

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

May 28, 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) April 21, 2020 CEO Minutes – RWDB & 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) Realignment Update (*CEOS*)
 - i) RWDB Board moving forward
 - (1) Nomination & Approval of Wagner Peyser Representative - CEOs
 - ii) Contract - Adult/DW Service Provider
 - iii) Contract - Youth Service Provider
- IX. County & Additional Partner Update

- X. Public Comments
- XI. Schedule Upcoming Meeting Date
- XII. Adjournment

Conference call instructions are as follows:

A minute or two prior to 4:00pm, you may start dialing this number:

(US)+1 484-424-6780

PIN: 739 309 333#

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/qot-cxug-nsh

***Please respond to Kathy Pfiffner upon receipt of this email to confirm if you will be attending in person..**

kpiffner@midascog.net

Pending Approval
Region 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)
CHIEF ELECTED OFFICIALS
(CEO'S)
Wednesday, April 29, 2020
4:00 p.m.
IowaWORKS
Three Triton Circle
Fort Dodge, IA 50501

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

I. Call the Meeting to Order:

RWDB Chairperson Molly Varangkounh called the regular/virtual meeting of the Region 5 RWDB/CEO to order on April 29, 2020 @ 4:08 p.m.

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: Lori Kolbeck made the motion to approve, Seconded by Diane Harrison. Motion passed unanimously.

CEO: Clarence Siepker made the motion to approve, Seconded by Sandy Loney. Motion passed unanimously.

IV. Approval of Minutes:

a. November 6, 2019 RWDB & CEO

b. March 2, 2020 RWDB & CEO

c. April 9, 2020 CEO

All minutes were reviewed and approved with one motion & vote.

i. RWDB: Alison O’Brion made the motion to approve, Seconded by Abby Underberg. Motion passed unanimously.

ii. CEO: Sandy Loney made the motion to approve, Seconded by Bob Thode. Motion passed unanimously.

V. Open Issues

a. Fiscal Update Adult/DW – See handout – Summer semester starts in two weeks. Close to spending adult budget without a lot of carry over. There will be more carryover for DW but that is expected with COVID-19. There may be other supports that can help spend down the monies.

- b. **Youth** – There are funds left due to COVID-19 and not spending as much as expected. Youth are not out working and some have had hours cut. Referrals have also been down due to COVID-19. Focusing on keeping current enrollees engaged.

VI. Core Partner Updates

- a. **Title I – Adult, DW** – Continuing to partner Eaton who is continuing with layoffs. Employees are more in “survival mode” than focusing on next steps right now. Referrals are down. Enrollments are being held off at the moment because NCRC is not currently being offered virtually and waiting for guidance from the state as to how to proceed.
- b. **Youth** – Operating status-quo, trying to keep youth engaged, 3 currently at ICCC.
- c. **Title II – Adult ED** – Offering classes virtually to students that were already enrolled before COVID-19 but students have limited access. Unable to enroll new students because assessments have to be done face-to-face. Waiting for approval to do small group testing for ESL.
- d. **Title III – Wagner Peyser** – Many programs are at a standstill due to all focus being on unemployment. Workshops are cancelled. Foot traffic is cancelled. Focus is on answering claimant questions, etc.
- e. **Title IV – Vocational Rehabilitation** – Services are continuing virtually, keeping job candidates engaged. Still providing services to high school students via zoom, hangout, etc. Students are engaged and participating. In Feb. Voc Rehab and partners got together and talked about the benefits of hiring individuals with disabilities as a kickoff to the reverse job fair for students. The reverse job fair was scheduled for April and unfortunately had to be cancelled but students/staff worked very hard on it.

VII. Board Committee Updates

- a. **Youth Standing Committee:** Met and had good discussions on understanding the challenges that businesses are facing in recruitment, staffing levels, referrals, etc. even before COVID-19. Thinking outside the box of places that referrals can come from other than high school and CFR.
- b. **Disability Committee:** Focus group was held for deaf services – learned a lot about challenges deaf and hard of hearing individuals face. Staff had training on mental health first aid.

VIII. New Business

- a. **Title II Adult Education Grant (Abby Underberg)** – in the process of completing the application for the Federal Adult Ed Fund Grant. Part of that is how the grant aligns with the local plan. Need the board to look at those pieces of it and provide feedback. Dept. of Ed takes that into consideration and awards points when scoring the application. Continuing all classes as currently are. Adding integrated classes to work on bridging the employment gap.
- b. **Establish Alignment Review Committee Adhering to Potential Conflict of Interest (Molly)** - Need a committee to help review the grant application but cannot have a conflict of interest with ICCC. Molly will send an email to ask for assistance.
- c. **Realignment Update (CEOs)**
 - i. **Region 5 CLEO** - Doug Bailey
 - ii. **Region 5 RWDB & CEO Bylaws** – See handout
 - iii. **Appoint Region 5 Fiscal Agent** – See handout - Central Iowa Juvenile Detention. They will provide all fiscal support @ \$15.00 transaction fee, 1 year agreement.
 - 1. **CEO Vote** – Sandy Loney made the motion to approve the fiscal agent with Rick Rasmussen seconding. Motion approved unanimously.

iv. **Appoint Region 5 Board Support** – Midas Council of Government, Kathy Pfiffner, will be board support moving forward at the rate of \$50.00 per hour. This includes taking minutes, sending out meeting notices, RFP for service provider and assorted other tasks.

1. **CEO Vote** - Mike Cooper made the motion to approve the board support with Bob Thode seconding. Motion approved unanimously.

v. **Contract – Adult/DW Service Provider** – ICCC indicated they do not want to be the provider beyond June 30th. Reached out to the Youth Service Provider (CFI) to see of interest and they are interested but would like to know of budget. Budget is down a little.

vi. **Contract – Youth Service Provider** - CFI is interested in continuing as provider but again would like to know about budget, which down a little. RFP template is due this week.

All board requirements were submitted but no response has been received as of this meeting.

IX. County & Additional Partner Update: None

X. Public Comments: None

XI. Schedule Upcoming Meeting Date: Will be scheduled possibly late May. Will most likely be virtual again.

XII. Adjournment:

CEO – Sandy Loney made the motion to approve, Seconded by Rick Rasmussen. Motion passed unanimously.

Meeting was adjourned at 5:03p.m.

WIOA Financial Report

For the Period Ending: 5/30/2020

YTD through May 26, 2020

Grant Name	GL Account Number	Carryover	Current FY Grant	Total Budget	Staff & Overhead Expenses (Non-800 Object)	Participant Expenses (800 Object)	Total Expenses	Staff & Overhead Obligations	Participant Obligations	Total Obligations	Unobligated Balance	% of Carryover Spent/Obligated	% of FY17 Grant Spent/Obligated	% of Unobligated Funds
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			96,342.01	0.00	0.00	0.00	24,866.71	NA	#DIV/0!	20.52%
WIOA Dislocated Worker	See Below			126,753.21			100,927.83	0.00	0.00	0.00	34,375.38	NA	#DIV/0!	27.12%
GAP	2-3-9795-00-XXX-00	3,900.50	113,172.00	117,072.50	16,975.80	95,318.25	112,294.05	8,608.86	31,388.00	39,996.86	-35,218.41	100.00%	131.12%	-30.08%
PACE	2-3-9796-00-XXX-00	6,478.20	278,195.00	284,673.20	169,100.60	58,650.79	227,751.39	105,485.38	30,163.00	135,648.38	-78,726.57	100.00%	128.30%	-27.66%
Totals					186,076.40	153,969.04	559,560.67							

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	Remaining Balance 24,866.71
	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	15,663.13	36,452.16	52,115.29			0.00	24,866.71	Carry over Goal
	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	37,966.10	58,375.91	96,342.01	0.00	0.00	0.00	24,866.71	\$ 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	Remaining Balance
	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	Carry over Goal \$ 25,825.38
	2-4-9429-82-XXX-20		82,259.00	82,259.00	21,099.78	26,783.84	47,883.62			0.00	34,375.38	\$ 20,786.20

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	Renae 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 th 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@humboldtcountyiowa.org
CEO – Webster County	Bob Thode	701 Central Ave Fort Dodge, IA 50501	515-570-0950	bob.thode@webstercountyiowa.org
CEO – Wright County	Rick Rasmussen	PO Box 151 Goldfield, IA 50542	(515)890-1615	Raslawncare@gmail.com