

Regional Workforce Development Board Meeting

July 19, 2016

Minutes

RWDB Members in Attendance:

Martha Wick

Dave Krutzfeldt

Ann Stocker

Justine Heffron via phone

Richard Nichols

Partners in Attendance:

Iowa Workforce Development – Christy Roush, Operations Manager

Indian Hills Community College in attendance: Jennifer Snead, Operations Manager, Lisa Stek, Administrative Aide.

Job Corp – Mark Douglas and Megan Yeager

IVRS – Kelli Hugo

Martha Wick called the meeting to order.

- Approval of Agenda – Motion to approve Dave Krutzfeldt and second Richard Nichols.
- Approval of Minutes – Motion to approve Dave Krutzfeldt and Richard Nichols.

Finance Committee Report – Dave Krutzfeldt went over the statement of financial performance that was provided by Jennifer Snead. You will notice that there is a credit column added these are expenses that were spent out of wrong account codes which takes a journal entry to correct them. We did really well with our expenditures; we met the 80% in Dislocated Worker funds and came close in Adult and Youth. Martha announced that Indian Hills Community College does quarterly meetings for grant programs so WIOA finances are reviewed quarterly.

- Approval of Finance Committee Report – Motion to approve Richard Nichols and second Justine Heffron.

New business

- WIOA Regulations are out to all WIOA Directors for review.
- There will be no sanctions for PY15 you need two years of data from performance to sanction.
- Starting July 2017 \$3,500.00 will be the new procurement anything over this amount will need bids. The current procurement is \$5,000.00.
- Have submitted to hire an Apprenticeship Coordinator this person will work with employers to setup apprenticeships in our area. The Department of Labor is providing a trainer for apprenticeships they will have a train the trainer workshop in each region.
- The state has an RFP out for Case Management system and Eligibility Training Provider system.
- The State Local Plan has been approved so there may be changes in Local Customer Service Plans to be in compliance with the State Plan. Our Local Customer Service Plan has been uploaded to the Board Website.

Sample files in Adult, Dislocated Worker, Youth-In and Youth-Out was passed out for the board members to review per their request. Dave asked if any of this information available electronically? Lisa replied that the application and eligibility are electronic in our IWorks program. It was then asked if everything would become

electronic. That is the goal in the future, the state is looking for a program that will work with our partner IVRS to make co-enrolling easier. We already co-enroll participants in Promise Jobs and Veterans in IWorks.

Jennifer asked the board to approve \$2,000.00 to set aside for board expenses, the transition money for WIOA will also be available again this year.

- Motion to approve \$2,000 for Board expenses by Richard Nichols and second by Dave Krutzfeldt.

Memorandum of Agreement between Goodwill Industries and Iowa Workforce Development is up for vote for FY17. The Disability Navigator in our office is Clark Young; we would like to continue having this partner in our office. Board members asked if this partner was an asset to the one-stop. An immediate yes was answered by Kelli Hugo, IVRS Manager, he is very informative about disability wages and how to disclose your disability in an interview. He works with IVRS and IowaWORKS and we feel he is a great asset for our office.

- Motion to approve Ticket to Work for FY16 by Richard Nichols and second by Dave Krutzfeldt.
- Motion to approve Indian Hills Community College as Fiscal Agent for FY17 by Dave Krutzfeldt and second by Richard Nichols.

Review of Field Memos for WIOA just released, Memo No 16-04 is the 2016 Poverty Guidelines is what we use to determine income eligibility for WIOA programs. Field Memo No. 16-05 discusses the process on where the participant will receive training.

Jennifer asked the board to approve using WIOA funds to supplement the Promise Jobs staff in Des Moines. The reason for this is we can utilize the facilitators for more training other than just Promise Jobs participants. They would only use 4 hours a week per facilitator of which there are three, to facilitate classes for businesses and schools. They would only allocate their time to Adult and Dislocated Worker funds the average salary for facilitators is \$40,000.

- Motion to approve funding of Des Moines Facilitators out of WIOA funds by Dave Krutzfeldt and second by Ann Stocker.

IHCC program approval is listed on the Agenda, sorry to announce that we do not have the paperwork needed for you to review and approve. We should have it soon, we will be asking you to vote by email as this is time critical. The following programs have either had a name change, program content change or a new program:

1. Auto Technology is a name change and content change.
2. Diesel Power Technology is a name change and content change.
3. Bio-Manufacturing is a new program.
4. Business Specialist is a new program.
5. Electrical Systems is a new program.
6. Electromechanical Technology replaces Industrial Maintenance.
7. Fluid Power Systems Technology is a new program.
8. Interactive Media Technology is a new program.
9. Dental Hygienist is a new program.

We have participants interested in the new programs and we have participants already in enrolled in the programs that changed names so we need to have them approved to continue their education. Martha explained that Indian Hills changes content and name changes in order to keep up with the changing technologies needed by our workforce. The paperwork for each program will give you a brief description of the program along with the costs associated with each program.

Approval to adjourn meeting was made by Ann Stocker and second by Richard Nichols.