

**Region 1 Regional Workforce Investment Board (RWIB)
Chief Elected Officials (CEO) Board
Minutes for January 19, 2016**

Workforce Investment Board Present: Les Askelson, Donna Boss, Candace Drahn, David Gaylor, Jayme Kluesner, Ron Koppes, and Vicki Rowland

Present Via Conference Call: Kathy Gunderson and Rev Lonning

RWIB Absent: Ann Hart, Ric Jones, Carolyn Scheidel, Jim Vermazen, and Dan White

Chief Elected Officials Board Present: John Anderson, Gary Bowden, Darrel Dolf, and Tom Hancock

Present Via Conference Call: John Beard and Mark Kubik

CEO Board Absent: Roy Buol, Dan Byrnes, and Doug Dabroski

Others Present: Ron Axtell, Marla Loecke, Fern Rissman, and Ronee Slagle

Via Conference Call: Gisella Aitken-Shadle

CALL TO ORDER

RWIB Chair, Les Askelson, called the joint meeting of the RWIB/CEO Board to order at 4:30 p.m. A voice roll call was taken. It was noted that a quorum was present for both boards. Introductions were made, and Les welcomed all.

BOARD DISCUSSION/ACTION

Consider Approval of Agenda: It was noted that the date of the minutes for RWIB approval from previous meeting needed to be changed to October 27, 2015. RWIB-Motion by Rowland, seconded by Kluesner, to approve agenda as amended. Motion carried unanimously. CEO-Motion by Hancock, seconded by Dolf, to approve agenda as amended. Motion carried unanimously.

Approval of RWIB/CEO Board Minutes: RWIB-Motion by Boss, seconded by Drahn to approve October 27, 2015, minutes. Motion carried unanimously. Motion Koppes, seconded by Kluesner to approve December 21, 2015, minutes. Motion carried unanimously. CEO-Motion Dolf, seconded by Hancock to approve the December 21, 2015, minutes. Motion carried unanimously. (NOTE: The CEO Board approved the 10/27 minutes at the December meeting, but RWIB did not have a quorum in December.)

Review of Membership and Terms: Fern shared/discussed the list of board members to be included with the Local Plan as an attachment (A8). Discussion followed regarding terms expiring and keeping a balanced board with 5 Business, 5 Labor, 1 School, 1 Community College, 1 City Elected, and 1 County Elected. Equality in gender, political affiliation, and trying to get representation from counties served in Region 1 is to be considered. Since Ron has retired, he cannot represent Labor, Ann Hart has retired and may not be able to represent School after July 1. Those whose terms expire may continue to serve if interested by submitting a letter stating that they would like to stay on the board. This discussion led into questions regarding the by laws—such as ex-officio not having voting privileges.

RWIB By-Laws Discussion: Ben Humphries, WIOA Legal Council, is reviewing the by-laws. According to current by-laws the Chair and Vice-chair are suppose to come from Business. As discussion continued, board members felt the By-Laws discussion as well as the next three items on the agenda – *Election of RWIB Board officers, Election of RWIB Board Executive Committee, and Election of CEO Board Chair/Vice Chair*, should be tabled until hearing from Humphries. RWIB-Motion Boss, seconded by Rowland, to table these items until the board receives guidance from council. Motion carried unanimously. CEO-Motion Dolf, seconded by Anderson, to table these items until the board receives guidance from council. Motion carried unanimously.

RWIB Board Committees – Youth Committee (see A.4 of local plan): Will the RWIB have a standing committee to provide information and assist with planning, operational, and other issues relating to provision of services to youth? The standing committee is less structured and does not require the parent or youth representative that had been a problem in the past. It was suggested to go with the standing committee rather than the formal Youth Advisory Council. Would keep the same members that have now and possibly could expand, but wouldn't be limited or required to certain members. A February 19, 2016, meeting has been scheduled with the current YAC Members, and the boards decision will be shared at that meeting. Motion Boss, seconded Drahn, to adopt the standing committee for Youth Services. Motion carried unanimously.

CSP Modification – PY15 Annual Performance Goals Approval: Fern shared the letter to Mike Wilkinson, from Department of Labor, advising Iowa of its WIA and Wagner-Peyser Act (WP) PY 2015 performance goals. Goals were also shared. This was also notification of modification to the State Integrated Workforce Plan. These goals must be included in the local plan. Motion Kluesner, seconded by Roland, to approve the CSP Modification and PY15 Annual Performance Goals. Motion Carried unanimously.

BOARD REPORTS

WIOA plan discussion/review: A lengthy discussion followed regarding the Regional/Local Workforce Development Area Plan. The WIOA Core Leadership team, which includes Fern Rissman, Ron Axtell, Marla Loecke, Wendy Mihm-Herold, and Gisella Aitken-Shadle, have been entering information and tweaking the plan. Fern shared the plan so far with the attachments associated with the sections. The information that has been entered by the team is in red. Although the plan was gone through and discussed, it was suggested that the board take time and read through for their information and in case they find any changes/additions/deletions. This needs to be ready to be posted for public comment by March 1, 2016. The board will need to meet end of February to approve for posting, and then monthly to approve for submission.

State Staff update: Jeremy Varner was not available and Renee noted there were no updates.

NICC HSED update: Gisella updated the board on High School Equivalency. 60 students initially enrolled, 49 actually made through welcome week. Students attend from 9:00-3:00 and 5:00-8:00. They are engaged in Social Studies, Math, Science, and Writing. Students note that it is good to have teachers for help but also that peers are helpful also.

IowaWORKS Reports: The PY2014 Annual Adult, Dislocated Workers, and Youth Performance level reports were shared. These reports are still under WIA. PY2015 should be transitioning to WIOA. Ron noted that Region 1 was above the DOL Negotiated percent in all areas.

The IowaWORKS New Members/One-Stop Customers report was shared for Oct/Nov/Dec. Marla noted that the numbers jump in November and then again in December due to seasonal layoffs. There are no

extra staff added in the centers, even though the numbers double. Marla also shared the Unemployment Map with comparison for November 2014 to November 2015.

FLOOR ITEMS/CLOSURE

Next Meetings: Because of the schedule to have the Local Plan ready, the board will need to have monthly meetings. It is very important to have a quorum for these meetings. If not able to attend in person, board members are encouraged to use the conference call option. Dates for meetings were set for February 23rd, March 22nd, April 26th, 2016. Meetings will be 4:30-6:30 p.m. at Keystone AEA Conference Center, Elkader, Iowa.

Adjournment: With no further business actions to come before this board, there was a motion by Rowland, second by Boss, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:17 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