

**REGION 7**  
**Regional Workforce Development Board**  
**RWDB Packet**

**Thursday, July 27, 2017**  
**4:00 p.m. – 5:00 p.m.**  
**Cedar Valley IowaWORKS**  
**3420 University Ave.**  
**Conference Room D**  
**Waterloo, Iowa**



**RWDB Meeting  
3420 University Ave.  
Waterloo Iowa, 50701  
July 27, 2017  
Conference Room D  
4:00pm – 5:00pm**

**Conference Call Number  
(866) 685-1580  
Conference Code  
4772635870**

- 1.0 Welcome
- 2.0 Review and Action:
  - 2.1 May 11, 2017 RWDB Minutes and July 27, 2017 Agenda
- 3.0 New Members
- 4.0 Director's Announcements
  - 4.1 Center Report
  - 4.2 Minority Hiring Committee
  - 4.3 RWDB Resignations
- 5.0 One-Stop Operator
- 6.0 RWDB By-Laws Discussion
- 7.0 RWDB Chair, Vice Chair, and Executive Committee Discussion
- 8.0 Review and Act Items:
  - 8.1 RWDB Chairperson Appointment
  - 8.2 Vice Chair Appointment
  - 8.3 Executive Committee Appointments
  - 8.4 Operations Standing Committee
- 9.0 Partner Updates
  - 9.1 Adult Education & Literacy – Sandy Jensen
  - 9.2 Vocational Rehabilitation – Mike Howell
  - 9.3 Department for the Blind – Joe Weigel
  - 9.4 Economic Development – Danny Laudick
- 10.0 Informational Items
  - 10.1 July 12 RWDB/CEO Training Session
- 11.0 Scheduling Upcoming Meeting Dates
  - 11.1 RWDB Full Meeting:
    - 11.1.1 September 28, 2017
    - 11.1.2 November 16, 2017
- 12.0 Adjournment

2.1

**REGION 7**  
**Regional Workforce Development Board**  
**MEETING MINUTES**  
**Thursday, May 11, 2017 – 4:00 p.m. – 5:00 p.m.**

**Cedar Valley IowaWORKS**  
**3420 University Avenue**  
**Conference Room D**  
**Waterloo, Iowa**

**Present**

- Dustin Brocka
- Deborah Collett
- Kelly Flege
- Debra Hodges-Harmon
- Mike Howell
- Sandra Jensen
- Ken Kammeyer
- Butch Kelly
- Reid Koenig
- Linda Laylin
- Lisa Lorenzen
- Stefanie Niemann
- Clayton Ohrt
- Ronee Slagle
- Andy Trower
- Aaron Wedo

**1.0 Welcome**

-Deborah Collett commenced the meeting at 4:15 p.m.

**2.0 Review and Action:**

**2.1 March 30, 2017 RWDB Minutes and May 11, 2017 Agenda**

-Review May 11, 2017 Agenda:

- Strike 3.0 as Clayton is already taking care of this. This is either in the mail or on Chris' desk as we speak.

-Item 5.3 needs to go into closed session ahead of recommendation.

-Approval of RWDB March Minutes:

-Ken Kammeyer moved to approve the minutes and Linda Laylin seconded. All Approved. None Opposed. Motion Approved.

**3.0 Clayton Ohrt**

3.1 Ex-Officio County: Oath of Office

**4.0 Director's Announcements**

**4.1 RWDB Positions**

**4.1.1 RWDB Business Rep. and Ex-Officio School Board Nominations**

-Dustin Brocka addressed the Appointment Resumes received for Richard McBurney and Crystal Buzza for Regional Workforce Investment Board nominations.

2.1

## 4.2 SP-NEG Funding Update

-It has been decided not to pursue an extension of the SP-NEG. This means all grant activity must be completed by June 30, 2017.

## 4.3 Center Report

-Dustin Brocka addressed Title I (Adult and Dislocated Workers):

- 4.3 page 1 shows a list of retail closings and the number of individuals affected from each closed business. We are keeping track of closings and confirmed affected to see if we can get a grant from the state to support dislocated workers. These businesses are all around Region 7 (mostly Black Hawk County, also some in Buchanan and Grundy Counties)

-Central Iowa Healthcare consists of the Hospital and Clinics around the Marshalltown area. Some of these clinics are in our counties. Some of the affected reside in our counties. The new owner is making people re-apply, so there is no guarantee of re-employment.

-HGS was the call center Affina. They closed down operations.

-Why are there so few confirmed affected employees for Pizza Hut? Explanation is this was a carry-out location, so they may have only had a few employees.

-Why is there not data for certain businesses like Townhouse Tenderloin? Explanation is they simply closed down by putting a sign on the door. There were two locations. One off University Avenue and one off Viking Road. These businesses may not have been associated with each other.

-Covenant closed a specific department in the hospital resulting in 7 employees affected. These individuals are believed to have been coding employees.

-Ridgeway Place was a retirement/senior assisted living center. Believe this center was bought out by another facility that does not specialize in this type of care.

-Ocwen State Emergency Grant ended in March. Page 2 of the Center Report shows numbers of the dislocated workers we served. We served 126 individuals with the grant.

-Terex State Emergency Grant ends in December.

-All Regions appear to be having retail/service closings.

-Black Hawk County unemployment rate is currently 4.1%.

-Is there somewhere we can go to see what new businesses are coming to the Region? Tax auditors in the center should be able to track when new businesses are opening by looking at who is applying for tax ID's.

-We are still doing research trying to verify closures, major layoffs, and the number of affected employees.

-We are still focusing on Disability Employment Initiative and Ticket to Work. Region 7 is close to the top of the state in both programs.

-Title II (Adult Education and Literacy) will be addressed by Sandy Jensen under 6.1

-Andy Trower addressed Title III:

-Business Services Representative, Jennifer Gray, is in schools once a week to assist Counselors in helping youth with resumes, job preparation, soft skills, etc.

-The Business Services Team is collaborating with Mayor Hart through the Waterloo Youth Employment Initiative. Believe there will be 25 youth involved who are based out of East High School. Believe there is a Facebook and Internet page that provides more information.

-On April 20<sup>th</sup>, Maximizing Talent, Minimizing Risk took place. This focused on re-entering citizens. There was a simulation activity in the morning. There was a discussion in the afternoon regarding barriers to getting hired with background issues.

-Douglas Marshall is traveling to Indiana next week for Offender Workforce Development Specialist Training. Working on how to better serve the re-entering citizen population.

-Mike Howell addressed Title IV:



-Project Search consisted of 11 students with most significant disabilities. One participant was hired on at UNI and starts work on Monday. UNI attended the reverse job fair and has since hired the student.

-ABLE Accounts allow individuals on SSI/SSDI to build up savings. They can save up to \$14,000/year. The program varies state by state. Believe you can save upwards of \$250-550K.

#### **4.4 Minority Hiring Update**

##### **4.4.1 May 9, 2017 – Payne Church 5:30 p.m. – 7:30 p.m.**

-Debra Hodges-Harmon stated the listening tour had business and minority presence.

-Mayor Hart and Workforce employee from Des Moines helped facilitate.

-Participants felt the barriers were the same for minorities regardless of education level.

-What are the barriers to employment? Lack of opportunities for entrepreneurship, lack of education in hiring panels, etc.

-Ronee Slagle got the impression there is disconnect between businesses and minority job seekers when it comes to communication. There was not a round representative of the minority population. There seemed to be mostly older and highly educated minorities present.

-Butch Kelly stated location of the business can be a barrier as well. Some people are not willing to travel for work. Also mentioned that shift work seems to be a barrier. Individuals are concerned how working certain shifts will impact family and childcare.

##### **4.4.2 May 30, 2017 – Waterloo Center for the Arts 5:30 p.m. – 7:30 p.m.**

-This is when the 2<sup>nd</sup> listening tour is planned. Information has been disseminated via flyers, emails, local newspapers, local radio stations, etc.

#### **5.0 Review and Act Items:**

##### **5.1 Approve RWDB appointment for Butler County**

-Linda Laylin moved to approve the RWDB appointment for Butler County and Mike Howell seconded. All Approved. None Opposed. Motion Approved.

##### **5.2 Approve RWDB Ex-Officio appointment for School Board**

-Linda Laylin moved to approve the RWDB Ex-Officio appointment for School Board and Butch Kelly seconded. All Approved. None Opposed. Motion Approved.

##### **5.3 RWDB E.C. Recommendation for AEL Bidder**

-Ken Kammeyer moved to approve closed session and Reid Koenig seconded. All Approved. None Opposed. Motion Approved.

-on May 9<sup>th</sup>, Mike Howell, Andy Trower, Reid Koenig, Debra Hodges-Harmon, and Deborah Collett met to review the application.

-Recommending we accept Hawkeye be awarded the grant. There was only one bidder.

-Reid Koneig moved to end closed session and Stefani Niemann seconded. All Approved. None Opposed. Motion Approved.

#### **6.0 Partner Updates**

##### **6.1 Adult Education & Literacy – Sandy Jensen**

-Hawkeye has the CNC I-BEST and the CNA I-BEST programs.

-High School Completion classes are concluding in May. New students can enroll starting in August.

-Starting August 28<sup>th</sup>, will be moving to a semester schedule (there will be a fall and spring semester)

-There is a graduation ceremony once a year for High School Completion program. This year's ceremony will be held June 29<sup>th</sup>. The ceremony is at Tama Hall on Hawkeye Community College's campus.

-ELL classes complete in May. ELL's completion ceremony will be held May 17<sup>th</sup> at the Waterloo Center for the Arts.

-AEL receives state funding. They are receiving level funding this year which was a huge relief. There is a 50% proposed cut for next year.

-The Senior Companion Program is federally funded. They have funding through this calendar year. There may be funding cuts in 2018.

-New building construction is underway. Anticipated move in is August 2018.

**6.2 Vocational Rehabilitation – Mike Howell**

**6.3 Department for the Blind – Joe Weigel**

**6.4 Economic Development – Danny Laudick**

## **7.0 Information Items**

**7.1 HSED Graduation June 29, 2017 at 7:00 p.m. Hawkeye Community College Tama Hall**

## **8.0 Scheduling Upcoming Meeting Date**

**8.1 RWDB Full Meeting:**

**8.1.1 July 27, 2017**

**8.1.2 September 28, 2017**

**8.1.3 November 16, 2017**



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**RWDB Report  
July 27, 2017**

**Title I Adult and DW**

**Business Closings**

Please report any and all business closings to Chris Hannan or Dustin Brocka no matter the size. Below is a quick overview of recent business closings affecting Region 7.

**Dislocated Worker JD-NEG and**

- JDNEG grant hard end date of June 30, 2017
- SPNEG extension not pursued by IWD. End date of June 30, 2017
- 319 dislocated workers enrolled in JDNEG since beginning of grant
- Original allocation total = \$100,000.00
- Final amount invested locally = \$630,000.00

**SP-NEG Grant**

- SPNEG extension not pursued by IWD. End date of June 30, 2017
- 278 dislocated workers enrolled in SPNEG since beginning of grant
- \$55,000 in Rapid Response Funds allocated to HCC to service customers beyond July 1, 2017

**Trade Adjustment Assistance**

**Terex**

- SEG ends December 31, 2017
- 50 affected workers required to be served. 41 Terex workers served by June 30, 2017
- 11 RTAA
- 18 served through classroom training

**Ocwen**

- SEG ended March 31, 2017
- 55 required to be served. Provided services to 128 affected workers
- 95 currently served during their classroom training
- 21 utilizing RTAA/ATAA
- 42 graduated classroom training and found employment

**DEI/T2W**

- 77 people currently being served through Ticket to Work. 29 are currently reporting to be working.
- Region 7 continues to lead the State of Iowa in Ticket Holders finding employment and earning wages.
- Quarterly work incentives totaled \$77,854.00.

**Title I Youth/Young Adult Program**





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- 40 new enrollments in Young Adult Program
- WEP started; 8 ISY and 16 OSY
- 9 credentials earned
- 13 IST started; 7 completed IST successfully
- 6 SEC started; 5 completed SEC successfully

### **Title II Adult Education and Literacy**

#### Open Competition for Federal AEL Funding:

- June 10, 2017: Title II Providers Announced
- Hawkeye Community College AEL Program was awarded \$147,963 for the AEL base grant; \$50,000 for the IET grant; \$40,000 for the IELCE grant; \$5225 for Professional Development that is required of all AEL employees; \$2230 for CASAS testing materials. Total award: \$245,418
- Thank you to the RWDB for their adherence to the May 12, 2017 deadline for Local Board Recommendation on Hawkeye's Title II Application.

#### AEL State Funding:

- State legislature approved the same level of funding for the coming school year as was received in the year just completed. They will explore a 50% cut for the subsequent school year. Total state funds awarded: \$336,025.51

#### I-BEST/IET/IELCE:

- WIOA includes mandate for IET (Integrated Education and Training). I-BEST is a strong example of one way to provide IET. Hawkeye currently runs the only I-BEST program in the state.
- I-BEST programming for 2017-18 is in planning stages.
- New IELCE (Integrated English Literacy and Civics Education) programming will offer ELL students opportunity to learn digital literacy skills in a contextualized manner. ELL students will learn Word, Excel, PowerPoint while also improving their English language acquisition skills and workplace transferable skills. On completion, students will earn the 30-hour Computer Certificate offered by Hawkeye/IowaWorks and will have created a portfolio ready to be taken to interviews.

#### High School Completion (HSC) classes

- July summer session running
- New semester schedule for upcoming school year; fall semester starts August 28
- 49 graduates this year compared to 40 graduates last year

#### English Language Learning (ELL) classes

- July summer session running
- Fall semester starts August 28

#### Family Literacy Program

- Hawkeye has the only Family Literacy Program in the state.





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- It is locally supported with funding from Cedar Valley United Way, Community Foundation of Northeast Iowa, and Hawkeye Community College.
- It began with federal funding in 2005, federal funding ended in 2009.

#### New Building

- Construction underway
- Anticipated occupancy is August 2018

#### **Title III**

Region 7 on May 30th the last of the Minority Hiring Listening tour was held at the Waterloo Center for the Arts. The meeting was facilitated by Director Beth Townsend and Mayor Quentin Hart. It was very well attended by both the community and Business in Blackhawk County. The attendees request that a 3rd Listening Tour be held in Waterloo and requested that Governor Kym Reynolds be asked to attend. Director Townsend stated she would be in contact with Governor Kym Reynolds for availability and will plan something for late in September or October. Barriers addressed were transportation, child care, communication, hiring practices of employers and background checks. Debra Hodges-Harmon had the opportunity to represent Mayor Hart on a State meeting to review the listening tours and the committee is now looking at moving forward with a statewide survey before developing the statewide strategic plan.

As a follow-up from the listening tours Cedar Valley Iowa Works Business Services Team held a Community hiring event @ Payne AME Church 1044 Mobile Street, Waterloo. There were 35 Business and community agencies present. The event was held from 1-3:30pm and from the community was very diverse and well attended. A special Thank you to Bertch Master Brand Cabinets for providing snack packs and water for the Businesses and agencies who participated in the event.

The entire team attended Registered Apprenticeship Training. Rhonda attended a third training as the point of contact for our region. Rhonda is currently working with a local manufacturer on developing registered apprenticeships.

NCRC testing is being held at Waterloo Schools for Para Educators and North Butler High School tested the junior class. Cedar Valley Iowa Works has been partnering with Upper Iowa to provide alternative times for those individuals required to test. Upper Iowa times including evening testing events. Congratulations to the Cedar Valley Iowa Works Region we are now a Skilled Iowa Community.

Four of the Business Service Team attended Greater Cedar Valley Chamber and Alliance Strictly Business Expo to network. Sixty six companies and organization in the Cedar Valley had a booths showcasing the new products they are working on or if they are new to the area getting the word out about their business.

Business Service Team attended the Ambassador Training for Elevate Iowa, advanced manufacturing.

The team had a booth at the Northeast Iowa Food Bank Resources Fair, Lowell Elementary Resource Fair and East High School Resource Fair providing information on the services we provide to the community.



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EDN hosted a tour at Mediacom. The staff at Cedar Valley Iowa Works has been asking local employers to come and address staff at our morning and all-staff meetings. Our first guest was Hy-Vee discussing their employment on boarding and hiring practices.

Business Service team hosted the Waverly Hiring Event at The Centre. . There were approximately 30 employers ranging from Customer Service to Manufacturing.

Business Service Team has set up open interviews in the center for the following companies:

- Advance Services- twice
- A-1 Careers- five times
- Schneider Trucking- three times
- Aerotek- three times
- Isle
- Intec- three times
- Ross Dress for Less- 4 times which included some of the onboarding with opening the new store
- Smithfiled
- Kelly Services
- PSSI
- Target Distribution

Jennifer was going into the three Waterloo High Schools every Tuesday. At Expo High School and East High School she would generally meet with the student's one on one working with them on interviewing, job applications, Future Ready Iowa, and what types of interests they have for after high school colleges/careers. At West High Jennifer would be asked to come into classrooms and speak to the classes about interviewing, how to fill out job applications, how social media can impact your job search and being offered a job, and Future Ready Iowa.

Jennifer will continue going into the schools on Tuesdays in the fall to include Central Career Center.

Jennifer and Megan presented over three days at the Readlyn/Fairbank Elementary Career Fair speaking about soft skills, communication, careers, and answered any questions the students had.

Megan has been assisting with RESEA appointments as needed and well as the UI Customer Service Phone line. Debra Hodges-Harmon and Megan attended INTROCO transitional meeting to discuss transportation concerns in the Region.

Rhonda attended the Cedar Valley Manufacturing Conference at Hawkeye Community College, as well as 2 Cedar Valley Advanced Manufacturing Partnership Meeting one at Schumucker Elevator and the other at Cedar Valley Tech Works, and is on the Advisory Board for the Cedar Fall CAPS program.

Douglas Marshall successfully finished OWDS training in Indiana. After 3 nonconsecutive weeks of training of serving returning citizens he is excited about bringing his new knowledge into his work at the Waterloo Men's correctional facility and the Waterloo Women's Center for change. One of the obstacles he shared is being able





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to identify individuals that come into the center with background issues and how to provide those intensive services.

Douglas Marshall attended the IJAN conference held Friday June 16th at the Waterloo Center for the Arts from 8:30am to 3:30pm. Douglas was on the Re-Entry Panel along with Amy Jones of the Waterloo Women's Center for Change.

Debra Hodges Harmon and Megan Jensen spoke during the lunch and learn Buchanan County Economic Development meeting. Debra presented information on Future Ready Iowa and the benefits to employers and job seekers, and Registered Apprenticeships.

#### **Title IV**

#### **Attachments Below**



June 16, 2017

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## Background

- The federal Workforce Innovation and Opportunity Act (WIOA) authorizes local workforce development boards (WDB), with the agreement of the chief elected official(s) (CEO), to designate or certify a one-stop operator for the local workforce development area.
- The U.S. Department of Labor (DOL) has interpreted WIOA section 121(d) to impose a federal requirement for the competitive selection of a one-stop operator.
- A WDB and CEO may authorize another entity to perform the designation or certification of a one-stop operator.
- In order to streamline the process, Iowa Workforce Development (IWD) advises WDBs and CEOs to authorize IWD to perform this function.

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## 1. WDB Action

- 1.1. Vote to authorize IWD to designate or certify a one-stop operator for the local workforce development area or region in accordance with section 121(d) of the Workforce Innovation and Opportunity Act.

### Sample WDB Motion:

I move to authorize Iowa Workforce Development to designate or certify a one-stop operator on behalf of the workforce development board, in accordance with section 121(d) of the federal Workforce Innovation and Opportunity Act.

- 1.2. The chairperson of the WDB should write a letter to IWD notifying the agency of the WDB's vote to give it the authority to select a one-stop operator on its behalf. Section 6 of this Guidance contains sample language for this letter. The chairperson should send this letter via email and U.S. Mail.

→ Email: [Shelly.Evans@iwd.iowa.gov](mailto:Shelly.Evans@iwd.iowa.gov)

→ U.S. Mail:

Beth Townsend  
Iowa Workforce Development  
1000 E. Grand Ave.  
Des Moines, IA 50319

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## 2. CEO Action

- 2.1. Because the WDB's authority to designate or certify a one-stop operator is contingent on CEO agreement, the CEO must also vote to authorize IWD to designate or certify a one-stop operator for the local workforce development area or region in accordance with section 121(d) of the Workforce Innovation and Opportunity Act.

### Sample CEO Motion:

I move to authorize Iowa Workforce Development to designate or certify a one-stop operator on behalf of the workforce development board, in accordance with section 121(d) of the federal Workforce Innovation and Opportunity Act.

- 2.2. The chairperson of the CEO Board should write a letter to IWD notifying the agency of the WDB's vote to give it the authority to select a one-stop operator on its behalf. Section 7 of this Guidance contains template language for this letter. The chairperson should send this letter via email and U.S. Mail.

→ Email: [Shelly.Evans@iwd.iowa.gov](mailto:Shelly.Evans@iwd.iowa.gov)

→ U.S. Mail:

Beth Townsend  
Iowa Workforce Development  
1000 E. Grand Ave.  
Des Moines, IA 50319

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## 3. Deadline

- 3.1. The deadline for WDB and CEO Board action is: June 29, 2017.
- 3.2. If the WDB and CEO Board do not take action on or before June 29, 2017, IWD will move forward with the selection of a one-stop operator for the region.

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## 4. Vote in a Public Meeting

The WDB and CEO votes must take place in open session of a public meeting. Such a meeting may take place by conference call if notice is posted at least 24 hours prior to the start of the meeting that includes:

- 1) Agenda, such as: "Vote to authorize Iowa Workforce Development to designate or certify a one-stop operator."
- 2) Conference call information, including the phone number and access code; and
- 3) The physical location where members of the public may go to participate in the conference call, such as the local Iowa Works center.

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## 5. Conference Calls with IWD

IWD will conduct three conference calls to answer any questions regarding this Guidance. They will occur on the below dates at the below times.

Conference Call No. 1	
Weekday:	Tuesday
Date:	June 20, 2017
Time:	Noon
Number:	866-685-1580
Code:	992-325-4296
Conference Call No. 2	
Weekday:	Wednesday
Date:	June 21, 2017
Time:	Noon
Number:	866-685-1580
Code:	992-325-4296
Conference Call No. 3	
Weekday:	Thursday
Date:	June 22, 2017
Time:	Noon
Number:	866-685-1580
Code:	992-325-4296



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## 6. Questions.

You may also contact Ben Humphrey with questions:

Email: [Benjamin.Humphrey@iwd.iowa.gov](mailto:Benjamin.Humphrey@iwd.iowa.gov)

Phone: 515-725-5682

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7. Sample Letter: WDB Chairperson Letter

June [redacted], 2017

Beth Townsend, Director of Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319

Re: Region [redacted] Workforce Development Board Authorization of IWD to Select One-Stop Operator

Director Townsend,

On June [redacted], 2017, the Region [redacted] Workforce Development Board voted to authorize IWD to select a one-stop operator on its behalf and will approve the minutes memorializing this action at the next meeting of the board.

Sincerely,

[Name]  
Chairperson

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8. Sample Letter: CEO Chairperson Letter

June [redacted], 2017

Beth Townsend, Director of Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319

Re: Region [redacted] Workforce Development Board Authorization of IWD to Select One-  
Stop Operator

Director Townsend,

One June [redacted], 2017, the Region [redacted] Chief Elected Official Board voted to authorize IWD to select a one-stop operator on its behalf and will approve the minutes memorializing this action at the next meeting of the board.

Sincerely,

[Name]  
Chairperson





## REGION 7 WORKFORCE DEVELOPMENT BOARD

# Bylaws

### 1. Territory of Region.

Region 7 (Region) consists of the following counties in the State of Iowa (State):

- Black Hawk
- Bremer
- Buchanan
- Butler
- Grundy

### 2. Effective Date.

These Bylaws take effect on June 29, 2017.

### 3. Vision

- 3.1. The Region 7 Workforce Development Board (WDB) will serve as a strategic leader and convener of local workforce development system stakeholders.
- 3.2. The WDB will partner with employers and the local workforce development system to develop policies and investments that support public workforce system strategies that support:
  - 3.2.1. The regional economy;
  - 3.2.2. The development of effective approaches including local and regional sector partnerships and career pathways; and
  - 3.2.3. High quality, customer centered service delivery and service delivery approaches.
- 3.3. In partnership with the CEO Board, the WDB will set policy for the portion of the statewide workforce development system within the Region and consistent with State policies.

### 4. Goals.

The WDB will work to achieve the following goals:

- 4.1. The Region's employers will have access to advanced, skilled, diverse, and Future Ready workers.
- 4.2. All Iowans in the Region will be provided access to a continuum of high-quality education, training, and career opportunities.
- 4.3. The Region's one-stop delivery system will align all programs and services in an accessible, seamless, and integrated manner.
- 4.4. Partner with regional employers, community leaders, and stakeholders to develop skilled worker pipelines.
- 4.5. Ensure all Iowans have full access and direct connection to programs that work to address essential components of reading instruction and literacy.
- 4.6. Cedar Valley youth will be afforded the best educational and career opportunities in the nation.
- 4.7. Support current and future workers in their efforts to enter into self-sustaining employment.

## **5. Functions.**

The WDB will perform the functions in Iowa Code section 84A.4 and section 107(d) of WIOA as well as any other functions necessary to implement title I of the federal Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law No. 113-128.

## **6. Responsibilities.**

- 6.1. Convene stakeholders in the Region's One-Stop Delivery System.

In order to ensure that its members actively participate in the convening of stakeholders in the one-stop delivery system, the WDB will:

- Encourage the creation of a communication and information dissemination strategy targeting Iowa's workforce and various stakeholders including youth, parents, employers, community leaders and others.
- Provide unique opportunities for businesses to take ownership in their community's growth in a variety of ways such as participating in Sector Boards, Employer Summits, and Job Fairs.
- Reassure our commitment to community partnerships, innovative approaches, and thoughtful assessments of every aspect of the workforce delivery system.

- 6.2. Broker Relationships with a diverse Range of Employers.

In order to ensure that its members actively participate in the brokering of relationships with a diverse range of employers, the WDB will:

- Support the cultivation of local relationships with all employers regardless of size, net profit, or industry.
- Reassure our commitment to legacy industries and employers while providing system access to new and emerging sectors.

### 6.3. Leverage Support for Workforce Development Activities

In order to ensure that its members actively participate in the leveraging of support for workforce development activities, the WDB will:

- Avoid the duplication of services and activities within the One-Stop delivery system
- Allow partners to share resources and staff across geographic boundaries when necessary and allowable.
- Encourage community engagement into the One-Stop delivery system to enhance access, services, and eliminate barriers to employment for Cedar Valley residences.
- Support legacy partnerships for decreased costs in all aspects of the One-Stop delivery system

## 7. **Members.**

7.1. The WDB's membership must meet the requirements in:

7.1.1. The criteria for appointment to local workforce development boards in Iowa as established by the State Workforce Development Board pursuant to section 107(b)(1) of WIOA; and

7.1.2. Section 107(b)(2) of WIOA.

7.2. The WDB shall have a total of eighteen (19) voting members, with each representing an entity located within the Region. The WDB's voting membership shall consist of:

7.2.1. Ten (10) representatives of business.

7.2.2. Two (2) representatives of labor organizations.

7.2.3. One (1) representatives of Joint Labor/Management

7.2.4. One (1) representative of a Registered Apprenticeship program.

7.2.5. One (1) representative of an institution of higher education that performs workforce investment activities.

7.2.6. One (1) representative of an economic and community development entity.

7.2.7. One (1) representative of an eligible provider of adult education and literacy activities under the federal Adult Education and Family Literacy Act (AEFLA), as amended by title II of WIOA.

7.2.8. One (1) representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA.

7.2.9. One (1) representative of a vocational rehabilitation program under the federal Rehabilitation Act of 1973, as amended by title IV of WIOA.

7.3. The WDB shall have a total of three (3) nonvoting members, representing entities located within the Region. The WDB's nonvoting membership shall consist of:

7.3.1. One (1) representative who is a city elected official.



7.3.2. One (1) representative of a K-12 school district

7.3.3. One (1) representative who is a county official

## **8. Nomination Process.**

- 8.1. Representatives of business must be nominated by local business organizations and/or business trade organizations.
- 8.2. Representatives of labor organizations must be nominated by local labor federations.
- 8.3. Every applicant to serve on the WDB, regardless of whether the nominee is a current member seeking re-appointment or an individual who has never served on the WDB before, must complete and sign the application to serve on the WDB that is created and distributed by IWD in collaboration with the Governor's office.
- 8.4. Every applicant to serve on the WDB must submit the applicant's completed and signed application to the chairperson of the CEO Board.
- 8.5. When there is more than one eligible provider of adult education and literacy activities under the AEFLA, as amended by title II of WIOA, the CEO Board must solicit nominations from those providers.
- 8.6. When there is more than one institution of higher education providing workforce investment activities, the CEO Board must solicit nominations from those providers.
- 8.7. The representative of the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA, must be nominated by IWD.
- 8.8. The representative of a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA, must be nominated by IVRS and IDB.
- 8.9. The CEO Board shall expediently vote on approval of an applicant and transmit the application to IWD, in accordance with the procedure established by IWD.
- 8.10. IWD will review each application to ensure it is complete and signed. If an application is not complete or signed, IWD will alert the CEO Board chairperson, WDB chairperson, and applicant. If an application is complete and signed, IWD will transmit the application to the Governor for consideration.
- 8.11. To ensure the prompt nomination of applicants for WDB membership positions that are vacated due to the end of the member's term of service, the WDB shall submit each year, in the month of January, to the CEO Board a report that includes:
  - 8.11.1. A complete membership roster of voting and nonvoting WDB members;
  - 8.11.2. The affiliation category of each WDB member;

8.11.3. The appointment date of each WDB member; and

8.11.4. The date upon which each WDB member's term of service on the WDB ends.

## **9. Appointments.**

9.1. Only the Governor is authorized to appoint nominees to serve on the WDB under Iowa Code section 84A.4.

9.2. The Governor will notify IWD in writing of the appointment or rejection of a CEO Board nominee for the WDB.

9.3. IWD will notify the CEO Board of the Governor's appointment or rejection of a CEO Board nominee for the WDB.

9.4. An appointed member must complete the oath of office at the start of the member's term of service on the WDB. A member's completed oath of office shall cover the entirety of the member's term of service.

9.5. To ensure the prompt nomination of applicants for WDB membership positions that are vacated due to the end of the member's term of service, the WDB shall submit each year, in the month of January, to the CEO Board a report that includes:

9.5.1. A complete membership roster of voting and nonvoting WDB members;

9.5.2. The affiliation category of each WDB member;

9.5.3. The appointment date of each WDB member; and

9.5.4. The date upon which each WDB member's term of service on the WDB ends.

## **10. Member Resignation.**

10.1. To resign from the WDB, a member must submit a written letter of resignation that is signed and dated by the member and that contains:

10.1.1. The member's full name;

10.1.2. An affirmative statement of resignation from the WDB; and

10.1.3. The effective date of the member's resignation.

10.2. The member must send — electronically or by U.S. Mail — the member's letter of resignation to both the chairperson of the WDB and the chairperson of the CEO Board.

10.3. A WDB member's letter of resignation shall be a public record under the Iowa Open Records Act, Iowa Code chapter 22.



- 10.4. Notwithstanding Sections 10.1 through 10.3, a WDB member may be deemed to have resigned as a matter of law pursuant to Iowa Code section 69.15 if either of the following events occurs:
- 10.4.1. The member misses three or more consecutive meetings of the WDB. This paragraph does not apply unless the first and last of the consecutive meetings counted for this purpose are at least thirty (30) days apart; or
- 10.4.2. The member attends less than one-half of the regular meetings of the WDB within any period of twelve (12) calendar months beginning on January 1 or July 1. This paragraph does not apply unless the WDB holds at least four regular meetings during such period and applies only to such period beginning on or after the date upon which the member takes the oath of office and executes the required paperwork for the Iowa Secretary of State.
- 10.4.3. However, if a member received no notice and had no knowledge of a regular meeting and gives the chairperson of the CEO Board and the Governor a sworn statement to that effect within ten (10) days after the person learns of the meeting, such meeting shall not be counted for the purposes of Iowa Code section 69.15 and this Section.
- 10.4.4. The CEO Board, in its discretion, may accept or reject a resignation under Iowa Code section 69.15 and this Section. If the CEO Board accepts, the CEO Board must notify the WDB member and the Governor, in writing, that the resignation is accepted pursuant to Iowa Code section 69.15 and this Section.

## **11. Member Removal.**

- 11.1. The CEO Board may remove a member from the WDB for conduct detrimental to the WDB.
- 11.2. The determination of whether conduct is detrimental to the WDB will be made on a case-by-case basis, depending on the facts of the situation. Conduct detrimental to the WDB may include, but is not limited to: criminal behavior, misuse of WDB funds, the acceptance of something of value in exchange for the specific performance of an official WDB function, a violation of the WDB conflict of interest policy, intentional violation of the Iowa Open Meetings Act, etc.
- 11.3. The CEO Board may appoint an independent entity to investigate the conduct of a WDB member and report back findings.
- 11.4. The WDB may recommend the removal of a WDB member to the CEO Board for conduct detrimental to the WDB by a vote in open session of no less than two-thirds (2/3) of the WDB's voting members. The WDB must include the reason for the removal vote in that meeting's minutes.

- 11.5. The CEO Board may remove a member from the WDB by a vote in open session of no less than two-thirds (2/3) of the CEO Board's membership. The CEO Board must include the reason for the removal vote in that meeting's minutes.
- 11.6. As soon as practicable but not later than five (5) days after the CEO Board's vote to remove a member from the WDB, the chairperson of the CEO Board must notify the WDB member, IWD, and the Governor's office in writing of the CEO Board's vote to remove the member and the reason for the removal.

## **12. Terms of Service.**

- 12.1. The following voting members shall each serve a term of four (4) years:
  - 12.1.1. Representatives of business;
  - 12.1.2. Representatives of labor;
  - 12.1.3. The representative of a Registered Apprenticeship program;
  - 12.1.4. The representative of an institution of higher education; and
  - 12.1.5. The representative of an entity performing economic and community development.
- 12.2. Members representing the employment service program under the Wagner-Peyser Act, as amended by title III of WIOA; a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA; and an eligible provider of adult education and family literacy activities under the AEFLA, as amended by title II of WIOA, shall serve until:
  - 12.2.1. The entity the member represents loses its status as an entity providing such program services or activities; or
  - 12.2.2. The member no longer works for or has ultimate policymaking authority for the entity the individual represents.
- 12.3. So long as an individual meets all applicable criteria necessary to qualify to serve on the WDB as a representative with a certain affiliation type under Section 7.1, there is no limit on the number of terms an individual may serve as a member of the WDB.
- 12.4. The CEO Board must stagger the terms of WDB members so that no more than one-quarter (1/4) of the WDB's members have their terms expire in a given year.

## **13. Executive Officers.**

WDB shall have executive officers.

- 13.1. Chairperson



13.1.1. The CEO Board must choose the WDB chairperson from among the WDB representative(s) of business who the WDB nominates at its annual May meeting.

13.1.2. The WDB chairperson shall serve a term of one year.

13.1.3. A WDB member who has served a term as the chairperson once may serve additional terms as the chairperson, if appointed by the CEO Board.

13.1.4. The WDB chairperson shall preside over WDB meetings.

13.1.5. The WDB chairperson must communicate in writing the chairperson's receipt of a WDB member's resignation to the WDB's membership and the CEO Board's membership.

### 13.2. Vice Chairperson

13.2.1. At its annual May meeting, the WDB shall choose a vice chairperson from among its voting members.

13.2.2. The WDB vice chairperson shall serve a term of one year.

13.2.3. A WDB member who has served a term as the vice chairperson once may serve additional terms as the vice chairperson, if chosen by a majority vote in a public meeting of the WDB.

13.2.4. The vice chairperson of the WDB shall preside over WDB meetings if the chairperson is absent.

## 14. Meetings.

14.1. The Iowa Open Meetings Act, Iowa Code chapter 21, governs meetings of the WDB.

14.2. Any formal or informal gathering of a majority of the voting members of the WDB constitutes a meeting of the WDB.

14.3. The WDB may not take action without a quorum. A majority of the voting members of the WDB, who have completed the appointment process, constitutes a quorum. The WDB may not take action via an email vote.

14.4. The WDB may meet at a date and time designated by the WDB chairperson or upon submission to the chairperson of a written request by a majority of the WDB's voting members for a meeting at a certain date and time.

14.5. The WDB and its standing committees must use technology to promote member participation.

- 14.5.1. All WDB meetings must have a conference call option that allows members and the public to participate via telephone.
- 14.5.2. A WDB meeting may have an online conference option that allows members and the public to participate online.
- 14.5.3. The WDB must provide an accessible location where members of the public may use technology to access the meeting. If the WDB has an accessible location where some members of the WDB will gather in person for the WDB meeting, that location will meet the requirements in this Section.
- 14.5.4. The notice of the WDB meeting must include information on how a member of the public may access the meeting using technology.

### **15. Alternative Designee Process.**

- 15.1. A WDB member who is unable to attend a meeting may assign an alternative designee to attend the meeting as the member's proxy.
- 15.2. An alternative designee for a representative of business on the WDB must have optimum policymaking authority or ultimate hiring authority for the business the individual would represent.
- 15.3. An alternative designate for a representative on the WDB identified in Sections 7.2.2 through 7.2.9 must have optimum policymaking authority and demonstrated experience and expertise.
- 15.4. A WDB member who wishes to have an alternative designee attend a meeting as the member's proxy must give as much advance notice as possible under the circumstance to the chairpersons of the WDB and CEO Board. Such notice must include the following information regarding the alternative designee:
  - 15.4.1. Full name;
  - 15.4.2. Job title;
  - 15.4.3. Name of Organization the individual will represent;
  - 15.4.4. The location of the organization
  - 15.4.5. If the alternative designee is a representative of business, whether the alternative designee has optimum policymaking authority or ultimate hiring authority.
  - 15.4.6. If the alternative designee is a representative identified in Sections 7.2.2 through 7.2.9, whether the individual has optimum policymaking authority and demonstrated experience and expertise.

- 15.5. The chairperson of the WDB must distribute the notice to the WDB as soon as practicable after receipt of notice.
- 15.6. At the start of the WDB meeting at which the alternative designee is intended to serve as a proxy, the WDB must vote in open session on whether to accept the alternative designee as the WDB member's proxy for the meeting.
- 15.7. The WDB must include in the minutes of the meeting both the notice provided under Section 19.3 and the results of the WDB's vote on whether to accept the alternative designee as the WDB member's proxy.

## **16. Standing Committees.**

- 16.1. The WDB may designate and direct the activities of standing committees to provide information and to assist the WDB in carrying out its functions, duties, and responsibilities.
- 16.2. A standing committee must have a member (voting or nonvoting) of the WDB as its chairperson.
- 16.3. A standing committee may have other members of the WDB as members.
- 16.4. A standing committee may include other individuals appointed by the WDB who are not members of the WDB and who the WDB determines have demonstrated experience and expertise.
- 16.5. The WDB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements in this Section.
- 16.6. A standing committee may make recommendations to the WDB regarding the standing committee's membership.
- 16.7. The WDB may authorize a standing committee to appoint individuals to serve as standing committee members so long as they have sufficient experience and expertise.
- 16.8. The WDB may require its standing committees to report back to the WDB as the WDB deems appropriate.
- 16.9. A standing committee may form work groups as the standing committee deems appropriate.
- 16.10. **Disability Access Standing Committee.** The WDB shall have a disability access committee that will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including but not limited to:



- 16.10.1. Issues relating to compliance with the Iowa Civil Rights Act of 1965, as amended, the Americans with Disabilities Act of 1990, as amended (ADA); and section 188 of WIOA regarding physical and programmatic access to the services programs, and activities of the one-stop delivery system, including the performance of the annual assessment of physical and programmatic accessibility of all one-stop centers in the Region, as required by section 107(d)(13) of WIOA and in accordance with section 188 of WIOA and the American Disabilities Act of 1990, as amended, 42 U.S.C. section 12101 *et seq.*
  - 16.10.2. Appropriate training for staff on providing services, supports for, or accommodations to individuals with disabilities;
  - 16.10.3. Appropriate training for staff on providing services, supports for, or accommodations with respect to finding employment opportunities for individuals with disabilities, with an emphasis on competitive integrated employment; and
  - 16.10.4. Work with the State Workforce Development Board Disability Access Committee to implement statewide initiatives in the Region.
- 16.11. **Youth Standing Committee.** The WDB shall have a youth standing committee that will provide information and assist with operational and other issues relating to the provision of services to youth and young adults.

The WDB shall have a youth standing committee with duties and responsibilities that include:

- 16.11.1. Providing information to the WDB on the provision of services to youth.
- 16.11.2. To assist with planning, operational, and other issues relating to the provision of services to youth;
- 16.11.3. Coordinating programs, services, and activities that address the employment, training, or education needs of eligible youth, including out-of-school youth, in the Region; and
- 16.11.4. Coordinating with the State Workforce Development Board Youth Standing Committee on statewide initiatives.

**16.12. Operations Standing Committee.**

The WDB may have an operations committee.

- 16.12.1. The membership of the WDB's operations committee must, at a minimum, include the RWD members representing each of the core programs under WIOA. Members include the director of the Region's youth, adult, and dislocated worker programs under title I of WIOA, the employment



service program under the Wagner-Peyser Act, as amended by title III of WIOA; a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by title IV of WIOA; an eligible provider of adult education and family literacy activities under the AEFLA, as amended by title II of WIOA and an optional representative of IDB, or as deemed appropriate by the operations committee.

16.12.2. The WDB's operations committee must send to the members of the WDB and CEO Board a report on or before scheduled meetings. Such report must contain a summary of activities in the Region during the preceding month, anticipated activities during the current month for each partner program and information about individuals served by the operations committee's respective programs during the preceding month.

16.12.3. The WDB's operations committee must report to the WDB each meeting.

### **16.13. Executive Standing Committee.**

16.13.1. The WDB shall have an executive standing committee that represents the WDB to handle, resolve, and execute WDB business as needed. Examples of the standing committee's assigned duties include service provider contract review, recommending service provider contracts, day-to-day business of WDB, and other duties as assigned. The Executive Committee will be directed by the WDB. The committee's structure is identified as:

16.13.1.1 WDB Chairperson (Committee Chair)

16.13.1.2 WDB Vice Chairperson (Committee Vice Chair)

16.13.1.3 Three (3) WDB member, as determined by WDB

### **17. Suspected Violations of Conflict of Interest Policy.**

17.1. The WDB may vote to recommend that the CEO Board investigate one of its members for violating the WDB conflict of interest policy.

17.2. The WDB must notify the chairperson of the CEO Board and IWD, in writing, of any vote to recommend CEO Board investigation of a WDB member under this Section. Such notification must include:

17.2.1. The WDB member's name; and

17.2.2. A summary of the events that form the basis for the WDB's recommendation

17.3. The CEO Board may investigate a WDB member if:

- 17.3.1. There is reasonable cause to believe that an actual or possible conflict of interest exists for a WDB member and such member has not disclosed such to the WDB; or
- 17.3.2. A WDB board member engaged in conduct forbidden under the conflict of interest policy.
- 17.4. An investigation under Section 17.3 must follow the following procedures:
  - 17.4.1. **Notice.** As soon as practicable but not more than five days after the CEO Board votes to investigate, the CEO Board must inform the WDB member in writing of the basis for its belief that the WDB member has failed to disclose an actual or possible conflict of interest.
  - 17.4.2. **Explanation.** The CEO Board must afford the member an opportunity to explain the alleged failure to disclose or forbidden conduct.
    - 17.4.2.1 The WDB member's explanation must be in writing.
    - 17.4.2.2 The WDB member's explanation must be submitted to the chairperson of the CEO Board as soon as practicable but no later than ten (10) days after the member receives notice from the CEO board.
    - 17.4.2.3 The WDB member may elect to make a presentation to the CEO Board at a meeting in addition to the member's written explanation.
  - 17.4.3. **Further Board Investigation.** After receipt of the WDB member's explanation, the CEO Board may make further investigation as warranted under the circumstances. The CEO Board may designate and direct a committee of the board or a third party to conduct any such investigation.
  - 17.4.4. **Vote on Whether a Violation Occurred in Open Session.** The CEO Board must conduct a roll-call vote in open session that is separate from any other votes, on the question of whether the WDB member violated the conflict of interest policy.
  - 17.4.5. **Vote on Disciplinary Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take disciplinary action up to and including removal of the board member.
  - 17.4.6. **Vote on Corrective Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take corrective action up to and including the rescission of any part of any process in which the WDB member participated that constituted a conflict of interest.

17.4.7. **Notice to IWD and the Governor.** As soon as practicable and no more than five days after CEO Board action pursuant to Sections 17.4.4 through 17.4.6, the CEO Board must notify, in writing, the members of the WDB, IWD, and the Governor's office of the investigation, findings, any disciplinary action, and any corrective action.

## **18. Bylaws Amendment Procedure.**

18.1. These Bylaws may be amended only in accordance with this Section.

18.2. The CEO Board may amend these Bylaws by majority vote to adopt the amendment in open session of a public meeting. An amendment to these Bylaws by the CEO Board will take effect on either the date of the vote or the date set by the CEO Board.

18.3. The WDB may initiate an amendment to these Bylaws. An amendment initiated by the WDB must be in accordance with the following:

18.3.1. A majority vote of the WDB in open session of a public meeting approving the amendment and the submission of the amendment to the CEO Board for its consideration; and

18.3.2. A majority vote of the CEO Board in open session of a public meeting to adopt the amendment.

18.3.3. An amendment to these Bylaws initiated by the WDB will take effect on either the date of a CEO Board vote to adopt the amendment or the date set by the CEO Board.

## Cedar Valley WIOA Board List

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
Business, Chair Executive Committee	Deborah Collett Vice President	Bloom Manufacturing Inc. 1443 220th St Independence, IA 50644	319.827.1139	<a href="mailto:dcollett@bloommfg.com">dcollett@bloommfg.com</a>	2014-2018
Business, Vice Chair Executive Committee (Small Business)	Linda Laylin Owner/Consultant	LLL Consulting 3902 Hillside Dr. Cedar Falls, IA 50613	319.239.9641	<a href="mailto:lavlin@cfu.net">lavlin@cfu.net</a>	2016-2020
Business	Stefanie Hartel Director	Allen Occupational Health – Unity Point 1825 Logan Ave. Waterloo, IA 50703	319.859.3881	<a href="mailto:Stefanie.hartel@unitypoint.org">Stefanie.hartel@unitypoint.org</a>	2016-2020
Business Executive Committee	Reid Koenig Retired Operations Manager	Recently retired from: CUNA Mutual 2000 Heritage Way Waverly, IA 50677	319.529.3509	<a href="mailto:koenigreid@gmail.com">koenigreid@gmail.com</a>	2014-2018
Business Executive Committee	Kendall 'Butch' Kelly Retired HR Manager	Recently retired from: GMT Corporation 2116 E Bremer Ave Waverly, IA 50677	319.939.3052	<a href="mailto:kdkelly@cfu.net">kdkelly@cfu.net</a>	2014-2018
Business	Aaron Wedo HR Manager	Grundy County Memorial Hospital 201 East J Ave. Grundy Center, IA	319.824.4145	<a href="mailto:Aaron.wedo@unitypoint.org">Aaron.wedo@unitypoint.org</a>	2016-2020
Business	Lauren Call Safety Officer/HR	Peterson Contractors, Inc. 104 Black Hawk St. Reinbeck, IA 50669	319.345.2713 x 225	<a href="mailto:lcall@petersoncontractors.com">lcall@petersoncontractors.com</a>	2016-2020
Business (Small Business)	Richard L McBurney CEO/GM	Butler-Bremer Communications 715 Main Street Plainfield, IA 50666	319.276.4458	<a href="mailto:rich@butler-bremer.biz">rich@butler-bremer.biz</a>	2017-2020

88.8.1  
88.2.1



## Cedar Valley WIOA Board List

Business (Dual role – CEO) (Small Business)	Ken Kammeyer Independent Contractor	Century 21 Real Estate 311 9 <sup>th</sup> Ave NW Waverly, IA 50677	319.352.1157	<a href="mailto:kkammeyer@co.bremer.ia.us">kkammeyer@co.bremer.ia.us</a>	2016- 2020
Labor	Janis Cramer Cost Accountant	Butler County REC 521 N. Main P.O. Box 98 Allison, IA 50602-0098	319.267.2566	<a href="mailto:Janis@butlerrec.coop">Janis@butlerrec.coop</a>	2014- 2018
Labor	Lisa Lorenzen Fiscal Administrator	Lisa Lorenzen Resources for Human Development 2530 University Avenue Suite 1 Waterloo IA 50701	319.229.5030	<a href="mailto:lisa.lorenzen@RHD.ORG">lisa.lorenzen@RHD.ORG</a>	2014- 2018
Joint Labor/ Management & Business (dual role)	Chris Parker Financial Secretary/Treasurer	UAW 838 2615 Washington St. Waterloo, IA 50702 John Deere	319.233.3049 x 118	<a href="mailto:cparker@uaw838.com">cparker@uaw838.com</a>	2014- 2018
Workforce Representative (Apprenticeship)	Rachel Faust Vice President	RainSoft of NE Iowa 3130 Marnie Ave Waterloo, IA 50701	319.233.2038	<a href="mailto:rsrachelf@rainsoftneiowa.com">rsrachelf@rainsoftneiowa.com</a>	2016- 2020
Adult Education Representative	Sandra Jensen Director	HCC Metro Center 844 W. 4 <sup>th</sup> St. Waterloo, IA 50702	319.234.5745	<a href="mailto:sandra.jensen@hawkeyecollege.edu">sandra.jensen@hawkeyecollege.edu</a>	2016- 2020
Higher Education	Kelly Flege Asst. Vice President	UNI 1222 West 27th St Cedar Falls, Iowa 50614	319.273.3420	<a href="mailto:kflege@mediacombb.net">kflege@mediacombb.net</a>	2014- 2018
Economic Development	Danny Laudick Talent Solutions Director	Greater Cedar Valley Alliance & Chamber 10 W 4th St, Waterloo, IA 50701	319.232.1156	<a href="mailto:dlaudick@cedarvalleyalliance.com">dlaudick@cedarvalleyalliance.com</a>	2016- 2020
Employment Services Executive Committee	Deb Hodges-Harmon Business Services Team Lead	IowaWORKS Cedar Valley 3420 University Ave. Waterloo, IA 50701	319.235.2123 x 309	<a href="mailto:debra.hodges-harmon@iwd.iowa.gov">debra.hodges-harmon@iwd.iowa.gov</a>	2016- 2020
Vocational	Michael Howell	IVRS	319.234.0319	<a href="mailto:Michael.Howell@iowa.gov">Michael.Howell@iowa.gov</a>	2016-

## Cedar Valley WIOA Board List

Rehabilitation	Manager	3420 University Ave. Waterloo, IA 50701			2020
Ex-Officio County Elected	Clayton Ohrt Buchanan County Supervisor	Buchanan County Board of Supervisors Box 317 Independence, IA 50644	319.334-3578	<a href="mailto:cohrt@co.buchanan.ia.us">cohrt@co.buchanan.ia.us</a>	2017-2020
Ex-Officio City Elected	Quentin Hart Mayor	City Hall 715 Mulberry St. Waterloo, IA 50702	319.291.4301	<a href="mailto:mayor@waterloo-ia.org">mayor@waterloo-ia.org</a>	2016-2020
Ex-Officio School District	Crystal Buzza	1516 Washington Street Waterloo, Iowa 50702	319.433.1842 ext. 10142	<a href="mailto:buzzac@waterlooschools.org">buzzac@waterlooschools.org</a>	2017-2020
<b>Other Category</b>	<b>Name and Business Title</b>	<b>Business Name and Address</b>	<b>Phone Number</b>	<b>Email Address</b>	<b>Term</b>
Wagner-Peyser	Ronee Slagle District Manager	Iowa Works 3420 University Ave. Waterloo, IA 50701	319.235.2123 x 317	<a href="mailto:Ronee.slagle@iwd.iowa.gov">Ronee.slagle@iwd.iowa.gov</a>	
WIOA Title 1	Chris Hannan HCC Workforce Development Director	Iowa Works 3420 University Ave. Waterloo, IA 50701	319.291.2705 x 281	<a href="mailto:chris.hannan@iwd.iowa.gov">chris.hannan@iwd.iowa.gov</a>	
Wagner-Peyser	Andrew Trower Operations Manager	Iowa Works 3420 University Ave. Waterloo, IA 50701	319.235.2123 x 230	<a href="mailto:Andrew.trower@iwd.iowa.gov">Andrew.trower@iwd.iowa.gov</a>	
Education	Aaron Sauerbrei Executive Director	HCC Business & Community Education 5330 Nordic Dr. Cedar Falls, IA 50613	319.296.2320 x 3003	<a href="mailto:Aaron.sauerbrei@hawkeyecollege.edu">Aaron.sauerbrei@hawkeyecollege.edu</a>	

Region 7  
Regional Workforce Development Board  
Operations Standing Committee  
Transition Plan

The following Regional Workforce Development Board (RWDB) proposal was developed to develop an Operations Standing Committee.

Operations Standing Committee Leadership Structure

- Chair: Sandra Jensen, Chair
- Vice Chair: Mike Howell
- RWDB Appointees

RWDB Appointees:

- Sandra Jensen, Chair Person
- Mike Howell, Vice Chair
- Joe Weigel, Iowa Department for the Blind
- Andrew Trower, IowaWORKS
- Chris Hannan, IowaWORKS

Requested Action:

- RWDB vote to approve the above proposed Leadership Structure and Appointees as listed. Future actions related to this Sub-Committee will be reviewed as necessary.

\_\_\_\_\_  
RWDB, Chair

\_\_\_\_\_  
Date