

**Region 1 Regional Workforce Development Board (RWDB)  
Chief Elected Officials (CEO) Board  
Minutes for February 21, 2017  
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**Workforce Development Board Present:** Les Askelson, Ann Hart, Candace Drahn, David Gaylor, Jim Vermazen, and Carolyn Scheidel,

Present Via Conference Call: Ron Koppes, Rev Lonning, Dan White, and Jayme Kluesner

**RWDB Absent:** Donna Boss, Ric Jones, Kathy Gunderson

**Chief Elected Officials Board Present:** Darrel Dolf, Dave Tilkes, Ray Peterson, Dave Baker, Jeff Madlom, Pat Murray and John Beard

Present Via Conference Call: Dan Byrnes

**CEO Board Absent:** Roy Buol

**Others Present:** Fern Rissman, Ron Axtell, Marla Loecke, Jeannie Helling, Jamie Phipps, Gisella Aitken-Shadle, and Ben Humphrey

**CALL TO ORDER**

RWDB Chair, Les Askelson, called the joint meeting of the RWDB/CEO Board to order at 4:21 p.m. A voice roll call was taken. It was noted that a quorum was present for both boards. Les welcomed all and introductions were done because of new CEO members present.

**BOARD DISCUSSION/ACTION**

Consider Approval of Agenda: RWDB-Motion Drahn, seconded Vermazen, to approve agenda. Motion carried unanimously. CEO-Motion Beard, seconded Tilkes, to approve agenda. Motion carried unanimously.

Approval of RWDB Board Minutes for October 25, 2016: Motion Hart, seconded Drahn, to approve minutes from 10/25/16 for RWDB only as CEO did not have quorum. Motion carried unanimously.

Approval of CEO Board Minutes for November 7, 2016: Motion Beard, seconded Byrnes, to approve minutes from 11/7/16 conference call meeting for CEO Board only (this was for 10/25 info). Motion carried unanimously.

Approval of RWDB/CEO Executive Board Minutes for February 2, 2017: It was noted that the Executive Board had approved the Certified Training Providers listed on the agenda. RWDB-Motion Koppes, seconded Drahn, to approve 2/7/17 Executive Board minutes. Motion carried unanimously. CEO-Motion Dolf, seconded Beard, to approve 2/7/17 Executive Board minutes. Motion carried unanimously.

Election of RWDB Chair and Vice Chair: White nominated Ron Koppes for Vice Chair. With no other nominations, motion Hart, seconded Vermazen, to re-elect Les Askelson as Chair and Ron Koppes as Vice Chair. Motion carried unanimously.

Election of CEO Chair and Vice Chair: Motion Beard, seconded Murray, to re-elect Darrel Dolf as Chair. Motion carried unanimously. Motion Murray, seconded Madlom, to elect John Beard as Vice Chair. Motion carried unanimously.

Approval of Core Partners as RWDB Board Members: Board discussed the change in WIOA that Core partners could be voting members of the board. Board review applications from Fern Rissman, IowaWorks; Marla Loecke, Iowa/Works; Jeanne Helling, Voc Rehab; Jamie Phipps, IA Dept. for the Blind; Ron Axtell, IowaWorks; Marla Loecke, and Gisella Aitken-Shadle, NICC. Motion Beard, seconded Madlom, to submit these applications to the Governor for approval. Motion carried unanimously. Ben noted that it may take awhile for approval with the transition in the governor's office. Motion Murray, seconded Beard, to appoint Core members to the board as non-voting members pending governor's approval. Motion carried unanimously.

Discussion & Approval of Disability Committee(s): Phipps and Helling shared the proposal for the Disability Access Committee Leadership Structure and Appointee list. The Committee's purpose is to ensure that the Iowa One-Stop System meets the minimum accessibility requirements of the ADA. One change was noted to remove Laurie Anderson from the appointees list. Motion Drahn, seconded Hart to approve proposed Leadership Structure and Appointees as listed. Motion carried unanimously.

Discussion & Approval of WIOA Title 2 Review Committee for Local Plan: Lengthy discussion followed regarding proposed changes to the local plan. Rissman shared information for changes proposed. Motion Drahn, seconded Vermazen, to create a Standing Committee to review the local plan and make appropriate changes to meet USDL requirements. Motion carried unanimously.

Motion Vermazen, seconded Drahn to empower WIOA Title 2 Review committee, excluding the Title 2 Representative, to review applications for Title 2 funding and make recommendations to the DOE. Motion carried unanimously.

Discussion of RWDB Board member recruitment: RWDB board members are needed to fulfill the requirements of WIOA. CEO board will review resumes and make recommendations to the Governor. Requirements for board members were discussed and who should be recommended. Ben Humphrey will get a worksheet with requirements to hand out to CEO Board members by end of week. A tentative date for a conference call was set for March 28, p.m. More information will be sent when agenda set.

Selection of Youth Standing Committee Chair: Motion Hart, seconded Scheidel, for Ron Axtell and Fern Rissman to Co-Chair the YSC. Motion carried unanimously.

## **BOARD REPORTS**

State Staff Update: Jeremy Varner, DOE Liaison, updated the board on happenings at the state level.

WIOA Title 1 & 3 – IowaWORKS update: Fern, Ron, and Marla shared the report on screen. The report included information regarding dislocated workers, center updates, expanded services and other statistics. They also shared a diagram of the makeup of the State Workforce Development Board. (See handouts)

WIOA Title 2 – NICC HSED update: Gisella discussed the HSED (used to be GED) and progress made including 5 out of 6 students achieving the HSED in Monona class.

WIOA Title 4 – Voc Rehab and Dept. of Blind: Jeanne and Jamie discussed services that are being provided to persons with disabilities in Delaware/Clayton/ Dubuque counties. Jamie shared that the Dept. for the Blind is a sister agency to Voc. Rehab and serves 22 counties. Jeanne shared that Voc. Rehab had assisted with the cost of a modified van and the training to operate that van for an individual with no arms or legs. Jamie shared that Dept. of Blind was preparing for the 7-week blind training in Des Moines.

Ben Humphrey discussed the handouts included in the packet. *The Role of the Local Workforce Development Boards Under WIOA, Draft Potential Conflicts of Interest, and Draft Conflict of Interest Policy.* He asked that any information/comments would be sent to him.

## **FLOOR ITEMS/CLOSURE**

Next Meeting: Next meeting was set for April 25, 2017, 4:30-6:30 p.m. at Keystone AEA Conference Center, Elkader, Iowa. If not able to attend in person, board members are encouraged to use the conference call option.

Adjournment: With no further business actions to come before this board, there was a motion by Scheidel, second by Hart, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:11 p.m.

For more information regarding this meeting, please contact Penny Ingles at Keystone Area Education Agency at 563-245-1480 or pingles@aea1.k12.ia.us. The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

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Penny Ingles  
Keystone AEA