsible for administering this agreement and joint undertaking.

**4. Organization and Administration**

- a. A CEO Board of six (6) members is hereby created. Each county that is a signatory to this agreement shall appoint one (1) of its board members to this board and each member shall have one (1) vote on issues to come before the CEO Board.
- b. The CEO Board shall elect a Chief Lead Elected Official (CLEO), and

Vice-CLEO by majority vote of the CEO Board and said officers shall be elected for one (1) year with each term expiring on Dec 31<sup>st</sup>.

## **5. Financing**

This joint cooperative undertaking is to be financed by the federal funds allocated to the region under the WIOA and with funds that the CEO Board may apply for and receive on behalf of the Region 1 Workforce Development Area.

## **6. Powers and Duties**

The roles and responsibilities of the CEO Board include:

- a. Providing input to the Governor, through IWD, on designation of local-workforce investment regions.
- b. Securing nominations for the local Regional Workforce Innovation and Opportunity Act Board (RWIOA Board) vacancies in accordance with Iowa Administrative Rules 877 - Chapter 6, and making final selection for appointment. It will be a shared priority by all members of the CEO Board to have a mix of representation on the RWIOA Board for each geographical area, within reason and in accordance with other board membership criteria.
- c. Accepting evenly shared liability for any misuse of WIOA Title 1 funds expended under the contract. It is hereby acknowledged that any repayment of funds must be made from non-Federal fund sources.
- d. Serving as Local Grant Recipient under WIOA, including designating an entity to serve as local sub-recipient.
- e. In partnership with the RWIOA Board, the CEO Board is responsible for:
  - i. Negotiating and reaching agreement with IWD on local performance standards.
  - ii. Local budget approval
  - iii. Maintaining a working relationship with staff at IWD for various topics
  - iv. Appointing a Youth Advisory Council.
  - v. Determining the role of the Coordinating Service Provider.
  - vi. Designating and certifying the Coordinating Service Provider.
  - vii. Developing a CEO Board/RWIOA Board Agreement, outlining how the two boards will cooperate and collaborate in establishing and overseeing the region's Workforce Development Center system.

- viii. Selecting the WIOA Service Providers.
- ix. Selecting the One Stop Operator.
- x. Developing and entering into a Memorandum of Understanding with the Workforce Development Center System Partners.
- xi. Conducting oversight of the local WIOA adult, dislocated worker services, and youth programs and the Workforce Development Center system; evaluating service delivery to determine if local needs and priorities are being met; determining whether regional needs have changed and if so, whether a plan modification is necessary; ensuring quality improvement is on-going, and ensuring that performance standards are met.
- xii. Developing and submitting the Regional Workforce Development Customer Service Plan based on the Regional Assessment and Analysis.

#### **7. Regional Workforce Innovation and Opportunity Act Board**

Nominations and appointments for the RWIOA Board shall be made in compliance with Iowa Administrative Rules 877 - Chapter 6. To the extent possible each county will be represented.

#### **8. Liability**

By approval of this Agreement and the consummation of an agreement with the RWIOA Board named above, each member county government jointly and separately accepts responsibility and liability for the operation of the WIOA Title 1 programs to the extent of the responsibilities assigned and agreed upon in any agreement between the CEO Board and local sub-recipient.

#### **9. Local Sub-recipient**

The CEO Board shall select the local sub-recipient by sole source. The entity will be confirmed by majority vote of the CEO Board. In addition to the responsibilities required by federal and state rules, the sub-recipient shall perform certain duties as directed by the CEO Board from time to time.

#### **10. Property**

No property, real or personal, shall be acquired as a result of this Agreement

#### **11. Internal dispute resolution process**

Any matter before the CEO Board which can not achieve a simple majority, or which 2/3rds or more of the board seeks guidance on, shall be referred to the IWD Board to make a recommendation or final decision.

## **12. Termination by Counties**

A county may withdraw from this Agreement by resolution of their Board of Supervisors and by providing notice of said withdrawal to the CEO Board at least ninety (90) days prior to the beginning of the upcoming fiscal year.

## **13. Amendments**

The terms and provisions of this Agreement may be amended by at least two-thirds (2/3) roll call vote of the members of the CEO Board at any regular or special meeting for which the members were notified at least ten (10) calendar days prior to said meeting.



# REGION 5 WORKFORCE DEVELOPMENT BOARD

## Bylaws

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### 1. Territory of Region.

Region 5 consists of the following counties in the State of Iowa:

- Calhoun County
- Hamilton County
- Humboldt County
- Pocahontas County
- Webster County
- Wright County

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### 2. Effective Date.

These Bylaws take effect on September 14th, 2017.

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### 3. Vision.

- 3.1. The Region 5 Workforce Development Board (WDB) will serve as a strategic leader and convener of local workforce development system stakeholders.
- 3.2. The WDB will partner with employers and the local workforce development system to develop policies and investments that support public workforce system strategies that support:
  - 1) The regional economy;
  - 2) The development of effective approaches including local and regional sector partnerships and career pathways; and

3) High quality, customer centered service delivery and service delivery approaches.

3.3. In partnership with the CEO Board, the WDB will set policy for the portion of the statewide workforce development system within the Region and consistent with State policies.

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## **4. Goals.**

The WDB will work to achieve the following goals:

- 4.1. The Region's employers will have access to advanced, skilled, diverse, and Future Ready workers.
- 4.2. All Iowans in the Region will be provided access to a continuum of high-quality education, training, and career opportunities.
- 4.3. The Region's one-stop delivery system will align all programs and services in an accessible, seamless, and integrated manner.

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## **5. Functions.**

The WDB will perform the functions in Iowa Code section 84A.4 and section 107(d) of WIOA as well as any other functions necessary to implement title I of the federal Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law No. 113-128.

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## **6. Responsibilities.**

### **6.1. Convene Stakeholders in the Region's One-Stop Delivery System.**

In order to ensure that its members actively participate in the convening of stakeholders in the one-stop delivery system, the WDB will:

- Encourage the creation of a communication and information dissemination strategy targeting Iowa's workforce and various stakeholders including youth, parents, employers, community leaders and others.
- Provide unique opportunities for businesses to take ownership in their community's growth in a variety of ways such as participating in Sector Boards, Employer Summits, and Job Fairs.
- Reassure our commitment to community partnerships, innovative approaches, and thoughtful assessments of every aspect of the workforce delivery system.



## **6.2. Broker Relationships with a diverse Range of Employers.**

In order to ensure that its members actively participate in the brokering of relationships with a diverse range of employers, the WDB will:

- Support the cultivation of local relationships with all employers regardless of size, net profit, or industry.
- Reassure our commitment to legacy industries and employers while providing system access to new and emerging sectors.
- Leverage Support for Workforce Development Activities

## **6.3. Leverage Support for Workforce Development Activities.**

In order to ensure that its members actively participate in the leveraging of support for workforce development activities, the WDB will:

- Avoid the duplication of services and activities within the One-Stop delivery system
- Allow partners to share resources and staff across geographic boundaries when necessary and allowable.
- Encourage community engagement into the One-Stop delivery system to enhance access, services, and eliminate barriers to employment.
- Support legacy partnerships for decreased costs in all aspects of the One-Stop delivery system

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## **7. Members.**

7.1. The WDB's membership must meet the requirements in:

7.1.1. The criteria for appointment to local workforce development boards in Iowa as established by the State Workforce Development Board pursuant to section 107(b)(1) of WIOA; and

7.1.2. Section 107(b)(2) of WIOA.

7.2. The WDB shall have a total of nineteen (19) voting members, with each representing an entity located within the Region. The WDB's voting membership shall consist of:

7.2.1. Ten (10) representatives of business.

7.2.2. Three (3) representatives of labor organizations.

7.2.3. One (1) representative of a Registered Apprenticeship program.

7.2.4. One (1) representative of an institution of higher education that performs workforce investment activities.

- 7.2.5. One (1) representative of an economic and community development entity.
  - 7.2.6. One (1) representative of an eligible provider of adult education and literacy activities under the federal Adult Education and Family Literacy Act (AEFLA), as amended by title II of WIOA.
  - 7.2.7. One (1) representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA.
  - 7.2.8. One (1) representative of a vocational rehabilitation program under the federal Rehabilitation Act of 1973, as amended by title IV of WIOA.
- 7.3. The WDB shall have a total of one (1) nonvoting members, representing entities located within the Region. The WDB's nonvoting membership shall consist of:
- 7.3.1. One (1) representative who is a city elected official.

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## **8. Nomination Process.**

- 8.1. Representatives of business must be nominated by local business organizations and/or business trade organizations.
- 8.2. Representatives of labor organizations must be nominated by local labor federations.
- 8.3. Every applicant to serve on the WDB, regardless of whether the nominee is a current member seeking re-appointment or an individual who has never served on the WDB before, must complete and sign the application to serve on the WDB that is created and distributed by IWD in collaboration with the Governor's office.
- 8.4. Every applicant to serve on the WDB must submit the applicant's completed and signed application to the chairperson of the CEO Board.
- 8.5. When there is more than one eligible provider of adult education and literacy activities under the AEFLA, as amended by title II of WIOA, the CEO Board must solicit nominations from those providers.
- 8.6. When there is more than one institution of higher education providing workforce investment activities, the CEO Board must solicit nominations from those providers.
- 8.7. The representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA, must be nominated by IWD.
- 8.8. The representative of a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA, must be nominated by IVRS and IDB.

- 8.9. The CEO Board shall expediently vote on approval of an applicant and transmit the application to IWD, in accordance with the procedure established by IWD.
- 8.10. IWD will review each application to ensure it is complete and signed. If an application is not complete or signed, IWD will alert the CEO Board chairperson, WDB chairperson, and applicant. If an application is complete and signed, IWD will transmit the application to the Governor for consideration.
- 8.11. To ensure the prompt nomination of applicants for WDB membership positions that are vacated due to the end of the member's term of service, the WDB shall submit each year, in the month of January, to the CEO Board a report that includes:
  - 8.11.1. A complete membership roster of voting and nonvoting WDB members;
  - 8.11.2. The affiliation category of each WDB member;
  - 8.11.3. The appointment date of each WDB member; and
  - 8.11.4. The date upon which each WDB member's term of service on the WDB ends.

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## **9. Appointments.**

- 9.1. Only the Governor is authorized to appoint nominees to serve on the WDB under Iowa Code section 84A.4.
- 9.2. The Governor will notify IWD in writing of the appointment or rejection of a CEO Board nominee for the WDB.
- 9.3. IWD will notify the CEO Board of the Governor's appointment or rejection of a CEO Board nominee for the WDB.
- 9.4. An appointed member must complete the oath of office at the start of the member's term of service on the WDB. A member's completed oath of office shall cover the entirety of the member's term of service.
- 9.5. To ensure the prompt nomination of applicants for WDB membership positions that are vacated due to the end of the member's term of service, the WDB shall submit each year, in the month of January, to the CEO Board a report that includes:
  - 9.5.1. A complete membership roster of voting and nonvoting WDB members;
  - 9.5.2. The affiliation category of each WDB member;
  - 9.5.3. The appointment date of each WDB member; and
  - 9.5.4. The date upon which each WDB member's term of service on the WDB ends.

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## **10. Member Resignation.**

- 10.1. To resign from the WDB, a member must submit a written letter of resignation that is signed and dated by the member and that contains:
- 10.1.1. The member's full name;
  - 10.1.2. An affirmative statement of resignation from the WDB; and
  - 10.1.3. The effective date of the member's resignation.
- 10.2. The member must send — electronically or by U.S. Mail — the member's letter of resignation to both the chairperson of the WDB and the chairperson of the CEO Board.
- 10.3. A WDB member's letter of resignation shall be a public record under the Iowa Open Records Act, Iowa Code chapter 22.
- 10.4. Notwithstanding Sections 10.1 through 10.3, a WDB member may be deemed to have resigned as a matter of law pursuant to Iowa Code section 69.15 if either of the following events occurs:
- 10.4.1. The member misses three or more consecutive meetings of the WDB. This paragraph does not apply unless the first and last of the consecutive meetings counted for this purpose are at least thirty (30) days apart; or
  - 10.4.2. The member attends less than one-half of the regular meetings of the WDB within any period of twelve (12) calendar months beginning on January 1 or July 1. This paragraph does not apply unless the WDB holds at least four regular meetings during such period and applies only to such period beginning on or after the date upon which the member takes the oath of office and executes the required paperwork for the Iowa Secretary of State.
  - 10.4.3. However, if a member received no notice and had no knowledge of a regular meeting and gives the chairperson of the CEO Board and the Governor a sworn statement to that effect within ten (10) days after the person learns of the meeting, such meeting shall not be counted for the purposes of Iowa Code section 69.15 and this Section.
  - 10.4.4. The CEO Board, in its discretion, may accept or reject a resignation under Iowa Code section 69.15 and this Section. If the CEO Board accepts, the CEO Board must notify the WDB member and the Governor, in writing, that the resignation is accepted pursuant to Iowa Code section 69.15 and this Section.

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## **11. Member Removal.**

- 11.1. The CEO Board may remove a member from the WDB for conduct detrimental to the WDB.

- 11.2. The determination of whether conduct is detrimental to the WDB will be made on a case-by-case basis, depending on the facts of the situation. Conduct detrimental to the WDB may include, but is not limited to: criminal behavior, misuse of WDB funds, the acceptance of something of value in exchange for the specific performance of an official WDB function, a violation of the WDB conflict of interest policy, intentional violation of the Iowa Open Meetings Act, etc.
- 11.3. The CEO Board may appoint an independent entity to investigate the conduct of a WDB member and report back findings.
- 11.4. The WDB may recommend the removal of a WDB member to the CEO Board for conduct detrimental to the WDB by a vote in open session of no less than two-thirds (2/3) of the WDB's voting members. The WDB must include the reason for the removal vote in that meeting's minutes.
- 11.5. The CEO Board may remove a member from the WDB by a vote in open session of no less than two-thirds (2/3) of the CEO Board's membership. The CEO Board must include the reason for the removal vote in that meeting's minutes.
- 11.6. As soon as practicable but not later than five (5) days after the CEO Board's vote to remove a member from the WDB, the chairperson of the CEO Board must notify the WDB member, IWD, and the Governor's office in writing of the CEO Board's vote to remove the member and the reason for the removal.

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## **12. Terms of Service.**

- 12.1. The following voting members shall each serve a term of four (4) years:
  - 12.1.1. Representatives of business;
  - 12.1.2. Representatives of labor;
  - 12.1.3. The representative of a community-based organization;
  - 12.1.4. The representative of a Registered Apprenticeship program;
  - 12.1.5. The representative of an institution of higher education; and
  - 12.1.6. The representative of an entity performing economic and community development.
- 12.2. Members representing the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA; a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA; and an eligible provider of adult education and family literacy activities under the AEFLA, as amended by title II of WIOA, shall serve until:
  - 12.2.1. The entity the member represents loses its status as an entity providing such program services or activities; or

12.2.2. The member no longer works for or has ultimate policymaking authority for the entity the individual represents.

12.3. So long as an individual meets all applicable criteria necessary to qualify to serve on the WDB as a representative with a certain affiliation type under Section 7.1, there is no limit on the number of terms an individual may serve as a member of the WDB.

12.4. The CEO Board must stagger the terms of WDB members so that no more than one-quarter (1/4) of the WDB's members have their terms expire in a given year.

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### **13. Executive Officers.**

The WDB shall have executive officers identified in this Section.

#### **17.1. Chairperson.**

17.1.1. The CEO Board must choose the WDB chairperson from among the WDB representative(s) of business who the WDB nominates at its annual May meeting.

17.1.2. The WDB chairperson shall serve a term of one year.

17.1.3. A WDB member who has served a term as the chairperson once may serve additional terms as the chairperson, if appointed by the CEO Board.

17.1.4. The WDB chairperson shall preside over WDB meetings.

17.1.5. The WDB chairperson must communicate in writing the chairperson's receipt of a WDB member's resignation to the WDB's membership and the CEO Board's membership.

#### **17.2. Vice Chairperson**

17.1.1. At its annual May meeting, the WDB shall choose a vice chairperson from among its voting members.

17.1.2. The WDB vice chairperson shall serve a term of one year.

17.1.3. A WDB member who has served a term as the vice chairperson once may serve additional terms as the vice chairperson, if chosen by a majority vote in a public meeting of the WDB.

17.1.4. The vice chairperson of the WDB shall preside over WDB meetings if the chairperson is absent.

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## **18. Meetings.**

- 18.1. The Iowa Open Meetings Act, Iowa Code chapter 21, governs meetings of the WDB.
- 18.2. Any formal or informal gathering of a majority of the voting members of the WDB constitutes a meeting of the WDB.
- 18.3. The WDB may not take action without a quorum. A majority of the voting members of the WDB, who have completed the appointment process, constitutes a quorum. The WDB may not take action via an email vote.
- 18.4. The WDB may meet at a date and time designated by the WDB chairperson or upon submission to the chairperson of a written request by a majority of the WDB's voting members for a meeting at a certain date and time.
- 18.5. The WDB and its standing committees must use technology to promote member participation.
  - 18.5.1. All WDB meetings must have a conference call option that allows members and the public to participate via telephone.
  - 18.5.2. A WDB meeting may have an online conference option that allows members and the public to participate online.
  - 18.5.3. The WDB must provide an accessible location where members of the public may use technology to access the meeting. If the WDB has an accessible location where some members of the WDB will gather in person for the WDB meeting, that location will meet the requirements in this Section.
  - 18.5.4. The notice of the WDB meeting must include information on how a member of the public may access the meeting using technology.

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## **19. Alternative Designee Process.**

- 19.1. A WDB member who is unable to attend a meeting may assign an alternative designee to attend the meeting as the member's proxy.
- 19.2. An alternative designee for a representative of business on the WDB must have optimum policymaking authority or ultimate hiring authority for the business the individual would represent.
- 19.3. An alternative designate for a representative on the WDB identified in Sections 7.2.2 through 7.2.9 must have optimum policymaking authority and demonstrated experience and expertise.
- 19.4. A WDB member who wishes to have an alternative designee attend a meeting as the member's proxy must give as much advance notice as possible under the circumstance to the chairpersons of the WDB and CEO Board. Such notice must include the following information regarding the alternative designee:

- 19.4.1. Full name;
  - 19.4.2. Job title;
  - 19.4.3. Name of the organization the individual will represent;
  - 19.4.4. The location of the organization;
  - 19.4.5. If the alternative designee is a representative of business, whether the alternative designee has optimum policymaking authority or ultimate hiring authority.
  - 19.4.6. If the alternative designee is a representative identified in Sections 7.2.2 through 7.2.9, whether the individual has optimum policymaking authority and demonstrated experience and expertise.
- 19.5. The chairperson of the WDB must distribute the notice to the WDB as soon as practicable after receipt of notice under Section 19.3.
- 19.6. At the start of the WDB meeting at which the alternative designee is intended to serve as a proxy, the WDB must vote in open session on whether to accept the alternative designee as the WDB member's proxy for the meeting.
- 19.7. The WDB must include in the minutes of the meeting both the notice provided under Section 19.3 and the results of the WDB's vote on whether to accept the alternative designee as the WDB member's proxy.

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## **20. Standing Committees.**

- 20.1. The WDB may designate and direct the activities of standing committees to provide information and to assist the WDB in carrying out its functions, duties, and responsibilities.
- 20.2. A standing committee must have a member (voting or nonvoting) of the WDB as its chairperson.
- 20.3. A standing committee may have other members of the WDB as members.
- 20.4. A standing committee may include other individuals appointed by the WDB who are not members of the WDB and who the WDB determines have demonstrated experience and expertise.
- 20.5. The WDB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements in this Section.
- 20.6. A standing committee may make recommendations to the WDB regarding the standing committee's membership.



- 20.7. The WDB may authorize a standing committee to appoint individuals to serve as standing committee members so long as they have sufficient experience and expertise.
- 20.8. The WDB may require its standing committees to report back to the WDB as the WDB deems appropriate.
- 20.9. A standing committee may form work groups as the standing committee deems appropriate.
- 20.10. **Disability Access Standing Committee.** The WDB shall have a disability access committee that will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including but not limited to:
- 20.10.1. Issues relating to compliance with the Iowa Civil Rights Act of 1965, as amended, the Americans with Disabilities Act of 1990, as amended (ADA); and section 188 of WIOA regarding physical and programmatic access to the services programs, and activities of the one-stop delivery system, including the performance of the annual assessment of physical and programmatic accessibility of all one-stop centers in the Region, as required by section 107(d)(13) of WIOA and in accordance with section 188 of WIOA and the American Disabilities Act of 1990, as amended, 42 U.S.C. section 12101 *et seq.*
  - 20.10.2. Appropriate training for staff on providing services, supports for, or accommodations to individuals with disabilities;
  - 20.10.3. Appropriate training for staff on providing services, supports for, or accommodations with respect to finding employment opportunities for individuals with disabilities, with an emphasis on competitive integrated employment; and
  - 20.10.4. Work with the State Workforce Development Board Disability Access Committee to implement statewide initiatives in the Region.
- 20.11. **Youth Standing Committee.** The WDB shall have a youth standing committee with duties and responsibilities that include:
- 20.11.1. Providing information to the WDB on the provision of services to youth;
  - 20.11.2. To assist with planning, operational, and other issues relating to the provision of services to youth;
  - 20.11.3. Coordinating programs, services, and activities that address the employment, training, or education needs of eligible youth, including out-of-school youth, in the Region; and
  - 20.11.4. Coordinating with the State Workforce Development Board Youth Standing Committee on statewide initiatives.
- 20.12. **Operations Standing Committee.** The WDB shall have an operations committee.
- 20.12.1. The membership of the WDB's operations committee must, at a minimum, include the RWD members representing each of the core programs under WIOA, the director of

the Region's youth, adult, and dislocated worker programs under title I of WIOA, a representative of IDB, and representatives of other partner entities in the Region, as deemed appropriate by the operations committee.

- 20.12.2. The WDB's operations committee must send to the members of the WDB and CEO Board a report on or before the first day of each month. Such report must contain a summary of activities in the Region during the preceding month, anticipated activities during the current month for each partner program and information about individuals served by the operations committee's respective programs during the preceding month.
- 20.12.3. The WDB's operations committee must report to the WDB each meeting.

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## **21. Suspected Violation of Conflict of Interest Policy.**

- 21.1. The WDB may vote to recommend that the CEO Board investigate one of its members for violating the WDB conflict of interest policy.
- 21.2. The WDB must notify the chairperson of the CEO Board and IWD, in writing, of any vote to recommend CEO Board investigation of a WDB member under this Section. Such notification must include:
  - 21.2.1. The WDB member's name; and
  - 21.2.2. A summary of the events that form the basis for the WDB's recommendation.
- 21.3. The CEO Board may investigate a WDB member if:
  - 21.3.1. There is reasonable cause to believe that an actual or possible conflict of interest exists for a WDB member and such member has not disclosed such to the WDB; or
  - 21.3.2. A WDB board member engaged in conduct forbidden under the conflict of interest policy.
- 21.4. An investigation under Section 21.3 must follow the following procedures:
  - 21.4.1. **Notice.** As soon as practicable but not more than five days after the CEO Board votes to investigate, the CEO Board must inform the WDB member in writing of the basis for its belief that the WDB member has failed to disclose an actual or possible conflict of interest.
  - 21.4.2. **Explanation.** The CEO Board must afford the member an opportunity to explain the alleged failure to disclose or forbidden conduct.
    - 21.4.2.1. The WDB member's explanation must be in writing.

- 21.4.2.2. The WDB member's explanation must be submitted to the chairperson of the CEO Board as soon as practicable but no later than ten (10) days after the member receives notice from the CEO Board.
- 21.4.2.3. The WDB member may elect to make a presentation to the CEO Board at a meeting in addition to the member's written explanation.
- 21.4.3. **Further Board Investigation.** After receipt of the WDB member's explanation, the CEO Board may make further investigation as warranted under the circumstances. The CEO Board may designate and direct a committee of the board or a third party to conduct any such investigation.
- 21.4.4. **Vote on Whether a Violation Occurred in Open Session.** The CEO Board must conduct a roll-call vote in open session that is separate from any other votes, on the question of whether the WDB member violated the conflict of interest policy.
- 21.4.5. **Vote on Disciplinary Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take disciplinary action up to and including removal of the board member.
- 21.4.6. **Vote on Corrective Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take corrective action up to and including the rescission of any part of any process in which the WDB member participated that constituted a conflict of interest.
- 21.4.7. **Notice to IWD and the Governor.** As soon as practicable and no more than five days after CEO Board action pursuant to Sections 21.4.4 through 21.4.6, the CEO Board must notify, in writing, the members of the WDB, IWD, and the Governor's office of the investigation, findings, any disciplinary action, and any corrective action.

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## **22. Bylaws Amendment Procedure.**

- 22.1. These Bylaws may be amended only in accordance with Section 21.2 or 21.3.
- 22.2. The CEO Board may amend these Bylaws by majority vote to adopt the amendment in open session of a public meeting. An amendment to these Bylaws by the CEO Board will take effect on either the date of the vote or the date set by the CEO Board.
- 22.3. The WDB may initiate an amendment to these Bylaws. An amendment initiated by the WDB must be in accordance with the following:
  - 22.3.1. A majority vote of the WDB in open session of a public meeting approving the amendment and the submission of the amendment to the CEO Board for its consideration; and

**22.3.2.** A majority vote of the CEO Board in open session of a public meeting to adopt the amendment.

**22.3.3.** An amendment to these Bylaws initiated by the WDB will take effect on either the date of a CEO Board vote to adopt the amendment or the date set by the CEO Board.

# Region 05 Regional Workforce Board

Transitioning Structure FY18-19

\*Application currently submitted for Approval

Sector	Political Affiliation	Term Exp	Name
F	Business - Small	9/18/22	Cheryl O-Hern
M	Business	6/30/20	Dan DeWall
F	Business	9/18/22	Diane Harrison
F	Business	6/30/20	Molly Varangkounh-Chair
M	Small Business	6/30/20	Kyle Bangert
M	Business	6/30/20	Lynn Dreyer
M	Business	6/30/20	Jon Perrin
F	Business	6/30/20	Nancy Webb
F	Business	6/6/22	Renae Kruckenberg
F	Business	12/12/21	Alison O'Brion
F	Labor Representative	6/10/23	Susan Lockner
M	Labor Representative	6/30/20	Larry McBain-Vice Chair
M	Labor	6/30/20	Tom Salvatore
M	Registered Apprenticeship	12/12/21	Shawn Morgan
M	Community College	6/30/20	Dr. Daniel Kinney
Not a requirement – CEO decision to keep depends on number of businesses recruited to new structure			
Not a requirement – Will become Ex-Officio under new structure			
Not a requirement – CEO decision to keep depends on number of businesses recruited to new structure			
M	Economic Development	9/18/22	Tom Grau
F	Adult Education/Literacy Representative	9/18/22	Abby Underberg
F	Vocational Rehabilitation Representative	6/30/20	Lori Kolbeck
F	Wagner Peyser Representative	9/18/22	Faith Miller

\*With new member applications approved:

Male 9  
 Female 8  
 Democrat 5  
 Republican 6  
 Independent 6 -

## Chief Elected Officials

	Name	Address	Phone	Email
CEO – Hamilton County	Doug Bailey (Chair)	2300 Superior St, Suite 3, Webster City, IA 50595	(515)832-8566	dbailey@hamiltoncounty.org
CEO – Calhoun County	Mike Cooper (VC)	416 4 <sup>th</sup> Street, Rockwell City, IA 50579	(712)297-7741	mcooper@calhouncountyiowa.com
CEO – Pocahontas County	Clarence Siepker	309 S. Laurens St Laurens, IA 50554	(712)335-3361	csiepker@pocahontascoia.us
CEO – Humboldt County	Sandy Loney	2013 Main St. P.O. Box 100 Dakota City, IA 50529	515-332-5677	sloney@humboldtcountyia.org
CEO – Webster County	Bob Thode	701 Central Ave Fort Dodge, IA 50501	515-570-0950	bob.thode@webstercountyia.org
CEO – Wright County	Rick Rasmussen	PO Box 151 Goldfield, IA 50542	(515)890-1615	Raslawncare@gmail.com

# Central Iowa Juvenile Detention

## Workforce Development Region 5 Fiscal Proposal

Serving: Calhoun, Hamilton, Humboldt, Pocahontas, Webster & Wright Counties

Central Iowa Detention has been providing Fiscal Services since 2007. We have provided these services for many Decats, ECI areas, Juvenile Court Services and the Department of Human Services. We have managed over \$30 million in fiscal funds in the last 13 years. We have a solid reputation of providing timely payments and accountable reporting.

Kassie Ruth is the Fiscal Director at Central Iowa Detention and she has a proven record of providing exceptional service. Central Iowa Detention is a 24-hour facility which gives us a huge advantage over other providers especially in times where an emergency payment is needed immediately.

### CIJDC's Current Fiscal Services Contracts

Polk County Decat Fiscal Services  
Buchanan Delaware & Fayette Decat  
Benton Iowa Decat  
Partnerships 4 Families ECI  
Union Decatur Decat  
Story Decat  
Calhoun Pocahontas Webster Decat  
Marshall Hardin Decat  
Jasper Poweshiek Tama Decat  
1st Judicial District JCS Mentoring  
8th Judicial District Juvenile Court Services  
JCS 1st District Flex Services  
Marshall Hardin ECI  
DHS Eastern Service Area #3  
Howard Allamakee Winneshiek Clayton ECI

Des Moines Louisa Henry Washington ECI  
Buchanan Delaware & Fayette ECI  
Benton Tama ECI  
Mahaska Wapello Decat Family Treatment Court  
Boone Dallas Decat  
Humboldt Hamilton Wright Decat  
Howard Allamakee Winneshiek Clayton Decat  
Mahaska Wapello Decat  
Dubuque Decat  
2nd Judicial District Juvenile Court Services  
DHS Waterloo Service Area #2  
JCS 1st District Tomorrow's Leaders  
Osceola Dickinson O'Brien, Clay "Lakes" ECI  
Dallas Adair Madison, Warren "4R Kids" ECI  
Black Hawk "Cedar Valley's Promise" ECI

### CIJDC's Services Provided

Payment of Claims in a timely manner  
Accounting for all budgetary line items  
Bank Account Management and Reconciliation  
Monthly Financial Reporting

### FEE

Our Fee would be \$15 for each transaction, billed monthly.

Sincerely,

Kassie Ruth- Fiscal Director