

REGION 7
Regional Workforce Development Board
MEETING MINUTES

Thursday, August 25, 2016 – 4:00 p.m. – 6:00 p.m.

Cedar Valley IowaWORKS
3420 University Ave.
Waterloo, IA

Workforce Investment Board

Present

Lauren Call
Deborah Collett
Janis Cramer
Rachel Faust
Kelly Flege
Debra Hodges-Harmon
Mike Howell
Sandra Jensen
Ken Kammeyer
Butch Kelly
Reid Koenig
Danny Laudick
Linda Laylin
Lisa Lorenzen
Stefanie Niemann
Aaron Wedo

Representing

Business
Business
Labor
Business/Apprenticeship
Higher Education
Employment Services
Vocational Rehabilitation
Adult Education
Business
Business
Business
Economic Development
Business
Labor
Business
Business

Ex-Officio

Absent

Rex Ackerman	Business
Donita Dettmer	Ex-Officio School District
Ellen Gaffney	Ex-Officio County Elected
Chris Parker	Joint Labor/ Management & Business
Mayor Quentin Hart	Ex-Officio City Elected

Other Category

Ben Humphrey	IWD Attorney
Christi Mason	WIOA Title 1
Andrew Trower	Wagner-Peyser
Pam Wright	Business & Community Ed. Hawkeye CC

Deb Collett, Chair commenced the meeting at 4:00 p.m.

Approval of Revised Agenda

RWDB member Reid Koenig moved to approve the agenda and Deb Collett seconded. **All Approved. None Opposed. Motion Approved.**

Approval of RWDB June Minutes

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

Ben Humphrey, IWD Attorney, Presentation

Ben Humphrey presented on the role of Local Workforce Development Boards under WIOA. He gave insight on the purposes of WIOA, explained the vision for and the purpose of the local boards under WIOA. He went into details on the duties of the local board and the role different standing committees. Please see attached Field Memo for the full presentation.

Discuss & Act

PY 2016 WIOA Budget

Christi Mason presented the estimated budget for the year. She showed that the region has other funding streams besides WIOA. She informed that the Rapid Response money that was not used last year was rolled over to the current year. The board will need to approve the transfer of \$7166.81 from the Dislocated Worker program to the Adult program. This transfer is allowable to help the Adult program. She mentioned among other things that the region received an overall reduced budget due to the reapportionment, at the state level, of the regions in the Promise Jobs program. The reduction in budget was handled by reallocating staff to other funding streams. Please see attached budget handout. RWDB member Ken Kammeyer moved to approve the budget. Janis Cramer seconded. **All Approved. None Opposed. Motion Approved.**

WIOA Quarterly Performance

Christi Mason presented the third quarter WIOA Quarterly performance for the different Title 1 programs as shown by the state report. The region exceeded above or slightly below state levels. Please see attached for the report. RWDB member Stefanie Niemann moved to approve the performance report and Reid Koenig seconded. **All Approved. None Opposed. Motion Approved.**

QA Monitoring & Findings

Christi Mason explained that there was quality assurance monitoring and review in the region. The findings report gives the region an opportunity to state how the findings were resolved. Among other findings, the state team found issues with Post-Test for Literacy. She mentioned that Michele Clark, a youth specialist, explained how difficult it is to get youths back to take the Post-Test despite several attempts of contacting them, but now they have come up with creative things like quarterly testing events, where there will be an incentive like a pizza party, to increase the chances of getting the youths back for the test. All the findings have been resolved. Please see attached letter for the response letter from the state. RWDB member Lisa Lorenzen moved to approve the response to the State and Aaron Wedo seconded. **All Approved. None Opposed. Motion Approved.**

New trainings for Eligible Training Provider List

Christi Mason informed that Hawkeye Community College has two programs (Certified Professional Medical Coder and Pharmacy Technician) that needed to be approved in order to be added to the eligible training provider list so that clients have the option to participate and obtain certificates in those programs. The approval of these courses will enable current Adult and Dislocated Workers to

participate in the programs. She further explained that clients are currently not able to be trained in these programs because GAP is asking that the Title 1 program cover the cost, as GAP is a funder of last resort. The Certified Professional Medical Coder program is a non-credit course at the cost of \$3,399.04. The Pharmacy Technician program is also a non-credit course at the cost of \$1,749.09. RWDB member Lisa Lorenzen moved to add these courses to the eligible training provider list and Butch Kelly seconded. **All Approved. None Opposed. Motion Approved.**

Transfer \$7,166.81 from WIOA DW to WIOA Adult

Christi Mason had explained earlier that the board will need to approve the transfer of \$7166.81 from the Dislocated Worker program to the Adult program. This transfer is allowable to help the Adult program budget balance out. RWDB member Reid Koenig moved to approve the transfer and Kelly Flege. **All Approved. None Opposed. Motion Approved.**

Partner Update

Adult Education & Literacy- Sandy Jensen

Sandy's report: English Language Learning (ELL) fall semester classes started on August 29, 2016. High School Completion (HSC) classes for Fall Quarter 1 (formerly GED classes) will start on September 6, 2016. ELL and HSC classes are offered both during the day and the evening to accommodate students' work and family schedules. The option of attending classes in a hybrid format to allow for more instructional time is possible for Intermediate and Advanced ELL students and for evening HSC students. Additionally, there is an online HSC class for students with qualifying pretest scores. All classes meet at the Metro Center except for an evening HSC class that meets on T/THs at the Hawkeye Waverly Center location.

All classrooms at the Metro Center were recently updated to include new Promethean interactive boards, allowing teachers the opportunity to bring current technology into their daily lessons.

A new Transition Specialist, Marissa Thornton, has been hired to fill the position formerly held by Anna Laneville, who is now a full time faculty member on Hawkeye's main campus. The Metro Transition Specialist works with students to make the next step after ELL or HSC classes and often works closely with staff at IowaWORKS on topics such as GAP and PACE funding.

A new I-BEST class pilot will start this fall at the Metro Center. I-BEST stands for Integrated Basic Education and Skills Training, which means that students work on basic skills while learning workplace skills contextually. I-BEST classes are co-taught by an adult basic education teacher and a content instructor, offering the student the additional support needed in order to be successful. The I-BEST model was first piloted in Washington State and is now offered as an option at all community colleges throughout the state. The goal of I-BEST in Washington State and in Iowa is to get skilled workers into the workforce more quickly and efficiently.

An I-BEST CNC class was piloted at Hawkeye Community College's Metro Center during spring semester 2015; a second CNC I-BEST class ran spring semester 2016. Currently, the plan is to continue to offer CNC I-BEST during subsequent spring semesters and if this year's pilot is successful, CNA I-BEST classes during subsequent fall semesters. Students will start on September 6, 2016, in a PreCNA class designed to teach students the foundational vocabulary and math skills needed for success in the CNA course. The I-BEST CNA class pilot will begin October 10, 2016. At the conclusion of the class in December, students will take the state board exam with the goal of attaining certification and subsequent employment. Integrated Education and Training (IET) is a big component of the new WIOA legislation and I-BEST classes are an excellent example of IET. Plans are underway for the construction of Hawkeye's new Urban/Adult Education Center in downtown Waterloo. The college has purchased the empty parcel of land next to the Sportsplex on

Jefferson Street across from Burger King. Groundbreaking is tentatively scheduled for October. The next few years will be transition years for the college's Martin Luther King, Jr. Center and the Metro Center. The MLK Center has abbreviated hours this year and as of July 1, 2017 all classes and activities currently scheduled at MLK will transition temporarily to the Metro Center. When the new building on Jefferson is complete, all MLK/Metro Center classes and activities will transition to the new site. There is quite a bit of excitement at the possibilities that may be available in the new space.

Vocational Rehabilitation Services (IVRS) – Mike Howell

Project Search/Allen Hospital in collaboration with IVRS, Inclusion Connection and the Waterloo Schools began today. He had the chance to meet the students at an open house for students and their parent on 8/18/16. This is a great group of students who will be getting 3 internship opportunities at Allen Hospital this school year.

Section 511 of the WIOA, calls for students to be given the chance to try employment first, before graduation and before pre-employment training services are considered. This will also affect adults who are in sheltered employment or pre-employment activities. This is an effort to get people with disabilities involved in integrated community employment, which pays minimum wage or above.

Both Waterloo East and Waterloo West High School special; education students will be able to experience the Hawkeye Community College Construction Equipment Simulator at West H.S. on 9/19/16. This experience is funded by IVRS.

WIOA Core Partners will be holding the Discovered Resources Job Fair on 10/4/16 at the Waterloo Center for the Arts from 1:00 p.m. to 4:00 p.m.

Economic Development – Danny Laudick

Upcoming event – Addressing Workforce: Beyond the Numbers – Thursday, September 29th, 8-11:30am. Addressing Workforce: Beyond the Numbers is an interactive forum for businesses, educators, service organizations and other workforce partners to discuss the broader talent and workforce needs of the Cedar Valley.

Three different tracks of topics give attendees the opportunity to participate in the workforce discussions most relevant to them, and the event provides an opportunity for new connections, partnerships, peer-to-peer learning and a deeper understanding of how to address our workforce needs as a community.

The three tracks of conversation are:

- Labor Force Participation (Utilizing our existing workforce)
- Training & Development (Training the upcoming workforce)
- Talent Attraction & Retention (Attracting new workforce)

Attendees will walk away with:

- New connections with educators, workforce organizations and other businesses in the area
- A deeper understanding of the broader workforce landscape in the Cedar Valley
- New ideas about how to address workforce within your own organization

It's free to attend and light breakfast is provided, but please register in advance at <https://www.cedarvalleyalliance.com/event-details.php?id=466&rsvp#attend>.

Center Update

Andrew Trower presented on updates and events at IowaWorks. Please see attached for the report.

Adjournment

Butch Kelly moved to adjourn the meeting and Reid Koenig seconded. **All Approved. None Opposed. Motion Approved.** The meeting ended at 5:53pm.

Respectfully submitted by,
Funmi Obitayo
