

Regional Workforce Development Board  
Chief Elected Officials  
May 9th, 2016

The regular meeting of the Regional Workforce Development Board (RWDB) and Chief Elected Officials (CEO) was held on May 9<sup>th</sup>, 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 5:05PM.

**ATTENDEES**

**RWDB Members Present:** Carolyn Farley, Mike Hickey, Janet Fife-LaFrenz, Monica Dyar, Jacob Nye, Sue Frice, Michelle Mutchler, Elizabeth Campbell, Gary See, Phil Hecht, Dennis Duke, Ryan Drew

**RWDB Members Absent:** Ann Mellinger, Kevin Thie, Chad Palmer, Cara Sanders, Rebecca Belzer, Andy Ferguson, Brian Blake, Karen Von Behren,

**CEO Present:** Rick Larkin, Jim Cary, Gary See

**Ex-Officio Present:** Jesse Howard

**Staff Present:** Robert Ryan, Kollin Alfred and Miranda Brown

**APPROVAL OF MINUTES**

Frice made the motion for the RWDB to approve the April minutes, seconded by Fife-LaFrenz, motion carried.

**NEW MEMBER OATH**

Ryan reported that the state has given the verbal approval for Ryan Drew but the paperwork has not yet been received.

**NOTIFICATION OF NONATTENDING MEMBER**

Ryan discussed that a letter will be drafted and sent to the non-attending member by the CEO's.

**WIOA LOCAL UPDATE**

Ryan stated Region 16 has received \$30,000 from the state for the Dislocated Worker (DW) Program from another Region who was not utilizing their funds. Ryan also stated that a proposal will be submitted on May 10<sup>th</sup> for the Promise Job Program and would extend their current service territory.

**APPROVAL OF KEOKUK TRAILER**

Fife-LaFrenz made a motion to lease the trailer in Keokuk, seconded by Campbell, the motion passed.

**IWD UPDATE**

Farley stated that unemployment rates were not yet available. Farley stated that a partnership was formed with the Keokuk Chamber of Commerce to host a job fair in Keokuk and there will be 44 employers participating.

### **APPROVAL OF CUSTOMER SERVICE PLAN (CSP)**

Ryan stated that after the initial submission reviewers made comments on the plan and that their comments and concerns had been addressed in the final draft to be submitted before May 13<sup>th</sup>. Hecht made the motion to approve the Customer Service Plan, seconded by Fife-LaFrenz, motion passed.

### **CITY ELECTED OFFICIAL VACANCY**

Mutchler stated that she had an interested party from Des Moines County and an application will be sent to him.

### **OTHER BUSINESS**

Ryan informed the board that SCC has secured a location in Keokuk to hold commercial driver's license training.

A discussion was held on moving the RWDB board meeting dates to the 4<sup>th</sup> Monday of each month at 5:00PM.

### **ADJOURNMENT**

Nye made a motion to adjourn the meeting, seconded by Drew, motion carried. Meeting was adjourned at 5:35PM.