

**REGION 7
Regional Workforce Development Board
MEETING MINUTES**

Tuesday, April 26, 2016 – 4:00 p.m. – 6:00 p.m.

**Cedar Valley IowaWORKS
3420 University Ave.
Waterloo, IA**

Workforce Investment Board

Present

Deborah Collett
Janis Cramer
Donita Dettmer
Kelly Flege
Ken Kammeyer
Butch Kelly
Reid Koenig
Linda Laylin
Lisa Lorenzen
Craig White

Representing

Business
Labor
Labor
School District
County Elected
Business
Business
Business
Labor
Labor

Ex-Officio

Mike Howell

Ex-Officio Member

Absent

Mayor Hart
Natalie Kracht
Casey McLaughlin
Chris Parker

City Elected
Business
Community College
Labor

Workforce Partners

Michele Clark
Christi Mason
Debra Hodges-Harmon
Dustin Brocka

IowaWORKS Hawkeye Community College
IowaWORKS Hawkeye Community College
IowaWORKS Iowa Workforce Development
IowaWORKS Hawkeye Community College

Craig White, Chair commenced the meeting at 4:05 p.m. after a 5 minute Public Comment session. There was no one in attendance for public comments. An announcement had been made in the legal section of the Waterloo Courier inviting anyone who wished to comment on the Local Plan to attend.

Approval of Revised Agenda

RWDB member Reid Koenig moved to approve the revised agenda and Linda Laylin seconded. The revisions included the call to order at 4:05 after the public comment, along with the additions under new business: election of Chairperson & Vice Chairperson, and scheduling the next board meeting.
All Approved. None Opposed. Motion Approved.

Approval of RWDB January Minutes

RWDB member Lisa Lorenzen moved to approve the minutes and Reid Koenig seconded. **All Approved. None Opposed. Motion Approved.**

New Business

Approval of Final Plan due to State by 5/13/16

Christi Mason explained that 4 reviewers from Adult Education & Literacy, Iowa Department of the Blind (IDB), Iowa Vocational Rehabilitation Services (IVRS), and IWD reviewed the Local Plan written by the WIOA Implementation Committee and made suggestions for revisions. She provided a spreadsheet listing the edits that were recommended along with the additional language that was provided. For instance, IDB asked for more language specific to services for those who are blind or visually impaired. The State only recently indicated that they are a separate core partner. The assumption was that they fell under the umbrella of IVRS. Iowa is one of the few states where IDB and IVRS are separate. Joe Weigel, local IDB representative was included in last week's WIOA Implementation meeting and assisted with the edits. RWDB member Deb Collett moved to approve the Final Plan and Kelly Flege seconded. **All Approved. None Opposed. Motion Approved.** Christi thanked the Core Partners and RWDB members, Butch Kelly and Reid Koenig, for their help on the WIOA Implementation Committee and the part they played in developing the local plan.

Election of Chairperson & Vice Chairperson

Christi Mason reported that RWDB's bylaws require the board to elect a Chair and Vice Chairperson by May 31 of each year. Craig White reported that he does not wish to remain on as Chair and is resigning from both RWDB and the CEO board effective immediately, due to other commitments and personal reasons. He was thanked for his many years of service.

Deb Collett who is currently Vice Chair was asked and would be willing to serve as Chair. Craig asked if anyone else would like to be nominated for RWDB Chair. There were no other nominations. Craig moved to accept and approve the nomination of Deb Collett and Butch Kelly seconded. **All Approved. None Opposed. Motion Approved.**

Discussion took place regarding the Vice Chairperson position. Linda Laylin who is currently serving as Secretary said she is willing to serve as Vice Chairperson. There were no other nominations. Ken Kammeyer moved to accept and approve the nomination of Linda Laylin for Vice Chairperson and Reid Koenig seconded. **All Approved. None Opposed. Motion Approved.**

Christi also indicated that in addition to replacing Craig White's vacancy, four board members' term will come to an end on June 30, 2016:

1. Linda Laylin – willing to stay on for another term
2. Ken Kammeyer – willing to stay on for another term
3. Donita Dettmer – indicated she is no longer a member of a labor union so can no longer represent Labor. However, Donita is willing to remain as an ex-officio member of RWDB and chair the Youth Standing Committee. Under WIOA, the Youth Advisory Council must become a standing committee of RWDB with a board member to report back to RWDB. Christi reported that the State suggests a business person be selected to replace Donita.
4. Natalie Kracht – due to travel schedule is not able to stay on. She has spoken with her successor, Stefanie Niemann, Director at Allen Occupational Health, who is interested in replacing her. Health care is an in-demand occupation, which meets the WIOA requirements for the new board structure that the board will eventually have to comply with. Christi reached out to Stefanie and asked if she would submit an application and resume for the board's review.

Christi reminded the board that the CEO board must approve re-appointments and new board members. She suggested that the Executive Committee, along with any other board member who is interested, meet to select new board members to present to the CEO board for approval. The board agreed and asked her to email possible dates in May to determine a day that works best.

Next Board Meeting

Christi reminded the board that the meeting dates have been off schedule due to the procurement process and suggested that RWDB meet again in June. There will be additional things that need to be approved before the end of the fiscal year. Therefore, the next meeting was set for June 23, 2016 at IowaWORKS from 4-6 p.m.

Core Partner Update

Iowa Vocational Rehabilitation Services (IVRS) – Mike Howell

Mike reported that 15 IVRS staff has recently observed IowaWorks workshops in order to receive training to facilitate job readiness workshops in high schools when asked. Also, a member of IVRS now attends the Business Services Representatives weekly team meeting. Mike indicated that there is a lot of customer sharing occurring to assist shared customers in meeting their goals. Finally, 12 young adults who are IVRS clients will intern at Allen Hospital in three different occupations to give them a chance to try out jobs they may not realize they can do, i.e. put together surgical packets. Mike indicated that hospitals typically have a lot of turnover and people with disabilities are more apt to stay with a job.

Center Update

Christi Mason, Dustin Brocka, Michele Clark and Debra Hodges-Harmon presented on updates and events at IowaWorks. Please see attached.

Adjournment to Closed Session

Linda Laylin moved to go into closed session for the selection of the service provider and Ken Kammeyer seconded. **All Approved. None Opposed. Motion Approved.**

Respectfully submitted by,
Funmi Obitayo
