

**REGION 7  
Regional Workforce Development Board  
MEETING MINUTES**

**Thursday, October 27, 2016 – 4:00 p.m. – 6:00 p.m.**

**Cedar Valley IowaWORKS  
3420 University Ave.  
Waterloo, IA**

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**Workforce Investment Board**

**Present**

Deborah Collett  
Kelly Flege  
Debra Hodges-Harmon  
Mike Howell  
Sandra Jensen  
Ken Kammeyer  
Butch Kelly  
Reid Koenig  
Danny Laudick  
Linda Laylin  
Lisa Lorenzen  
Chris Parker

**Representing**

Business  
Higher Education  
Employment Services  
Vocational Rehabilitation  
Adult Education  
Business  
Business  
Business  
Economic Development  
Business  
Labor  
Joint Labor/ Management & Business

**Ex-Officio**

Mayor Quentin Hart

Ex-Officio City Elected

**Absent**

Rex Ackerman  
Lauren Call  
Janis Cramer  
Donita Dettmer  
Rachel Faust  
Ellen Gaffney  
Stefanie Niemann  
Aaron Wedo

Business  
Business  
Labor  
Ex-Officio School District  
Business/Apprenticeship  
Ex-Officio County Elected  
Business  
Business

**Other Category**

Dustin Brocka  
Jason Crowley  
Mallory Jensen  
Christi Mason  
Sue Peterson  
Aaron Sauerbrei

WIOA Title 1, Team Lead  
Labor Market Research Economist, IWD  
HCC Project Director, IHUM  
WIOA Title 1, Director  
GAP  
Hawkeye Community College

Deb Collett, Chair commenced the meeting at 4:06 p.m.

### **Approval of Revised Agenda**

RWDB member Reid Koenig moved to approve the agenda and Ken Kammeyer seconded. **All Approved. None Opposed. Motion Approved.**

### **Approval of RWDB August Minutes**

RWDB member Linda Laylin moved to approve the minutes and Butch Kelly seconded. **All Approved. None Opposed. Motion Approved.**

### **Discuss & Act**

#### **Hiring Process Update**

Aaron Sauerbrei gave an update on the hiring process for the Workforce Director position. Christi Mason is changing positions. The time is to be determined as soon as a desired candidate is available. The position is already posted and the closing date is the Friday after this meeting. Aaron requested board representation on the interview committee. Christi would help to ensure a smooth transition since she is still within the department at HCC.

#### **Presentation: Future Ready Iowa Initiative and EMSI Career Coach Presentation- Mallory Jensen, HCC Project Director, IHUM, Jason Crowley, Labor Market Research Economist, IWD**

Please see attached EMSI outline and PowerPoint for presentation.

#### **GAP/PACE Presentation – Sue Peterson, Career Pathway Navigator**

Sue explained how GAP is a needs-based program which means that applicants seeking GAP assistance must meet income guidelines (see handout). GAP tuition assistance is for non-credit, short term training for careers that are in-demand or growing faster than average. Compare that to credit programs. If a student enrolls in a credit program, they could apply for financial aid, and receive a Pell grant which could help them pay their tuition. But for non-credit classes, there is no assistance and people were having a difficult time paying for these classes. Sue explained the application process and the required steps to be eligible for this program (see handout). She spoke of the lives that have been changed because of the training opportunities and shared with the board several success stories. There is only one GAP funding slot per individual ... per lifetime. Because of this, part of the GAP eligibility process is geared toward making sure participants make the right choice the first time. Several assessments are administered such as NCRC, interest inventory, labor market information, and Navigating Your Journey. One of the board members voiced a concern about the one time limit. When industries or technologies change, perhaps there should be an opportunity for applicants to take advantage of a second funding slot. However, at this time, that limit is specifically legislated and in the regulations. Please see attached for GAP handouts.

#### **Partner Update**

##### **Adult Education & Literacy- Sandy Jensen, Director, Adult Education and Literacy**

Sandy's report:

- Great attendance at the October 25 groundbreaking ceremony for the new Adult Learning Center. Thanks to those who attended! There was good media coverage of the event as well. Construction will begin in the spring of 2017 with anticipated habitation beginning late summer 2018. Currently working on planning with the architects and college staff. Building exterior has been finalized and planning for interior is in process. Building exterior needs to fit into the cityscape theme for the downtown area that has been decided upon by the city of Waterloo.

- Pilot CNA I-BEST class is underway and going well. The third CNC I-BEST class will start January 2017. Brochures for both classes were disseminated to RWDB members present.
- An article about High School Equivalency Diplomas (HSED) was published in the July/August 2016 HR Magazine. The article is aimed at employers and highlights the positives about hiring someone with an HSED vs. a traditional high school diploma. This article was also disseminated to RWDB members present.
- Hawkeye AEL (Adult Education and Literacy) is engaged in an initiative this year to improve the reading instruction offered to adults in our programs who have low skills in reading. Low reading skills are often the reason adults cannot earn an HSED or obtain employment. This initiative is called STAR reading and we are piloting it this school year. Full implementation will occur beginning in the 2017-18 school year. STAR reading was created at the federal level and states can apply to receive implementation assistance. The Iowa Department of Education did so and many of the AEL programs at Iowa's community colleges have begun STAR implementation as a result. Reading instruction for adults is directly addressed in WIOA legislation and also in our Region 7 Local Service Plan. A handout with full description of the STAR reading initiative was disseminated to RWDB members present.
- Announced that Hawkeye's Senior Companion Program is in need of volunteers.

Please see the attached Brochure and Hawkeye STAR's initiative handouts.

### **Vocational Rehabilitation Services (IVRS) – Mike Howell**

Mike reported on a new policy:

Job Retention: means individuals who were determined eligible and placed in a waiting list category not being served, who are at immediate risk of losing their job due to their disability and require VR services in order to maintain employment. These individuals may move directly into active status and bypass the waiting list only for those services that will allow them to maintain employment. After having received said service(s) or good(s), the job retention eligible individual may return to the waiting list until that point where his/her priority of service is being served if additional services not related to the job retention are requested.

1. Individuals who are at risk of losing employment must allow IVRS to obtain documentation from the employer identifying the work performance problems the individual is having on the job. The IVRS counselor's analysis of the work performance issues in relationship to the disability and what is needed for job retention provide the justification for eligibility and moving directly into service, regardless of the number of serious impediments.
2. When the goods and services that are required to maintain employment have been delivered and the job is stable, the job candidate may return to the waiting list for additional services needed but not required to retain current employment. No additional services are delivered while the job candidate is on the waiting list.
3. If the individual requires no further services, the file is closed successfully.

### **Economic Development – Danny Laudick**

Danny's report: We've had a few follow-up discussions with CAEL, the consulting company helping to advise the state on the development of occupation pathways and the Sector Partnerships. The Cedar Valley has been identified as one of the upcoming areas to work with for an I.T. Sector Partnership, so we've given them some updates on the work already being done in the community to partner with.

**Center Update**

Dustin Brocka, Debra Hodges-Harmon and Christi Mason presented on updates and events at IowaWorks. Please see attached for the report.

**Adjournment**

Danny Laudick moved to adjourn the meeting and Reid Koenig seconded. **All Approved. None Opposed. Motion Approved.** The meeting ended at 5:45pm.

Respectfully submitted by,  
Funmi Obitayo

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