

**IOWA STATE WORKFORCE DEVELOPMENT
BOARD MEETING CONFERENCE CALL
Thursday, July 21, 2016
9:30 a.m.**

APPROVED MEETING MINUTES

The Iowa Workforce Development Board met Thursday, July 21, 2016, originating in the Ottumwa IowaWORKS Center located at IHCC North Campus, 15260 Truman Street, Ottumwa Iowa. Board Chair John Krogman called the meeting to order at 9:04 a.m.

Voting Board members in attendance included: Chair John Krogman, Joe Greving (by telephone), Carrie Duncan, Jan Miller Straub (by telephone), Andy Roberts (by telephone), and Ken Sagar.

Non-Voting Board members in attendance included: Drew Conrad, Steve Ovel, John Smith (by telephone), Jeremy Varner, Greer Sisson (by telephone), Representative Kirsten Running Marquardt (by telephone), and Dave Mitchell.

IWD staff in attendance included: Director Beth Townsend, Deputy Director Ed Wallace, Ben Humphrey, Jason Landess, Mike Witt, Emily Chafa, Linda Rouse, Christy Rousch, Shelly Evans and Diana Sisler.

Roll call was taken and quorum was established for this meeting.

Approval of the Meeting Agenda

Motion: K. Sagar moved to approve the July 2016 Agenda. J. Miller Straub second. **All Approved. None Opposed. Motion Approved.**

Approval of the May 12, 2016 Meeting Minutes

No corrections to meeting minutes.

Motion: A. Roberts moved to approve the May 12, 2016 Meeting Minutes. K. Sagar second. **All Approved. None Opposed. Motion Approved.**

Directors Report – Beth Townsend

Director Townsend announced that IWD was awarded the US Accelerator Apprenticeship Grant in June 2016. IWD will be using this grant to help apply for a larger Apprenticeship grant from the U.S. Department of Labor. If awarded the USDOL Apprenticeship grant, IWD will work toward doubling the number Apprentices and Apprenticeship across the state of Iowa. Under the USDOL grant, IWD would have five years to reach that goal.

IWD is in the process of hiring an Apprenticeship Coordinator to help coordinate Apprenticeship programs across the state.

Director Townsend recognized the success of the Wal-Mart grant that provided \$75,000 for the purchase of a heavy equipment simulator to travel across the state. The simulator promoted heavy equipment careers pathways for both men and women.

Director Townsend and Jason Landess have been working with staff with the Ex-Offender Re-entry Program for the state of Iowa.

IWD issued a press release announcing the Unemployment Insurances division transitioning from filing a claim over the telephone to an internet based application process. By moving away from filing a claim over the telephone phone to filing a claim on the internet will significantly reduce the number of fraudulent claims currently being processed via the telephone process. IWD will be able to more accurately verify information when processing claims via the internet based application process.

The WIOA core partners, including IWD, received a conditional letter of approval for the Iowa Unified State Plan. One note from the USDOL: it has denied Iowa's request to grandfather its current state board make-up. The IWD State Board will move to the WIOA board make-up model. This will require legislative changes so that IWD can comply with WIOA regulations. Director Townsend and Ben Humphrey will be working on making the needed changes in the next legislative session.

Director Townsend reported IWD just concluded its USDOL annual audit. There were no significant reportable findings. The one finding stated that IWD was to request permission and to report physical building changes or renovations to the USDOL. USDOL found that IWD had not done so since 2004. USDOL asked that IWD go back to 2004 and ask for a waiver for the construction it had completed since then. IWD will comply with the request from the UDSOL on its one finding.

IWD will sponsor a booth at the Iowa State Fair.

Update: Iowa Workforce Development Minority Outreach Standings Committee – Director Townsend.

IWD held its first Minority Outreach Standings Committee meeting. It was well attended by stakeholders from across the state. This meeting was to establish what the group will focus on and who would be participating in the group. Director Townsend asked that if anyone had any suggestions about the group to please contact her.

The IWD LMI group provided minority unemployment statistical information. This information was e-mailed to the IWD State Board.

Presentation: Public Accessibility for Unemployment Insurance ALJ Appeal Decisions – Director Townsend.

IWD UI Appeal Decisions are publicly available on the IWD website. In addition, they are also publicly searchable on any internet search engines sites such as Google, Bing; or Yahoo.

IWD is statutorily obligated to keep all UI appeal decisions open to the public on IWD's website. A request had been made for IWD to change its policy so that UI appeal decisions were not accessible through popular search engines but only available on the IWD website.

The Director opened the floor up for discussion on this item.

Director Townsend Remarks/Q&A*
Joe Greving Remarks/Q&A*
Ben Humphrey Remarks/Q&A*
Joe Greving Remarks/Q&A*
Ben Humphrey Remarks/Q&A*
Emily Chafa Remarks/Q&A*
Director Townsend Remarks/Q&A*
Ken Sagar Remarks/Q&A*
Director Townsend Remarks/Q&A*
Ken Sagar Remarks/Q&A*
Joe Greving Remarks/Q&A*
John Krogman Remarks/Q&A*
Steve Ovel Remarks/Q&A*
Emily Chafa Remarks/Q&A*
Drew Conrad Remarks/Q&A*
Director Townsend Remarks/Q&A*
Emily Chafa Remarks/Q&A*
Director Townsend Remarks/Q&A

***The entire audio copy for the above Presentation, Discussion, Remarks and Q&A session is available for review at IWD. To request, please contact Diana Sisler at 515.281.5365.**

Motion: J. Miller Straub moved to keep IWD current policy, to include public search engines, like Google, an access link for all UI Appeal ALJ Decisions. J. Greving second. **All Approved. None Opposed. Motion Approved.**

Presentation: Refugee Outreach and Services in Easter Iowa – Mike Witt

Mike Witt presented a power point summary on Refugee Outreach and Services.

Currently Cedar Rapids area refugees are from 50 different countries, with the majority from Congo, Vietnam, Burma, Guatemala, and Bhutan. The Catherine McAuley Center in Cedar Rapids works with over 400 refugees. Most of them are between the ages of 18 and 80 and are of working age. The average age is 40.

Current challenges facing these refugees are language and communications barriers, education levels, difficulty finding employment opportunities, lack of transportation, understanding cultural and social dynamics, health care, and housing.

IWD and partner staff met with local refugee organizations and began discussions on ways each organization could start learning from each other. They also discussed how to work together to drive successful programs to help the refugees succeed.

Presentation: Workforce Services in Region 15 – District Manager Jason Landess

Jason gave an overview of Region 15. Jason presented success stories for clients who enrolled and used IWD workforce services for employment.

Presentation: Iowa Workforce Innovation and Opportunity Act (WIOA) Unified State Plan Update –Ben Humphrey

On June 29, 2016, IWD received a decision from the U. S. Department of Labor (USDOL) and U. S. Department of Education (USDOE) regarding the Workforce Innovation Opportunity Act (WIOA) Unified State Plan. As a part of the IWD WIOA Unified State Plan, IWD had to outline the current IWD State Board structure. The USDOL and USDOE determined that Iowa may not use an alternative state entity to fulfill the role of state board as the entity is not substantially similar to the state board described in WIOA Section 101. Iowa must appoint a state board that conforms to membership requirements in Section 101. The current IWD State Board structure contained in the Iowa State Code does not meet those requirements. IWD will propose state legislation to meet the USDOL and USDOE WIOA regulations on State Board structure.

IWD will be holding meetings to draft legislation to meet the requirements.

In addition to this WIOA has requested several revisions to the IWD WIOA Unified State Plan. Revisions are to be completed on September 1, 2016.

- Rep. Kirsten Running-Marquardt Remarks/Q&A*
- Ben Humphrey Remarks/Q&A*
- Rep. Kirsten Running-Marquardt Remarks/Q&A*
- Ben Humphrey Remarks/Q&A*
- Director Townsend Remarks/Q&A*
- Rep. Kirsten Running-Marquardt Remarks/Q&A*
- Director Townsend Remarks/Q&A*
- Andy Roberts Remarks/Q&A*
- Ben Humphrey Remarks/Q&A*
- Andy Roberts Remarks/Q&A*
- Director Townsend Remarks/Q&A*
- Steve Ovel Remarks/Q&A*
- Ben Humphrey Remarks/Q&A*
- Drew Conrad Remarks/Q&A*
- Greer Sisson Remarks/Q&A*
- Ben Humphrey Remarks/Q&A*
- Rep. Kirsten Running-Marquardt Remarks/Q&A*
- Director Townsend Remarks/Q&A*
- Drew Conrad Remarks/Q&A*
- Director Townsend Remarks/Q&A*
- Steve Ovel Remarks/Q&A*

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Five-Year Administrative Rules Review Update – Ben Humphrey

The Iowa Administrative Code contains 26 chapters. Ben is currently reviewing the Administrative Code and rules for all the IWD departments. The 5-year review will look at outdated administrative rules, redundant administrative rules and any administrative rules that are inconsistent or incompatible. Ben is working closely with staff. An update of the Administrative Rules Review will be provided at the next IWD State Board Meeting.

Discussion: Iowa Supreme Court Decision in *Irving v. Employment Appeal Board* – Ben Humphrey

Iowa Supreme Court issued its decision on *Irving v. Employment Appeal Board*. Ben reviewed the decision with the Board and the impact on IWD Employment Appeals for benefits. The Employment Appeal Board submitted a Petition for Rehearing. Ben will keep the IWD State Board updated on the pending Petition. Ben has been working on updating and developing staff training on the components of the *Irving* decision that is related to the issuing appeal decisions.

Presentation: Local Workforce Development Board Criteria – Ben Humphrey

WIOA requires the Governor, in consultation with the State Board, to establish membership criteria for the State's local boards. Ben presented the Board the definitions as outlined in WIOA and the Iowa State Code for local board memberships.

Provided in the board packet was the proposed Local Workforce Development Board Membership Criteria Guidelines. This will assist local boards in their work towards a balanced board membership under WIOA and Iowa State Code.

Rep. Kirsten Running-Marquardt Remarks/Q&A*
Ben Humphrey Remarks/Q&A*
Director Townsend Remarks/Q&A*
Rep. Kirsten Running-Marquardt Remarks/Q&A*
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Director Townsend Remarks/Q&A*
Ben Humphrey Remarks/Q&A*
Rep. Kirsten Running-Marquardt Remarks/Q&A*
Director Townsend Remarks/Q&A*
Drew Conrad Remarks/Q&A*

John Krogman asked for a motion to vote on whether to recommend to Governor Branstad the approval for IWD Local Workforce Development Board membership criteria as has been discussed.

Motion: J. Greving moved to vote on the recommend IWD Local Workforce Development Board membership criteria as contained in the handout to Governor Branstad for approval. J. Miller Straub second. **All Approved. None Opposed. Motion Approved**

**Meeting breaks at 11:21 am
Resumed at 11:31 am**

State Board Interim Disability Access Standing Committee recommendations for permanent membership structure, initial activities, and recommendations on the membership structure for Local Workforce Development Board Disability Access Standing Committees - Ben Humphrey and David Mitchell

At a previous IWD State Board meeting the Board voted on establishing an interim Disability Access Standings Committee to make recommendations regarding the permanent Access Standing Committee Membership Structure and its initial activates. The Committee will also make recommendations on its Local Workforce Development Boards Disability Access Standing Committee to provide guidance and assistance in forming their standing committees. David Mitchell was named as the chairperson.

Dave Mitchell reviewed for the Board the statutory provisions for the Disability Access Standing Committee and what was reviewed at the initial Disability Access Standing Committee.

Recommendations for permanent membership structure for the Disability Access Standing Committee would be a representative from the Iowa Department of Education, Iowa Workforce Development, Iowa Department of Aging, Iowa Vocational Rehabilitation, Iowa Department for the Blind, Iowa Department of Human Rights, Iowa Association of Community Providers, Provider of Trainer Services, a Business Representative, Amsted Taskforce, and a community member who receives Iowa One-Stop services.

The focus of this group would start assessing the Iowa One-Stop centers across the state. The group will determine the strengths and weaknesses in physical access and program access, how commutations are handled by the One-Stop Centers, work with local boards on communications, and how to improve disability awareness within local communities and across the state.

Recommendations for the local board Disability Access Standing Committees to have an active membership process. Local regional board membership for the Disability Access Standing Committees would include a representative from the Iowa Department for the Blind, Iowa Vocational Rehabilitation, a representative from a community based organization, a representative form Adult Education and Literacy, a representative from the local IWD office, a representative from a local business, and a representative from a local union affiliated apprenticeship or labor organization.

Chairperson David Mitchell of the Interim Disability Access Standing Committee requested that the State Board accept these recommendations as outlined in his presentation.

Motion 1:

John asked for a motion to vote on whether to adopt the Interim Disability Access Standing Committee's recommendations for the Committee's permanent membership structure as outlined in David Mitchell's presentation

Motion 1: K. Sagar moved to adopt the Interim Disability Access Standing Committee's recommendations for the Committee's permanent membership structure. J. Krogman second. **All Approved. None Opposed. Motion Approved**

Motion 2:

John asked for a motion to vote on whether to adopt the Interim Disability Access Standing Committee's recommendations for the Committee's initial activities as outlined during David Mitchell's presentation.

Motion 2: K. Sagar moved to adopt the Interim Disability Access Standing Committee's recommendations for the Committee's initial activities. C. Duncan second. **All Approved. None Opposed. Motion Approved**

Motion 3:

John asked for a motion to vote on whether to adopt the Interim Disability Access Standing Committee's recommendations for the membership structure of Local Workforce Development Board Disability Access Standing Committee as outlined during David Mitchell's presentation.

Motion 3: K. Sagar moved to adopt the Interim Disability Access Standing Committee's recommendations for the membership structure of Local Workforce Development Board Disability Access Standing Committees. C. Duncan second. **All Approved. None Opposed. Motion Approved**

Next Board meeting set for November 17, 2016, at 9:00 a.m. at a location to-be-determined.

Adjournment: Motion: K. Sagar moved to adjourn this meeting of the State Workforce Development Board. C. Duncan second. **All Approved. None Opposed. Motion Approved.**

The meeting adjourned at 12:54 p.m.

Respectfully Submitted,



Diana Sisler, Recorder