

**REGION 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)
CHIEF ELECTED OFFICIALS
(CEO'S)
Thursday, February 18, 2016
4:00 p.m.
Iowa Workforce Development
Three Triton Circle
Fort Dodge IA 50501**

RWB in attendance: Larry McBain-Chair
Margene Bunda
Pat Essing
Dr. Dan Kinney
Daniel J. DeWall

RWIB in attendance
By phone: NA

RWIB absent: Mick Hatcher
Lois Irwin
Janet Adams
Tom Grau
Logan Welch
Tom Salvatore-Vice Chair
Julie Geopfert
Jane Hambleton

CEO's in attendance: Carl Mattes-Chair
Clarence Siepker
Rick Rasmussen

CEO's in attendance
By phone: Doug Bailey-Vice Chair

CEO's absent: Mike Cooper
Clark Fletcher

Guests in attendance:
Sara Messerly, Region 5 IWD Operations/WIOA Director
Cynthia Meek, RWDB Staff Support
Teresa Larson-White, Children & Families of Iowa
Maria Weydert, Children & Families of Iowa
Patricia Cirks, Children & Families of Iowa
Kerstan O'Brion, Children & Families of Iowa
Matt Winkel, Proteus
Rachael Thompson, Proteus
Kelsey Casey, Children & Families of Iowa
Pat Daly, Region 5 Budget Analyst
Lori Kolbeck, IVRS
Lindsay Henderson, ICC

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on February 18, 2016 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 quorum was not available for the RWDB to approve the agenda. CEO Doug Bailey moved to approve the agenda with Clarence Siepkner. Motion carried unanimously by the CEO's.

A quorum was not available for the RWDB to approve the minutes from the December 7, 2015 meeting. They will approve the minutes at the March meeting. CEO Rick Rasmussen moved to approve the minutes from the December 7, 2015 meeting with Doug Bailey seconding. Motion carried unanimously by the CEO's.

Request For Proposals (RFP)

Paul Erickson spoke to the group about the RFP process for accepting bids for WIOA service providers as required this year by the new law. A special meeting was set up for February 25, 2016 at 4:00PM. It is important for the RWDB to have a quorum at that meeting, as the board will need to vote on some items relating to the RFP. While discussing the RFP's, the board will need to go into closed session, with anyone who may have a conflict of interest regarding the RFP's to excuse themselves during that part of the session. There will be two RFP's: one for the Adult and Dislocated Workers service provider and the other is for the Youth and Young Adult service provider. The RFP's must be posted by March 1st.

Financial Report

Pat Daly provided the current Region 5 Budget Analysis. Pat said the Region 5 WIOA budget is pretty much on target to spend 80% of funds for Adult/ Dislocated Workers program. The Adult program is a little underspent at this time. In March, we may need to transfer some Adult funds to Dislocated Worker. Up to 100% is allowed to be transferred between the two funds, although we would not be transferring that much here.

Administrative funds never fully fund administrative costs, but any shortages are covered by the IWD penalty and interest fund.

Sara passed out a chart which showed the expenditures of the Transitional funds that we received to assist with expenses due to the transitioning period under WIOA. The board had voted to use the money for training purposes for RWDB, CEO's and staff. Sara said she has used quite a bit of paper putting materials together for all of the different training we have had, and asked if it was OK purchase a box of paper to replace what was used since it was a cost related to training. Pat and the board agreed that would be allowable to purchase out of this fund.

Resignation

Jill Coleman has turned in her resignation from the board due to personal reasons at this time. Her position representing Business will need to be filled. Sara stated that we are short representation from Humboldt and Wright counties, so it would be nice to get someone from there if possible. CEO's Rick and Carl agreed to work on getting a replacement from their counties.

School Administrators of Iowa Executive Leaders meeting

Larry McBain attended the School Administrators of Iowa Executive Leaders meeting on February 4, 2016 held at DMACC . This was to discuss issues that are found in the K-12 grades. Areas that are the most important: Technical skills, critical thinking, effective communications skills and soft skills (hygiene, being on time and dressing for the job).

The high schools are working as best they can with the rules set up for them. WIOA has some good features such as having businesses working more with IowaWORKS. It was the general opinion of this school administrators meeting that a four year degree is not always a must. A two year program can be just as beneficial. Larry stated that Mike Sherwood, Superintendent of the Webster City school district said that he would be willing to come to a board meeting and speak to the board about these issues. Larry said most administrators felt it was a mistake to cut guidance counselor positions at the high schools. Dr. Kinney stated the Career Academy is addressing some of these issues. Students graduating from there will be better prepared for the world of work and a career pathway.

Sector Partnership Emergency Grant

Lindsay Henderson spoke about the Sector Partnership National Emergency Grant that ICCC has received. They had first applied for it in response to the Avian Bird Flu outbreak in this area. The purpose originally was to assist the workers who were displaced because of the bird flu, and to provide retraining services. The grant was submitted through IWD at the state level, and the amount received was \$5.2 million. Since the layoffs turned out to be temporary in nature, the scope of the grant had been widened and can now be used for any dislocated workers, and also low income. The grant applies to 5 regions who were affected the most by the bird flu in northwest Iowa. Additional staff will be hired, and some will be housed at the IowaWORKS office. The goal is to serve 1,000 participants. Of the grant funds received, \$500,000 will go toward regional planning and Sector Partnership development in the areas of advanced manufacturing, healthcare, and logistics.

Sara added that this will be a great partnership, and with this grant, there are unlimited possibilities for the expansion of services being offered. She and her staff are looking forward to having Lindsay and her staff here at the center.

Youth Advisory Council

Teresa said the Youth Advisory Council will become the Youth Standing Committee under the board according to the WIOA legislation. It will meet quarterly and will be focused on youth services. A board member is needed to chair the committee, and the committee should be made up of individuals that are interested in serving youth. This committee will report back to the board. She has been speaking with persons that have experience working with young people to participate on this committee.

By-Laws & Conflict of Interest Update

Per Larry the By-laws are ok at this time. Larry spoke with Ben Humphry the attorney for Iowa Workforce Development. Sara also stated that in her conversation with Ben, he said right now the focus should be on the RFP's and the Local Service Plan. Ben will be developing a template for By-Laws that can be customized for each region.

Conflict of Interest forms were passed out. The board always needs to establish a quorum for voting purposes. However, if a board member cannot vote on something due to conflict of interest, they can abstain from the vote.

Local Plan and MOU Update from WIOA Core Partners

Lori Kolbeck said the WIOA Core Partners have been meeting every two weeks. They are working on the board plan and how partners are working together. Lindsay Henderson has been included in this group also. The goal is to have a rough draft done by March 10. They have received the template which they need to use. The final plan is due on May 1, 2016.

Sara shared that the whole Workforce system is involved with the Core Partners. The goal is for the system partners to work together and make best use of all the services that are available for clients. This will result in better collaboration between partners, a better referral system, and less duplication of services. A participant can be co-enrolled into multiple programs, and can be service-managed by partner teams.

Partner Input

Matt Winkel with Proteus has accepted the full time position as Regional Director. They need several more persons to be hired to fill their program positions. A manager is needed which will be a full time position. It is a requirement that workers with Proteus need to be bilingual. Summer help is also needed. It is a forty hour work week and training is available. Dr. Kinney told Matt he knew of persons that could help him get these positions filled.

Teresa Larson-White said Maria Weydert is back with Children and Families of Iowa. She is not with Goodwill any longer.

Sara added that Goodwill will be filling Maria's position in the near future. That position works with the Ticket to Work program here at the IowaWORKS center.

Public Comments

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

Next Regular Meeting

There was some discussion about moving the time and date of the next regular meeting. It was suggested to try a morning meeting time. The next meeting will be Wednesday March 30, 2016 at 9:30 AM. More information will be coming about this.

RWDB members were reminded to come to the special meeting next week, February 25 at 4pm, regarding the RFP process. A quorum is required.

Adjournment

Motion for adjournment made by Dr. Dan Kinney and seconded by Clarence Siepker.

Respectfully submitted
Cynthia Meek, RWIB Staff Support