

**Region 1 Regional Workforce Development Board (RWDB)**  
**Chief Elected Officials (CEO) Board**  
**Minutes for June 7, 2016, Conference Call**

**Workforce Development Board Present via Conference Call:** Les Askelson, Candace Drahn, Ron Koppes, David Gaylor, Vicki Rowland, Donna Boss, and, Jim Vermazen, Ric Jones, Carolyn Scheidel

**RWDB Absent:** Rev Lonning, Ann Hart, Dan White, Kathy Gunderson, and Jayme Kluesner

**Chief Elected Officials Board Present via Conference Call:** Darrel Dolf, Dan Byrnes, Mark Kubik, Gary Bowden, and John Anderson

**CEO Board Absent:** Roy Buol, John Beard, and Doug Dabroski

**Others Present via Conference Call:** Fern Rissman, Ron Axtell, Marla Loecke, Jeanne Helling, Jamie Phipps, Rachele Howe, Pat Taggart, Shari Clausen, David Hicks, and Penny Ingles

**CALL TO ORDER**

RWDB Chair, Les Askelson, called the joint meeting of the RWDB/CEO Board to order at 4:31 p.m. on June 7, 2016. A voice roll call was taken. It was noted that a quorum was present for RWDB and CEO Boards. Several MOU Partners joined the call also.

**BOARD DISCUSSION/ACTION**

*Consider Approval of Agenda:* RWDB– Motion Boss, seconded Drahn to approve Agenda. Motion carried unanimously. CEO–Motion Anderson, seconded Bowden to approve Agenda. Motion carried unanimously.

*Approval of RWDB/CEO Board Minutes of April 26, 2016:* RWDB– Motion Rowland, seconded Gaylor to approve minutes. Motion carried unanimously. CEO–Motion Bowden, seconded Anderson, to approve the minutes. Motion carried unanimously.

*Reappointment of RWDB members:* Fern noted that as of June 30, 2016, the following RWDB members terms would end: Les Askelson, Jim Vermazen, David Gaylor, Donna Boss, Ron Koppes, Kathy Gunderson, and Ric Jones. All had been contacted and were willing to continue serving on the board. Darrel asked for a motion from the CEO board. Motion Anderson, seconded Bowden, to re-appointment those members. Motion carried unanimously.

*Review and Approval of MOU:* Fern walked the board members through the Memorandum of Understanding that the MOU partners had collaborated on using the state template. She noted that it was a 3-year plan and could be modified at anytime. Ron discussed the Attachment A regarding referrals between partner agencies and the referral form that will be used. He noted that the form would help with follow-ups and tracking, if needed. He also discussed Attachment B that all MOU partners filled out. This attachment includes where they are located, what services they provide and other information relevant information to their programs. He thanked the MOU partners for getting that information back in such a timely manner. Marla noted that this document is lengthy but the descriptions, etc., will help with federal regulations regarding duplication of services. RWDB–Motion Boss to approve the Memorandum of Understanding as presented. Seconded Koppes. Motion carried unanimously. CEO–Motion Anderson to approve the Memorandum of Understanding as presented. Seconded Bowden. Motion carried unanimously.

*Modification to Local Plan:* The boards reviewed the Local Plan Modification Transmittal Form. See handout for full language. #1–change “English as their second language” to “English Speakers of Other Languages (ESOL)” and #2–remove “(12 hours for fall & spring terms, 9 hours for summer term)” and add “status will be determined by the policies of the educational institution.” RWDB–Motion Rowland to approve modification. Seconded Drahn. Motion carried unanimously. CEO–Motion Byrnes to approve modification. Seconded Bowden. Motion carried unanimously.

*Selection and approval of Youth Committee Chairperson:* Fern discussed the need for appointment of a chairperson for the Youth Committee. The change to a standing committee requires that the chairperson be a member of the RWDB. Rev Lonning and Dan White are current members of the Youth Committee, however neither was interested in being chair. Motion Koppes, seconded Rowland to table this issue until the next meeting. Motion carried unanimously.

### **FLOOR ITEMS/CLOSURE**

- *Next RWDB/CEO Meeting* – July 26, 2016 (in-person), 4:30 p.m., Keystone AEA, Elkader
- *Adjournment*

With no further business actions to come before this board, motion Boss, second Koppes, to adjourn. Motion carried unanimously. Meeting adjourned at 5:01 p.m.

For more information regarding this meeting, please contact Penny Ingles at Keystone Area Education Agency at 563-245-1480 or [pingles@aea1.k12.ia.us](mailto:pingles@aea1.k12.ia.us). The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

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Penny Ingles  
Keystone AEA