

**Region 1 Regional Workforce Development Board (RWDB)  
Chief Elected Officials Board (CEO)  
Minutes for April 26, 2016**

**Workforce Development Board Present:** Les Askelson, Donna Boss, Ron Koppes, David Gaylor, Candace Drahn, Vicki Rowland , Kathy Gunderson, Jayme Kluesner and Ann Hart

**Present Via Conference Call:** James Vermazon, Rev Lonning and Ric Jones

**RWDB Absent:** Dan White, Caroline Scheidel

**Chief Elected Officials Board Present:** Darrel Dolf, Gary Bowden, Jay Wickham and John Beard

**Present Via Conference Call:** Dan Byrnes, John Anderson, Doug Dabrosi, Mark Kubik

**CEO Board Absent:** Roy Buol

**Others Present:** Marla Loecke, Fern Rissman, Ashley Goltz, Ron Axtell, Kelli Duetmeyer, Rachelle Howe,

**Via Conference Call:** Wendy Mihm-Herold

**PUBLIC HEARING:**

A motion was made to open the public hearing by Kubik, seconded by Kluesner, all in favor. Rissman, Axtell and Loecke noted the comments that were made by the state. Accessibility is an issue. Comments were made on how to make everything accessible to everyone (i.e. those who are vision impaired) and identifying all the core partners. The format didn't call for all the information that needed to be reviewed and that has been adjusted. It is a living document and will need to be updated as changes and updates occur.

With no further comment, the public hearing was closed by a motion from Rowland, second by Boss, approved unanimously.

**CALL TO ORDER**

RWDB Chair, Les Askelson called the joint meeting of the RWDB/CEO Board to order at 4:34. A voice roll call was taken. It was noted that a quorum was present for both boards. Les gave thanks to everyone who has helped with completing the process.

John Beard joined the meeting at 4:38.

**BOARD DISCUSSION/ACTION**

**Consider Approval of Agenda:**

Added to agenda: conflict of interest forms which were handed out by Loecke.

RWDB: motion made, including change by Boss, second by Koppes, approved unanimously

CEO: motion made, including change by Bowden, second by Wickham, approved unanimously

**Approval of RWDB Board minutes for February 23, 2016:**

RWDB: motion made by Rowland, second by Drahn, approved unanimously

CEO: motion made by Bowden, second by Wickham, approved unanimously

**Approval of Region 1 WIOA Local Plan:**

RWDB: a motion was made by Hart, seconded by Koppes, approved unanimously

CEO: a motion was made by Wickham, seconded by Beard, approved unanimously

**Approval of Youth and Young Adult WIOA Program Service Provider:**

Loecke brought up some of the learning issues that came with the process in gathering all the information to provide one complete packet which included collaborating with several additional people.

A reminder was issued that only the individuals who can vote are those who do not have a conflict of interest with RES, UERPC or ECIA. RWDB voting only.

Drahn made a recommendation to the board that the youth and young adult program goes to UERPC – subcontracting out to ECIA motion; seconded by Kluesner,

Ayes: Drahn, Gaylor, Koppes, Lonning, Hart, Gunderson, Jones

Abstaining: Askelson, Vermazon, Boss, Rowland

Approved unanimously

**Approval of Adult and Dislocated Worker WIOA Program Service Provider:**

Drahn made a recommendation that UERPC and subcontract to ECIA, seconded: Kluesner,

Ayes: Drahn, Gaylor, Koppes, Lonning, Hart, Gunderson, Jones

Abstaining: Askelson, Vermazon, Boss, Rowland

Approved unanimously

ECIA and UERPC Executive Directors Duetmeyer and Howe asked for the names of other providers who submitted an RFP. Kluesner reported that there were two bid proposals, ECIA and UERPC. The budgets provided for UERPC only included UERPC expenses, once they put UERPC and ECIA budgets together, they equaled out. With guidance from the state, they were able to accept the proposal. Score was only given to UERPC because they were subcontracting out to ECIA. The reason the bids were not thrown out was because there were no other outside bids.

Duetmeyer and Howe expressed their thank you for making the phone calls and accepting their proposals for ECIA and UERPC.

Gary Bowden left the meeting.

**Approval of Certified Training Provider Program**

University of Dubuque – Communications Program – Axtell asked the board to consider adding the communications program at the University of Dubuque to the list of certified training programs.

After discussion on the program, Drahn made a motion to approve the program, second by Kubik, approved unanimously

## **BOARD REPORTS**

**State Staff Update:** no one present.

### **WIOA Core Partners Report:**

Department of the Blind: Jamie Phipps introduced herself to the board and looks forward to working with everyone. She has been working with Loecke, Rissman and Axtell on the service plan. She covers 22 counties within Iowa.

Vocational Rehabilitation: no report

NICC HSED Update: Wendy Mihm Herold updated additional sites that ABE testing is available across the region. They have also started working with the correctional facilities and have recently had their first graduate. Busy with students coming in to complete the HSET and graduation is June 1 and June 2. They have been partnering on the MOU with the plan and appraised Loecke, Rissman, and Axtell for their work.

Boss left the meeting.

IowaWORKS Reports: Rissman and Axtell shared the Region 1 report highlighting the happenings with the centers and in the surrounding counties.

Rissman was asked to explain what NCRC was. An explanation was also given on the apprenticeship grant. Apprenticeship informational meeting to be held on June 14<sup>th</sup> in Decorah and the date is TBD for Dubuque. A challenge has been finding qualified dislocated workers.

Axtell provided a brief snapshot of performance information that was in the handout provided.

Loecke shared unemployment rates for the counties in the Region.

## **FLOOR ITEMS/CLOSURE**

Next Meetings: June 7 at Keystone AEA in Elkader.

Adjournment: A motion was made to adjourn at 5:33 by Gunderson, seconded by Beard second, approved unanimously.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

Respectfully Submitted,

Ashley Goltz