

**IOWA STATE WORKFORCE DEVELOPMENT
BOARD MEETING CONFERENCE CALL
Thursday, May 12, 2016
9:00 a.m.**

APPROVED MEETING MINUTES

The Iowa Workforce Development Board met Thursday, May 12, 2016, originating in the Iowa Association of Community College Trustees (IACCT) Board Room located at 855 East Court Ave., Des Moines, Iowa. Board Chair Andy Roberts called the meeting to order at 9:02 a.m.

Voting Board members in attendance included: Chair Andy Roberts, Joe Greving by phone, Suzanne Kmet by phone, John Krogman, Jan Miller Straub, Carrie Duncan, Robert Gilmore, and Ken Sagar by phone.

Non-Voting Board members attending: Drew Conrad, Steve Ovel, Jeremy Varner, Greer Sisson, Mary Cannon James, Representative Kirsten Running Marquardt, and Senator William Dotzler by phone.

Board members absent were: John Smith, Senator Jake Chapman, Representative Greg Forristall, David Mitchell and Rita Grimm.

IWD staff in attendance included: Director Beth Townsend, Deputy Director Ed Wallace Ben Humphrey, Courtney Green, Paul Mikkelsen, Ryan West, Ryan Murphy, Holly Boggus, Cathy Ross, and Diana Sisler.

Approval of the Meeting Agenda

Motion: J. Krogman moved to approve the May 2016 Agenda. J. Miller Straub second. **All Approved. None Opposed. Motion Approved.**

Roll call was taken and quorum was established for this meeting

By-Laws for the state board required a two year commitment for the office of Chairperson and Vice Chairperson. The by-laws state the election of these positions to be held at the annual May meeting. Performa elections are held for the positions to complete their two year term. Election is needed for the coming year by a yes vote.

Floor opened for nominations:

John Krogman nominated for Chairperson and Jan Miller Straub for Vice Chairperson by R. Gilmore; seconded K. Sagar.

Other nominations called; no other nominations; Motion to close nominations for Chair by A. Roberts moved nominations closed; Moved all I. No opposed. Nominations for Chair closed.

Moved for vote all I. No opposed. John Krugman Chairperson and Jan Miller Straub Vice Chairperson.

Approval of Meeting Minutes

Meeting minutes from the February 26, 2016 and March 25, 2016 State Workforce Board meeting that were previously provided for review in the board packets.

No corrections to either meeting minutes.

Motion: R. Gilmore moved to approve the minutes from the February 26, 2016 and March 25, 2016, State Workforce Board meeting. J. Miller Straub second.

All Approved. None Opposed. Motion Approved

Introduction of New Board Members – Beth Townsend

Jan Miller Straub
Carrie L. Duncan
Mary Cannon James

Directors Report – Beth Townsend

Director Townsend went around the room and asked members to introduce themselves to the new board members.

Director Townsend and IWD staff participated in the Future Ready Iowa (FRI) Summit that was held at Hy-Vee Hall on Tuesday, April 19, 2016. IWD staff member Ryan Murphy and IDE staff member Paula Nissen are working on the FRI portal. A demonstration of the FRI portal will be given to the State Board late fall of 2016.

Communications Director Courtney Greene is currently in the process of hiring a Home Base Iowa (HBI) staff person to assist Jason Kemp.

Director Townsend and Iowa Department of Economic Development Authority (IDEA) Director Debbie Durham participated in a meeting with the Iowa Chamber Alliances. This meeting was to discuss taking HBI model for recruitment of Iowa Veterans and use it in a media campaign to recruit Veterans from across the nation to move to Iowa and work. There will be more information to come at future IWD State Board meetings.

Director Townsend introduced IWD staff person, Holly Boggess, who was hired to assist as a project manager on information technology (IT) projects. Holly will be assisting Cathy Ross in the IWD Project Management Office (PMO) with the Workforce Investment Opportunity Act (WIOA) implementation.

Governor Branstad visited IWD offices at 1000 East Grand Ave., Des Moines on Wednesday, May 11, 2016. He schedules annual visits to agency offices. He met IWD staff and toured the IWD offices.

Director Townsend recognized Courtney Greene in her efforts to bring together the IWD apprenticeship programs from across the state. Director Townsend and Courtney have been

meeting with and working with the various apprenticeship program coordinators. Courtney has helped bring about a more consistent way for Iowans to register for apprenticeship programs and she has also assisted employers with posting their information about apprenticeship programs. Director Townsend has made it a priority to maintain a more consistent and organized message for apprenticeship programs across the state.

The U.S. Department of Labor (USDOL) has announced a \$90 million dollar grant opportunity for states to improve their apprenticeship programs. This grant requires states to double their apprenticeship registrations within 4 years. IWD has applied for the first phase of this grant. Director Townsend will keep the board updated with the progress.

Director Townsend announced Deputy Director Ed Wallace has been named as the National Association of State Workforce Agencies (NASWA) Labor Management Information National Chairperson.

Director Townsend asked Unemployment Insurance (UI) Division Administrator Ryan West to present the current customer service numbers. Ryan reviewed the improvements the customer service units have made in the past calendar year. The customer service units have improved their customer service effectiveness in all areas to 90.1%. One year ago the customer service units were below 60%. Ryan has worked with unit managers to better align staff with duties and streamline processes. He has also made technology improvements with the customer service phone system. He continues to work towards better customer service with all of his units.

Director Townsend thanked Myron Lynn with the Iowa Association of Business and Industry (ABI) in assisting with getting WIOA conformity language through this legislative session.

Presentation Addressing Minority Unemployment Rates – Wayne Ford

Former State Representative Wayne Fore provided handouts to everyone in attendance. Representative Ford addressed the group about the needs and challenges in the minority communities and unemployment. There are some initiatives around minority youth unemployment and minority unemployment compared to the average statewide unemployment rate.

It was proposed to form a structure for Minority Outreach and Unemployment Standing Committee to make recommendations to the IWD State Board on how to address the issues of minority unemployment. This will allow the IWD State Board to begin meaningful discussions about how to address this issue that affects thousands of Iowans.

Meeting breaks at 10:26 am

Resumed at 10:41 am

Roll Call was taken and Quorum was re-established

Presentation IWD Administrative Rules Requirements und Iowa Code Chapter 17A and Proposed Plan – Ben Humphrey

In 2012, the legislature amended the Iowa Administrative Procedure Act (IAPA)¹ to require every administrative agency to conduct a review of its administrative rules during each five-year period following the law taking effect.

Under the IAPA, as amended, IWD must complete an administrative rules review on or before: July 1, 2017.

The State Workforce Development Board (State Board) must adopt all necessary rules related to workforce development recommended by the director prior to their adoption pursuant to the IAPA.

The IAPA requires IWD to conduct “an ongoing and comprehensive review” of the agency’s Iowa Administrative Code provisions “over each five-year period of time,” beginning on July 1, 2012.

Under the IAPA, the purpose of the administrative rules review is “the identification and elimination of all rules” that are outdated, redundant, inconsistent or incompatible with state or federal statute or another agency or agency rules.

Motion No. 1: J. Miller Straub moved to for a vote to adopt the IWD Administrative Rules Review Plan as presented by IWD and Ben Humphrey.

Second: G. Sisson second.

Chair Krogman asked for a Vote on **Motion No. 1.**

All Approved. None Opposed. Motion Approved

Presentation on Proposed Amendments to 871 Iowa Administrative Code Chapter 26 – Emily Chafa

UI Appeals Bureau Manager Emily Chafa reviewed the proposed revisions to the 871 Iowa Administrative Code Chapter 26. These changes were previously provided to the board in their board packets. Emily reviewed all proposed additions and deletions to the code with the board.*

Director Townsend Remarks/Q&A*

Steve Ovel Remarks/Q&A*

Senator Dotzler Remarks/Q&A*

Jan Miller Straub Remarks/Q&A*

Jeremy Varner Remarks/Q&A*

Robert Gilmore Remarks/Q&A*

Ben Humphrey Remarks/Q&A*

Robert Gilmore Remarks/Q&A*

Director Townsend Remarks/Q&A*

Robert Gilmore Remarks/Q&A*

***The entire audio copy for the above Presentation, Discussion, Remarks and Q&A session is available for review at IWD. Please contact Diana Sisler at 515.281.5365 for request.**

Motion No. 1: R. Gilmore moved for a vote to approve to move forward in the administrative rules promulgation process on the proposed amendments to 871 Iowa Administrative Code Chapter 26 as presented by IWD and Emily Chafa.

Second: J. Miller Straub

Chair Krogman asked for any additional comments/discussion
None

Chair Krogman asked for a Vote on **Motion No. 1.**
All Approved. None Opposed. Motion Approved

Presentation Workforce Development Board Standing Committees – Ben Humphrey

The new legislation that was passed under Senate File (SF) 2313 and under WIOA, the State Workforce Development Board and the local boards now have the ability to form standing committees.

As part of the legislative process and working with Senator Dotzler during the subcommittee process they itemized and outlined four specific standing committees that the state board should form.

- Operations Standing Committee - This committee would deal with operational elements of the State Workforce Development system. This would include the IowaWORKS centers, satellite offices and other Workforce offices.
- Policy Standings Committee – This committee would assist with developing policies and procedures. This committee would be responsible for distributing those items to the local regions. This committee would also be responsible for communicating all changes to all the regions so that there would not be any gaps with information across all the regions across the state.
- Interim Disability Access Standings Committee – This committee will focus and work with IWD core partners under WIOA. Iowa Department for the Blind, Iowa Vocational Rehabilitation Services, Iowa Department of Education, Iowa Department on Aging.
- Interim Youth Standings Committee – This committee will take the place of the youth council in each region. This committee will also serve a State Youth Standings committee to assist with the regions former youth council committees.

Ben then turned over the discussion to the board for suggestions and discussion.

Director Townsend Remarks/Q&A*
Jeremy Varner Remarks/Q&A*
Steve Ovel Remarks/Q&A*
Ben Humphrey Remarks/Q&A*
Jeremy Varner Remarks/Q&A*
Director Townsend Remarks/Q&A*
Drew Conrad Remarks/Q&A*
Ben Humphrey Remarks/Q&A*

Steve Ovel Remarks/Q&A*
Greer Sisson Remarks/Q&A*
Ben Humphrey Remarks/Q&A*
Steve Ovel Remarks/Q&A*
Ed Wallace Remarks/Q&A*
Ben Humphrey Remarks/Q&A*

***The entire audio copy for the above Presentation, Discussion, Remarks and Q&A session is available for review at IWD. Please contact Diana Sisler at 515.281.5365 for request.**

Motion No. 1: R. Gilmore moved to for a vote to approve to establish an Operations Standing Committee structure to include:

Operations Standings Committee Chair – to be filled by IWD State Board Chair.
Operations Standing Committee Co-Chair – to be filled by IWD State Board Vice –Chair.
Operations Standing Committee Members – to include Iowa Workforce Development Director, Iowa Department of Education Director, Iowa Department of Economic Development Authority Director, Iowa Vocational Rehabilitation Services Director and Iowa Department for the Blind. Any of the listed agency Directors may appoint a designee to fulfill membership.
IWD State board member related to community colleges .

Second: J. Miller Straub

Chair Krogman asked for any additional comments/discussion
None

Chair Krogman asked for a Vote on **Motion No. 1.**
All Approved. None Opposed. Motion Approved

Motion No. 2: R. Gilmore moved to for a vote to approve to establish a Policy Standing Committee structure to include:

Policy Standing Committee Chair – to be filled by an IWD State Board member/ designee.
Policy Standing Committee Co-Chair – to be filled by an IWD State Board member /designee.
Policy Standing Committee Members - to include Iowa Workforce Development Director, Iowa Department of Education Director, and Iowa Department of Economic Development Authority Director. Any of the listed agency Directors may appoint a designee to fulfill membership.

Second: J. Miller Straub

Chair Krogman asked for any additional comments/discussion
None

Chair Krogman asked for a Vote on **Motion No. 2.**
All Approved. None Opposed. Motion Approved

Motion No. 3: R. Gilmore moved to for a vote to approve to establish an interim Disability Access Standing Committee structure to include:

Disability Access Standing Committee Chair - To be filled by the Director of the Iowa Vocational Rehabilitation Services or director designee.

Disability Access Standing Committee Co- Chair – to be filled by the Director of the Iowa Department for the Blind or the director’s designee.

Disability Access Standing Committee Members – to include designees from Iowa Department of Workforce Development, Iowa Department of Education and Iowa Department on Aging and IWD State Board Member.

Any of the listed agency Directors may appoint a designee to fulfill membership. Disability Access Standing Committee will make recommendations to the IWD State Board regarding membership structure of the state and local workforce development boards Disability Access Standing committee.

Second: J. Miller Straub

Chair Krogman asked for any additional comments/discussion
None

Chair Krogman asked for a Vote on **Motion No. 3.**
All Approved. None Opposed. Motion Approved

Motion No. 4: R. Gilmore moved for a vote to approve to establish an interim Youth Standing Committee structure to include:

Youth Standing Committee Chair - To be filled by filled by IWD State Board Member Jeremy Varner from Iowa Department of Education

Youth Standing Committee Members – to include Iowa Department of Workforce Development Youth Program Service designee, Iowa Department of Education, Youth Program Service designee, Iowa Department of Vocational Rehabilitation Services Youth program designee, iJAG program designee, and representative from Iowa community colleges.

Interim Youth Standing Committee will make recommendations to the IWD State Board regarding membership structure of the state and local workforce development boards Youth Standing committee.

Second: J. Miller Straub

Chair Krogman asked for any additional comments/discussion
None

Chair Krogman asked for a Vote on **Motion No. 4.**
All Approved. None Opposed. Motion Approved

Workforce Innovation and opportunity Act (WIOA) Update – Ben Humphrey

Ben reviewed the WIOA state unified plan submission. The USDOL review process has begun. Initial feedback from USDOL has been positive. There is no update as to when the USDOL will have its guidelines out to the state agencies. From preliminary discussions with USDOL IWD may receive a conditional approval of its WIOA state unified plan.

Budget Update – Paul Mikkelsen

Paul reviewed the financial documents provided in the board packet.

Next Board meeting set for July 21, 2016 at 9:00 a.m. at a location to-be-determined in Ottumwa Iowa.

Adjournment: Motion: J. Miller Straub moved to adjourn this meeting of the State Workforce Development Board. Motion seconded by A. Roberts
All Approved. None Opposed. Motion Approved.

The meeting adjourned at 12:16 p.m.

Respectfully Submitted,



Diana Sisler, Recorder

