

Regional Workforce Development Board/CEO Joint Meeting

January 7, 2016

Minutes

**RWDB Members in Attendance:**

Martha Wick, Indian Hills Community College  
Ann Youngman, Wilson School  
David Krutzfeldt, Interpower Corporation  
Justine Heffron  
Richard Nichols, Community First Bank  
Ann Stocker

**CEO Board Members in Attendance:**

Matt Greiner  
Becky Schmitz  
Michael Berg  
Mike Vander Molen  
Neil Smith  
Robert Waugh  
Greg Kenning  
David Dotts

**Partners in Attendance:**

Noel Gordon, Department Chair- Learning Services  
Christy Roush – Iowa Workforce Development  
Marcela - Dept. of Education  
Victoria Kollmann – IA Dept of the Blind  
Caitlin Exline - Proteus

Indian Hills Community College in attendance: Jennifer Snead, Operations Manager and Lisa Stek, Administrative Aide.

Martha Wick , RWDB Chair called the meeting to order, this is going to be a quick meeting since we are having it during our Iowa Workforce Development Board Training and Planning .

- Approval of Agenda: David Krutzfeldt, motioned to approve-Becky Schmitz, seconded
- Approval of Minutes: Becky Schmitz motioned to approve-Dave Krutzfeldt, seconded
- David Krutzfeldt stated we have the ending balance on the WIA funding and it looks really good, we are not sending much back to the state. We have the new balances for the WIOA funding and as it stands now we are in good shape. Ann Stocker motioned to approve the Finance Report-David Krutzfeldt, seconded.
- New Business – Jennifer Snead went over the Final Financial Monitoring Report from Fall 2015, we had an excellent audit. There were just a couple small overpayments to recoup, but overall it was excellent. Martha Wick explained how this is a great improvement from some of the past monitoring's we have had.
- Youth Standing Committee Update – Noel Gordon gave the update for the Youth Standing meeting, it was a small meeting but a very productive meeting. Having several partners talking about their services they were able to assist Troy Seeley from the Juvenile Department on how to proceed with some of their youth that are on parole.
- WIOA Update – Jennifer Snead went over the WIOA Unified State Plan and Memorandum of Understanding that each member have in their packet.

- GAP Procedures – Jennifer Snead asked the members to review the Region 15 Policy Memo No:15-3 regarding the GAP Application Procedures. Dave Krutzfeldt motioned to approve the new policy and Ann Youngman, seconded.
- Priority of Services – Jennifer Snead asked the members to review the Region 15 Policy Memo No:15-2 regarding the priority of WIOA services. Becky Schmitz motioned to approve the new policy and Ann Stocker, seconded.
- Rescheduling of April Meeting to be moved to March 15<sup>th</sup> at 1:00 p.m., Justine Heffron motioned to approve the change date and David Krutzfeldt, seconded.
- Partner Referral - Jennifer Snead asked the members to review the Region 15 Policy Memo No:15-4 regarding the Referral Procedures, it was suggested that the Dept. of Blind be added to the Policy. With this being added Becky Schmitz motioned to approve the Partner Referral and Ann Stocker, seconded.
- RFP Letters – Jennifer Snead stated we currently have received notice from 3 employers who are interested and there are copies in your packet. The RFP's have not been sent out yet, once they are they will be posted for 6-8 weeks to give ample time for anyone who is interested in applying for Region 15 WIOA. **With this being said, anyone who is employed by an Agency/Employer who is going to submit for the RFP cannot not be on the committee to review the applications. Of which Jennifer Snead, Martha Wick and Lisa Stek cannot be involved at all in the process with Indian Hills Community College being one of the Agencies applying for it. Christy Roush, Iowa Workforce Department –Operations Manager for Region 15 will be the contact for the RFP and any questions.**
- The following board members volunteered to be on the RFP Standing Committee, to review the applications:
  - Matt Greiner
  - Dave Krutzfeldt
  - Ann Stocker
  - Richard Nichols
  - Christy Roush, Iowa Workforce Development

Ann Stocker motioned the meeting be adjourned and Dave Krutzfeldt, seconded.