

**Region 5 Regional Workforce Development Board & CEO  
Meeting Agenda**

**April 29, 2020**

**4:00pm**

Meeting Type: RWDB & CEO Meeting

Location: Conference Call or Video Option Only

Due to the COVID-19 outbreak this will **not** be a face to face meeting

Meeting Facilitator: RWDB Chair, Molly Varangkounh

- I. Call to order
- II. Roll call for RWDB and CEO, Introduction of Guests
- III. Approval of Agenda – RWDB & CEO
- IV. Approval of Minutes– RWDB & CEO
  - a) November 6, 2019 Minutes – RWDB & CEO
  - b) March 4, 2020 Minutes - RWDB & CEO
  - c) April 9, 2020 CEO Minutes - CEO
- V. Open issues
  - a) Fiscal Update - Adult/DW/Youth
- VI. Core Partner Updates
  - a) Title I – Adult, DW, Youth
  - b) Title II – Adult Ed
  - c) Title III – Wagner Peyser
  - d) Title IV – Vocational Rehabilitation
- VII. Board Committee Updates
  - a) Youth Standing Committee
  - b) Disability Committee

VIII. New business

- a) Title II Adult Education Grant (*Abby Underberg*)
- b) Establish Alignment Review Committee Adhering to Potential Conflict of Interest (*Molly*)
  - i) RWDB Vote
- c) Realignment Update (*CEOS*)
  - i) Region 5 CLEO
  - ii) Region 5 RWDB & CEO Bylaws
  - iii) Appoint Region 5 Fiscal Agent
  - iv) Appoint Region 5 Board Support
  - v) RWDB Board moving forward
  - vi) Contract - Adult/DW Service Provider
  - vii) Contract - Youth Service Provider

IX. County & Additional Partner Update

X. Public Comments

XI. Schedule Upcoming Meeting Date (**May or June**)

XII. Adjournment

**Conference call instructions are as follows:**

A minute or two prior to 4:00pm, you may start dialing this number: **1-323-694-0599**      **PIN: 416 388#**

**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.**

**Video Call Link:** (*open in Google Chrome*)

**[meet.google.com/cee-esdk-wuq](https://meet.google.com/cee-esdk-wuq)**

**\*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**

*Pending Approval*  
Region 5 WORKFORCE DEVELOPMENT BOARD  
(RWDB)  
CHIEF ELECTED OFFICIALS  
(CEO'S)  
Wednesday, November 6, 2019  
4:00 p.m.  
IowaWORKS  
Three Triton Circle  
Fort Dodge, IA 50501

RWDB in attendance:	Bangert, Kyle Miller, Faith	Harrison, Diane Underberg, Abby	Kolbeck, Lori Varangkounh, Molly
RWDB in attendance via phone:	Grau, Tom	McBain, Larry	O'Brion, Alison
RWDB absent:	DeWall, Dan Kruckenberg, Renae O'Hern, Cheryl Webb, Nancy	Dreyer, Lynn Lockner, Sue Perrin, Jon	Kinney, Dan Morgan, Shawn Salvatore, Tom
CEO's in attendance:	Bailey, Doug Siepker, Clarence	Cooper, Mike Thode, Bob	Loney, Sandy
CEO's absent:	Rasmussen, Rick		
Guests in attendance:	Blunk, Shelly, Mason, Kerstan Zimmerman, Ashlee	Hammersland, Michelle Slagle, Ronee	Larson-White, Teresa Vorrie, Melissa

**I. Call the Meeting to Order:**

RWDB Chairperson Molly Varangkounh called the regular meeting of the Region 5 RWDB/CEO to order on November 6, 2019 @ 4:00 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa.

**II. Roll call for RWDB and CEO, Introduction of Guests:** – each person introduced themselves and their position or relationship to the board. Quorum was met for both RWDB and CEOs.

**III. Approval of Agenda:**

**a. RWDB:** Kyle Bangert made the motion to approve, Seconded by Diane Harrison. Motion passed unanimously.

**CEO:** Sandy Loney made the motion to approve, Seconded by Mike Cooper. Motion passed unanimously.

**IV. Approval of Minutes:**

**a. August 13, 2019**

**i. RWDB:** Kyle Bangert made the motion to approve, Seconded by Faith Miller. Motion passed unanimously.

**ii. CEO:** Clarence Siepker made the motion to approve, Seconded by Bob Thode. Motion passed unanimously.

**V. Success Story** – Deon Clayton was unable to attend the meeting in person but gave permission for the success story video to be shared. Deon overcame multiple barriers, including criminal background, lack of transportation, lack of funds, etc. Deon received support from each of the core partners to successfully complete the ICCD CDL program and is, today, successfully employment as truck driver.

## VI. Open Issues

- a. **Board Membership Update:** See handout – board is 100% full.
- b. **Fiscal Update Adult/DW:** See handout – waiting on further funds to come through but on track for spending.  
  
**Fiscal Update Youth:** See handout – WEP youth salaries are including in these totals. Currently have two youth in active WEP positions. On track for spending.

## VII. New Business:

- a. **Eaton-Belmond Update** – Fort Dodge and Mason City IowaWorks are partnering together to provide support and prepare employees for the layoff and next steps. Weekly meetings are occurring. Approximately 250 people are going to be affected in total. Three different layoff timeframes. 1<sup>st</sup> step that IowaWorks is focusing on is getting everyone registered in the system.
- b. **Title 1 Performance Review** - See handout – Met goals with the exception of adult credentials. This is due to some glitches with the GEO conversion. The report was sent in with that caveat. Melissa and Kerstan have done data entry and fixed the errors and the next report should show that that goal is being met.
- c. **Realignment Update** – CEOs have met twice with another meeting scheduled. The goal for the new region is July 2020. The proposed meeting place for the new region is Storm Lake. Ronee Slagle is the new contact person. Sandy Loney is the new Vice Chair. There is still no word on the status of the appeal. Iowa is the last state in the nation to move forward with compliance. Now there is no choice but to move forward. In order for Iowa to maintain Title I funding, we have to be in compliance with DOL rules. The partners have been filling the roles of the fiscal agents up to this point but it must change for the future. CEOs will be tasked with developing the new board for the new areas. The new board will be tasked with hiring executive staff who will answer to the board. The board will select the service providers and one-stop providers. The board will develop it's own bylaws and determine the new quorums. The current board still needs to meet to make decisions on actions items until the new board is put into place.

## VIII. Board Committee Updates

- a. **Youth Standing Committee:** Funding is down. Two youth are employed in Work Experience Programs. They have created a hygiene corner for youth get job ready. More youth are going to work and school.
- b. **Disability Committee:** Meeting again in December. Deaf Services focus group scheduled for 12/13/19. October was National Disability Awareness Month, Voc. Rehab. Focused on on-line awareness but have a speaker coming in February to focus on different ways to access the workforce.

## IX. Core Partner Updates

- a. **Title I – Adult, DW:** Several short term classes currently going on or starting soon. Expecting enrollment to increase with the closing of Eaton.  
  
**Youth:** Enrollment remains consistent which is good because that means that jobs are hiring. Continuing to partner with HiSet and Promise Jobs to reach out to potential individuals who could benefit from services.
- b. **Title II – Adult Ed:** Working to introduce an Integrated Para-educator type class that will provide students with the skills to be a good para educator, hoping to lead to certification. Served 183 students in HiSet and 187 in ESL.
- c. **Title III – Wagner Peyser:** See handout – enrollment continues to increase with both participants and businesses. Several business tours have happened. HBI region now complete. ADA training completed. Veteran Open House and Registered Apprenticeship Open House coming up.

**d. Title IV – Vocational Rehabilitation:** Hired new counselor who is also an experienced veteran. Excited for the opportunity and knowledge he brings to the table.

**X. County & Additional Partner Update:** None

**XI. Public Comments:** None

**XII. Schedule Upcoming Meeting Date:** Will be scheduled.

**XIII. Adjournment:**

**RWDB** – Kyle Bangert made the motion to approve, Seconded by Faith Miller. Motion passed unanimously

**CEO** – Sandy Loney made the motion to approve, Seconded by Mike Cooper. Motion passed unanimously.

Meeting was adjourned at 5:15p.m.

*Pending Approval*  
Region 5 WORKFORCE DEVELOPMENT BOARD  
(RWDB)  
CHIEF ELECTED OFFICIALS  
(CEO'S)  
Wednesday, March 4, 2020  
4:00 p.m.  
IowaWORKS  
Three Triton Circle  
Fort Dodge, IA 50501

RWDB in attendance:	Bangert, Kyle Miller, Faith	DeWall, Daniel Varangkounh, Molly	Grau, Tom
RWDB absent:	Dreyer, Lynn Kolbeck, Lori McBain, Larry O'Hern, Cheryl Underberg, Abby	Harrison, Diane Kruckenberg, Renae Morgan, Shawn Perrin, Jon Webb, Nancy	Kinney, Dan Lockner, Sue O'Brion, Alison Salvatore, Tom
CEO's in attendance:	Bailey, Doug Rasmussen, Rick	Cooper, Mike Siepker, Clarence	Loney, Sandy Thode, Bob
Guests in attendance:	Blunk, Shelly Larson-White, Teresa	Hammersland, Michelle Vorrie, Melissa	

**I. Call the Meeting to Order:**

RWDB Chairperson Molly Varangkounh called the regular meeting of the Region 5 RWDB/CEO to order on March 4, 2020 @ 4:05 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa.

**II. Roll call for RWDB and CEO, Introduction of Guests:** – this was skipped as there was not enough RWDB present to meet quorum.

**III. Approval of Agenda:** This was skipped as there was not enough RWDB present to meet quorum. Will vote at the next meeting.

**IV. Approval of Minutes:** This was skipped as there was not enough RWDB present to meet quorum. Will vote at the next meeting.

**V. Open issues**

**a. Fiscal Update – Adult/DW** – see handout. Monies will be spent with very little carry over. Priority will be student tuition.

**b. Youth** – Not many youth enrolled to spend the money on, but on target for spending. Might have some carry over funds.

**VI. Core Partner Updates**

**a. Title 1 – Adult/DW** – Currently working with Eaton during their layoff process. Partnering with Mason City office. Rapid response meeting held recently. Misty Harbor rapid response meeting held as well. Most of their workers are seeking other jobs so they are working with IowaWorks.

**Youth** – 20 active youth currently. Still accepting referrals and connecting to resources.

- b. **Title II – Adult Ed** – Orientation for next round of classes coming up. Student support certificate classes set to begin soon. Currently in the process of reapplying for funds.
- c. **Title III – Wagner Peyser** – Recently had staff in-service – all trained in mental health first aid – all certified. Business tour for job seekers on 3/13/20 with Unity Point & Friendship Haven. Veterans tours at Nestle on 3/30/20. There were 20740 different service reasons that people came into center last quarter.
- d. **Title IV – Vocational Rehabilitation** – No report

**VII. Board Committee Updates**

- a. **Youth Standing Committee** – Met in December. Discussed needs of the youth and outreach. Eye opening as to the barriers that youth face, even as basic as role modeling hygiene. Employers spend a lot of time modeling what to say to customer, how to act, etc. just to get through the day on the job.
- b. **Disability Committee** - No report

**VIII. New Business**

- a. **Realignment Update:** See memo dated 3/4/20. Need to have most decisions made by 5/15/2020. However, One Stop Operator can be named by December 1, 2020. Never had one before. Partner have done these services by themselves. Need to put out an RFP. The current youth provider can fill this role.

Fiscal agent right now is ICCC – need to name a new one. It can be an accounting firm. Need to decide to ask, doesn't have to be an RFP. Can just hire someone.

Board support – Need to be more than what has been required before. Midas/COG has been in discussion and they are potentially interested in filling the role as they are currently doing the same in the Carroll region.

If merging were to occur, logical merging would be with region 3-4 or region 11. Both of which are pursuing compliancy on their own. However, if required to merge, region 3-4 would be interested. Potential is there currently to partner on projects rather than full blown merge. This would allow collaborating on funds. Region 3-4 is interested in that option.

A lot of work has been gone into getting our current board to where it is currently is. It is working well and positive things are happening. Don't want to just give that up. Bilaws can be updated and budget can be developed and approved to bring it current and compliant. The decision was made that CEOs will move forward with not merging at this time.

**IX. County & Additional Partner Update:** None present

**X. Public Comments:** None present

**XI. Schedule Upcoming Meeting Date:** Will meet again in April for update. Meeting date will be set and sent out.

**XII. Adjournment:**

Meeting was adjourned at 5:20pm.



WIOA Financial Report

For the Period Ending: 4/30/2020

YTD through April 21, 2020

Grant Name	GL Account Number	Carryover	Current FY Grant	Total Budget	Staff & Overhead Expenses		Participant Expenses (800 Object)	Total Expenses	Staff & Participant		Total Obligations	Unobligated Balance	% of Carryover Spent/Obligated	% of FY17 Grant Spent/Obligated	% of Unobligated Funds	
					(Non-800 Object)	(800 Object)			Obligations	Obligations						
WIOA Admin	See Below			21,705.00				22,245.39	0.00	0.00	0.00	-540.39	NA	#DIV/0!	-2.49%	
WIOA Adult	See Below			121,208.72				92,303.48	0.00	0.00	0.00	28,905.24	NA	#DIV/0!	23.85%	
WIOA Dislocated Worker	See Below			126,753.21				96,765.86	0.00	0.00	0.00	38,537.35	NA	#DIV/0!	30.40%	
GAP	2-3-9795-00-XXX-00	3,900.50	113,172.00	117,072.50	16,975.80	95,678.25		112,654.05	8,608.86	31,388.00	39,996.86	-35,578.41	100.00%	131.44%	-30.39%	
PACE	2-3-9796-00-XXX-00	6,478.20	278,195.00	284,673.20	151,351.06	58,650.79		210,001.85	105,485.38	30,163.00	135,648.38	-60,977.03	100.00%	121.92%	-21.42%	
Totals								168,326.86	154,329.04	533,970.63						

Remaining  
4,418.45  
74,671.35

Enter data for the lines listed above as "See Below" in the areas provided below:

Grant Name	GL Account Number	Carryover	Current FY Grant	Total Budget	Expenses (Non-800 Object)	Expenses (800 Object)	Total Expenses	Overhead Obligations	Participant Obligations	Total Obligations	Unobligated Balance
WIOA Admin PY	2-4-9403-00-XXX-20		4,013.00	4,013.00	8,078.97		8,078.97			0.00	-4,065.97
WIOA Admin FY	2-4-9433-00-XXX-20		17,692.00	17,692.00	14,166.42		14,166.42			0.00	3,525.58
	2-4-9433-00-XXX-17	135.00									
	2-4-9433-00-XXX-18	1,564.00									
	Totals	0.00	21,705.00	21,705.00	22,245.39	0.00	22,245.39	0.00	0.00	0.00	-540.39

WIOA Adult	2-4-9419-00-xxx-19	23,045.72		23,045.72	18,098.87	4,946.85	23,045.72			0.00	0.00
	2-4-9413-00-XXX-20		14,440.00	14,440.00	2,009.76	12,430.24	14,440.00			0.00	0.00
	2-4-9419-00-XXX-20		76,982.00	76,982.00	11,924.44	36,152.32	48,076.76			0.00	28,905.24
	2-4-9419-00-xxx-17	468.00		468.00	-	468.00	468.00			0.00	0.00
	2-4-9419-00-xxx-18	6,273.00		6,273.00	2,194.34	4,078.66	6,273.00			0.00	0.00
	Totals	29,786.72	91,422.00	121,208.72	32,033.07	58,076.07	92,303.48	0.00	0.00	0.00	28,905.24

Remaining Balance  
28,905.24  
Carry over Goal  
\$ 18,284.40

WIOA Dislocated Worker	2-4-9429-00-XXX-19	22,822.21		22,822.21	14,769.94	8,052.27	22,822.21			0.00	0.00
	2-4-9423-00-XXX-20		21,672.00	21,672.00	11,198.00	10,474.00	21,672.00			0.00	0.00
	2-4-9429-82-XXX-20		82,259.00	82,259.00	16,937.81	26,783.84	43,721.65			0.00	38,537.35
	2-4-9429-82-XXX-17	748.00		748.00	748.00	748.00	748.00			0.00	0.00
	2-4-9429-82-XXX-18	7,802.00		7,802.00	2,999.27	4,802.73	7,802.00			0.00	0.00
	Totals	22,822.21	103,931.00	126,753.21	42,905.75	50,860.84	96,765.86	0.00	0.00	0.00	38,537.35

Remaining Balance  
\$ 29,987.35  
Carry over Goal  
\$ 20,786.20

RWIB Adult Admin	2-4-9403-00-XXX-20		530.00	530.00			0.00			0.00	530.00
RWIB DW Admin	2-4-9433-00-XXX-20		470.00	470.00			0.00			0.00	470.00



## 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 April 9th, 2020.

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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

\*Application currently submitted for Approval

Transitioning Structure FY18-19				
	Sector	Political Affiliation	Term Exp	Name
F	Business - Small	Republican	9/18/22	Cheryl O-Hern
M	Business	Republican	6/30/20	Dan DeWall
F	Business	Indepedent	9/18/22	Diane Harrison
F	Business	Independent	6/30/20	Molly Varangkounh-Chair
M	Small Business	Republican	6/30/20	Kyle Bangert
M	Business	Republican	6/30/20	Lynn Dreyer
M	Business	Independent	6/30/20	Jon Perrin
F	Business	Democrat	6/30/20	Nancy Webb
F	Business	Independent	6/6/22	Rena Kruckenberg
F	Business	Democrat	12/12/21	Alison O'Brion
F	Labor Representative	Independent	6/10/23	Susan Lockner
M	Labor Representative	Republican	6/30/20	Larry Mcbain-Vice Chair
M	Labor	Democrat	6/30/20	Tom Salvatore
M	Registered Apprenticeship	Independent	12/12/21	Shawn Morgan
M	Community College	Republican	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	Democrat	9/18/22	Tom Grau
F	Adult Education/ Literacy Representative	Democrat	9/18/22	Abby Underberg
F	Vocational Rehabilitation Representative	Independent	6/30/20	Lori Kolbeck
F	Wagner Peyser Representative	Independent	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	<a href="mailto:sloney@humboldtcountyiowa.org">sloney@humboldtcountyiowa.org</a>
CEO - Webster County	Bob Thode	701 Central Ave Fort Dodge, IA 50501	515-570-0950	<a href="mailto:bob.thode@webstercountyiowa.org">bob.thode@webstercountyiowa.org</a>
CEO - Wright County	Rick Rasmussen	PO Box 151 Goldfield, IA 50542	(515)890-1615	Raslawncare@gmail.com