

Region 14 Regional Workforce Development Board Meeting
IowaWORKS Center, 215 N Elm, Creston
Official Minutes, March 16, 2020

Call to Order – The meeting was called to order by Chairperson Jolene Griffith at 6:45 P.M.

Roll Call – Regional Workforce Development Board members present: Jolene Griffith, Dorene Rusk, Darla Helm, Jane Briley, Katrina Fleharty, Don Keast, Jason Cook, and Randall McQueeney. Absent were Ann Schlapia (excused), Billie Jo Greenwalt (excused), Karin Freml (excused), Wayne Pantini (excused), Lana McMann (excused), Steve Gilbert. Ex-Officio members present: Rod Shields and Dave Homan. Ex-Officio members absent were Paul Griffen and Tom Kedley.

RWDB Quorum – Yes.

County Elected Officials present: Merlin Dixon (Adams Co.), Dan Christensen (Decatur Co.), Charles Ambrose (Taylor Co.), Dennis Brown (Union Co.), Dean Robins (Clarke Co), Rudy Kinard (Montgomery Co), and Dave Homan (Adair Co.). Absent was Ron Landphair (Ringgold Co). **CEO Quorum – Yes.**

Partners present: Keri Osterhaus, Department for the Blind; Heather Garcia, Region 11 Board Support; Linda Rouse, IWD District Manager.

WIOA/MATURA staff present: Ron Ludwig, Bonnie Scroggie, Sue McElwain.

Minutes – Merlin made a motion to approve the minutes of the 1/20/20 meeting. Dave seconded the motion. Motion passed unanimously.

March Agenda – Randall noted the Ticket To Work agenda item was tabled at the last meeting. He said he would gather more information. Ticket To Work is overseen by the core partners, Titles I through IV. There is nothing for this group to discuss. The core partners do not want changes at this time. The Ticket To Work program is managed by IWD staff who get referrals from Voc Rehab. There are 13 on the case load right now and all are working. There is over \$60,000 available. Recent purchases include work clothes and new glasses for ticket holders. Purchases are voted on by the core partners. Dorene pointed out the money can be spent on anyone with a disability, not necessarily just ticket holders. Jolene feels it is appropriate for this Board to receive TTW updates. Randall made a motion to remove TTW Update from the March agenda. Dan seconded the motion. Motion passed unanimously.

Approval of New Board Member(s) – Ron got Carol Smith’s name from Dorene. Dorene said Carol is the CFO for Heartland Management Alliance. She’s been there 15-18 years. She’s active in the local SHRM. Jolene knows her and would endorse her also. **Jane made a motion to accept/approve Carol Smith as a new RWDB member. Dorene seconded the motion. Motion passed unanimously.**

CEO Update/Select Chief Lead Elected Official (CLEO) – Dan made a motion to appoint Dennis Brown as Chief Lead Elected Official (CLEO). Dave seconded the motion. **Motion passed unanimously.**

Approve Shared Liability Agreement (28E) – This is for the liability each county will assume when the reorganization comes about. Jolene asked if the individual boards need to approve this first? Adams and Adair counties left it to their attorney. They will go along with their attorney’s recommendation. Dean said a major question was liability. They will be insured. **Dan made a motion to approve the Shared Liability (28E) Agreement. Dean seconded the motion. Motion passed unanimously.**

Plan Modification for RWDB Budget – There are no funds specified for board expenses. Ron recommends authorizing \$3000 for board training and expenses through the end of the fiscal year (6/30). This will get the board support going. When the new fiscal year begins, the amount can be changed. Randall asked what the budget is? Can the budget afford this? Heather, Region 11 Board Support, said they cut out their board training budget because they didn’t know what the realignment would look like. Ron said a board support person is needed to take meeting minutes. The money is currently being managed by MATURA. In the future it will be managed by the new board fiscal officer. **Jane made a motion to approve \$3000 for board training and expenses through 6/30/20. Dorene seconded the motion. Randall opposed. He wants to know what the budget is? Can it afford this? Ron said there’s about \$25,000 remaining in the budget. Motion passed.** Jolene said this needs to be on the agenda for the new fiscal year.

Select Fiscal Agent – Dennis opened the proposal from Southern Iowa RC&D. This is the only bid we received for the fiscal agent position. Dennis read the proposal. They proposed a flat rate of \$9300 for a 12 month period. Dan asked if the Union County Auditor was interested? Dennis said she would do it, but would rather not. They asked Heather’s opinion of the bid? Heather thought the bid was high. Dennis said the Union County Auditor wants a detailed description. Ron sent the interested parties what he had from the board training manual. Heather said there’s still time to shop around. She can put more information together. We have until 5/15. Maybe just the CEOs can meet before then. Heather also said the CLEO can

appoint a fiscal agent. **Charles made a motion to table the fiscal agent selection until the next meeting. Merlin seconded the motion. Motion passed unanimously.** Maybe the CEO board, Ron, Erica (from RC&D), the auditor can all meet with Heather to get more detailed information and clarification. Dave thinks the bid process should be reopened after that to give everyone the opportunity to rebid after they have more details.

Youth Services RFP – Ron, Sue, Bonnie left the meeting to avoid a conflict of interest. Please include the following notes to last night’s meeting minutes.

Agenda item: Youth Services RFP

Jolene opened the next agenda item, Youth Services RFP, and requested individuals employed by an entity or who had a business interest and relatives, if applicable, that may be submitting a proposal for the WIOA Youth Services for Region XIV to step out. Three individuals exited the room and all other parties remained either in the room or on the phone.

Committee members remaining discussed the proposal process, selected an entity to receive the proposals, and formed a subcommittee to review the proposals. **Dennis Brown moved to approve the RFP process as discussed, seconded by Dan Christensen. Motion carried.**

Parties were invited to return to the meeting room.

Partner Report Updates: Title I – Ron Ludwig – Select/Nominate Individuals for Youth

Standing Committee Membership – Wayne nominated Mindy Stalker. Jolene said Darla and Ann would serve on this committee. Ron said they will meet 4 times/year. Jolene asked who will lead the committee meetings? Who is the youth coordinator? Ron said Guisela Valladolid. Jolene will forward a committee member application to Ron.

Approve Revised Bylaws – Randall asked what the significant changes are? Who is the author? Ron said he went by other regions and Heather helped a lot also. When is this due? By 5/15.

Randall made a motion to table this until the next meeting so there’s time to review the bylaws. Jane seconded the motion. Motion passed unanimously.

Iowa Workforce Development – Randall McQueeney – Randall gave a COVID-19 update on steps taken in the office to ensure a sanitary work environment. Workshops have been put on hold for the time being. They are trying to find ways to serve customers remotely and electronically walking through training. They are taking UI over the phone and reducing face to

face time. Customers can still come into the office. Offices are not closing at this time. Staff may work remotely.

Title II Adult Education Provider – Randall will email the process to review this grant application. A committee will need to be formed.

Adult Education Literacy – Darla Helm – She is writing a 5 year Adult Education and Family Literacy Act (AEFLA) Federal grant. This board is responsible for reviewing it and making sure it aligns with the board’s vision and local plan. She would like letters of support from the board. There is no conflict because the board just reviews the grant, it doesn’t approve the funds. She will send out a template. How soon do you need the letters? The grant has been extended until 4/13, so she would like the letters by 4/5. Volunteers for the review committee are Jane, Dorene, and Randall.

Iowa Vocational Rehabilitation – Dorene Rusk – Gave a COVID-19 update. Counselors are not to travel for 2 weeks. When job candidates come into the office, counselors are to ask if they have been ill in the past 30 days. If not, they can visit with them. Their caseloads are down a little. UI rate is low right now. Please send Dorene any referrals you might have.

Randall said people may ask why Voc Rehab and IWD aren’t treating face to face visits the same. It’s because they serve different functions and serve different people. If people are laid-off due to COVID-19, we will help them with UI. He anticipates the UI numbers will increase.

Economic Development – Wayne Pantini – Not in attendance.

Jolene said SWCC is on spring break this week. SWCC is going to an on-line forum at least until 4/3. There will be no more spring sports this year. They are adhering to social distancing of 6 feet.

Ron passed out a Conflict of Interest Form for RWDB members to sign and return.

Determine Date For Next Meeting and Topics For Agenda – Dan made a motion to have the next meeting on 5/11/20 to complete the tasks due by 5/15/20. Charles seconded the motion. Motion passed unanimously. Rod will not be able to attend this meeting. Will decide on teleconferencing closer to the meeting.

Adjournment – Dan made a motion to adjourn the meeting. Dave seconded the motion. Meeting adjourned at 8:10 P.M.