



# STATE WORKFORCE DEVELOPMENT BOARD

<https://www.iowawdb.gov/>

**Mission:**

*The Iowa State Workforce Development Board oversees the development and implementation of the state workforce development plan. The SWDB ensures that state workforce regions have the resources to support employment programs across the state.*

## PUBLIC MEETING NOTICE

**Date:**

Wednesday, May 15, 2024

**Time:**

11:00 a.m. – 1:00 p.m.

**Place:**

Hosted by: Nick Glew

Marion Public Library  
1095 6<sup>th</sup> Avenue  
Marion, IA

**Zoom:**

Join Zoom Meeting

<https://iowaworks.zoom.us/j/86174414867>

Meeting ID: 861 7441 4867  
One tap mobile  
+13126266799,,86174414867#  
Dial by your location  
+1 312 626 6799

Find your local number: <https://iowaworks.zoom.us/u/keu05sRxZI>

### TENTATIVE AGENDA:

1. Call to Order.
2. Roll call to establish quorum by Shelly Evans, Board Administrator.
3. Welcome by Teresa Hovell, Chair.
4. **Action Item:** Approval of Meeting Agenda.
5. **Action Item:** Approval of Minutes from the February 16 State Workforce Development meeting. (2/16/24 Minutes - Attachment 1)
6. Discussion on appointing Vice Chair for SWDB by Teresa Hovell, Chair. (Bylaws - Attachment 2, page 2)

- 6.1 -- Action Item:** Nomination and approval of Vice Chair for SWDB.
7. Discussion on appointing Chair for SWDB Returning Citizens Committee by Michelle McNertney, Division Administrator, IWD.
- 7.1 -- Action Item:** Nomination and approval of Chair for SWDB Returning Citizens Committee.
8. SNAP Employment & Training program Presentation by Jeremy Ritchie, Partner Programs Bureau Chief, Iowa Workforce Development.
  9. Rapid Response Update on recent layoffs across Iowa by Lacie Kraft, State Rapid Response Coordinator, Iowa Workforce Development.
  10. Director's Report by Deputy Director, Jon Peppetti, Iowa Workforce Development.
  11. Update from System Committee. (Jack Hasken, Committee Chair)
  12. Update from Minority Unemployment and Outreach Committee. (Ofelia Rumbo, Committee Chair) Get notes to Ofelia.
  13. Update from Disability Access Committee. (James Williams, Division Administrator Vocational Rehabilitation)
  14. Update from Iowa Plains Local Workforce Area. (Holly Espenhover, Chair)
  15. Public Comments.
  16. Adjourn.

### **ACCOMMODATIONS:**

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact: Shelly Evans, Board Administrator, [shelly.evans@iwd.iowa.gov](mailto:shelly.evans@iwd.iowa.gov), (515) 587-0050.

### **UPCOMING CALENDAR EVENTS:**

- State Workforce Development Board Quarterly Meetings:
  - September 11, 2024 – hosted by Teresa Hovell @ Vermeer Pavillion
  - December 4, 2024 – Virtual



# SWDB BOARD NOTES

**Date: 2/16/24**

**Location: ZOOM**

## Minutes

### Iowa Workforce Development Board Meeting

February 16, 2024

11 am – 12:00 pm

ZOOM

#### Agenda item 1. Call to Order

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Chair Jay Iverson called to order the meeting of the Iowa Workforce Development Board (the Board) on February 16, 2024, at approximately 11 am.

#### Agenda item 2. Roll Call

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##### Members in Attendance

1. Director Beth Townsend
2. Director Emily Wharton
3. James Williams
4. Jay Iverson
5. Teresa Hovell
6. Jack Hasken
7. LuAnn Scholbrock
8. Jessica Dunker
9. Ofelia Rumbo
10. Alex Severn
11. Scott Naumann
12. Nick Glew
13. Carrie Duncan
14. Charlie Wishman
15. Andy Roberts
16. Jason Shanks
17. Tiffany O'Donnell
18. Drew Conrad
19. Kristie Fisher
20. Rita Grimm
21. Director Beth Skinner
22. Amela Alibasic

##### 23. Scott Thompson

##### Members Absent

1. Governor Kim Reynolds
2. Senator Dawn Driscoll
3. Representative Dave Deyoe
4. Director McKenzie Snow
5. Alicia Stafford
6. Daren Westercamp
7. Kellie Gottner
8. Mary Landhuis
9. Brad Elliott
10. Deb Mauricio
11. Kelly Barrick
12. Jayson Henry
13. Josh Cobbs
14. Nancy McDowell
15. Senator William Dotzler
16. Representative Jeff Cooling
17. John Smith

Shelly Evans called roll and advised Acting Chair Iverson that quorum was established.

### Agenda item 3. Approval of Agenda

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Chair Iverson called the next order of business which was the approval of the meeting Agenda for February 16, 2024. The agenda was previously emailed to the Members of the Board.

- ACTION ITEM: Motion to Approve the Agenda for 2/16/24.

Andy Roberts motioned to approve the Agenda and Tiffany O'Donnell seconded the motion. Members of the Board in attendance voted on the motion by voice vote, which carried unanimously.

### Agenda item 4. Approval of 12/14/23 Minutes (Attachment 1)

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Chair Iverson called the next order of business which was the approval of the meeting Minutes for December 14, 2023. The minutes were previously emailed to the Members of the Board.

- ACTION ITEM: Motion to Approve the Minutes for 12/14/23.

Andy Roberts motioned to approve the Minutes and Jack Hasken seconded the motion. Members of the Board in attendance voted on the motion by voice vote, which carried unanimously.

### Agenda item 5. Welcome by Jay Iverson, Chair

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Chair Iverson welcomes attendees.

- Welcome.
- Thanks to Jack Hasken for filling in while I have been unable to attend.

### Agenda item 6. Discussion on approval of final draft of PY24 WIOA Unified State Plan (Final Draft WIOA Plan – Attachment 2)

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Michelle McNertney opened discussions on approval of the draft PY24 WIOA Unified State Plan.

Brandy McOmber – previous presentations on Unified State Plan (USP) for PY2024 – 2027. Board has given prior approvals on drafts but need approval of final draft USP to reflect public comments. Reminder of members of core partner working group in extensive work involved in USP. Requirement is 4-year strategy and operational plan. Process being brought to you today in developing new 4-year plan. In 2 years will do a modification. Plan must be approved to receive funding for six core programs.

Keri Osterhaus – USP must include WIOA 6 core programs. Title I -- Adult, Dislocated Worker, and Youth, Title 2 -- Adult Education and Literacy, Title III -- Wagner Peyser, and Title IV -- Vocational Rehabilitation Services and Department for the Blind.

Mary Jackson – process outline. 12/14/23 presentation to SWDB, 12/8/23 public comment period with town halls on 12/19/24 and 1/25/24, 1/17/24 – 2/4/24 review public comments and finalize plan, 2/16/24 SWDB review and approval and 3/3/24 submit to DOL.

Kyle Clabby-Kane – received 38 comments from 10 individuals. Common themes. Role of USP v. local plans. Local areas draft plan on guidance from team and in alignment with state plan. Will local areas provide their economic analysis. LMI did provide to economic analysis to the local areas. Local areas have ability to provide their own economic analysis when drafting their plan. State continue to evaluate and encourages collaboration for advanced technology. Result of comments received; a few changes have been made to final draft of USP.

Wendy Greenman – waiver considerations. Last draft mentioned one waiver of youth requirement of 75% allocations be spent on out of school youth. Youth not connected to workforce or education system. Waiver request asking to lower to 50% to allow funds to be spent evenly across both categories of youth. Changes were to increase co-enrollment with the WIOA Youth Program as well as iJAG program. Would increase enrollment by 10%. Several comments wanted broader to include programs outside of iJAG programs to assist in school youth. Change made from original draft to update language for waiver outcome to include organizations that serve at risk youth as opposed to just iJAG. Can still include iJAG in broader definition but local boards can focus on other youth programs in their area to assist at youth risk. Next update specific to Wagner Peyser section. Referrals to application and assistance for education and resources. State partners represented in the plan (core programs) develop streamlined customer experience and collaborate on referral process. Added to include in consultation with local boards and partner programs to work together to develop streamlined flow.

Kyle Clabby-Kane – Last update on page 188. Public comments process identified language that referenced MOU with work done by IWD and DOE. Turnover in staff at both agencies and found out no MOU was executed and this was removed. Great teams with IWD and DOE and working to get that in place in the future.

Wendy Greenman – thank you for contributions by the state board and other individuals who provided public comment in process. Very valuable process. Made three (3) specific changes even though we received additional comments.

Jay Iverson – great report and thanks for everyone's work. Looming deadline on approval of this. No questions at all. Excellent job describing it all.

- [ACTION ITEM: Motion to approve final draft PY24 WIOA Unified State Plan by Michelle McNertney, Division Administrator, IWD.](#)

Andy Roberts motioned to approve final draft PY24 WIOA Unified State Plan and Jack Hasken seconded the motion. Members of the Board in attendance voted on the motion by voice vote, which carried unanimously.

[Agenda item 7. Discussion on approval of appointing a Chair for Iowa Plains Workforce](#)

## Development Area.

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Michelle McNertney opened discussions on appointing Chair for Iowa Plains Workforce Development Area. Reminder that Iowa Plains Workforce Development Area being run by IWD. Now under purview of the SWDB. Committee created in full board's role as acting as workforce development board. All members from Iowa Plains area (42 counties) and that committee operates locally but brings back to the full board for approval and implementation. IWD team in western Iowa working hard to find members, meetings, and training. Seven (7) business members excited and committed to this committee. Group identified someone to fill role of Chair. Holly Espenhover. Bio of Holly is shared. Director experience in workforce system. Worked at AJC as Promise Jobs career planner. On behalf of Holly and the Local Plains area, I ask you to consider Holly Espenhover to chair Iowa Plains.

Andy Roberts – will she accept if nominated?

Michelle McNertney – yes and is very excited.

- **ACTION ITEM:** Motion to Appoint Chair to Iowa Plains Workforce Development Area.

Andy Roberts motioned to appoint Holly Espenhover as Chair to Iowa Plains Workforce Development Area and Jack Hasken seconded the motion. Members of the Board in attendance voted on the motion by voice vote, which carried unanimously.

## Agenda item 8. Discussion on approval of appointing a Chair for Returning Citizens Committee.

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Michelle McNertney opened discussions on appointing Chair for Returning Citizens Committee.

Michelle McNertney opened discussions on appointing Chair for Returning Citizens Committee. Chair has been vacant since last summer. Need someone to fill this role with active group of people who are committed to this work. Subject matter experts' part of this committee but need someone from the board to chair this committee.

Jay Iverson – anyone want to step forward. It does have to be a board member.

Michelle McNertney – Yes, if we can find someone.

Jay Iverson – anyone interested?

Michelle McNertney – no volunteers we can table until the next meeting.

This action item was tabled until the next quarterly SWDB meeting.

## Agenda item 9. Discussion on approval of appointing a Chair for Youth Services Committee.

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Michelle McNertney opened discussions on appointing Chair for Youth Services Committee.

Matt Nicol no longer a member of the board and need to replace the chair since Matt has vacated that spot. Asking for someone to volunteer or be nominated.

Kristie Fisher – volunteers to chair this committee.

- **ACTION ITEM: Motion to Appoint Chair to Youth Services Committee.**

Tiffany O'Donnell motioned to appoint Kristie Fisher as Chair to Youth Services Committee and Nick Glew seconded the motion. Members of the Board in attendance voted on the motion by voice vote, which carried unanimously.

### Agenda item 10. Director's Report

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Director Townsend provided her report.

- Mobile UNIT has arrived and delivered last week. Fitted with computers and IT equipment. Want to start deploying in the next few weeks and issue Press Release. Want organizations and employers to sign up. Try to have at the next meeting so you can all see it.
- SAA issue with letter from USDOL and declined our application for State Apprenticeship Agency. Took 4 months for that to happen. Since then drafted additional language and assured by DOL that once bill is passed into law by the Governor, it will be approved. Contained within Governor's WBL bill. Don't see any issues with getting that portion of the bill to be confirmed and through the legislative process. Will then notify USDOL and hope for approval.
- USDOL proposed significant changes (800 pages) to own Registered Apprenticeship program. In process of completing comments. Will do employer outreach, including Andy's. Too much to list everything but picked out 4-5 that are the most concerning. Going to encourage others to submit comments. One is requiring third party vetting of RA program. Required plan submitted would have to be completely overhauled and put much more information into the report in terms of projections and things not relevant to RA program. Employers would have to provide financial data and background. Given voluntary program some employers may not be willing to do that. Not sure if for existing or new programs. Comments due March 17. Will get information out and encourage other lowans and members of board to go on the USDOL website and leave comments. Have heard similar concerns across other states, employers, etc.

Teresa Hovell - what is driving change?

Beth Townsend – heard a couple of theories but not sure what is accurate. Proposed in rules was proposed in Congress RA Reauthorization Act that did not previously pass. Took bill and converted into rules since it was not approved by Congress. Not exactly sure

why. Some good things in terms of reporting but also additional reporting that could be quite ownness to employers. 148 new points of data for sponsors to provide, significant. Remove SAA's ability to approve new programs that would remain centralized in Washington, DC. If employer in state next to Iowa, Iowa would have to conform to the other state's program requirements. Takes discretion away from employers and SAA. Concerning rulemaking.

- Busy responding to Fiscal Notes. Legislative session is in high gear. Some bills impact IWD, benefits, programs. We are monitoring bills and provide support other than Governor's WBL bill. \$30 million workforce program. IWD very supportive of. Good way to support creative and innovative programs like in past FRI or ARP grant programs. Help drive WBL programs in high schools. WBL bill proposed will focus on RA programs, quality pre-apprenticeship programs and program that provide significant contact over a period of time. WBL will help make programs more accessible to all high school students across the state. Help expand programs. Good programs but need help expanding WBL.

Andy Roberts - \$30 million price tag – is that correct? Is there administration on top for IWD?

Beth Townsend – Yes. No administration on top. No additional funds. \$30 million fund but should be able to cover costs of administering program but that would not be significant.

Jessica Dunker – some calls from restaurants from DOL related to changes to youth employment laws. Have you been hearing from anyone else around the state.

Beth Townsend – I have not. Labor department is at DIAL and I can reach out and ask them.

Jessica Dunker – great - thank you.

Jay Iverson – what do you mean by aggressive? Fines?

Jessica Dunker – just showing up and threatening rural communities who are ill equipped. Woman who worked at Subway for 20 years and just purchased it and following rules for age requirements. Parents are mad to change of work hours for 15-year-old she hired. The way she is being handled by USDOL intimidating, bullying, and aggressive. Is this a one – off? Reached out to Charles Grassley's office. Curious and wondering if this is odd situation.

## Agenda item 11. [Update from System Committee by Committee Chair, Jack Hasken](#)

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Update from System Committee by Committee Chair Jack Hasken.

Met January 10. Feel good about hitting first goal of information presented to the board. Wanted to move onto second goal - core partner partnerships. Kick to Wendy.



Wendy Greenman – Visual of WIOA Act. Second goal would be great opportunity to talk about what core partner programs do. Act itself designed to help jobseekers access to employment, education, training, and support services. Connect both to complete in global economy.

Title I – three key programs. 1. Adult program. Youth Program provides services ages 14 – 24 who are experiencing barriers to employment or additional education to help build skills.

Kyle Clabby-Kane – Title II – Adult Education and Literacy. Adult ed, English second language, literacy, workforce preparation. Individuals HI Set. Iowa has one of the highest passing rates. Lack basic skills and help upskill or lack English as a language skill.

Title III – Wagner-Peyser. Around for 91 years. No cost to job seekers and employers. Job search, placement. Matchmaker for job seekers to gain employment or approve.

Brandy McOmer – Title IV. Provides services to individuals with disabilities. Gain economic self-sufficiency. Need to be eligible for program. Must require benefit from VR to ..

Wendy Greenman – working together as core partners. Talk weekly about programs and how to work together. MOU processes. Review local plans together and provide feedback and technical assistance. Developing those partnerships and relationships at a statewide level to help support local areas. Made a lot of progress over the last few years. We will continue to grow and ask what is next. Happy to share this with board.

Emily Wharton – give background and framing around why Title IV are separate state. Tend to perform better because challenge of vision loss you can't walk into workforce center to get a job. A lot of training to learn alternative skills. Several years' worth of training on those skills. Do in-house training across the state.

Jack Hasken – thanks Emily. Thanks to Wendy, Kyle, and Brandy for sharing. Good presentation for the board to help educate on how systems work. Jay is this your last meeting as chair.

Jay Iverson – yes.

Jack Hasken – thank you for your leadership and doing second term. Thanks to Teresa Hovell for stepping up to Chair starting May 1.

Jay Iverson – thank you Jack and outstanding report.

[Agenda item 12. Update from Minority Unemployment and Outreach Committee by Committee Chair, Ofelia Rumbo](#)

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Update from Minority Unemployment Committee by Committee Chair Ofelia Rumbo.

No update but we are schedule to meet Monday at 4 pm. Discussing most recent tours and looking at most current data.

### Agenda item 13. Update from Disability Access Committee by Committee Chair, James Williams

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Update from Disability Access Committee by Committee Chair James Williams.

How can we make statewide committee supportive.

- Push to WBL from Governor's office. Disabled included in those efforts and prioritize.
- Ways to integrate across titles. Individuals served on IDB and need to provide support across titles. Sharing resources and communicating so no one is siloed.
- CSNA assessment to focus on needs and CSNA to use as data set.
- Look at statewide training and large format tools.
- VR updates on business engagement and connect two divisions to create specialized engagement for those with disabilities.
- DIF program update.
- Website updates and utilize for ways to create materials focusing on disability to share across both VR and IWD sides.

### Agenda item 14. Public Comments

No public comments were received.

Andy Roberts motioned to adjourn and Jayson Shanks seconded.

### Adjournment

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Chair Iverson adjourned the meeting of the Board at 12:00 pm.



Shelly Evans - Executive Assistant to the SWDB

**AMENDMENT 1**

**Iowa’s Workforce Development Board Bylaws**

**ARTICLE VI – Officers and Duties**

**Article VI – Officers and Duties**

The officers of the Board shall consist of a Chairperson and Vice-Chairperson.

a. Chairperson. The Governor shall select a Chairperson for the Board in accordance with Iowa Code Chapter 84A. The Board recommends that the Vice-Chairperson be elevated to the role of Chairperson at the conclusion of the Chairperson’s term; however, nothing shall interfere with the Governor’s authority and discretion to select a Chairperson.

b. Vice-Chairperson. The Vice-Chairperson shall be selected by a majority vote of the Board from among the Board’s business representatives. A Board member must serve for a minimum of one year as a business representative to become eligible to serve as Vice-Chairperson.

Subject to the authority and discretion of the Governor, the terms of the Chairperson and Vice-Chairperson shall be for **two** years in each position.

The Chairperson shall preside over all Board meetings and shall see that all orders and resolutions of the Board are communicated to the proper persons or entities for implementation. The Chairperson shall execute all documents on behalf of the Board.

The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson’s absence and shall assume the Chairperson’s office should the office be vacated prior to the completion of the Chairperson’s term, subject to the discretion of the Governor.

The Board may appoint such other officers as the business of the Board may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the Bylaws or as the Board may determine.

Signature

The undersigned hereby acknowledges and agrees to adhere to the foregoing bylaws and any approved amendments of such bylaws for the term of his/her service.

Jay Iverson

Name (Print)



Name (Signature)

8/28/2023

Date