

RWDB-CEO Joint Meeting Minutes

March 22, 2017

The Regional Workforce Development Board-Chief Elected Officials joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWDB members: Bill Biede, Lori Shields, Dennis Seivers, Dave Pedersen, Scott Robinson, Heidi Pringle-Bates, Lynda Cruickshank, Donna Crum, Lane Plugge and Jason Sherer

CEO-RWDB member: Randy Hickey

CEO members: Jim Richardson, Scott Belt in for Marilyn Jo Drake, Lonnie Mayberry, Matt Walsh and Roger Schmitz

Others in attendance: Ivy Nielsen – WCCA, Terri Amaral – IWCC, Shalimar Mazetis – IWCC, Mark Stanley – IWCC, Sally Prange – IVRS, Randall McQueeney – IowaWorks, Renee Erbes – IowaWorks/IWCC, Mandi Claussen – Proteus Inc. and Glenda Farrier - Guest

Members absent: RWDB members: Kim Gee and Jim Carroll; CEO members: Walter Utman and Frank Waters

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1. Call to Order and Introductions – Lynda Cruickshank
Lynda called the meeting to order at 9:08. Guests Glenda Farrier and Ben Humphrey introduced themselves.
 2. Approval of the Minutes of the January 25, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Lynda Cruickshank
A RWDB motion was made by Lori Shields, seconded by Donna Crum to approve the January 25, 2017 meeting minutes. Motion approved unanimously.
 - b. CEO Action – Jim Richardson
A CEO motion was made by Randy Hickey, seconded by Lonnie Mayberry to approve the January 25, 2017 meeting minutes. Motion approved unanimously.
 3. Approval of the Minutes of the February 28, 2017 RWDB/CEO Special Conference Call Meeting
 - a. RWDB Action – Lynda Cruickshank
A RWDB motion was made by Lori Shields, seconded by Donna Crum to approve the February 28, 2017 meeting minutes. Motion approved unanimously.
 - b. CEO Action – Jim Richardson
A CEO motion was made by Roger Schmitz, seconded by Randy Hickey to approve the February 28, 2017 meeting minutes. Motion approved unanimously.
 4. Approval of the Agenda and Conflict of Interest Review
No potential conflicts of interest were noted for this meeting's agenda.

- a. RWDB Action – Lynda Cruickshank
A RWDB motion was made by Bill Biede, seconded by Heidi Pringle-Bates to approve the agenda. Motion approved unanimously.
 - b. CEO Action – Jim Richardson
A CEO motion was made by Lonnie Mayberry, seconded by Matt Walsh to approve the agenda. Motion approved unanimously.
5. Board Guidelines – Ben Humphrey, IWD Attorney
Ben gave a background on himself.
Ben provided copies of the Local Board Membership Structure and The Role of Workforce Development Boards under WIOA documents. He highlighted some of the information in these documents.
- 13 to 15 voted for the WIOA structure.
 - Grow the board to 19 voting members.
 - Implement technology in the board meetings.
 - How the boards are structure now are equal representation between business and labor.
 - The structure doesn't eliminate labor from the board.
 - New board structure:
 - At least 20% of the workforce with at least two representative of labor
 - Business representation
 - Economic development representation
 - Existing board members serve out their terms. Then implement 4 year terms.
 - Ben will email out a list of RWDB terms that expired.
 - Advises us to get the applications into the state as soon as we can.
 - Currently CEO recommends that the Governor appoints new board members. There's some preliminary discussion going on to take the Governor out of this process.
 - The Board Guidelines are just guidelines and recommendations.
6. Board Discussion of New WIOA Board Guidelines – Renee Erbes
Ben discussed this. See above.
7. Financial Report – Renee Erbes
Mark Stanley went over the February 2017 financial report. We're about where we were last year. We are at 84% of expenditures which is a concern.
8. Budget Modifications – Renee Erbes
- a. Establish Board Budget
We would like to set aside \$7,500 for the Region's administrative budget for board expenses. Some of the expenses would be to the Chamber for board support and refreshments.

Dennis Seivers made a motion to approve the budget, seconded by Lori Shields. Motion approved unanimously.

- b. Transfer funds from Dislocated Worker to Adult
We would like to transfer \$80,000 from the Dislocated Worker fund to the Adult fund.

Dennis Seivers made a motion to approve the transfer, seconded by Lori Shields. Motion approved unanimously.

- c. Additional Budget Modifications
Renee decided to table this item for now.

9. Selection Committee – Adult Education Provider – Terri Amaral

Terri provided information on this committee which also included a timeline and the committee duties. Let Terri know if you are interested in this committee.

10. Director's Report – Renee Erbes

Renee would like feedback as to what you would like to know.

11. Possible Future Meetings Location Change – Shalimar Mazetis

Shalimar suggested moving these meetings to Room 022 which is just down the hall. It is a smaller room but has the technology that will help us. Video conferencing is available. Room is completely miked and has speakers so people calling in should be able to hear the meeting.

12. Partner Report

Lori Shields – CareerRocket will be held on April 13th. This is a career fair for students.

13. Economic Development Round Table

Terri Amaral - will provide statistical information on adult education & literacy.

Shalimar Mazetis – Center of Excellence for Advanced Manufacture in Clarinda, Iowa opens tomorrow (March 23rd)

Matt Walsh – Google was approved for tax credit.

XTL which is the cold storage facility off Veterans and S. 24th some financial issues.

Lane Plugge – career tech making progress on that.

14. Other Business

None

15. Adjournment

Donna Crum made a motion to adjourn, seconded by Scott Belt, meeting adjourned at 11:00 a.m.