

Regional Workforce Development Board/Chief Elected Officials Meeting

January 18, 2017

Minutes

RWDB Members in Attendance:

Martha Wick
Ed Miller
Ann Stocker
Justine Heffron- call in
Dave Krutzfeldt
Tom Alexander

CEO in attendance:

Matt Greiner
Dee Sandquist
Michael Berg
Neil Smith
Robert Waugh
Greg Kenning
David Knotts

Partners in Attendance:

Iowa Workforce Development – Christy Roush, Operations Manager, Ben Humphrey IWD Attorney
Indian Hills Community College in attendance: Jennifer Erdmann, Operations Manager, Lisa Stek, Administrative Aide and Noel Gordon, Department Chair of Learning Services.
IVRS – Kelli Hugo
Apprenticeship- Richard Madden

Guests:

Jill Budde, Indian Hills Community College, Executive Dean, Career & Workforce Education
Susie Drish, WIOA Generalist
Becky Schmitz

Martha Wick and Matt Greiner called the meeting to order.

- Approval of Agenda RWDB –Motion to approve Ann Stocker and second Ed Miller.
- Approval of Agenda CEO: Motion to approve Greg Kenning and second Michael Berg.
- Approval of Minutes RWDB of 10-18-16 – Motion to approve Ann Stocker and Dave Krutzfeldt with the changes that Martha Wick requested.
- Approval of Minutes CEO 4-26-16- Motion to approve Michael Berg and second Greg Kenning.

Finance Committee Report – Dave Krutzfeldt went over the financial report with the board, there is one additional piece of documentation that we requested and that was a comparison to last year at this time. Jen passed out this additional information, it looks like we are a head of where we were at this time last year. This could be because of adding another facilitator. Also would like to thank Indian Hills Community College for supporting us until our 9 month WIOA funding was received, we did not receive it until early November.

New business -Becky Schmitz former Chief Elected Official for Jefferson County asked that she would like to still be a member of the board, Jen said she had her application for review under the new board structure.

WIOA Board Structure- Ben Humphrey, Attorney from Iowa Workforce Development went over the 2014 WIOA Legislative Bill that is in your packet. Ben also went over the history of Iowa Workforce Development from Job Service. Ben stated that he hasn't been with the agency for very long so he is still trying to get up to speed with the new changes of WIOA implementation. The Department of Labor came for a review of WIOA in Ottumwa and Marshalltown. We do not have their recommendations back, this review was just for technical assistance. They

will be back again next fall for an actual review and to see if we have made the changes they suggested. One item that was discussed was the structure of the Regional Workforce Development Board, there were several regions that grandfathered their original Regional Workforce Investment Board members. It was highly suggested that all the boards conform to the new structure, which has an emphasis on employers and partner agencies. In your packet is the WIOA transition guidance for your review along with the Field Memo: The Role of the Local Workforce Development Boards under WIOA. The Chief Elected Officials will be in charge of nominating members to the RWDB board, we are currently trying to change policy that every appointee has to be approved by the Governor. This is a very long process and would like for it be changed to the CEO's make the decision on who is a member. How large does the board need to be? The largest RWDB board in the state is currently at 23 members, the State board only consists of 33 members. It was asked if there is a board handbook that explains what the duties are and what is expected of you to be on the RWDB board? Ben stated that believed that there is one out there, he will look for it and bring it to our next meeting along with the By-Laws for board to review and approve. There is a deadline for the restructuring of the RWDB it needs to be in place by July 1st 2017, or sooner. Other regions are starting with contacting Human Resource Managers to be on their boards, rather than the CEO. You need to have the persons who are hiring to be on your board that can give you the input that is needed, which might require you to change the times of your meeting to accommodate these individuals. Some areas are having some lunch meetings, evening or even morning meetings during the year, whichever the board agrees on. What is the definition of a small business? Will get you this definition and have it for you at your next meeting.

Martha and Matt asked for a vote to move into the new WIOA Board Structure.

- Motion to move forward with board by RWDB Ed Miller and 2nd Dave Krutzfeldt.
- Motion to move forward with board by CEO Michael Berg and 2nd Neil Smith.

We will need to have a RWDB review committee that will go over all the applications for the board and revisit the members we currently have to see if they meet any of the criteria for the new structure. This committee will present to the CEO's their proposals for board members.

There is also a requirement of sector boards and one of these members need to on the RWDB board, Matt asked for a definition on who needs to be a on a sector board, Martha said that she would get this information for the board and bring it to our next meeting.

Title II Review of Local Plan/Committee -- our local plan that was approved by the board is only good for 5 years, and now with Title II RFP Application Review Process going out for bid our local plan has to be opened back up for approval. We have not received guidance on how to proceed with this change. We do know that we have to have a committee together so it would be nice to have it ready so when we receive the guidance we can start immediately. Martha Wick, Jennifer Erdmann, IWD Operations Manager and Tom Alexander all volunteered.

Martha and Matt asked for vote on Title II Review of Local Plan/Committee:

- Motion to approve by RWDB Ed Miller and second by Dave Krutzfeldt
- Motion to approve by CEO Neil Smith and second by Michael Berg

Youth Standing Committee -- Becky Schmitz gave an update on our last meeting, the committee found that it was necessary update the current by-laws that included a name change and make the necessary changes to form to the new WIOA regulations. The new by-laws are in your packet and would like for a review and vote to approve them or make more changes. There was only one change suggested, instead of a maximum of 13 members

change it to 14. If you add up all the areas for the composition of the committee it comes up to 14. With this change it was put up for a vote.

- Approve Youth Standing Committee by-laws by RWDB Dave Krutzfeldt and second by Ann Stocker.

Also in your packet is a list of current committee members and four more nominations that will complete the needed composition of the committee. Copies of the four applications are included in your packet and the youth standing committee reviewed and approved of them. A vote was asked to approve the four applications to the Youth Standing Committee.

- Approval of four new applications to Youth Standing Committee by RWDB Ed Miller and second Ann Stocker.

Jenn is asking the board for approval to move \$50,000 of Dislocated Worker funding to Adult funding, we currently have more enrollments in Adult and we also have two other grants for dislocated workers, the SPNEG and JDNEG that accommodate any plant closures that happen between now and July 1st.

- Approve to move \$50,000 from Dislocated Worker funds to Adult by RWDB Ed Miller and second Ann Stocker.
- Approve to move \$50,000 from Dislocated Worker funds to Adult by CEO Michael Berg and second Greg Kenning.

Martha and Matt asked for a motion to adjourn the meeting.

- Motion to adjourn by RWDB Dave Krutzfeldt and second Ed Miller.
- Motion to adjourn by CEO Greg Kenning and second Robert Waugh.

