

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

Thursday, January 26, 2017 – 4:00 p.m. – 6:00 p.m.

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

Workforce Investment Board

Present

Lauren Call
Deborah Collett
Kelly Flege
Debra Hodges-Harmon
Mike Howell
Sandra Jensen
Ken Kammeyer
Butch Kelly
Reid Koenig
Danny Laudick
Linda Laylin
Lisa Lorenzen
Aaron Wedo

Representing

Business
Business
Higher Education
Employment Services
Vocational Rehabilitation
Adult Education
Business
Business
Business
Economic Development
Business
Labor
Business

Other Category

Chris Hannan
Christi Mason
Andy Trower

WIOA Title 1, Director
Hawkeye Community College

Absent

Janis Cramer
Donita Dettmer
Rachel Faust
Ellen Gaffney
Mayor Quentin Hart
Stefanie Niemann
Chris Parker

Labor
Ex-Officio School District
Business/Apprenticeship
Ex-Officio County Elected
Ex-Officio City Elected
Business
Joint Labor/ Management & Business

Deb Collett, Chair commenced the meeting at 4:04 p.m.

Approval of Agenda

RWDB member Reid Koenig moved to approve the agenda and Butch Kelly seconded. All Approved. None Opposed. Motion Approved.

Approval of RWDB October Minutes

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

Introduction of Chris Hannan, Workforce Development Director

Former Region 7 WIOA, Title 1 Director, Christi Mason representing Aaron Sauerbrei introduced Chris, the new director, who moved from Region 2, Mason City where he was the WIOA Title 1 Director and started as the new director for Region 7 on Tuesday January 17th. Chris gave a quick background of his career. He also invited anyone who would like to know about what the Workforce does to let him know and he would be willing to sit down with them and answer questions where he can or find who can help answer their questions if those are beyond him. Everyone present introduced themselves and their role on the board.

Discuss & Act

WIOA Youth Incentive & Bonus Policy

Chris explained that a section of the Customer Service Plan (modification attached) needs to be changed. The Local Plan has a section that covers Youth program under WIA and that needs to be updated. The modification will add the Incentive and Bonus Policy for Youth Programs back into Region 7's Supportive Services Policy that was inadvertently omitted in the new Local Plan written last year. It requires the signature of the Board Chair and the CEO chair and then it becomes effective. RWDB member Danny Laudick moved to approve the policy and Ken Kammeyer seconded. **All Approved. None Opposed. Motion Approved.**

Revised Board Dates for 2017

Proposed new dates are March 30 (corrected from March 23rd on the Agenda), May 25, July 27, September 28, November 16 (3rd Thursday to accommodate holiday). Everyone was asked to update their calendars with the new dates.

WIOA Youth Presentation- Michele Clark

Michele shared about the requirements of the WIOA Title I Young Adult Program and how 20 % of the overall budget had to be expended on Experiential Learning Activities. Primarily the focus has been on placing youth in work experiences where the program is paying for participants to work and the worksite is providing the training, supervision, and tasks that need to be accomplished. Currently there are eight work experiences in progress and total of 22 work experiences have started since July 1, 2016.

Michele explained that 75% of WIOA Title I Youth Adult monies need to be spent on out of school youth (high school dropouts, those that have graduated but are not attending school, working, or not reaching self-sufficiency at their current job). Recruitment is being done by connecting with participants from Promise Jobs, Adult Education & Literacy (HCC Metro's High School Completion Program), and Vocational Rehabilitation. Co enrollments are being completed for those youth that are eligible for the WIOA Title I Young Adult Program.

Michele is also serving on a steering committee headed up by Waterloo's Mayor Hart to connect 16-19 year old students with businesses that are looking to hire young adults for summer employment. Last year, the WIOA Young Adult staff assisted with the Mayor's Youth Initiative that provided work readiness skills to 18 youth and placed 12 of these students in a six-week work experience that was funded out of McElroy trust funds and other sources provided by Mayor Hart. This year the intent is that the program would be fully subsidized by the worksites.

Partner Update

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

Sandy's report: Please see the attached RWDB Report, Title II Adult Education and Literacy section and the Timeline and I-Best pages.

Vocational Rehabilitation Services (IVRS) – Mike Howell

Mike reported on the IVRS Waterloo Area Office services:

- the area office covers Black hawk, Buchanan, Butler, Bremer, Chickasaw, Grundy and Fayette Counties.
- also besides the Waterloo office there are service units at UNI, HCC and at MHI Independence
- there's a counselor assigned to each one of 36 high schools in the counties we serve: nine counselors, two rehabilitation associates, one business development specialist and two clerical staff.

- currently, the Waterloo office serves 1,173 job candidates in fiscal year 2016 and as the 4th largest office. The office helped 230 people become employed. It is number two in the state and the rehabilitation success rate was 70% which makes it number one in the state.
- 290 of the candidates have assigned their ticket to work with local office and there are three benefit planners on staff.
- the local office have 110 job candidates attending HCC, 138 job candidates attending UNI and in Waterloo East, West and Expo high Schools and Cedar Falls High School, there are a total of 257 job candidates.

IVRS services are based on a counselor completing a comprehensive vocational assessment with the job candidate and then developing an employment plan based on their goal.

Services IVRS offers:

- *Medical & psychological assessment
- *Technological assessment
- *Vocational assessment
- *Counseling and guidance
- *Transition services for students
- *Physical and/or mental restoration services that may include therapy, wheelchairs, hearing aids, etc.
- *special adaptive equipment or devices
- *Training for employment
- *Occupational tools, equipment or licenses
- *Planning for Self-Employment
- *Personal assistance
- *Supported Employment
- *Job Coaching
- *Job placement
- *Follow-up after placement to assist with work and employer satisfaction

Services may be provided after employment to help candidates maintain their job.

For the RWDB

Joe Weigel IDB and Mike have been directed by the state workforce development disability assess committee to form a Disability Access Committee for region 7. The purpose of the committee is to assess the physical accessibility requirement and the programmatic accessibility requirements in the

WIOA Section 188. IVRS staff will assess the physical accessibility of the one-stop and would like to begin on February 2nd, 2017.

IDB staff and Joe will assess programmatic accessibility once the physical assessment is completed. These assessments will be sent to Page Eastin (also on the Disability Access Committee) at the Iowa Department of Human Rights who will then compile the report. The report will be reviewed by the local committee for question/revisions. At the point of local approval, the report will become part of the regional board strategic plan to move forward with any physical or programmatic accessibility issues. Those can be prioritized by the local board and addressed and posted for public input. Joe and Mike need to form a local committee which includes membership from the VR, IDB, CB Rehab program, Adult Education & Literacy (Sandy Jensen to recommend), IWD (Chris Hannan to recommend), Business Rep local board, Union Affiliated Registered Apprenticeship Program and also Disability Resource Co-ordinator (UNI, HCC).

Once the regional committee is formed, Mike will need RWDB approval and the approval from the state board. All of this needs to be completed by July 2017. All these need to be done to certify the one stop center.

Funding total: IVRS funding is \$265,037 and \$929,239 of federal funds for a total impact of \$1,216,129.

Chris suggested having an RWDB executive committee consisting of the RWDB chair and vice Chair and three additional members to be able to review issues in between meetings like the approval needed for the IVRS committee which has a deadline for end of February which is before the next RWDB meeting. RWDB member Debra Hodges-Harmon moved to elect 2 members Reid Koenig and Kelly Butch, to the executive committee and Kelly Flege seconded. Butch Kelly motioned to add Debra Hodges-Harmon to the executive Committee and Linda Laylin seconded. All Approved. None Opposed. Motion Approved. **All Approved. None Opposed. Motion Approved.**

Economic Development – Danny Laudick

Danny's report: We met in January with James Reddish from CAEL, a consultant hired by the State of Iowa to help develop their new Sector Partnership model for Information Technology around the state. We met with James and a majority of our software development companies to discuss opportunities for the Sector Partnership, and we're pursuing a few projects with the I.T. employers regarding training in the region.

A topic for the RWDB to discuss is how we want to integrate the sector partnerships with our work. The sector partnerships report to the RWDB according to the new WIOA legislation, but there is a lot of flexibility in how we want to structure that relationship. One opportunity would be for us to have a representative from each sector partnership attend the RWDB meetings to provide updates and inform of us their industry's needs. The current sector partnerships that exist in the Cedar Valley are healthcare, manufacturing and now information technology.

Center Update

IWD staffs Andy Trower and Debra Hodges-Harmon presented on updates and events at IowaWorks. Please see attached (Titles I and III for the report). Chris Hannan- WIOA, Title I Director explained that as a fiscal agent to IWD, HCC General Ledger as it is relevant to IWD is monitored and he presented the Fall monitoring findings and the response to the board. Please see attached

for more details. Chris also gave a summary on the Competitive Selection of One-Stop Operators. Please see attached.

Adjournment

Reid Koenig moved to adjourn the meeting and Linda Laylin seconded. **All Approved. None Opposed. Motion Approved.** The meeting ended at 5:35pm.

Respectfully submitted by,
Funmi Obitayo
