

# **DRAFT RWIB-CEO Joint Meeting Minutes**

**November 18, 2015**

The RWIB-CEO Joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWIB members: Terry Bailey, Lynda Cruickshank (phone), Donna Crum, Kim Gee, Deb Johnsen (phone), David Pedersen, Heidi Pringle-Bates, Dennis Sievers and John Slobodnik

CEO members: Jim Richardson, Roger Schmitz and Matt Walsh

Others in Attendance: Beth Winquist, IWCC Workforce Development; Jason Landess, Iowa Workforce Development; Terri Amaral, Shalimar Mazetis and Lisa Walker, IWCC; Carrie Condon, PROTEUS, and Mary Warren, Board Liaison.

Members absent: Bill Biede, Randy Hickey, Greg Olenick, Scott Robinson and Martha Smith, RWIB; Randy Hickey, Melvyn Houser, Lonnie Mayberry, Walter Utman and Frank Waters, CEO.

A quorum was reached for the RWIB board. The CEO boards will schedule a conference call to vote on action items.

## **CALL TO ORDER / INTRODUCTIONS**

Donna Crum called the meeting to order at 9:06 AM. Visitors were introduced – Shalimar Mazetis and Lisa Walker, IWCC.

## **APPROVAL OF SEPTEMBER 23, 2015 RWIB-CEO MEETING MINUTES**

An RWIB motion was made by Bailey, seconded by Sievers to approve the September 23, 2015 meeting minutes.

Motion Approved Unanimously

## **APPROVAL OF THE AGENDA AND CONFLICT OF INTEREST REVIEW**

No potential conflicts of interest were noted for this meeting's agenda. Crum told the board that Mary Warren would be presenting agenda item #10, Career and Technical Education Task Force Recommendations in place of Cyle Forney.

An RWIB motion was made by Pringle-Bates, seconded by Gee to approve the agenda as amended.

Motion Approved Unanimously

## **WIA FINANCIAL REPORT**

Beth Winquist reviewed the WIOA Expenditure Report as of 10/31/15. We are 33% of the way through the fiscal year and have expended 24% of available funding.

An RWIB motion was made by Gee, seconded by Bailey to approve both the FY16 Expenditure Report.

Motion Approved Unanimously

## **CUSTOMER SERVICE PLAN MODIFICATION**

Beth Winquist explained that the Department of Labor monitored the WIOA program in Iowa and identified an item that all regions in the state must address. The issue is that local Customer Service Plans (CSPs) need to include customer follow-up procedures. After a participant leaves the program, they are contacted 30 and 90 days post-exit, and quarterly thereafter. The purpose of these contacts is to ensure the person is doing well and to offer additional support as needed.

An RWIB motion was made by Sievers, seconded by Pedersen to approve the CSP modification.

Motion Approved Unanimously

## **BOARD AND STAFF VACANCIES**

Mary Warren told the board that Martha Smith has submitted her resignation from the RWIB, effective immediately. She represents organized labor, is a Democrat, and is from Mills County. The Chief Elected Officials are responsible for filling the vacancy and will need two applicants to submit to the Governor's office for consideration. Members were asked to send recommendations to Mary so that she can contact potential candidates. If possible, we'd like to have candidates identified for consideration at the January meeting.

Mary also informed the board that she is resigning her position as the board liaison, effective January 31, 2016. Bailey and Johnsen agreed to handle the search for a replacement and will keep the board apprised of the progress. Shalimar Mazetis offered to use Linked In to help advertise the opening.

## **WIOA LOCAL PLANNING PROCESS**

Winqvist explained that the regions are required to develop a new Local Plan for WIOA services that must be submitted to the State Workforce Board in May, 2016. Iowa Workforce Development will be supplying a template for the regions to insert local information and processes. IWD has arranged for a trainer (Mary Ann Lawrence) to visit each region in the state to educate the local workforce boards on their new responsibilities, the service provider selection process and other topics they need to be aware of. This training will be held for Region 13 on Thursday, January 21<sup>st</sup> and will be an all-day session. Mary has reserved the Reiver Room in IWCC's Student Center building for this training. Details will be shared as they become available. It was decided that we will cancel our previously scheduled January 27<sup>th</sup> meeting, and have a brief RWIB-CEO meeting at the end of the training session on the 21<sup>st</sup>.

## **PARTNERSHIPS WITH ADULT BASIC EDUCATION AND VOCATIONAL REHABILITATION**

Terri Amaral with IWCC's Adult Basic Education (ABE), told members that a new referral process had been developed to facilitate smooth referrals between WIOA, ABE and Iowa Vocational Rehabilitation. Although it involves a simple scanning of referral forms, it appears to working very well and keeps customers from falling through the cracks. The goal is to quickly and effectively share key information so that customers receive needed services. The hope is to expand this process to other partner organizations.

## **RECOMMENDATIONS FROM THE CAREER AND TECHNICAL EDUCATION (CTE) TASK FORCE**

Mary Warren shared the recommendations of the Iowa Department of Education Task Force report on Career and Technical Education. One main issue was emphasized – there needs to be equal access to high quality CTE education, regardless of where students attend school. There were five

recommendations in the report: 1) Enhanced career guidance for students. 2) High quality CTE programs. 3) Work-based learning opportunities for students. 4) Develop more CTE teachers. 5) Regional CTE partnerships and centers.

Here is a link to the full report:

[https://www.educateiowa.gov/sites/files/ed/documents/2015-10-26CTETaskForceFinalReport\\_0.pdf](https://www.educateiowa.gov/sites/files/ed/documents/2015-10-26CTETaskForceFinalReport_0.pdf)

Members talked about how critical it is for students in rural areas to have access to quality education and asked how they can express support for the report recommendations. Mary offered to draft a letter of support from the board that can be sent to legislators. It will be important to use all our channels to talk to legislators, the governor and others about the importance of career education improvements.

## **SECTOR BOARD REPORTS**

AWIOA requirement is that the local workforce boards must incorporate sector strategies in their service delivery decisions. Our region now has 4 sector boards for high-demand industries that meet every other month: Manufacturing, Healthcare, Information Technology and Logistics. Mary provided summaries of the Healthcare and Logistics Sector Boards that listed member businesses, mission statements and activities the boards are engaged in, including the development of career pathways maps and career activities for K-12 students.

## **DIRECTOR'S REPORT**

Beth reviewed the Director's Report. Ted Schoonover (former Mayor of Red Oak) has been hired as the new Workforce Services Manager for IWD in Des Moines and will have statewide WIOA services as part of his responsibilities. There will be new language as a part of the WIOA legislation. RWIB's will be called Regional Workforce Development Boards (RWDBs or just Regional Workforce Boards). Customer Service Plans will now be referred to as simply Local Plans.

Beth also said the WIOA program is partnering with IWCC to promote the Apprenticeship Grant that the region received. The funds will expire in September of 2016.

Eaton Corp laid off 71 workers at their Shenandoah plant. So far, 31 workers have requested services. On December 7 and 8, a mobile lab is being set up at the IWCC center in Shenandoah for the affected workers to use for Unemployment claims and job search efforts. Pringle-Bates said that in addition to the 71 full time workers at Eaton, another 30 or so contract employees were also affected and may need services.

## **PARTNER REPORTS**

Shalimar Mazetis told members about IWCC's plans to offer a two year Mechanical Tech and Tool & Die program at the Clarinda Center starting in September, 2016. Plans call for the old gym be converted into the Southwest Iowa Center for Advanced Manufacturing (SICAM). IWCC would like to pair apprenticeship training with classroom training and also offer training for high school students at SICAM. Contact Shalimar [smazetis@iwcc.edu](mailto:smazetis@iwcc.edu) for more information.

Terri Amaral told the board that IWCC's Adult Basic Education program serves about 350 students per year. Most are in the 25-44 year age group and about two-thirds are female. About 140 of the 350 students are employed.

## **ECONOMIC DEVELOPMENT ROUNDTABLE**

Walsh told members that the former Council Bluffs Playland Park area is set for further development in the spring. West Broadway is beginning a five year redevelopment process with the assistance of the Iowa West Foundation, and the city is taking over maintenance of West Broadway. A new indoor sports complex (Fieldhouse USA) and hotel will be built next to the Mid America Center. Two credit unions are constructing new buildings in Council Bluffs.

Gee told the board that projections for farm income predict a 20-30% decrease for 2016 and that prices for farmland are down. Farmers will be looking for ways to supplement incomes and rural communities will suffer. This board might want to consider ways to assist rural communities and farmers through this downturn.

## **ADJOURNMENT**

An RWIB motion to adjourn was made at 11:12 AM by Sievers, seconded by Gee.  
Motion Approved Unanimously