

Minutes
Region 3 & 4 and Chief Elected Official Board
Regional Workforce Development Board
Combined Meeting
Thursday February 23, 2017 9:30 am
Teleconference Call

RWDB Members Present: Lee Beem, Diane Nelson, Ranae Sipma, Mike Schulte, Kenneth Vande Brake, Janet Dykstra, Carrie Turnquist, Mike Carlson, Timothy Kinnetz, Kristin Hanson, Benjamin VanDonge, Lisa Washington, Frank DeMilia, Linda Gray, Lori Kolbeck, Dave Swanson, Scott Rettey, Gregory Ver Steeg

RWDB Absent: George Kruger, Rhonda Jager-Pippy, Reva Arends, Susan Golwitzer, Vernon Nelson, Kiley Miller

CEO Members Present: Mike Schulte, Arlyn Kleinwolterink, Merle Koedam, Tim Schumacher, Barry Anderson, Pam Jordan

CEO Absent: Pam Wymore, John Steensma, Roger Faulstick, Dale Arends

Partners and Guests: Val Bonney (NWIPDC)

1. **Call to order:** Janet Dykstra called the meeting to order at 9:32 AM.
2. **Roll Call of Members:** A roll call of members was taken, with 18 RWDB members and 6 CEO members present. Quorum met.
3. **Agenda Review:** Dykstra reviewed the agenda.
4. **Region 3&4 Workforce Plan Changes and Designation of Committee to Review Title II Adult Education and Literacy proposals.**

New changes were made to the Local Plan based on a Study Guide received from the Department of Labor. Val Bonney reviewed and summarized the changes made to the Local Plan which included additional information regarding economic conditions and trends and identifying sources of information. Also included was additional information regarding an analysis of the current workforce, including individuals with disabilities including the blind and those visually impaired.

Bonney also reviewed the Designation of a Committee to review Title II Adult Education and Literacy proposals. She indicated that Chairperson Janet Dykstra had reviewed the requirements of committee members and reached out to Board members to determine potential conflicts of interest and knowledge of the processes with alignment. The reviewers selected include Board Chair Janet Dykstra, Linda Gray representing employment services, Reva Arends representing labor, Mike Carlson representing business, and Val Bonney Title I Director. As a result of self-disclosure, no conflicts of interest were identified. Linda Gray was chosen to be Point of Contact.

A three part motion was made by Greg Ver Steeg and seconded by Lee Beem to approve the changes to the Local Plan, to approve the members of the Alignment Review Committee, and to authorize the Alignment Review Committee to submit the local board recommendation on behalf of the full board. Dykstra asked if there was further discussion. No additional was discussion was noted. Dykstra called for a vote of RWDB members. Motion carried.

Vice Chairman Tim Schumacher asked the CEO Members for further discussion. Being no further discussion, Mike Schulte made a motion and Arlyn Kleinwolterink seconded to approve the changes to the Local Plan, to approve the members of the Alignment Review Committee, and to authorize the Alignment Review Committee to submit the local board recommendation on behalf of the full board. Schumacher called for a vote of CEO members. Motion carried.

5. **Confirm Next Meeting Date and Adjournment** – The next meeting will be on March 23, 2017 at the Governmental Services Building. Meeting was adjourned after a motion from Mike Schulte and second from Lee Beem. Meeting adjourned at 9:50 AM.