

**REGION 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)
CHIEF ELECTED OFFICIALS
(CEO'S)
Monday, March 21, 2016
4:00 p.m.
Iowa Workforce Development
Three Triton Circle
Fort Dodge IA 50501**

RWB in attendance: Larry McBain-Chair Lois Irwin
Jane Hambleton Daniel J. DeWall
Pat Essing Mick Hatcher
Janet Adams Julie Geopfert

RWIB in attendance
By phone: Margene Bunda Tom Grau

RWIB absent: Dr. Dan Kinney Logan Welch
Tom Salvatore-Vice Chair

CEO's in attendance: Carl Mattes-Chair Rick Rasmussen
Clarence Siepker Clark Fletcher
Mike Cooper Doug Bailey-Vice Chair

CEO's in attendance
By phone: NA

CEO's absent: NA

Guests in attendance:
Sara Messerly, Region 5 IWD Operations/WIOA Director
Cynthia Meek, RWDB Staff Support
Teresa Larson-White, Children & Families of Iowa
Cassie Bennett, Client Children & Families of Iowa
Patricia Cirks, Children & Families of Iowa
Kerstan O'Brion, Children & Families of Iowa
Matt Winkel, Proteus
Ann Waynar, ICC
Pat Daly, Region 5 Budget Analyst
Lori Kolbeck, IVRS

Guests in attendance

by phone: Jason Landess, IWD District Manager

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on March 21, 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.

Public Comments on the Local Service Plan

The public was given an opportunity to make comments on the Region 5 WIOA Local Service Plan before the regular meeting started. No one from the general public was present, and no comments from the public were given. The regular meeting then started.

Approval of Amended Agenda and Meeting Minutes

A motion was made by Dan DeWall and seconded by Janet Adams to approve the amended agenda. Motion carried unanimously by the RWDB. CEO Rick Rasmussen moved to approve the amended agenda with Doug Bailey seconding. Motion carried unanimously by the CEO's.

A motion was made by Janet Adams and seconded by Jane Hambleton to approve the minutes from the December 7, 2015 meeting. Motion was carried unanimously by the RWDB. The CEO's approved these minutes at the February 18, 2016 meeting.

A motion was made by Jane Hambleton and seconded by Dan DeWall to approve the minutes from the February 18, 2016 meeting. Motion was carried unanimously by the RWDB. CEO Clarence Siepker moved to approve the minutes from the February 18, 2016 meeting with Rick Rasmussen seconding. Motion carried unanimously by the CEO's.

A motion was made by Dan DeWall and seconded by Mick Hatcher to approve the minutes from the February 25, 2016 meeting. Motion carried unanimously by the RWDB. The CEO's had previously approved these minutes.

A motion was made by Mike Cooper and seconded by Doug Bailey to approve the minutes from the March 3, 2016 CEO Conference Call. Motion carried unanimously by the CEO's.

WIOA Local Service Plan

The WIOA Title I, II, III, and IV core partners worked together to write the Plan. There was a lot to learn regarding how each partner delivers their program and services, and eligibility requirements. Due to the low unemployment rate, there are more customers now that have barriers. The Plan is currently posted on the www.iowawdb.gov website. It was posted March 11, 2016 for a 30 day public comment period. It will end April 12, 2016. Comments will be taken and any modifications will be made to the Plan. However, it won't have to be reposted

for another 30 day public comment period. The board will vote for final approval of the Plan before it is submitted to the state. The board was asked for any comments they had on the Plan.

Clark inquired what the easiest way to explain the Local Service Plan would be when he took information back to the Webster County Supervisors meeting. Sara said it was to ensure that the WIOA Title I, II, III, and IV core Partners the Partners work together to provide better service for the clients, accessibility to all programs for which they are eligible, and to streamline service delivery so there would be no duplication of services. The end goal is for the client to obtain employment.

Ann shared that the different service programs are learning a lot and sharing expertise. We are now looking at all programs as a whole rather than many pieces.

Iowa Central Community College has received a \$5.2 million dollar grant for the Sector Partner National Emergency Grant. Part of the funds will help set up sector partnerships, and the rest will go towards services to dislocated workers to help them become re-employed again. Some of the funds may be distributed to other regions in the state also.

The core partners will be visiting businesses in the area, working as a team for business services and outreach, and the partners will also be involved with the sector boards. They will find out what skills are needed for the jobs that are open so those looking for employment will get skills upgrading in those areas rather than some that won't be needed.

One section of the Plan still needs to be worked on but the template hasn't been received yet. That section is referred to as Form 6. This separate piece will be attached to the end of the Plan. It is mainly for attaching documents regarding policy and structure of the board.

Youth Program

There was a guest speaker from the CFI Youth program who provided her story. Cassie was the first youth that received services from the title I Youth program under CFI. She grew up in a family where there was no opportunity for a good future. She described how the program helped her go from being homeless and out of school to receiving a GED and completing work to become a CNA. The program helped her with transportation and in getting a job. A scholarship was received from the United Way. She is currently in the nursing program at ICC. The services at the Youth program have greatly helped her get where she is today. Everyone present was moved by her story, and how she has overcome the barriers in her life to be successful with a bright future ahead of her.

Standing Youth Committee Requirements

The Standing Youth Committee is the current name. Formerly it was the YAC-Youth Area Council. Julie Geopfert will be the board member that is the chairperson of this committee with Teresa Larson-White as the vice chair. Cynthia Meek will be the support staff for the

committee. The first meeting will be held sometime in July and will meet quarterly. Other members of the committee will be Kori Kolbeck, IVRS, Geri Winge from Special Education, Jerry Patterson, an employee at the prison in Fort Dodge, Ryan Maehl with Fort Dodge Parks and Rec, Kyle Bangert, business owner, and someone yet to be determined from Adult Education.

Scoring Committee Process

April 8, 2016 at 4:00 PM is the deadline for submitting applications to bid on being a Title I service provider for the Adult/Dislocated Worker program, and the Youth/Young Adult program. The scoring committee will review the bids and score the content using the scoring matrix developed at the state level for all regions to use. Those on the committee are Logan Welch, Julie Geopfert, Larry McBain, Janet Adams, and Dan DeWall. Sara Messerly will be present to help the committee with any questions, but will not score the applications. They will be presented to the board at the May board meeting for a vote. July 1, 2016 is the effective date and will be a one year contract, with the option to extend, depending on performance during that first year.

Memorandum of Understanding (MOU)

The MOU process is still being worked on at the state administrative level. There will be a spreadsheet for all of the WIOA required partners to submit information on their services. This will be submitted at a later date than the Local Service Plan.

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 86%-90% of funds for the Dislocated Worker program. The Adult program is a little underspent at this time. Transfers to the Adult/Dislocated Workers program can be made so the Adult program doesn't lose too much of their funds. This will be addressed on the next agenda item. Admin funds were less this year, and there have been more expenses this year that get charged to Admin. This includes indirect costs, program oversight, and board support. A previous transfer from the CFI Title I Admin had been approved by the board to the IWD Title I Admin funds to help offset the shortage.

Administrative funds never fully fund administrative costs, but any shortages are covered by the IWD penalty and interest fund. Non-Federal and non-state funds are used to cover cost. CFI is on track to spend 80% of their funds. July 1, 2016 is the start of the new fiscal year. The new service provider will use any funds carried over and may change the budget. Janet asked if the board would know how the provider will spend the money. Pat said yes, they will have a staffing plan, and a line item budget.

Request to Move Funds from Adult to Dislocated Worker

The biggest need is in the Dislocated Worker program. There is a request before the board to have \$10,000 moved from Adult to Dislocated Worker program. Mike Hatcher made a motion and was seconded by Julie Geopfert to have \$10,000 moved from Adult to Dislocated Worker program. Motion was carried unanimously by the RWDB. CEO Rick Rasmussen moved to approve moving \$10,000 from the Adult to Dislocated Worker program with Doug Bailey seconding. Motion carried unanimously by the CEO's.

Partner Input

Pat Cirks said CFI is helping work on the Customer Service Plan.

Matt Winkel with Proteus said there are two more jobs open. They need to be bilingual.

Lori Kolbeck, IVRS said a new staff person has been hired. They are now fully staffed.

Ann Waynar, ICCS is working on Region 3 and 4 Plan in addition to Region 5.

Sara shared that Eaton Corp in Belmond IA will be doing a temporary one week layoff which will affect 220 persons. This will be 2nd and 3rd shift. And 42 persons will have a permanent layoff. The Fort Dodge office will be partnering with Mason City to help with these layoffs.

IWD PROMISE JOBS at the state level applied for a grant thru the Wal-Mart Foundation to assist in promoting women working in heavy equipment occupations. The grant will allow the Heavy Equipment Simulator from Hawkeye Community College to visit each One-Stop office for a week. Although the grant is aimed towards low income women, anyone can sign up to tour the simulator to learn more about jobs in this occupation. Jane Hambleton said she will mention this on the radio as a public service announcement on all of the stations.

Teresa informed that there will be a boot camp coming up to help youth and young adults find and keep jobs. It will last for 8 weeks and meet once a week.

Jane Hambleton said that public service announcements on the radio are free and would be able to help mention these things on the radio for them. It was mentioned that there is a youth that is interested in a job shadow for radio work.

Public Comments

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

Adjournment

Motion for adjournment made by RWDB Dan DeWall and seconded by Clarence Siepker.

Motion for adjournment made by CEO Doug Bailey and seconded by Mike Hatcher.

The next meeting will be held Monday, May 16, 2016 at 4:00 PM.

Note---the meeting was moved up to Monday, May 9th at 4:00PM, as the board has to vote on approval of the Plan so it can be submitted by the state deadline of Friday, May 13th.

Respectfully submitted

Cynthia Meek, RWIB Staff Support