

# Regional Workforce Development Board & Chief Elected Officials Meeting Minutes April 30, 2020 Board Meeting

**RWDB Present:** J.R. Ackley, Jennifer Breister, Eric Kingland, Terri Swanson, Sherry Becker, Julie Dannen, Gayla Toebe, Hunter Callanan, Sandra Leake, Sis Grieman, James Erb

**RWDB Absent:** Cindy Harris, Nick Foley, Mary Ott

**CEO Present:** Corey Eberling, Sis Grieman, Barb Francis, Linda Tjaden

**CEO Absent:** Mike Stensrud, Mark Smeby, Tim Latham

**Staff:** Taylor Williams, Regional Director, Caroline McManigal, Board Support

**Guests:** Patti Hanson, Dean Continuing Ed-NIACC, Linda Rouse, IWD State District Manager

## AGENDA APRIL 30, 2020

**1.0 Welcome**

Corey thanked everyone for joining meeting and took board member roll call.

**2.0 Success**

Jon Hanni spoke with the board via Zoom. He is the DREP supervisor for Franklin County Secondary Road Dept. Right now, they have three drivers and one mechanic. Served eighteen years in the military and between learning set standards and managing two to thirty people, the experience has helped him with this new position. Jon has a good working relationship with his crew, and they are able to reach him at any time. Good and consistent communication with his crew is especially important during this current period with the COVID-19. Jon learns something new every day and he feels it is important to be open minded to new ideas.

**3.0 Action Items**

a. RWDB/CEO Approval of April 30, 2020 Agenda

RWDB Motion <u>J.R. Ackley</u>	2 <sup>nd</sup> <u>Terri Swanson</u>	Vote
CEO Motion <u>Linda Tjaden</u>	2 <sup>nd</sup> <u>Barb Francis</u>	Vote

b. RWDB/CEO Approval of February 6, 2020 meeting minutes

RWDB Motion <u>Terri Swanson</u>	2 <sup>nd</sup> <u>Sherry Becker</u>	Vote
CEO Motion <u>Sis Grieman</u>	2 <sup>nd</sup> <u>Barb Francis</u>	Vote

c. RWDB/CEO Approval of March 19, 2020 electronic meeting minutes

RWDB Motion <u>Jim Erb</u>	2 <sup>nd</sup> <u>J.R. Ackley</u>	Vote
CEO Motion <u>Sis Grieman</u>	2 <sup>nd</sup> <u>Linda Tjaden</u>	Vote

- d. CEO Kelly Hansen – CEO Board Resignation Letter Acceptance  
 CEO Motion Barb Francis 2<sup>nd</sup> Linda Tjaden Vote
- e. Elect Chief Lead Executive Officer (CLEO) – Corey Eberling Elected  
 CEO Motion Sis Grieman 2<sup>nd</sup> Linda Tjaden Vote
- f. Elect Vice Lead Executive Officer – Sis Grieman Elected  
 CEO Motion Linda Tjaden 2<sup>nd</sup> Barb Francis Vote
- g. Elect Chair – Regional Workforce Development Board – Jennifer Breister Elected  
 RWDB Motion J.R. Ackley 2<sup>nd</sup> Eric Kirkland Vote
- h. Elect Vice Chair – Regional Workforce Development Board – Hunter Callanan Elected  
 RWDB Motion Sis Grieman 2<sup>nd</sup> Sandra Leake Vote
- i. Discussion and Potential Approval of extending Youth Service Provider contract to December 31, 2020 – North Iowa Area Community College  
 RWDB Motion Eric Kirkland 2<sup>nd</sup> Jennifer Breister Vote  
 CEO Motion Linda Tjaden 2<sup>nd</sup> Barb Francis Vote
- j. Discussion and Potential Approval of extending Adult Service Provider contract to December 31, 2020 – North Iowa Area Community College  
 RWDB Motion J.R. Ackley 2<sup>nd</sup> Sherry Becker Vote  
 CEO Motion Linda Tjaden 2<sup>nd</sup> Sis Grieman Vote
- k. Discussion and Potential Approval of extending Dislocated Worker Service Provider contract to December 31, 2020 – North Iowa Area Community College  
 RWDB Motion Sandra Leake 2<sup>nd</sup> J.R. Ackley Vote  
 CEO Motion Linda Tjaden 2<sup>nd</sup> Sis Grieman Vote

**4.0 Director’s Announcements / Title I Updates**

Taylor spoke to the group about the updates and information provided in the board packets. Title I employees are working from home and have been since March 23<sup>rd</sup>. NIACC working on plan to bring people back, until then will continue to work from home. Working hard to keep customers engaged, during this time. A survey was sent out to our current and active customers, along with recent referrals to see what their needs are right now, during COVID-19. Working on webinars to help customers who need help with resume building and interview tips. We, along with NIACC, have drafted post-cards and flyers to go out to NIACC students and are busy helping them with unemployment claims and finding jobs. Postcards are going out to businesses with layoffs and the first batch went out this week, to employees from Winnebago Industries, who were laid off. Preparing for helping employees with our Title I services and for virtual worker information meetings for the businesses that are laying off due to COVID-19. Did receive our rapid response dollars, on March 13<sup>th</sup>, and obtained more than we originally asked for, we are waiting for a modification as some of the funds were diverted to COVID-19 activities. Took five months for the allocation of the rapid response funds.

**5.0 Title II: Adult Education / Literacy Updates**

Sandra Leake spoke to board and NIACC employees are working from home. Students are still working online, because all of the class sites are closed and are unable to meet for groups. Difficult shift for some of the staff, who are not used to teaching online and students who have limited access to internet. Trying to figure out how to do remote assessment because HiSet test for high school equivalency has screeched to a halt, due to the closure of the NIACC testing center.

**6.0 Title III: Wagner – Peyser Updates**

Linda Rouse informed board members, Nick Foley has resigned his position with IWD and are working on getting a new Wagner-Peyser nomination to the workforce development board. Linda Rouse will contact Alex Harris and he will cover Region 2’s Adult Education Federal funding.

**7.0 Title IV: Investing in Iowans Report**

Mary Ott was absent. Information in board packet.

**8.0 Discussion / Information Items:**

CEOs, from the 20 counties, met on April 15, 2020 for the forming of the Northeast Iowa Workforce Area and are moving forward with the process. Dave Baker, Dubuque County, is the CLEO and together, Ken Kammeyer, Bremer County, and Corey Eberling, Franklin County, are the Co-CLEOs for the 20-county area. Dave is working on the 28E agreement, Ken is working on the Fiscal agent side of matters and Corey is working on the local board membership. Next meeting will be on Thursday, May 7<sup>th</sup> to go over all these items. The new area should have 21 to 27 board members, required to have 15 board members, and it was agreed the board would share one-third of the board , members, based on each former region, appointed by the CEOs. The state will appoint the Wagner – Peyser representative, Voc Rehab will appoint their representative and the Board of Education will appointment their representative. Sending Mike Witt, the approved minutes from March 19, 2020 meeting, which will be forwarded to the state for the state Workforce Development Board to look at and possibly approve our merger. September 1, 2020 is updated date to have the new board in place. Service providers must be in place by January 1, 2021. Looking to have RFPs released by September 1, 2020 and award them, sometime around November 1, 2020, with the start date of January 1, 2021. 50% of the board, needs to business representatives, either business owners or executives, and have to be nominated by their local economic development group, business association or Chamber of Commerce. Workforce development representatives must comprise 20% of the board and they will need to be nominated by their local labor federations or other representatives of the employees. For the matrix, must meet the political and gender requirement. Workforce members do not have to follow these guidelines, as are appointed by other entities. Corey thanked everyone for attending the meeting and all the hard work that has been done by the board members.

**9.0 Upcoming Meeting for your Calendar ~**

August 27, 2020

**10.0 Adjournment**

Motion to Adjourn meeting

RWDB Motion J.R. Ackley 2<sup>nd</sup> Sandra Leake Vote

CEO Motion Linda Tjaden 2<sup>nd</sup> Sis Grieman Vote