

**Minutes**  
**Region 3 & 4 and Chief Elected Official Board**  
**Regional Workforce Investment**  
**Combined Meeting**  
**Thursday January 28, 2016 9:30 am**  
**Governmental Services Center**  
**217 West 5<sup>th</sup> Street, Spencer, Iowa, Room B**

**RWIB Members Present:** Lee Beem, Diane Nelson, Ranae Sipma, Mike Schulte, George Kruger, Rhonda Jager-Pippy, Kenneth Vande Brake, Reva Arends, Janet Dykstra, Carrie Turnquist, Mike Carlson, Timothy Kinnetz, Kristin Hanson, Susan Golwitzer, Benjamin VanDonge, Lisa Washington, Frank DeMilia, Linda Gray, Lori Kolbeck, Dave Swanson

**RWIB Members Excused Absences:** Vernon Nelson, Gregory Ver Steeg, George Kruger, Mike Carlson, Lisa Washington, Kiley Miller

**RWIB Absent:** None

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

**CEO Members Excused Absences:** Tim Schumacher, Pam Jordan, Ed Noonan

**CEO Absent:** None

**Partners and Guests:** Val Bonney (NWIPDC), Jolene Rogers (ILCC), Sarah Breems-Diekevers (NWICC), Jason Landess (IWD), Jessica Badding (IA Dept. of Blind), Terrin Bern (ICCC), Dick Sievers (Mid-Sioux Opportunity), Ted Kourousis (NWIPDC)

1. **Call to order:** Janet Dykstra called the meeting to order at 9:31 am.
2. **Introduction of Members, State Staff and Guests:** Self-introductions were made.
3. **Welcome:** Janet Dykstra welcomed everyone to the meeting.
4. **Agenda Review:** Reviewed and approved RWIB: Beem Motion, Vande Brake second  
COE: Schulte motion, Koedam second
5. **Approval of October 1, 2015 Meeting Minutes:**
  - a. **RWIB Vote** – Motion made by Schulte, 2<sup>nd</sup> by Golwitzer, motion approved.
  - b. **CEO Vote** – Motion made by Anderson 2<sup>nd</sup> by Kleinwolterink, motion approved
6. **RWDB** made a presentation to Lee Beem for his many years of service on the board serving a chair for several years.
7. **WIOA Local Board Training Follow-up Discussion**

All that attended said that it was a good day with lots of information presented and that the presentation was great, presenter had good background and impressed with the Region 3&4 board. Had a good attendance.
8. **Region 3&4 Website:** Bonney stated that the site is live, not much information on it yet, the minutes and agenda, the site address is: [www.iowawdb.gov](http://www.iowawdb.gov), still in the development stage
9. **Region 3&4 Request for Proposal – Service Provider – WIOA Adult, Dislocated Worker and Youth:** Bonney state a joint meeting to be held on February 10, 2016 in Des Moines to develop a Memorandum of Understanding may hear more on the RFP at this session; not much information right now, a request for a selection committee of up to five on the committee was made by Chairperson Dykstra.
10. **WIOA Core Partner Meetings Update** – Lori stated they have been meeting every two weeks developing an overall goal to describe how to partner with the board, suggested the full board review the plan document. Linda Gray suggested comments be back to Val by 2-16-16. Sara of Region 3&4 has led the charge in partnerships and assisted in developing the plan. Great partnerships have been developed with agencies and the board. The committee diligently worked on developing the area plan, collaboration was fantastic and input is welcomed.

- 11. WIOA System Diagram** – Shown on page 9 of the packet, basically illustrates what WIOA is all about, summarizes points of access and partners to provide the services for clients entering the system. A referral document is in place and working towards electronic process. Feedback is important on how a client is processing through the system. The goal is not to lose the client during the process. Collaboration is critical to success!
- 12. AIWP legislative Breakfast** – A flyer is on page 10 of the packet, the breakfast always has good attendance, with highlight WOIA, collaboration and partnerships. February 11, 2016 at Capitol
- 13. WIOA Local Workforce Plan Template** – discussed in #10, comments needed by 2-16-16.
- 14. Regional MOU Template Review – Update on Regional MOU Meeting** – Do not have as of January 28, 2016, waiting for from State, should get on 2-10-16, 2 phases, 1. Customer Service, 2. Sharing resources, should end up being better process.
- 15. Tentative Timeline for Local Workforce Development Plan** – March 10, 2016 draft plan posted, adjustments maybe needed depending on how fast State reacts to the proposed dates. Timeline shown on the agenda for this meeting.
- 16. Program Updates:**
  - a. Integration Statistics for Region** – page 11 of packet, Val reviewed the report and indicated very busy at the center
  - b. WIOA Intensive/Training Enrollments** – Val reviewed and updated the report as of 1-12-16, refer to the intensive level of the report.
  - c. WIOA Performance PY14 and PY15** – Val presented the final reports, Region 3&4 met performance in all 3 areas, meaning we met our negotiated rate.
  - d. Participant Profile Update** – Jason Landess, IWD, there is new profile email address provide on Gmail, Yahoo, outlook for better access, trying to roll out not yet and should be running in June 2016. Google will be the platform for usage, will be accessible by clients at remote sites, Community Colleges, banks instead of having to come to center, they can sign up and agencies will have access to profile information.
  - e. Job Driven NEG Update** – Erin reported that the grant has been modified since October 2015, now open to all apprenticeships, new is IT, Des Moines office assisting employers to register, all is going well
  - f. Disability Employment Grant Update** – Val reported that the DRC has been assisting with the IowaWORKS presentation for the 3 career academies in manufacturing, entrepreneurship and construction. Amber, disabilities coordinator, works with individuals on their benefits, Round 3 grant ended September 30, 2015, and have a new round through March 2019. Career pathways is the emphasis. Scott Rettey discussed the academies, what they are doing, how students participate.
  - g. Iowa Central Sector partnership NEG Update-Region 3&4 Sector Board Update** – Lindsey Henderson, Project Director at ICCC gave a brief update on Region 5. The Update information is on page 17 of the board packet.
  - h. Promise Jobs Update** – Linda Gray is working with the Spencer and Fort Dodge offices, they have quarterly meetings. FSSG assistance such as auto insurance and repairs, work clothing, personal care, there is \$60,000 available have spent \$30,000 to date, have to be Promised Jobs program participant to be in the FSSG grant program.
  - i. Skilled Iowa Update** – Linda Gray reported that 5 schools will be testing in the near future, Spencer, Spirit Lake, West Bend, Emmetsburg and Terrill, reaching out to all schools, this is mainly for seniors. Home Based Iowa, 8 counties have designation and 2 counties starting the process.
  - j. Iowa Workforce & the Economy and Middle skill jobs in Iowa Publications** – Val reported 2 publications, “Iowa Workforce & the Economy” and “Middle Skill Jobs” report on overview of the workforce in Iowa. Diane Nelsen discussed how she uses these tools with high school students in discussing careers.
- 17. WIOA Financial Monitoring Report** - Ted Kourousis, Executive Director of NWIPDC, presented the findings shown on pages 18-20 in the board packet. Two findings have been resolved. Missing signatures on participant time and attendance reports.

**18. WIOA Update:**

**a. Youth Standing Committee** – Val reported that the Youth Advisory is no longer required, suggest going to a Youth Standing Committee to make recommendations of youth services to the board, RWDB needs to approve; motion made by Beem seconded by Arends, approves, Diane Nelsen volunteered to be the chairperson.

**b. In House Monitoring by Service Provider** – Val reported that the service provider can monitor the board , reviewing IWD programs and finances on selected files quarterly, State would review twice per year.

**c. RWDB By-Laws** – These need to be revised, Ben Humphrey an attorney with IWD is developing a template for by-laws.

**d. CEO Agreement** – These need to be revise and the same attorney is working on this also.

**e. One-Stop Operator Update** – WIOA taking steps toward by 2017 to have a definition, not yet finalized by the Feds, no funds connected and could remain the same as is in place now or could be changing.

**f. RWDB and CEO Executive Committees** – Chair and Vice-Chairs are the Executive Committee for each; RWDB motion by Golwitzer, second by Beem approved, CEO motion by Koedam second by Wymore approved.

**g. One-Stop Evaluation** – WIOA requires State Workforce Board establish criteria that the center is operating effectively self-evaluations for the board and community, this is in the development stage now.

**19. State Staff Update** - Jason reported much change is coming for the One-Stop Center, training for this is being developed did assisting career pathway succeed.

**20. Partner Update** – None reported

**21. Confirm Next Meeting Date and Adjournment** – The next meeting will be on March 24, 2016 at the same location. Meeting was adjourned without motion and second.