

***Draft Minutes Pending Board Approval***  
**REGION 5 WORKFORCE INVESTMENT BOARD**  
**(RWIB)**  
**CHIEF ELECTED OFFICIALS**  
**(CEO'S)**  
**Monday, December 07, 2015**  
**4:00 p.m.**  
**Iowa Workforce Development**  
**Three Triton Circle**  
**Fort Dodge IA 50501**

RWB in attendance:	Larry McBain-Chair Mick Hatcher Pat Essing Logan Welch	Janet Adams Daniel J. DeWall Jill Coleman Julie Geopfert
RWIB in attendance: By phone	Tom Grau	Jane Hambleton
RWIB absent:	Dr. Dan Kinney Lois Irwin	Margene Bunda Tom Salvatore-Vice Chair
CEO's in attendance:	Carl Mattes-Chair Doug Bailey-Vice Chair Clarence Siepker	Clark Fletcher Mike Cooper Rick Rasmussen
CEO's in attendance: By phone	0	
CEO's absent:	0	
Guests in attendance:	Sara Messerly, Region 5 Operations Director/WIOA Director Cynthia Meek, RWIB Staff Support Teresa Larson-White, Children & Families of Iowa-Youth programs Maria Weydert, Goodwill of the Great Plains Patricia Cirks, Children & Families of Iowa Kerstan O'Brion, Children & Families of Iowa Matt Winkel, Proteus Kelsey Casey, Children & Families of Iowa Shirley Greer, Experience Works - by phone	

RWIB Chairperson Larry McBain called the regular meeting of the Region 5 RWIB/CEO to order on December 07, 2015 at 4:04 p.m. in the Iowa Workforce Development office, Three Triton Circle, Fort Dodge, Iowa. Each person introduced themselves and stated their role or relationship to the boards.

A motion was made by Janet Adams and seconded by Dan DeWall to approve the agenda. Motion carried unanimously by the RWIB. CEO Rick Rasmussen moved to approve the agenda with Doug Bailey seconding. Motion carried unanimously by the CEO's.

A motion was made by Julie Geopfert and seconded by Pat Essing to approve the minutes from the September 28, 2015 meeting. Motion carried unanimously by the RWIB. Clark Fletcher moved to approve the minutes from the September 28, 2015 meeting with Rick Rasmussen seconding. Motion carried unanimously by the CEO's.

A motion was made by Clark Fletcher and seconded by Rick Rasmussen to approve the minutes from the August 17, 2015 CEO meeting. Motion carried unanimously by the CEO's.

### **Oaths of Office**

The following two appointments were sworn in by Carl Mattes, CEO Chairperson:

Logan Welch and Jill Coleman. The board welcomed the new members and thanked them for agreeing to serve on this board.

### **Approval of Industrial Robotics and Automation Program**

Sara Messerly shared that ICCC is on the list of WIOA approved providers, however, courses from training providers need to be approved by the RWIB before any WIOA funds can be spent on participants taking that course. A request has been made to have the Board approve the Industrial Robotics and Automation Program so it can be added to the list of approved training programs. There was one person that had shown interest in enrolling, but has since changed his career direction. The Board was given a handout of information on the course content, cost, and credit hours per semester that would give participants a total of 72 credit hours. The student usually pays for all or part of the course they wish to take and can apply for a Pell grant. WIOA funds may assist with some tuition costs or supportive services if there is a financial need. There is a list on the Workforce website for all classes that have been approved from all of the training providers. There was a concern regarding if there were jobs in the area that would benefit from persons taking this class and it was noted that Belmond IA does have jobs of this nature. The region also has many advanced manufacturing companies that would hire someone with these skills. A representative from ICCC was invited to attend and provide additional information to the Board about this course, but there was no representation from ICCC at this meeting.

A motion to approve this course called Industrial Robotics and Automation and add it to the WIOA approved list of ICCC courses was made by Janet Adams and seconded by Julie Geopfert. Motion carried unanimously by the RWIB.

### **Customer Service Plan Modification**

Per the federal monitoring that had been done in some regions, revised wording is needed on the portion of the current local Customer Service Plan which focuses on Region 5's policy regarding Follow-Up Service for WIOA Adult and Dislocated Worker programs on page 66 of the CSP. A final copy of the proposed changes was handed out, which was revised under guidance from state staff, and is not as lengthy as the draft version that had been e-mailed out previously.

A motion was made by Mick Hatcher and seconded by Dan DeWall to approve this change in the Customer Service Plan. Motion carried unanimously by the RWIB. CEO Rick Rasmussen moved to accept the Customer Service Plan and seconded by Mike Cooper. Motion carried unanimously by the CEO's.

CFI also does follow up with participants enrolled in their Youth programs. The State monitors the programs including follow up. The board will see performance reports at the end of the year.

### **WIOA PY15 Administration funds**

Pat Daly was not able to attend this meeting, but had put forth a request regarding the region's WIOA Administration funds. Sara provided information regarding the request in Pat's absence. Administration funds are divided up by the state between Children and Families of Iowa and Iowa Workforce Development in Region 5 to pay for the administration costs of the programs, including indirect and overhead costs. Indirects formerly came from program funds and now must come from administration funds. There is a current need to move \$15,000 of PY15 Administration funds from the CFI Administration dollars to Region 5 IWD to cover these indirects and administrative costs. A similar move was done last year as well. Pat has been working with Paige Wonderly from the CFI financial side regarding this move. Pat Cirks of CFI said that this will not have a negative impact on CFI.

A motion was made by Janet Adams and seconded by Dan DeWall to approve the transfer of \$15,000 PY15 Region 5 WIOA Administration funds from CFI to IWD, Region 5. Motion was carried unanimously by the RWIB. CEO Doug Bailey moved to approve this transfer of funds and seconded by Clarence Siepker. Motion carried unanimously by the CEO's.

### **Financial Report**

There was no financial update as Pat Daly could not be in attendance at this meeting.

### **WIOA Youth Employment Program**

Teresa mentioned that Tony's Tire in Webster City is doing job shadowing. They said there is a shortage of mechanics. The Probation and parole office may soon begin job shadowing also.

Clients are talking with friends about the programs that are available to help them. They get a lot of referrals from word of mouth by those who have received services from them.

There is a push to get youth to take the NCRC testing. The levels of certification are:  
Platinum – Has the necessary foundational skills for approximately 96% of jobs in the WorkKeys database. These would include more high professional and highly skilled technical jobs.  
Gold – Persons would have foundational skills for professional jobs.  
Silver – This would include lower professional to middle skill level jobs.  
Bronze – Lower skilled, entry level jobs.

Not everyone scores high enough to even earn a certificate. A person must score at least a level 3 in Applied Mathematics, Reading for Information, and Locating Information to earn a Bronze certificate.

It was mentioned that hearing from a person that has had success after going through programs that were provided to them would be interesting for the RWIB.

Pat Cirks shared that 75% of the clients are out of school youth.  
There are currently 2 caseworkers. CFI is a nonprofit and their fiscal year is from July to June.

### **Partner Input**

Matt Winkel with Proteus said they are a nonprofit that helps find work or training for persons with seasonal agricultural jobs and Migrant Seasonal Farm Workers that need to be upskilled. Currently there is money available for training. Referrals are received from Iowa Workforce, Children's and Families of Iowa, and other partner agencies. Case managers do outreach in the community and to partner agencies also.

Maria Weydert with Goodwill has not had many referrals for the Ticket to Work program lately due to a change in program administration. The new person who will be sending out the referrals is still waiting for clearance through the Social Security administration. Maria is trying to contact persons who were previously referred but who have not yet responded to her previous attempts to reach them.

### **WIOA Regional Update**

There is personalized Board training for this region under the new WIOA legislation. Sara sent the by-laws, MOU, and Board member chart to the facilitator, Mary Ann Lawrence, ahead of time per her request. This training will be held December 18, 2015, from 9:00 AM to 3:00 PM at the Triton Café board room on the ICCC Main Campus in Fort Dodge IA. All are encouraged

to attend. Lunch will be provided. Those members who attended the previous training in Johnston IA said that it is very informative. This training session on Dec. 18<sup>th</sup> will be more geared toward our region. This training will explain what is going to be expected from the board going forward with WIOA.

### **Local WIOA Integration Update**

There are 4 core partner programs who receive WIOA employment and training funds of some type that make up the four Core Partners under WIOA. They serve different populations, although many of the participants have the same need for the same core services. The Core Partners include: Title I.B- Adult, Dislocated Worker, and Youth (IWD and CFI); Title II- Adult Education and Literacy (ICCC); Title III- Wagner-Peyser (IWD); and Title IV- Vocational Rehabilitation (IVRS). The MOU (Memorandum of Understanding) is being updated. It will include these Core partners, as well as the larger group of Required Partners under WIOA. It will have similar information the current MOU, but it will have updated information, and possibly some new changes under WIOA. A template from the state will be coming out in late December to be used. The Core Partners have begun working on the Local Service Plan which will replace the Customer Service Plan that we currently have from when we were under WIA legislation. This will be the Board's plan, so Board input will be sought as we move forward. Any members can volunteer to assist with the plan writing also.

There will be more businesses involved at the WIOA meetings when the board moves to the new board structure. The board will be larger, and the core partners will also become board members. The board as a whole will have more responsibilities to provide oversight for the workforce system to ensure that it is meeting the needs of business by providing a skilled workforce.

Greg Newton will be training frontline staff regarding how the WIOA legislation will impact partnerships and how local services will be delivered. The training will be held on January 7<sup>th</sup>. More information will be sent out later when plans have been finalized. Greg is a nationally recognized speaker who is very knowledgeable about employment and training laws and programs. Core partner staff will be included, as well as a few other partners that work closely with us on employment and training programs. Board members are also welcome to attend. Transition funds will be used to cover his fee per the Board's previous vote approving these funds to be used for WIOA transition training. His fee is \$3,360.00 after which there will be approximately \$1,165.00 left in the fund, pending any other expenses yet to be paid out.

### **Public Comments**

An opportunity for public comment was provided with no comments made from the public.

**The next regular scheduled meeting will be Monday March 21, 2016 at 4:00 PM.** With all of the work coming up regarding the writing of the plan, MOU, and the Request for Proposal (RFP) process to select program providers, there will most likely be a need for additional meetings or conference calls, and they will be scheduled accordingly.

## **Adjournment**

Motion for adjournment made by RWIB Mick Hatcher and seconded by Janet Adams.

Motion for adjournment made by CEO Clark Fletcher and seconded by Doug Bailey.

Respectfully submitted

Cynthia Meek, RWIB Staff Support