

Regional Workforce Development Board
Chief Elected Officials
February 23rd, 2016

The regular meeting of the Regional Workforce Development Board (RWDB) and Chief Elected Officials (CEO) was held on February 23rd, 2016 at 5:00 p.m. in the Connections Room at the Burlington Workforce Center.

CALL TO ORDER

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

ATTENDEES

RWIB Members Present: Carolyn Farley, Mike Hickey, Janet Fife-LaFrenz, Ryan Drew, Monica Dyar, Jacob Nye, Sue Frice, Dennis Duke, Rebecca Belzer, Karen Von Behren, Michelle Mutchler, Andy Ferguson, Elizabeth Campbell and Phil Hecht

RWIB Members Absent: Ann Mellinger, Brian Blake, Kevin Thie, Chad Palmer, Cara Sanders

CEO Present: Rick Larkin

Staff Present: Robert Ryan, Miranda Brown and Kollin Alfred

APPROVAL OF MINUTES

Von Behren made the motion for the RWDB to approve the January minutes, seconded by Frice, motion carried.

NEW MEMBER OATH

Tabled until next meeting.

IWD UPDATE

Farley stated that unemployment rates for January were not yet available. She reported that skilled Iowa member business locations statewide were 13,597 and that the number of Certificates was at 461 for the region.

CONFLICT OF INTEREST DISCLOSURE FORMS

Farley stated the importance of having conflict of interest disclosure forms on file for the board. Anyone with a conflict of interest with Southeastern Community College, KRA and /or ResCare was to disclose the type of conflict on the form. Board members then read, signed and reported any such conflicts. Any board member who disclosed a conflict would not be involved in the Request for Proposals (RFP) process for the Adult/Dislocated Worker (DW) and the Youth Program.

WIOA LOCAL UPDATE

Ryan stated that the Dislocated Worker (DW) program was 58% through the year and 60% of the funds had been spent. He discussed the opportunity to apply for additional funding in the amount of \$20,000 for Matrix Metal employees. This would provide these dislocated workers with resume writing and math classes in Keokuk. In addition, if necessary the Adult program could provide funding if needed as this program is only at

41% for the year in expenditures. Ryan reported that there were 200 attendees at the job fair held in Keokuk. Ryan briefly spoke on the need for additional room in the Keokuk area for offices.

AEL UPDATE

Tabled until next meeting.

LEGISLATIVE BREAKFAST UPDATE

Ryan reported on the annual legislative breakfast held in Des Moines. He stated that they were able to speak with 2 legislators from the region and that it was a productive event.

WIOA TRANSITION/CSP UPDATE

Ryan discussed the information from the meeting in Des Moines regarding the Customer Service Plan (CSP). The draft plan is to be uploaded to IowaGrants.gov by March 10th and then will be open for public comment for 30 days. The final plan will be voted on at the April 26th RWDB meeting.

CITY ELECTED OFFICIAL VACANCY

Ryan expressed the necessity of finding a City Elected Official for the vacancy and to provide a better balance they should be from the counties of Lee, Louisa or Henry.

OTHER BUSINESS

Fife-LaFrenz reported on 3 meetings that she has attended recently. Her trip to Washington DC involved lobbying for Pell Grants to be able to be used for short term workforce oriented programs. Her other meetings covered the Ability to Benefit Pell Grant, Perkins Grant Funding and the Future Ready Iowa Task Force.

CLOSED SESSION – REGION 16 REVIEW REQUEST FOR PROPOSALS

The board discussed the procurement of service providers under Title I the federal Workforce Innovation and Opportunity Act. The board identified members who have a real or apparent conflict of interest relating to the procurement. The board went into closed session to review the draft requests for proposals (RFP) for the service providers in order to assure that no bidders received an unfair advantage by having access to the draft RFP before they are posted for bidding. After review the draft RFP, the board returned to open session.

REVIEW COMMITTEE VOLUNTEERS

Farley asked for volunteers to be on the Request for Proposals committee. The committee will be Carolyn Farley, Ryan Drew, Jacob Nye, Monica Dyar, Rick Larkin and Karen Von Behren.

APPROVAL OF RFP FOR ADULTS AND DISLOCATED WORKERS AND YOUTH AND YOUNG ADULT SERVICES

The board voted to approve the draft RFP and post it on iowawdb.gov to start the procurement process. Dyar made the motion to approve the Request for Proposals for the

Adult/Dislocated Workers (DW) program Nye seconded and a roll call vote was taken. The motion passed unanimously with an “Aye” from Farley, Drew, Mutchler, Von Behren and Larkin.

Von Behren made the motion to approve the Request for Proposals for the Young and Young Adult services Larkin seconded and a roll call vote was taken. The motion passed unanimously with an “Aye” from Farley, Drew, Mutchler, Nye and Dyar.

ADJOURNMENT

Von Behren made a motion to adjourn the meeting, seconded by Mutchler, motion carried. Meeting was adjourned at 6:40PM.