

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

Thursday, June 23, 2016 – 4:00 p.m. – 6:00 p.m.

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

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**Workforce Investment Board**

**Present**

Rex Ackerman  
Kelly Flege  
Mayor Quentin Hart (present over the phone)  
Ken Kammeyer  
Butch Kelly  
Reid Koenig (present over the phone)  
Linda Laylin  
Lisa Lorenzen  
Chris Parker

**Representing**

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

**Ex-Officio**

Mike Howell  
Sandra Jensen

Ex-Officio Member  
Ex-Officio Member

**Absent**

Deborah Collett  
Janis Cramer  
Donita Dettmer  
Casey McLaughlin

Business  
Labor  
Labor  
Community College

**Workforce Partners**

Dustin Brocka  
Danny Laudick  
Christi Mason

IowaWORKS Hawkeye Community College  
Greater Cedar Valley Chamber & Alliance  
IowaWORKS Hawkeye Community College

Linda Laylin, Vice Chair commenced the meeting at 4:33 p.m.

**Approval of Revised Agenda**

**RWDB member Ken Kammeyer moved to approve the agenda and Kelly Flege seconded. All Approved. None Opposed. Motion Approved.**

**Approval of RWDB April Minutes**

**RWDB member Ken Kammeyer moved to approve the minutes and Butch Kelly seconded. All Approved. None Opposed. Motion Approved.**

## **New Business**

### **Approval of new board structure and new board members**

Christi Mason informed that due to having three current openings on the board and with the need to be WIOA compliant in the next one year, the CEO & RWDB have been working towards transitioning to the new board structure that is compliant with the Workforce Innovation and Opportunity Act (WIOA). The new structure has 10 Business, two Labor, one Joint Labor and Management. Please see attached for the board membership once it is all approved. RWDB member Lisa Lorenzen moved to approve transitioning to the new board structure under WIOA and Butch Kelly seconded. **All Approved. None Opposed. Motion Approved.** Christi Mason informed the board that the following new board members have been nominated and approved by the CEO Board who met on June 14 and June 23, 2016 and their applications are with the Governor's office for final approval.

- Sandy Jensen –representing Adult Education & Literacy
- Michael Howell – representing Iowa Vocational Rehabilitation Services
- Danny Laudick – representing Economic Development
- Stefanie Niemann – replacing Natalie Kracht, Business
- Aaron Wedo – representing Business
- Lauren Call – representing Business
- Rex Ackerman – representing Business
- Rachel Faust – representing Apprenticeships
- Debra Hodges-Harmon – representing Employment Services
- Ellen Gaffney – representing ex-officio County elected

### **Transition Youth Advisory Council to Youth Standing Committee**

Christi Mason informed that under WIOA, the Youth Advisory Council must become a standing committee of RWDB with a minimum requirement of including an IVRS representative, which has been met by Laura Gray, and at least one RWDB member to report back to RWDB. RWDB member Donita Detmmer, who is becoming an ex-officio, has agreed to chair the Youth Standing Committee. The committee will meet quarterly and approving the transition will allow the committee to add representatives later. Mayor Quentin Hart moved to approve the transition to the Youth Standing committee and Reid Koenig seconded. **All Approved. None Opposed. Motion Approved.**

### **Ratify Memorandum of Understanding**

Christi Mason explained that all the WIOA core partners will be signing a signature page of the MOU that is a local plan for Workforce System. The MOU defines the services of each agency, outlines the referral packets developed and features the flowchart to align and coordinate services among the agencies. With the MOU, customers should be able to access the workforce system and take advantage of all the Workforce has to offer. The region 7 partners met and approved, as well, the CEO board approve the MOU at their last meeting. Mayor Quentin Hart moved to ratify the

memorandum of understanding among partners and Butch Kelly seconded. **All Approved. None Opposed. Motion Approved.**

### **Schedule for FY 2017 RWDB meetings**

Christi Mason informed that she plans to hold new board member orientation for new board members in July, 2016. The first meeting of the 2017 RWDB year will hold in August and will hold on the fourth Thursday of every other month between 4:00 and 6:00 p.m.

### **Partner Update**

#### **Adult Education & Literacy- Sandy Jensen**

- Sandy's report: Plans are underway for Hawkeye's new adult education building that will be located in downtown Waterloo. Staff have had an initial meeting with the architect and planning meetings are continuing. There is excitement about the prospect of being able to provide additional offerings to the community. New ideas are being explored such as maker spaces. It is expected that we will be able to increase collaboration with other agencies in the community with our new location.
- New technology was purchased for the Metro Center that will be able to be moved to the new center. This tech upgrade includes: interactive Promethean boards for each classroom that will be mounted on mobile carts, touchscreen computer monitors for one computer lab, new document cameras that will provide improved interaction with the Promethean boards, teacher slates so teachers can move around the classroom and still control the interactive board. Professional development on new equipment will be provided for teachers in August and throughout the school year.
- Reorganization of some staffing at the Metro Center: result will mean full time instructors for the High School Completion (HSC) program (formerly called the GED program). A Reading/Language Arts and a Math instructor have been hired. A full time parent educator for the Family Literacy Program will also be hired. Prior to this year, all HSC and Family Literacy instructors have been part time.
- Due to the success of Hawkeye's CNC I-BEST classes, a pilot CNA I-BEST class will be held this fall. I-BEST= Integrated Basic Education and Skills Training. There will be two sections of 10 students each that will be taught by a nursing instructor, an adult basic education math instructor, and an ELL (English Language Learning) instructor. Students will improve their job readiness skills and their basic skills: math, reading, and English language acquisition while earning college credits at the same time.

#### **Vocational Rehabilitation Services (IVRS) – Mike Howell**

Mike's report: Project Search/Allen Hospital in collaboration with IVRS, Inclusion Connection and the Waterloo School will be starting a nine-month internship training for 12 students with most significant disabilities.

Section 511 of the WIOA, calls for students to be given the chance to try employment first, before graduation before pre-employment training services are considered. A purposeful and planned approach to transition is necessary to facilitate those opportunities for youth 24 and under with the most significant disabilities. Section 511 goes into effect on 7/1/16.

Both Waterloo East and Waterloo West High Schools, and Cedar Falls High School have Transition Alliance Programs that are grant based with the school districts and Vocational Rehabilitation

Services to assist high school students with special needs transition from high school to the world of work.

Vocational Rehabilitation Staff participated in 12 different workshops offer by IowaWORKS, in order to learn how to present the topics to high school students and adult job candidates.

IowaWORKS has opened up a computer lab for groups of Vocational Rehabilitation Candidate so that they can search and apply for jobs with help from IVRS staff.

### **Economic Development – Danny Laudick**

Danny's report: At the Alliance & Chamber, we're currently working on developing a longer term strategy around workforce from the research we've done over the last year. Workforce covers a wide assortment of topics and stakeholders that ranges from participation rate to training & education to workforce attraction and retention, so we're developing a way that we can help the workforce partners in the Cedar Valley better address some of the larger issues that are barriers to improving our workforce. Examples would be prioritizing community-wide issues like public transportation and available of English language training resources, building a conversation around these to see why these barriers exist and how we can bring community resources together to address them. We'll have a more formal report coming out in the next few months with some direct follow-up to start acting on the identified problems.

### **Center Update**

Christi Mason and Dustin Brocka presented on updates and events at IowaWorks. Please see attached.

### **Adjournment**

Ken Kammeyer moved to adjourn the meeting and Chris Parker seconded. **All Approved. None Opposed. Motion Approved.** The meeting ended at 5:25pm.

Respectfully submitted by,  
Funmi Obitayo

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