

REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

MARCH 30, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Wayne Frauenholtz, Mary Gudenkauf, Marcel Kielkucki, Patty Manuel, Steve Olson, Kim Painter (by teleconference), Shelley Parbs, Julie Perez, Mark Schneider, Susie Weinacht (by teleconference)

RWDB Board Members Absent: Patrick Loeffler, Kristy Lyman

RWDB Ex-Officio Members: Carmen Heck (by teleconference), DaLayne Williamson

STAFF: Carla Andorf, Kim Becicka, Scott Mather, Carlos Vega, Kochell Weber-Ricklefs

GUESTS: Jamie Phipps

The meeting was called to order by Chair Patty Manuel at 10:05 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Mary Gudenkauf, Shelley Parbs, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Susie Weinacht, Marcel Kielkucki, motion approved.

Patty Manuel asked if there was any correspondence to share. There was none.

Patty Manuel asked if there were any member announcements. Carla Andorf shared that we will continue to work on the new board structure and the committee will meet in April. Marcel Kielkucki attended the AIWP Conference and attended a session done by Ben Humphrey about the recommended board structure changes. Steve Olson attended the Workforce Development Institute with Kim Becicka and Judy Stoffel and was very complimentary of the work that our region has done.

Carla Andorf reviewed the WIA Training Provider applications for the following providers and their respective programs:

- Kirkwood Community College
  - Six Sigma Green Belt Certificate
- New Horizons
  - Basic Business Computing Associate Program

If approved, this will allow clients to receive WIA funding for this program. Patty Manuel asked for a motion to approve the WIA Training Provider applications. M/S/C, Julie Perez, Steve Olson, motion approved. Marcel Kielkucki abstained from the vote.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress and discussed the cross-functional team work that is on-going.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. KPACE has seen a spike in enrollment especially with the Iowa City programs.

Carla Andorf reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. Liya Fitzpatrick has taken another position in the Finance Department at Kirkwood; we hope to fill her position by mid-April.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for January and February. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events and rapid response activities assisted by the Employer Services team.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. He also discussed the RFP for the Title II Funds which was released on March 15. He attended a bidders' conference this week for interested parties. Applications are due May 1. The board discussed how many people should be on the review committee to review the applications. Patty Manuel asked for a motion to appoint three board members to the review committee and those three members would be Steve Olson, Mark Schneider, and Patty Manuel. M/S/C, Steve Olson, Julie Perez, motion carried. Marcel Kielkucki abstained from the vote.

Kochell Weber-Ricklefs reviewed the Iowa Department for the Blind report. She is helping with the Reverse Job Fair, meeting with the Employer Services team and working on the summer transition program for school age students.

During the meeting, Carla Andorf received the WIA Training Provider application for the following provider and their respective program:

- University Of Iowa
  - Informatics

If approved, this will allow clients to receive WIA funding for this program. Patty Manuel asked for a motion to approve the WIA Training Provider application. M/S/C, Julie Perez, Marcel Kielkucki, motion approved.

Jamie Phipps, Vocational Rehabilitation Counselor, Iowa Department for the Blind, discussed the proposal to identify and approve a subcommittee of the Regional Board to carry out the mission of the Disability Access Committee. The subcommittee will be a resource for addressing expectations for customer-focused, seamless services from a network of employment, training and related services that helps individuals overcome barriers to becoming and staying employed. Patty Manuel asked for a motion to approve the proposed

leadership structure and appointees as discussed. M/S/C, Steve Olson, Julie Perez, motion approved.

Discussion was held on the decision to discontinue the Iowa Workforce Development's KIOSK system in local areas. Clients are still able to access the system and can do so from any computer with an internet link.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Marcel Kielkucki, Julie Perez, motion approved.

The meeting adjourned at 11:25 am.