

**Region 14 Regional Workforce Development Board Meeting**  
**IowaWORKS Center, 215 N Elm, Creston**  
**Official Minutes, September 19, 2016**

**Call to Order** – The meeting was called to order by Chairperson Jolene Griffith at 6:30 P.M.

**Roll Call** – Regional Workforce Development Board members present: Jolene Griffith, Jane Briley, Ronda Wishon, Eula Dolecheck, Steve Gilbert, Fred Staats, Katrina Fleharty, Karin Freml, Paul Griffen, Darla Helm, Sharman Lowenberg, Wayne Pantini, Ann Schlapia, Elizabeth Waigand. Absent were Dorene Rusk (excused), Rod Shields (excused), Judy Hodge, and Donald Keast.

**RWDB Quorum – Yes.**

County Elected Officials present: Dave Homan (Adair Co.), Merlin Dixon (Adams Co.), Bill Black (Clarke Co.), Dennis Brown (Union Co.), Paul Dykstra (Ringgold Co.), Steven Ratcliff (Montgomery Co.), and Charles Ambrose (Taylor Co.). Absent was J.R. Cornett (Decatur Co.).

**CEO Quorum – Yes.**

Partners present: Ron Ludwig, MATURA; Billie Jo Greenwalt, SIRHA; Mandi Claussen, Proteus. Guests present: Doug Keast, Workforce Innovation Technical Assistance Center; Ben Humphrey, Iowa Workforce Development Attorney.

WIOA/MATURA staff present: Barb DeVore, Michelle Wilson, Sue McElwain.

**Agenda** –Eula made a motion to accept the agenda as sent. Dave Homan seconded the motion. Motion passed unanimously.

**Minutes** – Ronda made a motion to approve the minutes of the 7/18/16 meeting. Eula seconded the motion. Motion passed unanimously.

**WIOA Transition – Board Reconstruction Update** – New Board members were introduced. They are Katrina Fleharty, Karin Freml, Paul Griffen, Darla Helm, Sharman Lowenberg, Wayne Pantini, Ann Schlapia, and Elizabeth Waigand. On our ongoing list of items to accomplish, we only have about 4 more to go. They are sector boards, career pathways, technology, and new board structure. Like businesses will form sector boards and these boards will bring their needs to this Board. We are working with businesses on the career pathways. Under technology we would like all partner agencies to have access to the same database and same information. The new board structure is moving right along, as you can see by all the new faces here tonight.

The CEOs will consider appointments tonight after the RWDB meeting to fill out the remaining “business positions” .

**Local Plan Update** – Our local plan has been uploaded on the regional website.

**Progress on Transition to WIOA** – Ben Humphrey, IWD, is working on getting the program to be more locally driven. Another project he is working on is a new case management system, a web based common intake system. The new case management system may be ready in 18 months. He said they are looking at a web page that will be responsive to cell phones, tablets, I-Pads, etc. The new system will be more forward thinking. It will not be developed in house and will be provided to other states too.

**Budget Update** – SPNEG – This grant is for Dislocated Workers who have lost their jobs through no fault of their own. This grant can help them with experimental learning such as on-the-job training, work experiences, etc. The other Dislocated Worker/NEG grant is the Apprenticeship Grant. The budget update is in the packet. For the regular budget we have obligated and expended approximately 16.1%, and 17% of the year has elapsed, so we are on track.

On our 1 page plan summary, the needs of the region are listed on the left hand side of the sheet. The other side lists our goals, which are the same as the Governor’s Future Ready Iowa goals. In the middle are the jobs that need to be filled and how we plan to fill them. Steve Gilbert said finding young people is difficult. Communication with the young people needs to happen to inform them of local opportunities. We need to raise awareness and try to keep our young people in our region. He feels we need to talk to business owners about succession plans and include the young people in these conversations. Barb said we also want to help businesses retain the workers they have. We are working towards the groups of folks who may be left out such as lower educated, older workers, those with language barriers, etc.

**Performance Update** – We are missing the Literacy/Numeracy performance measure for youth. This one is not easy to capture. These are our final year end results. A summary of 9 out-of-school WIOA youth participants is in the packet. It includes the situation of the youth prior to enrollment into the program, the activity they participated in, and their outcome.

Referral Process Outcomes - Darla said 4 partners (IowaWORKS, Voc Rehab, Adult Ed, and Iowa Dept for the Blind) meet monthly to discuss common students. They track the students, go over next steps, etc. They are seeing good results. They come up with lots of ideas to improve the process. The goal is employment. In the packet is a snapshot of the outcomes they are seeing.

Latino Fest – Was held in Osceola. Services registered for included English as a Second Language (ESL), Hi-SET, Voc Rehab, etc.

Report Card on Goals – Elizabeth went over the July and August Monthly Reports. The youth team has been asked to present at the Colorado Workforce Conference. ECI is still networking and providing training. Staff training has been provided on a variety of subjects. Broad knowledge makes staff more resourceful for customers. We have launched a bilingual Facebook page. 3 staff are bilingual. A couple staff represented IWD at the State Fair. Our office partnered with ISSB on a school supply drive. One staff is helping with the UI help line. Success stories are included in the monthly reports as well.

**Monitoring Report** – The State review team was here earlier this year and had 1 finding. It said 2 participants files did not contain documentation indicating participants were using the State’s Eligible Training Provider List to make informed choices when selecting both training program and provider. We have shown them evidence that participants have access to all training providers and will make sure this is documented in the files from now on. This is resolved now.

**Annual Report** – The PY15 Annual Report is in the packet. Success stories, veterans projects, etc. are summarized here.

**ALICE Outtakes** – ALICE stands for Asset Limited, Income Constrained, Employed. It represents the growing number of individuals and families who are working, but are unable to afford the basic necessities of housing, food, child care, health care, and transportation. A couple highlights include, “In Iowa, 68% of jobs pay less than \$20/hr, with 48% paying between \$10-15/hr.” Also, “higher education alone is no longer a reliable predictor of a self-sufficient income”. Higher education comes with a high cost. We are seeing more short term training here. More information is in the packet.

**Partner Reports** – Minutes from the 6/7/16 Quarterly Partner Meeting are in the packet.

**WINTAC Visit** – Doug Keast, Workforce Innovation Technical Assistance Center, gave an update. WINTAC is a technical assistance center supported by the Rehabilitation Services Administration to support State Vocational Rehab agencies in the successful implementation of WIOA. They have visited 2 offices. Doug’s team includes individuals from Minnesota, Michigan, and Washington DC. They will be here today and tomorrow to visit with staff. Nationally, the focus is on a customer centered local design. He is impressed with the alignment of services here.

**Business Updates** – Michelle brought to everyone’s attention “The Road to Success”, a school and business summit to be held 10/18/16 at SWCC. We want young people to know what opportunities are available. This will bring together organizations, partners, businesses, students, etc. We will have speakers and round table discussions and hope to come up with some action steps. We want young people to know they can build a viable career and stay in Iowa. Input from the Workforce and CEO Boards is vital. Ben said this is a testament in how

this area is leading to become aligned and integrated. You are identifying needs and getting in touch with the services to meet those needs.

PROTEUS - Mandi Claussen said Proteus goes to SWCC on Tuesdays. They received a new grant and can partner for OJT's. She will share more information on this at the next meeting.

**Barb** – Barb is retiring the end of December. She hopes her replacement will be able to attend the November meeting. She is thankful for the Board's support.

**Agenda Items** – Ben said he will come back. Jolene said the 10/18 conference is a wonderful opportunity to build relationships. We need to show support for economic growth in our region.

**Adjournment** – The next meeting will be held on 11/21/16. Dave Homan made a motion to adjourn the meeting. Jane seconded the motion. Meeting adjourned at 7:35 P.M.

Immediately following the RWDB:

The Region 14 CEO board met to discuss the applicants for the remaining board positions. After discussion, the CEO board unanimously voted to put the following forward to the Governor for consideration: Jason Cook, James Schendt, Lana McCann who complete the "business positions". They also voted to extend the terms of Eula Dolecheck, Fred Staats and Jane Briley until June 2018.