

**Minutes**  
**Region 3 & 4 and Chief Elected Official Board**  
**Regional Workforce Development Board (RWDB)**  
**Combined Meeting**  
**Thursday October 1, 2015 9:30 am**  
**Governmental Services Center**  
**217 West 5<sup>th</sup> Street, Spencer, Iowa, Room B**

**RWDB Members Present:** Lee Beem, Diane Nelson, Gregory Ver Steeg, Judy Taylor and Ranae Sipma, Mike Schulte, George Kruger, Rhonda Jager-Pippy, Kenneth Vande Brake, Vernon Nelson, Reva Arends, Janet Dykstra, Carrie Turnquist, Mike Carlson, Timothy Kinnetz, Kristin Hanson, Susan Golwitzer, Benjamin VanDonge, Lisa Washington, Frank DeMilia, Kiley Miller, Linda Gray, Lori Kolbeck

**RWDB Members Excused Absences:** Dave Swanson

**RWDB Absent:** Scott Rettey

**CEO Members Present:** Mike Schulte, Arlyn Kleinwolterink, Merle Koedam, John Steensma, Dale Arends, Tim Schumacher, Barry Anderson, Pam Wymore, Pam Jordan

**CEO Members Excused Absences:** None

**CEO Absent:** Ed Noonan

**Partners and Guests:** Val Bonney (NWIPDC), Matt Winkel (Proteus), Melissa Rude (Proteus), Jolene Rogers (ILCC), Sarah Breems-Diekevers (NWICC), Steve Simons (Economic Dev Lyon County), Eileen Skogerboe (DHS), April Stotz (IA Voc Rehab), Maggie Wilcox (IWD), Marlys Jones (IWD), Maureen Elbert (K/PA Economic Dev.), Dan Anderson (ICCC), Ted Kourousis (NWIPDC), Terrin Bern (ICCC), Steve Ovel (IWD)

1. **Call to order:** Lee Beem called the meeting to order at 9:28 am.
2. **Introduction of Members, State Staff and Guests:** Self-introductions were made.
3. **Welcome:** Lee Beem welcomed everyone to the meeting.
4. **Agenda Review:** Reviewed and approved
5. **Approval of January 22, 2015 Meeting Minutes:**
  - a. **RWDB Vote** – Motion made by Vande Brake, 2<sup>nd</sup> by Schulte, motion approved.
  - b. **CEO Vote** – Motion made by Wymore 2<sup>nd</sup> by Schulte, motion approved.

**6&7.WIOA Compliant Board Update**

Steve Ovel gave a brief history of the Workforce, in 1996 Workforce reform legislation was Introduced and in 1998 WIA was approved by the Iowa legislature. As of this date 11 boards have been grandfathered and Region 3-4 is a larger WIOA compliant board. Ovel discussed service delivery areas and that all 15 regional boards have requested to have their regions reconfirmed, the Governor needs to approve these requests and Ovel did not see a problem of that happening. New members will now have a term to serve to 2019.

8. **Oath of Office for New Board Members:** Dale Arends administrated the oath of office to all the new board members.

## 9. Program Updates:

**a. Region 3-4 Integration Statistics** – found on page 10 of the board packet, Val Bonney gave a brief update on the statistics through July 2015. A new format was presented which gave much more detail. The various categories of those served were discussed.

**B. Workforce Investment Act Intensive/Training Participants and Expenditures** – found on page 11 of the board packet, Bonney reviewed the information and reported that Region 3-4 is on target in this effort.

**c. WIOA Performance** – found on pages 12-14 of the board packet, Bonney summarized the PY2014, 4th Quarter Report stating that Region 3-4 has met all or are above the compliant levels for the area performance goals.

**d. Job Driven NEG** – separate handout, Bonney/ Erin Pingel presented information concerning dislocated workers, apprenticeships, construction trade businesses, Pingel indicated that the program is going well, NCRC testing is going well and that employers have been receiving program really well, finding construction workers is a challenge, goal is to have 35 currently only 3, a participant needs to be 18 years old or unemployed.

**e. Disability Employment Grant** – Amber Nelson reported that a 3 year grant ended on 9-30-2015, counseling participants on how employment will affect the disability benefits being received, have presented this on an individual and in groups. A notice was received on 9-17-15 that Round 6 will continue through 2019.

**f. Promised Jobs** – This information was presented in a separate handout; Linda Gray presented an overview of the program and stated a 15% increase has occurred in FY 15. The statistics are presented in the handout. Eileen Skogerboe added more information about additional services in particular family services.

**g. Skilled Iowa** – information was included as a separate handout, Linda Gray indicated a new hire, Thomas Sheman is going to be responsible for Home Base Iowa, gave some examples of how the initiative is working, in particular with area schools administering the NCRC tests.

**h. Supervised Career Preparation Program** - Boney stated the program has ended with 70 youth earning high school and college credit for working this summer, 95% completion rate.

**10. WIOA Budgets for PY 15** – information on pages 15-20 in board packet, Bonney reported the information is presented for 3 and 9 month budgets, we can carryover 30% of these funds to next PY. There is a large reduction in Dislocated Workers; these are based on PY 14. The final budgets will be ready in November 2015.

**11. Customer Service Plan Modifications** – information on page 21 of the board packet - Bonney suggested reducing our reimbursement for training costs to \$1,000/year/participant, as well as support service costs to \$1000/year/participant. RWDB- Motion made by Kruger, second by Sipma to adopt this change, motion carried, CEO-motion made by Koedam, second by Anderson, motion carried. WIOA Transition policies pending language needs to be approved by the boards. Bonney indicated appropriate guidance is going to be provided by the State to develop the correct language for transition from WIA to WIOA so that local plans can comply with necessary changes without a modification each time to the local plan. The current financial contract binds the boards to these policies; however the local plan language needs to be adjusted. Motion made by RWDB - Dykstra and seconded by Nelsen approved, CEO-motion made by Anderson second by Schulte, approved.

- 12. PY 14 Annual Report Approval (RWDB Only)** – found on pages 22-24 of the board packet, Bonney reviewed the report by category no further discussion; motion made by Golwitzer, seconded by Vande Brake and the report was approved.
- 13. Regional 3-4 Workforce Board Budget** – Dale Arends reviewed the budget for the RWDB board as it relates to mileage reimbursement policy found on page 6, item 5, an increase is being given in the board budget from past years. The policy for mileage reimbursement is RWDB is paid from the RWDB budget, CEO by the county budget and Partners by their agency.
- 14. WIOA Financial Management Handbook Sections** –Maggie Wilcox of Iowa Workforce Development reviewed the (page 25-54 of the packet) section on agendas for our meetings; she indicated the Region 3-4 has no issues with this section
- 15. WIOA Transition Funding Request for Approval - Bonney** explained the reason for the WIOA Transition funds being requested. The funds would be used for reimbursement of costs associated with board members, staff and partners attending the following WIOA training sessions; Greg Newton, Local Board Training, WIOA State board and partner training (October 29<sup>th</sup>). Motion made by Vande Brake, second by Nelsen to approved funds for reimbursement, approved.
- 16. Election of Officers - RWDB** motion made by Beem to nominate Janet Dykstra as Chair, seconded by Schulte, Janet was unanimously elected to the Chair. Motion made by Vande Brake to nominate Greg Ver Steeg as Vice Chair, seconded by Dykstra, Greg was unanimously elected to Vice Chair.
- 17. Election of Officers - CEO** motion made by Kleinwolterink to nominate Dale Arends as Chair, second by Anderson, Dale was unanimously elected as Chair. Motion made by Schulte to nominate Tim Schumacher as Vice Chair, second by Schulte, Tim was unanimously elected as Vice Chair.
- 18. WIOA Training Provider Approvals - RWDB** no action necessary at this time to be taken by the board.
- 19. PY 15 Ticket to Work Letter needing Chairman Signature** attached at page 55 of the packet, Bonney explained the need for the letter and presented to chair for signature, motion made by Jager-Pippy, second by Dykstra, approved.
- 20. Workforce Innovation and Opportunity Act (WIOA) Update Steve** Ovel shared the order of action steps to be taken. Region 3-4 will likely hold a Public Hearing for comments on the newly developed Workforce Services Plan on March 24, 2016 with deadline for comments by April 24, 2016. Bonney indicated the time lines and efforts are needed to be compliant with WIOA. Many agencies are being coordinated under WIOA to be compliant with the new rules. Please to refer to page 56 of the board packet for more information.
- 21. 2016 Meeting Dates - Regularly Scheduled - Other Meetings May be needed** the following are the dates for 2016: January 28, March 24, May 26, September 22, the 4th Thursday of the month. RWDB - motion made by Miller second by Golwitzer approved, CEO motion made by Anderson second by Steensma, approved.
- 22, 23 &24 Partners Updates:**
  - Iowa Lakes Community College** -Jolene Rogers presented update on Career Pathways, Career Coached and indicated on 11-4-2015 Harmony in Work Place and on the 13th Facilitator Training

**Iowa Lakes Corridor Development Corp.** -Kiley Miller indicated a presentation for Opportunities during a luncheon in Buena Vista County.

**Proteus, Inc.** - Melissa Rude and Matt Winkel discuss current happenings at Proteus.

**Northwest Iowa Community College** - Frank DeMilia manufacturing sector program up and running, and they now have machining apprenticeships available.

**Iowa Central Community College** - Dan Anderson stated that industry mechanics training is available at ICCC.

**25. Confirm Next Meeting Date and Adjournment** – The next meeting will be on January 28, 2016 at the same location. A motion to adjourn was made by Vande Brake seconded by Schulte for the RWDB and for the CEO Schulte made the motion and Koedam seconded, motions approved. Time of adjournment was 11:35 am.