

DRAFT

**Region 13 Chief Elected Officials Teleconference Meeting Minutes
December 3, 2015**

Because there was not a CEO quorum present at the November 18, 2015 RWIB-CEO Joint Meeting, this meeting was conducted telephonically in order to act on agenda items.

The meeting was called to order by Jim Richardson at 10:06 AM.

A roll call was conducted. Those in attendance on the call were: Jim Richardson, Frank Waters, Randy Hickey, Lonnie Mayberry, Roger Schmitz and Matt Walsh. Those absent: Melvyn Houser and Walter Utman.

Also in attendance: WIOA Director Beth Winquist and Mary Warren, board liaison.

Approval of the Minutes of the September 23, 2015 RWIB-CEO Joint Meeting

Mayberry made a motion to approve the minutes. The motion was seconded by Walsh.

Motion Approved Unanimously

Review and Approval of the 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. The WIOA staff have been using the correct process but written procedures needed to be added to the Local Plan

A motion was made by Hickey, seconded by Schmitz 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 asked Mary to follow up on suggestions received and would like to have applicants 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. Terry Bailey and Deb Johnsen agreed to handle the search for a replacement and will keep the board apprised of the progress.

January RWIB-CEO Meeting

Beth told members about the training session the state is offering for local workforce boards around the state. The training for Region 13 is set for Thursday, January 21st and will be a 9:00 AM to 3:00 PM session. Mary has reserved the Reiver Room in IWCC's Student Center building for this training. It was decided that we will cancel our previously scheduled January 27th meeting, and have a brief RWIB-CEO meeting at the end of the training session on the 21st.

Adjournment

A motion was made by Waters, seconded by Walsh, to adjourn.

Motion Approved Unanimously

The meeting was adjourned at 10:28 AM.