

## CEO/RWDB EXECUTIVE COMMITTEE MEETING MINUTES

JUNE 14, 2016  
TELECONFERENCE

Members Present: Patty Manuel, Bob Yoder, Travis Weipert, Susie Weinacht

Staff: Carla Andorf, Kim Becicka, Carlos Vega

The meeting was called to order by Chair Bob Yoder at 7:35 am. The Executive Committee met quorum.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Travis Weipert, Susie Weinacht, agenda approved.

Carla Andorf reviewed the Memorandum of Understanding Forms from our required partners that is due to the state today. We have developed a referral tool that all partners will use; regular meetings will be scheduled. We have also developed a table that outlines what employment/training services each partner provides. Bob Yoder asked for a motion to approve the Memorandum of Understanding Forms from our Required Partners. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

The Executive Committee has an opening for a public seat representative due to Susie Weinacht being appointed as Vice Chair of RWDB. Discussion was held on possible replacements but the vacancy was tabled until the city and county positions on the RWDB are filled.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Patty Manuel, Travis Weipert, motion approved.

The meeting adjourned at 7:50 am.

REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

JUNE 30, 2016  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

CEO Board Member Present: Bob Yoder

RWDB Board Members Present: Wayne Frauenholtz, Marcel Kielkucki, Kristy Lyman (by teleconference), Patty Manuel, Steve Olson, Shelley Parbs, Julie Perez, Susie Weinacht

RWDB Board Members Absent: Gary Dunham, Terry Jones, Patrick Loeffler, Mark Schneider

RWDB Ex-Officio Members: Keith Stamp

STAFF: Carla Andorf, Liya Fitzpatrick, Monica Brockway

The meeting was called to order by Chair Patty Manuel at 10:03 am. The RWDB board met quorum; the Executive Committee also met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Wayne Frauenholtz, Marcel Kielkucki, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Steve Olson, Julie Perez, motion approved.

Carla Andorf reviewed the applications we have received for our two vacant positions: City Official Elected and County Official Elected. The board and Executive Committee discussed the nominees. Patty Manuel asked for a motion to approve Mary Gudenkauf as the City Official Elected representative and Kim Painter as the County Official Elected representative. M/S/C, Shelley Parbs, Marcel Kielkucki, motion approved. We will send this recommendation to the Governor's office.

Patty Manuel asked if there was any correspondence to share. Steve Olson shared the Corridor Business Journal's article on poverty.

Patty Manuel asked if there were any member announcements. Steve Olson's bank is partnering with Kirkwood and United Way to offer a financial literacy course at the Kirkwood Washington Center; it will be held in Fall 2016. Marcel Kielkucki stated that our local plan has been conditionally approved. He also discussed the ECI event that was being held this morning at the Anamosa State Penitentiary. Susie Weinacht thanked Carla Andorf for her assistance with the City of Cedar Rapids project work.

Carla Andorf reviewed the WIA Training Provider application for the following organizations and their programs:

- Kirkwood Community College
  - Histology Assistant
  - 90 Hour Food Service Certification
- New Horizons
  - Health Care IT Technician Professional
  - Health Care IT Technician Associate
  - Business Administration Associate
  - Business Administration Professional
  - Database Administrator Associate
  - Database Administrator Professional
  - Medical Office Administration Program
  - Network Systems Administrator Associate
  - Network Systems Administrator Professional
  - Security IT Associate
  - Security IT Professional
  - Software Solutions Developer Associate
  - Software Solutions Developer Professional
- Ding King Training Institute, Inc.
  - Paintless Dent Repair 40
  - Paintless Dent Repair 80
  - Paintless Dent Repair 120
  - Smart Paint Repair 40
  - Interior Repair
  - Alloy Wheel Repair
  - Windshield Repair
  - Odor Removal

If approved, this will allow clients to receive WIA funding for the programs. The board did not feel comfortable with the Ding King training being held out-of-state when in-state options might be available; they would like to receive guidance from the State on this issue. Patty Manuel asked for a motion to approve the WIA Training Provider applications for Kirkwood Community College and New Horizons. M/S/C, Julie Perez, Steve Olson, motion approved. Marcel Kielkucki abstained.

Carla Andorf reviewed the Memorandum of Understanding with our mandatory partners; all signatures are done. Patty Manuel asked for a motion to approve the Memorandum of Understanding. M/S/C, Shelley Parbs, Susie Weinacht, motion approved.

Carla Andorf reviewed that we need to set-up a Youth Subcommittee that will include volunteers and partner recommendations as required by WIOA. Carla asked if any members of the board would like to volunteer and Susie Weinacht did.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. She then shared the new strategic plan outline that has been developed. Carla made a recommendation that the Audit Committee review the form to see how the layout could be improved.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs.

Liya Fitzpatrick reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. We are on target with our spending.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared.

Erica Bergfeld-Reed and Ashley Massa with the Advanced Manufacturing Sector Board gave a presentation on their Board's work.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Marcel Kielkucki, Susie Weinacht, motion approved.

The meeting adjourned at 11:40 am.

**Upcoming Meetings:**

RWDB; September 29, 2016; 10-11:30am; Kirkwood Center for Lifelong Learning