



## Agenda

Region 16 Chief Elected Official/Regional Workforce Development Boards  
Tuesday, February 23rd, 2016 5:00 P.M. – 6:30 P.M.  
Burlington IowaWORKS Center Connections Conference Room

Call to Order	Mike Hickey
Introduction of Guests	Mike Hickey
*Approval of Minutes	Mike Hickey
New Member Oath	Mike Hickey
IWD Update	Carolyn Farley
Conflict of Interest Disclosure Forms	Carolyn Farley
WIOA Local Update	Bob Ryan
AEL Update	Elizabeth Campbell
Legislative Breakfast Update	Robert Ryan
WIOA Transition/CSP Update	Core Partners
City Elected Official Vacancy	Bob Ryan
Other Business	
Closed Session – Region 16 Review Request for Proposals	
a. Title I Career Services for Adults and Dislocated Workers	
b. Title I Youth and Young Adult Services	
Review Committee Volunteers	Carolyn Farley
*Vote to approve RFP for Adults and Dislocated Workers and Youth and Young Adult Services	
Adjournment	Mike Hickey

\* Items requiring a vote

Mission: To champion the Workforce Center's role in building a highly skilled market-ready workforce that strengthens the economic vitality of the Great River Region.

Vision: The Great River Region Workforce boards envision the Workforce Center as being proactive, adept and flexible in providing timely solutions to meet the ever-changing demands of the workforce of the Great River Region.

Regional Workforce Development Board  
Chief Elected Officials  
January 26th, 2016

The regular meeting of the Regional Workforce Development Board (RWDB) and Chief Elected Officials (CEO) was held on January 26th, 2016 at 5:00 PM. in the Connections Room at the Burlington Workforce Center.

**CALL TO ORDER**

Mike Hickey called the meeting to order at 5:00PM.

**RWIB Members Present:** Carolyn Farley, Mike Hickey, Jacob Nye, Ann Mellinger, Brian Blake, Elizabeth Campbell, Phil Hecht, Sue Frice, Dennis Duke, Karen Von Behren, Chad Palmer, Cara Sanders, Monica Dyar, and Michelle Mutchler

**RWIB Members Absent:** Rebecca Belzer, Ryan Drew, Andrew Ferguson, Janet Fife-LaFrenz and Kevin Thie

**CEO Present:** Paula Buckman, and Jim Cary

**Staff Present:** Robert Ryan, Miranda Coleman, Miranda Brown, and Mike Witte,

**Guest Present:** Jason Smith and Victoria Kollman

**APPROVAL OF MINUTES**

Hecht made the motion for the RWDB to approve the November minutes, seconded by Frice, motion carried.

**TRAINING FOLLOW – UP**

Ben Humphrey joined the meeting via phone to provide a follow up to the Mary Ann Lawrence training that took place on January 8<sup>th</sup>. He discussed the topics of boards hiring a director and said that it was not required and was up to the discretion of the boards. He discussed the multiple options that boards have for hiring staff and the new legislation that could affect these decisions. Topics he also covered were the necessary separation of duties among procurement, monitoring and administration. Finally he spoke about the release of the MOU and the multiple templates that will be released in the coming months.

**RWDB HIRING DIRECTOR**

The board discussed their options in hiring a board director and their obligations. At this time they decided they would wait and see what develops in the coming months to determine the necessity for this position

**NEW MEMBER OATH**

Tabled until next meeting.

**IWD UPDATE**

Farley stated that all counties unemployment rates have increased and the state level has stayed constant. Farley discussed the new traveling position that the agency has implemented and that in the Keokuk office last month 23 people were served by this position and 4 at the Mt. Pleasant site. A rapid response meeting was held at Matrix Metals and 209 employees have been served to date. Workshops calendars, job fairs and open labs have been set up to serve the employees of this company.

### **WIOA LOCAL UPDATE**

Ryan informed the board that Adult/DW is also serving the employees of Matrix Metals and additional funding will be sought through the state to assist these individuals. The first sector partnership meeting launch is Friday January 29<sup>th</sup> and it is estimated that 25 manufacturers will be participating. The legislative breakfast is on February 11<sup>th</sup> and board members were encouraged to attend to assist in raising awareness. Ryan also stated that the budget is on track for the year at 49% for expenditures and the year is 50% complete.

### **TRANSITION/CSP UPDATE**

Ryan stated that the first draft of the Customer Service Plan (CSP) is almost complete. Once a draft is finished an executive summary will be created for the board.

### **CSP MODIFICATION -- FEO CREDIT**

The FEO credits create economic opportunity for youths to earn incentives and bonuses for completing. Von Behren made the motion for the RWDB to approve the FEO modification to the CSP, seconded by Dyar, motion carried.

### **WRITING THE "BUSINESS PLAN"**

A brief discussion was held on creating a business plan for the board after the completion of the final CSP.

### **CITY ELECTED OFFICIAL VACANCY**

Ryan informed the board that there was a City Elected Official vacancy and that the board should think of individuals who would be a good fit for this opening. In addition Ryan stated that if the candidate was from Lee, Henry or Louisa would be beneficial.

### **RFP – ADULT/DW SERVICE PROVIDER**

Tabled until further information is available.

### **OTHER BUSINESS**

Ryan informed the board that a new printer was needed at the Keokuk location and that this would be a topic at the next meeting.

Hickey stated that if anyone had any questions about the mileage reimbursement procedure that they could stay after the meeting for clarity.

Hecht discussed his concerns with the elements of the draft of the CSP. He thinks that further consideration should be made on the priorities section of the plan and that it should move towards helping everyone in the workforce.

### **ADJOURNMENT**

Von Behren motioned for the meeting to be adjourned, seconded by Mellinger, motion carried and the meeting was adjourned at 6:30PM.