

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	Grau, Tom	Harrison, Diane
Kolbeck, Lori	McBain, Larry	Miller, Faith
O'Brion, Alison	O'Hern, Cheryl	Underberg, Abby
Varangkounh, Molly		

RWDB absent:

DeWall, Dan	Dreyer, Lynn	Kinney, Dan
Kruckenberg, Renae	Lockner, Sue	Morgan, Shawn
Perrin, Jon	Salvatore, Tom	Webb, Nancy

CEO's in attendance virtually:

Bailey, Doug	Cooper, Mike	Loney, Sandy
Rasmussen, Rick	Siepkner, Clarence	Thode, Bob

Guests in attendance:

Blunk, Shelly	Hammersland, Michelle	Johnson, Cheryl
Larson-White, Teresa	Pfiffner, Kathy	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 Siepkner 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 1 – 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 30<sup>th</sup>. 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.