

Regional Workforce Development Board
Chief Elected Officials
April 24th, 2017

The regular meeting of the Regional Workforce Development Board (RWDB) and Chief Elected Officials (CEO) was held on April 24th, 2017 at 5:00 p.m. at IowaWORKS.

CALL TO ORDER

Hickey called the meeting to order at 5:00PM.

ATTENDEES

RWDB Members Present: Janet Fife-LaFrenz, Monica Dyar, Phil Hecht, Gary See, Carolyn Farley, Michelle Mutchler, Dennis Duke, Cara Sanders, Chad Palmer, Andy Ferguson, Mike Hickey, Jacob Nye,

RWDB Members Absent: Karen Von Behren and Ryan Drew

CEO Present: Gary See, and Jim Cary

CEO Absent: Brad Quigley and Rick Larkin

Staff Present: Robert Ryan, Miranda Brown, Kollin Alfred, and Mike Witte

Guests: Rachel Miller, Iowa Department for the Blind (IDB), Kristina Martinez Adult Education and Literacy (AEL) Director, Shannon Weaver and Kelsie Howard

APPROVAL OF MINUTES

Hecht made the motion for the RWDB to approve the February minutes, seconded by Mutchler, motion carried.

OATH OF OFFICE

Tabled until next meeting

APPROVAL OF TRAINING PROVIDER

Weaver spoke about the American Hair Academy requirements and wage information, a school for cosmetology. Palmer made a motion to add American Hair Academy to the eligible training provider list, seconded by Duke, motion carried.

TITLE II RFP REVIEW

Farley discussed the procurement process for the Adult Ed RFP. All proposals are due May 1 and recommendations are due by May 12th. The RWDB must review the RFP's to ensure they align with the local CSP. A procurement committee was assigned to include Farley, Palmer, Dyar, Howard and Nye. The procurement committee will meet May 11th. Fife-LaFrenz made the motion for RWDB to approve the recommendation made by the procurement committee, seconded by See, motion carried.

KEOKUK MODULAR UNIT LEASE

Ryan stated that the lease for the unit will expire in June and that the monthly cost for the unit is \$1,000. Ryan reported that the state will be assisting with the cost of this unit out of trade funding. The estimated cost to RWDB for the next year is \$3500. Hecht made a motion to spend \$3500 for the next year to keep the unit open, seconded by Fife-LaFrenz, motion carried.

BOARD STRUCTURE

Ryan reported that Karen Von Behren retired last fall from IWD. The DOL has stated that Von Behren can no longer serve on the board as she is no longer an employee. Von Behren has reached out to her local Union representative to find a mutually acceptable decision for this situation.

TITLE III IWD UPDATE

Farley reported that there was a job fair held at the Army National Guard on April 20th from 9:00AM – 12:00PM. In attendance were 46 employers and over 200 job seekers. Both employers and job seekers gave positive feedback about the event. No cost transportation was provided with two locations for pick-ups and drop-offs. The job fair was a partnership effort and all core partners were involved along with other community organizations.

Farley stated that Tri-State Envelopes permanently laid off 28 employees. Most have already obtained other employment.

Farley reported that unemployment rates were down for all counties and the state unemployment rate was at 3.1% for March.

TITLE II AEL UPDATE

Martinez stated that graduation will be held May 9th at 7:00PM for 30 AEL students. Martinez also stated that they have been informed that their funding for PY2018 will remain the same.

TITLE 1 ADULT/DW AND YOUTH

Ryan reported that the FY is 75% complete and that expenditures are on track for Adult/DW but that youth has over spent. He reported that there are 107 clients enrolled that are between the ages of 20-24 that can be co-enrolled to assist with the youth program budget.

Ryan also reported that JD-NEG and SP-NEG grants will expire at the end of June and that they will not be reissued.

Ryan discussed next year's budget projections and the carryover amount and processes

TITLE IV VR/IDB/ACCESSIBILITY UPDATE

Miller reported that the One-Stop Center has a new landlord and that he is working with the accessibility committee on updating the building to become ADA compliant. The accessibility committee meets every eight weeks.

ONE-STOP OPERATOR PROCUREMENT

Ryan announced that there will be a webinar on April 26th, from 2:00PM – 3:30PM on the MOU process. He also stated that on May 4th from 2:00PM – 3:30PM there will be a webinar on the One-Stop Operator procurement process and all board members were encouraged to attend.

ADJOURNMENT

Hickey adjourned the meeting at 6:13PM. .