

Region 14 Regional Workforce Development Board Meeting
IowaWORKS Center, 215 N Elm, Creston
Official Minutes, November 21, 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, Katrina Fleharty, Karin Freml, Dorene Rusk, Darla Helm, Ann Schlapia, Elizabeth Waigand, Don Keast. Absent were Paul Griffen (excused), Sharman Lowenberg (excused), Judy Hodge, Wayne Pantini, Rod Sheilds, and Fred Staats. **RWDB Quorum – Yes.**

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

Partners present: Ron Ludwig, MATURA; Billie Jo Greenwalt, SIRHA; Mandi Claussen, Proteus; Todd Spencer, IWD.

Guest present: Ben Humphrey, Iowa Workforce Development Attorney.
WIOA/MATURA staff present: Barb DeVore, Larry Johnson, Sue McElwain.

Agenda – Under Committee Reports, Barb deleted Youth Standing Committee, as they have not met yet. Under Partner Reports, Proteus was listed twice, so will delete one. Eula made a motion to accept the agenda as amended. Ronda seconded the motion. Motion passed unanimously.

Minutes – Charles made a motion to approve the minutes of the 9/19/16 meeting. Eula seconded the motion. Motion passed unanimously.

Approval of Training Program – We have a customer who has a BA in Zoology and wants to obtain a teaching certificate. The program is Master of Arts in Teaching/Transition-to-Teaching at Simpson College. The application for approval to participate as an Eligible Training Provider is in the packet, along with the O*NET assessment. **Jane made a motion to approve the Master of Arts in Teaching/Transition-to-Teaching Program at Simpson College. It's close and**

commutable. Ronda knows some student teachers who went through this program and it is excellent. Ronda seconded the motion. Motion passed unanimously.

WIOA Transition – Orientation to WIOA – We will have a full blown orientation in January, when the Board is full. Barb went through the Basic Training WIOA handout. WIOA law states these 4 partners must work together to perform workforce services: Adult/DW/Youth (Title I programs), Adult Education and Literacy (Title II), Wagner-Peyser (Title III), and Voc Rehab/Dept for the Blind (Title IV). Barb, Larry, Darla Helm, Elizabeth Waigand, and Leslie McCarthy met today. Other partners include economic development, CAP agencies, Veterans organizations, community colleges, Proteus, UI, TANF, etc. 51% of local boards must be business representatives. The remainder of the orientation touches on needs assessment, goals, customer flow, eligibility, support services, what's under development for 2017, career pathways, sector boards, the board's part in this, etc.

Board Reconstruction Update – The red names on the handout are waiting for the Governor's approval. Tom Kedley will be presented for consideration as the new City Official ex-officio representative. He is the mayor of Osceola. Dorene Rusk will be the new Voc Rehab representative replacing Sharman Lowenberg who is retiring the end of December.

Progress on Transition to WIOA, Goals for 2017 – Reviewing the checklist and timeline, there are only a few items (in yellow) to take up next year. They include sector boards, career pathways, one stop operator selection, technology/data management, disability access, CEO 28E agreements, certified WIOA one stop system. Barb added 4 new items at the bottom of the list.

Budget Update - Handout shows where we are as of 10/25/16 with 33% of the year elapsed.

Performance to Goals (hard skills/soft skills/collaboration) Update – The Labor Market Information Guide for Employment in the packet gives an update on our goals.

Referral Process Outcomes – The handout called Outcomes from Combined Services shows common customers of IowaWORKS, Voc Rehab, Adult Education and Literacy, and Iowa Dept for the Blind. A column was added to show how much money was invested in the participant. These participants have been involved with more than 1 partner agency. Our goal is sustainable employment. Darla said an electronic form (a shared sheet) is being developed so it is easier to look at this on a daily basis.

Performance – New Members/One Stop Customers Integration Statistics At A Glance sheets for September and October are in the packet. These are demographics for customers who come through the door for the first time.

The State was here to monitor our files the beginning of November. They had 1 finding: a time and attendance sheet was missing the client's signature. We got this signed and back in the file before the monitor left. There was also a comment about cleaning up the paperwork on the dependent care reimbursement process. This has been addressed with staff.

There is a letter from Director Townsend in the packet indicating the final PY16 and PY17 performance measures.

Future Ready Iowa Update – Steve Gilbert – Future Ready Iowa is the Governor's initiative and is one of the goals in our plan. It is an initiative to build Iowa's talent pipeline for the careers of today and tomorrow. Steve Gilbert has been selected to serve on the Governor's Future Ready Iowa Alliance. Steve said one goal is to align workforce needs with post secondary education. The 50 person Alliance has been separated into 5 committees. Steve serves on the Getting Iowa's Credential Committee which includes apprenticeships. Steve wants to be a voice for rural Iowa and the middle skill trade. We need to shift low skills to the middle skills segment and raise the standard of living. We need to properly align our resources (young people), and maximize what we have.

Committee Reports – Operations Standing Committee – Elizabeth pointed out the Iowa map in the packet comparing UI rates for September 2015 to September 2016. The trend is a slight increase. Montgomery Co. has the highest UI rate in our region, but is still under the average.

Mapping Project Underway – Darla said a mapping process is underway – swim lanes to show intake, how clients go through the process, etc. The next steps are the goals and boundaries of continued mapping, how to improve services, incorporate funding streams, how to work together to help the students without duplication, etc. They would like to finalize this before Barb leaves. They are looking at an electronic tracking form and looking at what new services may be available. Next will be integrated business services.

Partners Reports – WINTAC Visit – WINTAC was here at our last RWDB meeting in September. They support Voc Rehab agencies in the successful implementation of WIOA. They looked at our integration in detail, asked a lot of questions, etc. Todd heard the group say they travel all across the nation and we are the model other places are trying to get to.

Business Updates/Monthly Updates - Elizabeth went over the Region 14 Monthly Reports for September and October.

Ann said 50 high school students attended an apprenticeship day in Decatur County. Steve Gilbert helped pull this together. They have 3 apprenticeship programs going on now. The kids were divided into groups and got to talk to the apprentices. They learned what goes on day to day, took a tour of the facility, etc. Steve talked to them about soft skills and hard skills. The kids seemed to enjoy it. Ann said the feedback was great.

Sector Partner Facilitator Training Update – Jolene has attended a webinar on sector boards. Logistics coordinators already have advisory committees. She feels the meetings are very broad at this point. The next webinar is in January.

Educator/Business Summit Report – 115 people attended the School-Business Summit on 10/18/16. Attendees included business leaders, school faculty and administrators, community leaders, etc. Survey results showed it was a great event. Over 50 businesses and half the school districts in our region attended and made new connections.

New Data System Preview – Todd said the State is getting a new data system. There will be big changes and it will be more interactive. The change is scheduled to occur in the next 12 months. They are in the contract phase now.

Todd recognized Barb and the outstanding work she has done by presenting her with a plaque. Barb thanked everyone. She leaves with gratitude for this Board and for the people she works with. Todd and Elizabeth look forward to working with Larry.

In 2013 we gathered data on the number of people in our 8 county region receiving FIP and the number receiving UI. We decided to run it again in 2016. In 2013 326 were receiving UI and 181 received FIP (cash assistance). In 2016 181 were receiving UI and 154 received cash assistance, as of 10/1/16. We need to find who else we can get into jobs. We also work with people who already have jobs. Mandy said there is a 5 year limit on FIP.

Proteus Overview – Mandi Claussen –Proteus is an Iowa based non-profit organization which works with migrant and seasonal farm workers. It is funded primarily by grant money and is a mandatory part of IWD. She is a case manager and works with farm workers. Some services they can provide are financial assistance to help them gain unsubsidized employment (they target 2 year degrees) and OJTs lasting 4-12 weeks where they can reimburse the employer half the wages. They just received new youth measurements. Another program is the migrant health program which can help with primary health care services. They also have mobile health clinics.

State Reports – Ben Humphries – They are close to a new case management system which will help with staff efficiencies. The State has received a Registered Apprenticeship Grant. Todd and Ben will be working on that. Funding is through the US Dept of Labor. Ben wrote the Field Memo “The Role of Local Workforce Development Boards Under WIOA”. Region 14 has decided to transition their Board. This memo explains the 22 duties of the local boards. The board is the hub of activities and partners to meet the needs of the community. He’s glad to see participation here in this region. Looking ahead Disability Access will be a focus. A big part of the one stop center certification will be disability access. He passed out the “State Workforce Development Board Disability Access Committee” handout. Page 3 addresses the general framework for forming a disability access committee in this region. He hopes to have the committees formed by the end of the first quarter in 2017. Ben clarified this is for physical and mental disabilities.

Upcoming – Next year we will finalize the board reconstruction, develop sector partner meetings, our local plan we completed in June needs modified, need to elect a chairperson and vice chair, discuss location for future meetings with the larger attendance (the college has offered to have it in their all purpose room at the YMCA), and discuss the disability access standing committee.

Requests for Agenda Items for Next Meeting on 1/16/17 – Please send any requests to Larry, Todd, or Elizabeth.

Jolene feels we owe Barb a big thank you and we are appreciative of all she has done for this organization and community. Ron said Barb has always been on the cutting edge, which is good for our region.

Adjourn – Ronda made a motion to adjourn. Don seconded the motion. Meeting adjourned at 8:20 P.M.

The CEO’s for region 14 met after the RWDB meeting to consider the following two action items.

1. Consider Dorene Rusk to replace Sharman Lowenburg as the DVRS representative on the RWDB. Approved Bill, seconded Steve, Ayes all.
2. Consider Tom Kedley for the ex-officio position of city elected official. Approved Bill, seconded Paul, Ayes all

Adjourn at 8:30 pm