

Minutes
Region 3 & 4 and Chief Elected Official Board
Regional Workforce Development Board
Combined Meeting
Thursday September 23, 2016 9:30 am
Governmental Services Center
217 West 5th Street, Spencer, Iowa, Room B

RWDB Members Present: Lee Beem, 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, Kiley Miller, Linda Gray, Lori Kolbeck, Scott Rettey, Mike Schulte, Dave Swanson, Lisa Washington (phone)

RWDB Members Excused Absences: Diane Nelson, Gregory Ver Steeg, Susan Golwitzer, Frank DeMilia
RWDB Absent:

CEO Members Present: Arlyn Kleinwolterink, John Steensma, Tim Schumacher, Pam Wymore, Pam Jordan, Merle Koedam, Mike Schulte

CEO Members Excused Absences: Dale Arends

CEO Absent: Ed Noonan, Barry Anderson

Partners and Guests: Val Bonney (NWIPDC), Matt Winkel (Proteus), Steve Simons (Lyon Co. Economic Development Director), Kristin Larsen (NWIPDC), Erica Leshar (NWIPDC), Staci Kleinhesselink (NWIPDC)

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:** No changes to the agenda. CEO vote will be ratified when those missing arrive late from another meeting in conflict with RWDB.
5. **Approval of May 26, 2016 Meeting Minutes-**It was noted Kiley Miller was marked as present and absent. He shared he was absent.
 - a. **RWDB Vote** – Motion made by Miller, 2nd by Beem, motion approved.
 - b. **CEO Vote** – Motion made by Kleinwolterink, 2nd by Jordan, motion approved.
6. **WIOA Core Partner Update-Adult Education and Literacy, Iowa Dept. for the Blind, Iowa Vocational Rehabilitation**

Lori Kolbeck from Voc Rehab discussed that the MOU is complete and the next step will include monthly meetings to address joint partner collaboration. The next staff in-service training will be on disability sensitivity, community employment and assistive technology. Going forward, the core partners will look at the referral process, working toward line staff collaboration and opportunities to get to know each other and duplication of service. Lisa Washington from Iowa Lakes discussed the referral and verification process and stream-lining that process to make it work more efficiently. Val Bonney shared that our core partner group collaborates and communicates very well and is making great progress.
7. **Region 3-4 Annual Report PY2015**

Val Bonney discussed that the Annual Report addresses the existing waivers will go away under WIOA. The report addresses National Emergency Grants, initiatives and strategies for serving Veterans, employer services, connections to Economic Development, the summer School to Work program, WIOA transition and moving to the RWDB Board, transitions in the Youth program and success stories. Bonney noted that our Board is a strong and committed Board and attributes that to the energy of the members. Bonney was asked by the Director to talk with the State Board about the success of our Board transition from RWIB to RWDB.

- a. **RWDB Vote** – Motion made by Miller to approve the Annual Report, 2nd by Pippy, motion approved.
- b. **CEO Vote** – Motion made by Wymore to approve the Annual Report, 2nd by Kleinwolterink, motion approved.

8. Election of Officers-RWDB

- a. **RWDB Vote** – Motion made by Beem to have Janet Dykstra continue on as Chair, 2nd by Arends, motion approved. Motion made by Vande Brake to have Ver Steeg continue as Vice Chair, 2nd by Pippy, motion approved.

9. Election of Officers-CEO

- a. **CEO Vote** – Motion made by Wymore to have Dale Arends continue on as Chair, 2nd by Jordan, motion approved. Motion made by Kleinwolterink to have Schumacher continue as Vice Chair, 2nd by Jordan, motion approved.

10. PY16 Ticket to Work Letter needing Chairman Signature

Val shared that the Ticket to Work funds have been used to help sustain the Disability Resource Coordinator and if that remains the desire of the Board for this year, a letter will be signed by the Board Chair.

- a. **RWDB Vote** – Motion made by Pippy, 2nd by Vande Brake, motion approved.

11. Use of Carry-Over Transition Funds

Val shared that there is \$1200 of the \$8000 of WIOA Transition funds that can be carried over. Bonney would like to use these funds for the core partner meetings and the core partner staff development days for training and speakers.

- a. **RWDB Vote** – Motion made by Beem, 2nd by Vande Brake, motion approved.
- b. **CEO Vote** – Motion made by Schumacher, 2nd by Koedam, motion approved.

12. 2017 Meeting Dates-Regularly Scheduled-Other Meetings May Be Needed

January 26

March 23

May 25

September 28

- a. **RWDB Vote** – Motion made by Beem, 2nd by Vande Brake, motion approved.
- b. **CEO Vote** – Motion made by Schumacher, 2nd by Koedam, motion approved.

13. Regional Sector Board Update

Lisa Washington shared that there is a face to face meeting coming up in October to expand on the Sector Boards in the area. They are in the early planning stages and working to move forward. She has seen that career pathways are being implemented within college programs. The Sector Boards will bring connections between education and industry. Val shared that each Region gets five individuals to be trained as facilitators including two from NCC, two from ILCC

and one from the Department for the Blind who will receive training. Our region's industry sectors include manufacturing, health care, transportation and logistics and construction. These boards will align all of the educational programming to the needs of business. The sectors will be driven by business and industry.

14. One-Stop Program Updates

a. Region 3-4 Integration Statistics

A handout was provided with PY2015 integration data which shows new members monthly and average numbers of statistics. Discussion of low unemployment rates and the lack of skilled labor. Our staff is working with those with significant barriers to employment. Val shared that we are looking to purchase Burlington English to replace Rosetta Stone to align with what the community colleges use and addresses more workplace English vocabulary and communication skills.

b. WIOA Individualized/Training Participants/Expenditures

Val discussed that due to it being early in the year, our obligations for individualized services are low. We have 155 enrolled in individualized services with \$59,306.04 obligated. Youth is close to fully obligated for individualized services, but there is the possibility of moving funds around if necessary. Our funding limits will remain the same this year due to limited budgets. The NEG budgets look good and we will use those funds for all DW's.

C.WIOA Performance 3rd Quarter PY15

Val shared that she received the final PY 15 performance numbers and Region 3-4 will meet performance in all areas. At this time, they are still measuring WIA performance. Performance measures under WIOA in the first year will be a transition/baseline year.

d. Quality Assurance Review PY15

Val discussed 5 findings that were listed in the QA Review and reported that all had been resolved and staff had been trained around these issues. The State accepted the provider response.

e. Job Driven NEG Monitoring

Val discussed that there were no findings from this monitoring and the report was enclosed in the packet.

f. Job Driven National Emergency Grant

Erica Leshar was at the meeting to present on her grant which serves dislocated workers with a focus on Apprenticeship. The program combines OJT with a classroom training component. There are 20 DW's currently enrolled in various stages of the program and she is working to reach out to employers regarding becoming Registered Apprenticeship employers and about the grant. She is also planning the National Apprenticeship Week. The opportunities for apprenticeship in our region include Electricians, HVAC, Plumbing and Manufacturing.

g. Sector Partnership NEG Update

Kristin Larsen was present to explain her grant which serves dislocated workers to enhance their employability with a focus on On-the-Job Training opportunities. She explained that through the grant, WIOA can pay 50% of the wages on an OJT. She shared that she and Erica have made contact with 26-27 businesses this week regarding experiential learning opportunities. There is a great deal of interest from employers. She currently has 7 new DW's enrolled in her grant,

some with barriers to employment, which are currently being addressed to get them work ready.

h.Promise Jobs Update

Linda Gray shared that there are now four PJ districts within the state. Christy Roush is the new PJ supervisor for this district which includes Spencer, Fort Dodge, Des Moines and Ottumwa. Linda shared that she had two staff, Laura & Carly, who attended a meeting in Sioux City on working with ex-offenders. They are working to develop a program here specific for working with ex-offenders with the help of the Sioux City office.

i.Wagner-Peyser Update

Linda gray shared that there is a meeting coming up in Storm Lake October 28th from 5-7 pm on the Every Student Succeeds Act. This will replace No Child Left Behind. She invited members of the RWDB to attend. Discussion followed on the testing involved in this act and the challenges that lie ahead.

j.Supervised Career Preparation Program

Val provided update on the Summer Youth Program. This summer 110 youth participated in the program earning high school and college credit while working in a wide range of jobs. The program covers seven school districts.

15. State Staff Update None

16. Partner Update

Kiley Miller shared that The Corridor is working on the 5x5 Campaign to grow the region's population by 5% in 5 years which would be an increase of 3400 people by 2021. They will be signing up Community Champions to get the word out and disperse information about our region through word of mouth and social media in an attempt to attract people to the area. Lori Kolbeck from Voc Rehab shared they are focusing on the end of the year performance data for the region. The report will highlight Voc Rehab changes. She shared that VR final regs are out and she will present to these at a future meeting. Matt Winkel from Proteus shared that they were awarded the four year grant, however they did not get the housing grant. Linda Gray shared that IowaWORKS had the Construction Simulator in July for three days and had 106 attendees throughout the week along with 16 employers at a job fair onsite while the Simulator was here. All three community colleges were invited and the event was very successful.

18. Confirm next meeting date and Adjournment

Next meeting to be held on January 26, 2017

Motion to adjourn by Jordan, 2nd by Dykstra

Adjourned at 11:30 am