

**Minutes**  
**Region 3 & 4 and Chief Elected Official Board**  
**Regional Workforce Development Board**  
**Combined Meeting**  
**Thursday May 26, 2016 9:30 am**  
**Governmental Services Center**  
**217 West 5<sup>th</sup> Street, Spencer, Iowa, Room B**

**RWDB Members Present:** Lee Beem, Diane Nelsen, Gregory Ver Steeg, Ranae Sipma, George Kruger, Rhonda Jager-Pippy, Kenneth Vande Brake, Vernon Nelson, Reva Arends, Janet Dykstra, Carrie Turnquist, Mike Carlson, Timothy Kinnetz, Kristin Hanson, Benjamin VanDonge, Lisa Washington, Kiley Miller, Linda Gray, Lori Kolbeck, Susan Golwitzer

**RWIB Members Excused Absences:** Mike Schulte, Frank DeMilia

**RWIB Absent:** Dave Swanson, Kiley Miller

**CEO Members Present:** Arlyn Kleinwolterink, John Steensma, Dale Arends, Tim Schumacher, Barry Anderson, Pam Wymore, Pam Jordan, Merle Koedam

**CEO Members Excused Absences:** Mike Schulte

**CEO Absent:** Ed Noonan

**Partners and Guests:** Val Bonney (NWIPDC), Melissa Rude and Matt Winkel (Proteus), Sarah Breems-Diekevers (NWICC), Terrin Bern (ICCC), Jessica Badding (Iowa Dept. for the Blind), Erin Pingel, Amber Nelson (NWIPDC), Kelly McCarty (SBDC).

1. **Call to order:** Janet Dykstra called the meeting to order at 9:30 am.
2. **Introduction of Members, State Staff and Guests:** Self-introductions were made.
3. **Welcome:** Janet Dykstra welcomed everyone to the meeting.
4. **Agenda Review:** Item 14f was changed to Disability Job Honors. RWDB: motion to Approve by Beem, second by VanDonge, approved. CEO: motion by Wymore, seconded by Koedam, approved.
5. **Approval of March 24, 2016, Meeting Minutes:**
  - a. **RWDB Vote** – Motion made by Ver Steeg, 2<sup>nd</sup> by Vande Brake, motion approved.
  - b. **CEO Vote** – Motion made by Anderson 2<sup>nd</sup> by Kleinwolterink, motion approved.
6. **Approval of April 27, 2016 Meeting Minutes:**
  - a. **RWDB Vote** – Motion made by Nelsen, 2<sup>nd</sup> by Arends, motion approved.
  - b. **CEO Vote** – Motion made by Wymore, 2<sup>nd</sup> by Koedam, motion approved.
7. **Region 3-4 WIOA Title I Adult and Dislocated Worker Service Provider Selection**

Review Committee reported that one proposal was received from NW Iowa Planning and Development Commission. The committee met to review and score the proposal. The proposal scored well and the committee recommends that NW Iowa Planning and Development be approved as the Title I Adult and Dislocated Worker Service Provider.

  - a. **RWDB Vote** – Motion by Ver Steeg to approve NW Iowa Planning and Development Commission to be the Service Provider, 2<sup>nd</sup> by Vande Brake, motion approved.

- b. **CEO Vote** – Motion made by Jordan to approve NW Iowa Planning and Development Commission to be the Service Provider, 2<sup>nd</sup> by Koedam, motion approved.

**8. Region 3-4 WIOA Title I Youth Service Provider**

Review Committee reported that one proposal was received from NW Iowa Planning and Development Commission. The committee met to review and score the proposal. The proposal scored well and the committee recommends that NW Iowa Planning and Development be approved as the Title I Youth Service Provider.

- a. **RWDB Vote** – Motion made by Jager-Pippy to approve NW Iowa Planning and Development Commission to be the Service Provider, 2<sup>nd</sup> by Golwitzer, motion approved.
- b. **CEO Vote** – Motion made by Kleinwolterink to approve NW Iowa Planning and Development Commission to be the Service Provider, 2<sup>nd</sup> by Anderson, motion approved.

**9. WIOA Core Partner Update**

Core Partners provided an update on recent meetings and collaboration efforts. The referral process is working very well across the partner network of ILCC, ICC, NCC, the Department of the Blind, Iowa Vocation Rehabilitation and Adult Education and Literacy and IowaWORKS both Title I and Wagner Peyser. These partners are trying not to duplicate service and at the same time increasing the number of clients served across the region, a good coordination of efforts is being done.

**10. WIOA Local Workforce Plan effective July 1, 2016**

Val Bonney stated that Region 3-4 final plan was submitted on April 27, 2016 to the State. All public comment were included and addressed. Plan modifications may need to be made as final WIOA regulations are published.

**11. WIOA Region Memorandum of Understanding**

Val provided update on the progress to the MOU. The State sent out a template for reference in completing our MOU. The 24 region partners will meet on June 1, 2016 to review the template and finalize the MOU. Items addressed in the template include; sharing of services and customers, includes the referral process with the core partners which may be expanded to regional partners. The MOU needs to be done by June 15, 2016. Sharing of resources will be negotiated at the State level and will be a Phase II addendum to the current MOU. The resource sharing needs to be completed by January 2018. The regional partners have been meeting over the past few months reviewing services, locations and flow of service which were all added to the MOU. Val sent out the MOU to the RWDB and the CEO for review and requested approval before partners meet. RWDB motion made by Arends, 2<sup>nd</sup> by Nelsen, approved; CEO motion made by Koedam 2<sup>nd</sup> by Anderson approved. Further discussion was held on item 16.6 of the MOU and how significant that section could be if any partner does not sign on or terminates participation in the MOU.

**12. WIOA Financial Handbook Sections Updated**

Found on pages 8-38 of the board packet, the State offices has revised the financial requirements and were to be at this meeting to explain but were not present, the items in red are new and will wait for the State to provide discussion on the changes.

**13. Proteus, Inc. National Farmworker Jobs Program and Housing Grant Applications**

Matt and Melissa from Proteus, Inc. provided a handout explaining the grants that are provided in Iowa, Indiana and Nebraska for employer training of agricultural related jobs, to increase the skills workers through the use of community colleges and other skill training opportunities, this is a 4 year grant with a cycle of July 1 through June 30. Temporary emergency housing assistance is also available, generally 3 weeks assistance. Success stories and results were shown on the handout. Found on page 39-40 of the packet.

#### **14. One-Stop Program Updates**

##### **a. Region 3-4 Integration Statistics**

Val provided a table of results for the period of March 16 through May 16, 2016 showing the clients served, the number of new clients is good. Found on page 42.

##### **b.WIOA Individualized/Training Participants/Expenditures**

Val reviewed the chart as of May 16, 2016 showing participants served and the individualized level and funds expended. Youth 20% of the expenditures has to go for work experience, trying to reach more participants in a group format to serve more and spend less, good use of the funds. Found on page 42.

##### **C.Draft WIOA Budgets PY16**

Budget for the period of July 1, 2016 through June 30, 2017, show a reduction of over \$14,000. Val indicated that the dislocated worker rapid response funds received last year can carry over to the next FY. Group trainings are important for a better used of funds. Region will still provide individual service and by using and coordinating funding across all partner programs can serve more customers. Found on page 43.

##### **d.WIOA Performance 2<sup>nd</sup> Quarter PY15**

Val reviewed the charts provided on pages 44-47, Region 3-4 is meeting the negotiated rate. A good discussion was held on the youth and how they are measured.

##### **e.Jobs Driven National Emergency Grant**

Erin Pingel, from IowaWORKS, discussed the apprenticeship program, looking for employers to participate, smaller employers having concerns about time commitment to get qualified to participate. A heavy equipment and welder simulator will be in Spencer on July 19 through 22, 2016 for potential employees in the construction related fields. Provides hands on experience. Good discussion about barriers of smaller employers getting into the apprenticeship program.

##### **f.Disability Job Honors**

Amber Nelson presented a success story of a client that has been receiving services over the past three years, wanting to improve his life, get off disability benefit and be full time in the work force. Client had significant barriers to overcome and did and is now doing well at his job. Will be honored in June in Sioux City.

##### **g.Sector Partnership NEG Update**

Val provided an update that IWD will now administer the grant instead of ICC. The goal is to establish sector partnerships in emerging industries, facilitate career pathways for clients to choose from or advance in careers. Grant will also provide dislocated workers experiential learning, on the job, and classroom training. Several employers have expressed interest in on-the-job training. A new staff person will be hired by WIOA Title I provider to work with this grant.

#### **h. Promise Jobs Update**

Linda Gray provided a separate handout showing performance measurements for the last quarter, unemployment down, so fewer participants being served. The State reorganized the State into 4 districts, Region 3-4 now part of the Central District, map of the districts provided in the handout.

#### **i. Wagner-Peyser Update**

Linda Gray stated that the simulator for Heavy Equipment and Welding will be in Spencer in July on the 19<sup>th</sup> through 22<sup>nd</sup>. Employers will be present to discuss employment opportunities, community college training opportunities, cross training of current employees on different equipment with a focus on women. All 10 counties of Region 3-4 are now Home-Based Iowa with an emphasis on providing employment for Veterans.

#### **j. Adult Manufacturing 101 Training**

Another session with 4 participants enrolled will be held from May 31 through June 10. This is an employer developed curriculum and after completing the training the participant will have a chance for interview and job opportunity.

#### **k. Supervised Career Preparation Program**

Val provided update on the Summer Youth Program. This summer 115 youth will be participating in a 6 week program, having at least 63 hours of work experience, earning high school and college credit, covering a wide range of jobs. They need to keep a journal of the experience, will be evaluated by the employer and must be at least 16 years old.

#### **l. One Door Many Paths WIOA Partners Conference 0 June 27-28, 2016 Altoona, Iowa**

On page 48-49 of packet. Great conference limited to 500 and there is a waiting list to attend. Many from Region 3-4 are attending.

#### **15. WIOA Update from State Meeting**

**a & b.** RWDB By-Laws and CEO agreement, templates will be released next month and we will review at the September meeting

**c. One-Stop Operator** will need to have a One-Stop operator. State recommending that region's waits for further clarification from Dept. of Labor on the requirements of the One-Stop operator before proceeding. Core partners seem appropriate to serve as the One-Stop Operator.

**d. One-Stop Evaluation** this will be a requirement of the local board to establish the criteria and process to assess the operator, template will be provided.

#### **16. State Staff Update** None

**17. Partner Update** ICCC and Tyson Fresh Meats will be having an Industrial Maintenance Program starting in August 2016 through May 2017 at ICCC in Storm Lake.

#### **18. Confirm next meeting date and Adjournment**

Next meeting to be held on September 22, 2016

RWDB: Motion to adjourn by Golwitzer, 2<sup>nd</sup> by Ver Steeg

CEO: Motion to adjourn by Wymore 2<sup>nd</sup> by Anderson

Adjourned at 11:32 am