

**Region 1 Regional Workforce Investment Board (RWIB)
Chief Elected Officials (CEO) Board
Minutes for October 27, 2015**

Workforce Investment Board Les Askelson, Ron Koppes, Vicki Rowland, Donna Boss, and Carolyn Scheidel
Present:

via Conference Call: Rev Lonning, Kathy Gunderson, and Jim Vermazen,

RWIB Absent: Candace Drahn, Ann Hart, Dan White, Ric Jones, David Gaylor, and Jayme Kluesner

Chief Elected Officials Board Darrel Dolf, and Gary Bowden
Present

via Conference Call: Dan Byrnes, Mark Kubik, Doug Dabroski, John Anderson, and John Beard

CEO Board Absent: Roy Buol and Tom Hancock

Others Present: Fern Rissman, Ron Axtell, Marla Loecke, Zakia Hussain, IWD, Budget Analyst 3, Jeremy Varner, IDOE, State Workforce Board liaison, Jeanne Helling, Wendy Mihm-Herold, Peggy Murray, and Penny Ingles

CALL TO ORDER

RWIB Chair, Les Askelson, called the joint meeting of the RWIB/CEO Board to order at 4:37 p.m. on October 27, 2015. A voice roll call was taken. It was noted that a quorum was present for both boards.

BOARD DISCUSSION/ACTION

Consider Approval of Agenda: RWIB—*Motion Koppes, seconded Boss to approve Agenda. Motion carried unanimously. CEO—Motion Bowden, seconded Anderson to approve Agenda. Motion carried unanimously.

Approval of RWIB/CEO Board Minutes: RWIB—Motion Rowland, seconded Koppes to approve September 15, 2015, minutes. Motion carried unanimously. CEO—Motion Bowden, seconded Byrnes to approve the minutes. Motion carried unanimously.

Approval of Ticket to Work funds authorizing local leadership: At the September 15 meeting, the RWIB/CEO approved Upper Explorerland Regional Planning Commission as fiscal agent for Ticket to Work funds. Suggestions were made of possibly purchasing laptops for the board, new signage at the offices to be more geared toward those with disabilities. Question was posed “Should the Core Leadership Team, including Ron Axtell & Fern Rissman, WIOA Directors, Marla Loecke, IWD, Jeanne Helling, Voc Rehab, and Wendy Mihm-Herold, NICC, determine how these funds be spent and report to the RWIB/CEO annually?” Motion Boss, seconded Koppes, to authorize Core Leadership to make decisions on use of Ticket to Work funds and report annually to the RWIB/CEO boards. Motion carried unanimously.

CSP Plan Modification:

a. Modify CSP Plan to include follow-up policy for WIA Adult and Dislocated Worker program.
Fern noted that the local policy said to follow the State Handbook and the State Handbook said to look at local policy. A statewide corrective action was needed to adopt a follow-up policy. (see handout)

b. Increase the On-the-Job (OJT) cap from \$2,000 to \$5,000.
This increase would help with the changes of age and percent requirements for WIOA. Motion Rowland, seconded Boss, to approve the Customer Service Plan Modification. Motion carried unanimously.

BOARD REPORTS

Dr. Wendy Mihm-Herold reported on the **Youth Career Connect** Grant. There are 200 students (grades 10-12) involved district-wide. All school districts in Region 1 are participating. One hurdle encountered with companies is their insurance may not cover having students working that are not employees.

Dr. Mihm-Herold also updated the board on **NICC HiSET**. She stated that restructuring included start/end dates, enrollment (limited #), locations, and hours. Rowland asked if transportation was offered. It was noted that if students call/contact for assistance, outreach staff will try to assist with funds for transportation, ride sharing, etc. The “Great News” is that 11 students have completed the HiSET in the last 2 months.

Fern discussed the **WIOA Update October 27, 2015**.

The initial draft of WIOA Unified State Plan is now available for public comment and a PDF of the Unified State Plan is also available for review. Comments are requested for content, language, and overall implementation of the plan. Comments will be accepted until 4:00 p.m., November 11, 2015.

RWIB/CEO Responsibilities over the next 5 months will be to develop and approve a Region 1 WIOA Local Service Plan; and select a Service Provider(s) for the Youth, Adult and Dislocated Worker Programs.

The **Local Service Plan** will be a 4-year plan – **July 1, 2016-June 30, 2020**, with modifications every 2 years required. A draft local service plan will need to be approved by RWIB/CEO board to go out for public review/comment for 30 calendar days. Plan needs to be done by March 1st for the notice to be placed in the main newspaper of each county from March 1-31. In the first part of April, the RWIB/CEO board needs to address any public comments about the draft local service plan and then approve the final plan for submission to state by May 1, 2016. Approval by state board and goes into effect July 1, 2016

WIOA Core Partners have been meeting by phone every Monday and face-to-face each month and have started working on sections of the plan. WIOA Core Partners are:

- Title 1 – Youth, Adult and Dislocated Worker Service Providers (Fern Rissman and Ron Axtell)
- Title 2 – Adult Education & Literacy Programs (Gisella Aitken- Shadle & Dr. Wendy Mihm-Herold)
- Title 3 – Wagner Peyser Act (Marla Loecke)
- Title 4 – Vocational Rehabilitation (Jeanne Helling & Mike Howell)

Looking at the handout, additions & changes that the team made are in red to be easily noticed. Fern asked if any of the RWIB/CEO board members would like to be “plan readers” as it is being drafted? It could be sent to them electronically on a monthly basis.

3 Most Important Plan components for Partners are:

- Workforce System
- Core Partner Programs
- One-Stop System

Memorandum of Understanding between partners:

- MOU **must** be signed by all partners
- MOU is a “living document,” which means it is continually updated/changed as needed
- MOU is operational guidance for the system
- MOU partners need to talk the “system,” not the center
- 3 components of MOU are customer, services and costs
- MOU Staff need to be “cross-informed”

The RWIB/CEO boards need to put out a **Request for Proposal (RFP)** for a Service Provider for **both** the Youth program, and Adult and Dislocated Worker program under WIOA Title 1. The board must release and then deal with 2 RFPs.

It is important to note that **any agency or person interested in applying cannot see the document ahead of when the RWIB releases the RFP. If an interested agency or person sees it ahead of time, it eliminates that agency from the process.** This includes any staff and/or board/commission members of Upper Explorerland or ECIA.

Ron Koppes, RWIB Vice-Chair, will need to chair meeting where RFP is discussed and during the selection process of service provider. The process is to be explained at the Oct 29th meeting in Des Moines. Wendy Mihm-Herold has agreed to lead this process, along with Board secretary, Penny Ingles. The RFP process will dictate when board meetings are. Quorums for each board are needed (8 for RWIB/5 for CEO). RWIB/CEO board should meet face to face to make the decision of service provider for Title 1 – Youth, Adult and Dislocated Worker programs

Ron Axtell discussed WIOA Six “Core Program” Partners and MOU Required Partners.

- Core partners must talk the “center”/MOU Partners must talk the “system”
- Core Partner Staff will be cross trained/MOU Partners will be cross informed
- The System is “Owned” by ALL core partner programs
- Each Program is “Owned” by EACH Core Partner Program

MOU (similar to CSP) Required Partners are:

- WIOA Title 1 – Adult, Dislocated Worker and Youth
- WIOA Title 2 - Adult Education & Literacy
- WIOA Title 3 – Wagner-Peyser
- WIOA Title 4 – Vocational Rehabilitation
- Title V – Older American Act (*AARP & Experience Works*)
- Second Chance (ex-offenders) (we don't have)
- Career, Technical Education (*NICC*)
- Housing Authority Employment & Training Programs (we don't have)
- Other local partners can be added.
- Native American Programs
- Migrant Seasonal Farmworkers (*Proteus*)
- Veterans (*IWD*)
- Youth Build (we don't have)
- Community Action Employment & Training programs (we don't have)
- Trade Act (*IWD*)
- Unemployment Compensation (*IWD*)
- TANF (not required, BUT embedded in Iowa's state plan) (*Promise Jobs*)
- Job Corps (*Denison/Ottumwa*)

With the expansion of board responsibilities, regions are exploring some training opportunities. A couple of options include:

- Mary Ann Lawrence Training (possible training)
 - Robert's Rule of Order
 - Board responsibilities
- Greg Newton Training (possible training)
 - WIOA Programs

Discussion followed regarding when and how these trainings would take place. Possibly December/January and using technology (Chrome Box/ICN) for easier accessibility.

Jeanne Helling reported on Vocational Rehabilitation. Staff has been out in schools, partnering, working with new staff. Excited to report that they were 3rd in the state for placing number of people in jobs; 1st - Sioux City, 2nd - Fort Dodge, and 3rd - Dubuque.

Jeremy Varner, IDOE, State Workforce Board liaison, stated that he wants to be available to help with any questions the board may have during this transition process and to help the board fully understand.

Zakia Hussain, IWD, Budget Analyst 3, was pleased to join the meeting and learn more of how the board works.

Ron and Marla discussed the IowaWORKS Report noting the Dislocated Worker, Center Updates and Membership Report (Decorah – 389/Dubuque – 897 new members July through September). Integration Membership Report from July 2015 was also shared. (see handouts)

FLOOR ITEMS/CLOSURE

Board participation is important at this time. Working on the local service plan and meeting the deadlines will require frequent meetings—possibly November, January, February, March and April.

- *Next Meeting – Wendy Mihm-Herold will be contacting the board regarding meeting.*

- ***Adjournment***

With no further business actions to come before this board, motion Boss, second Koppes, to adjourn. Motion carried unanimously. Meeting adjourned at 5:50 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. The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

Penny Ingles
Keystone AEA