



Iowa Region 3 & 4 CEO - RWDB

***RWDB Chair: Dale Arends
CEO Chair: Barry Anderson
CLEO: Kyle Stecker***

Minutes from the Iowa Regions 3 &4 CEO RWDB meeting May 28th at 0930

1. Meeting was called to order Barry Anderson CEO chair and Dale Arends RWDB chair.
2. Roll Call of Members, State Staff and Guest—those present were Lee Beem, Diane Nelsen, Gail Buchholtz, Scott Rettey, Vernon Nelson, Gregory Ver Steeg, Reva Arends, Rhonda Jager-Pippy, Mike Schulte, Carrie Turnquist, Ranae Sipma, Timothy Kinnetz, Kristin Hanson, Dale Arends, Steve McCauley, Jason Anderson, Lori Kolbeck for the Region 3 & 4 RWDB Tim Schumacher, Mike Schulte, Jerry Muilenburg, Merle Koedam, Barry Anderson, Kelly Snyder, Pam Jordan, Kyle Stecker, for Region 3&4 CEO. Melissa Householder, Val Bonney, Jolene Rogers, Mike Williams, Shawn Fick, Mackenzie Reiling, Sarah Breems-Diekevers for partners and guest.
3. Welcome
Follow up meetings are still being done online or by phone until further notice.
4. Agenda Review
11A-no updates on Region 3-4 One Stop Statistics
11C- no updates onPY19 WIOA Title I Performance
15. Date has been corrected to be September 24, 2020
Motion by Mike Schulte, seconded by Kyle Stecker, agenda, approved unanimous ballot
Motion by Lee Beem, seconded by Greg Ver Steeg, agenda approved, unanimous ballot
5. Motion to approve March 28th Meeting Minutes and Ratification and Approval of April 4th, 2020 RWBD-CEO Executive Meeting Minutes
CEO Motion Kelly Snyder Seconded by Mike Schulte Motion Carried
RWDB Motion Reva Arends Seconded by Rhonda Jager-Pippy Motion Carried

***Buena Vista, Clay, Dickinson, Emmet, Kossuth, Lyon, O'Brien, Osceola, Palo Alto, and Sioux
Counties, Iowa***

6. WIOA Core Partner Update—Kolbeck reported that at monthly meeting a plan was put in place for different services that are part of WINTAC process. Assessments are available through IowaWORKS. Still holding off on business service team right now due to the unemployment rates being so high due to COVID-19 and possibility of new partners coming in.
7. IWD Appointment for Employment Services Position on RWDB-need to have a conversation with the state with the changes of personnel. Position to fill Operation Manager starts May 29th, 2020, Kelly Bay. Mackenzie will be helping Kelly with transition. At the September meeting board will act on this.
8. Title II Alignment Review Report- AEL Review Committee-Mike Schulte, Reva Arends, and Val Bonney met and reviewed two proposals; Iowa Lakes Community College and Northwest College. Reva shared that the committee reached consensus on the scoring following the rubric. Committee felt that both aligned very well with the local plan. Tim Schumacher questioned how many colleges provide AEL programs in Region 3-4. The answer was 3. However, the review for the Iowa Central Community College proposal was completed by Region 5 Fort Dodge.
9. RWDB Reappointments for 2020- Everyone’s paperwork is turned in for reappointments. Motion made by Tim Schumacher and seconded by Pam Jordan to reappoint Beem, Ver Steeg, Jager-Pippy, Reva Arends, Rettey and Vern Nelson. Motion carried
10. Update on becoming a WIOA Compliant Region (CEOs)
 - a. RWBD Board Update-Full board added Gail Buchholtz. Gail gave us in introduction on herself. Board is complaint based on membership, gender and political affiliation. Motion to move forward with the Region 3-4 complaint board. Moved by Kyle Stecker and Seconded by Kelly Snyder. Motion carried.
 - b. RWDB Member Conflict of Interest- All members have turned them in the conflict of interest statements.
 - c. Update on Appointment of Title I Adult/DW and Youth Service Provider- Shawn Fick stated he is proceeding with interviews for staff. Goodwill will be up and running July 1st, 2020. The office will be in Region - 4 at the IowaWORKS Center in Spencer.
 - d. PY20 July 1st, 2020 thru June 30th, 2021 Preliminary Budget

i. Admin	\$33,000
ii. Adult	\$58,000
iii. Dislocated Worker	\$129,000
iv. Youth	\$109,000

Possibility of Stimulus funds in future. Pam Jordan stated that Admin budget may increase as well if stimulus funds are received. Shawn agrees with Val on the possibility of stimulus.

- e. Region 3-4 Positions of the Board
- f. Board Support \$6,000.00
Fiscal Agent \$7,000.00
One Stop Operator \$10,000.00
Remaining for Service Provider
First year budget to be reassessed after 1 year.
CEO Pam Jordan made motion to move Mike Schulte Seconded Motion moved.
RWDB-Dale Arends made motion to move and Diane Nelsen Seconded Motion moved.
- g. Region 3-4 Contracts for positions of the Board. Requested templates from the State.
 - i. Board Support- in place
 - ii. Fiscal Agent-
 - iii. One- Stop Operator
 - iv. Service Provider
- h. Training for New Positions of the Board
 - i. Board Support
 - ii. Fiscal Agent
 - iii. Service Provider
 - iv. One-Stop Operator
 - 1. Working on these with the state for training in all positions
 - 2. Training requested in a timely manner. Thinking June for training for all positions
- i. Title I Adult/DW and Youth Service Provision RFPs beyond 12/1/2020—
Need to repost RFPs in September- October time frame Kyle Strecker talked to the state about this and our previous RFPs need some minor changes made to them prior to reposting.
- j. Region 3-4 One Stop Operator Procurement by 12/1/2020—Needs to be done by 12/1/2020. Region is currently working with the state on a template which should to be posted by September 1, 2020.
- k. Close Out Plan for Current Service Provider-requested by the state-No plan received to date. Val Bonney request CEO assistance to obtain plan. Barry Anderson, Kyle Stecker, and Kelly Snyder with be in contact with the state on the request.
- l. Future Steps: Local Plan Rewritten, Memorandum of Understanding (MOU) to include cost-sharing agreement- Board is responsible for completing agreements. One Stop Operator will use template. Need to have state level assistance for cost sharing.

11. One-Stop Program Updates
 - a. Region 3-4 One-Stop Statistics-No report from the state.
 - b. WIOA Title I Expenditure Report Thru 4/30/20—Appears the region will meet the 80% expenditure requirement. Dislocated worker is a bit behind but with COVID 19 spending a great deal of time serving dislocated workers.
 - c. PY19 WIOA Title I Performance—No figures reported
 - d. PROMISE JOBS Update—working on employment
 - e. Wagner—Peysner Update—New guidance on way. Waiting for them to reopen first.
12. Regional Disability Standing Committee—no new reports since last meeting
13. State Staff Update—Mike Williams with Dept. of Education states that testing sights are starting to open back up, most are open now by appointments only.
14. Partner Updates— NCC and ILCC AEL grant process is completed and awaiting response.
15. Confirm Next Meeting Date and Adjournment—Next meeting is September 24th, 2020 at 0930.

Val Bonney's last day is June 30, 2020

CEO motion to adjourn Tim Kinnetz seconded by Mike Shultz Motion carried
RWDB motion to adjourn Rhonda Jager-Pippy Seconded by Diane Nelsen Motion carried. Meeting was adjourned.