

*Approved*  
Region 5 WORKFORCE DEVELOPMENT BOARD  
(RWDB)  
CHIEF ELECTED OFFICIALS  
(CEO'S)  
Wednesday, May 3, 2017  
1:00 p.m.  
IowaWORKS  
Three Triton Circle  
Fort Dodge, IA 50501

RWDB in attendance:	Dan Kinney Larry McBain	Daniel DeWall Tom Grau
RWDB absent:	Jane Hambleton Logan Welch Molly Varangkounh Tom Salvatore	Julie Geopfert Lois Irwin Pat Essing
CEO's in attendance:	Clarence Siepker Doug Bailey Nick Carlson	David Lee Mike Cooper
CEO's absent:	Rick Rasmussen	
Guests in attendance:	Sara Messerly, Region 5 IWD Operations Rachel Thompson, Proteus Matt Winkel, Proteus Lindsay Henderson, ICCC WIOA Adult/DW/Pace Michelle Hammersland, IVRS Lori Kolbeck, IVRS Teresa Larson-White, WIOA Youth, CFI Shelly Blunk, ICCC Kyle Bangert, Wendys Celia Taylor, FD Housing Shirley Greer, Iowa Able Jessica Bading, IDB Ann Waynar, ICCC Lynn Dreyer, New Co-Op	

**I. Call the Meeting to Order**

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on May 3, 2017 @ 1:03 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa.

**II. Introduction of RWDB, CEO's and Guests**

Each person introduced themselves and stated their role or relationship to the boards. The CEO's had a quorum. The RWDB did not have quorum and a conference call will be scheduled to vote on items. Returning guest Kyle Bangert is considering joining as a member as a small business representative. New guest Lynn Dreyer introduced himself as he interested in join the board as well.

**III. Approval of Agenda**

a. CEO's – Clarence Siepker made the motion to approve the agenda. Mike Cooper seconded. Motion carried unanimously by the CEO's.

**IV. Approval of March 1, 2017 Minutes**

a. CEO's – David Lee made the motion to approve, seconded by Mike Cooper. Motion carried unanimously by the CEO's.

**V. Open Issues**

a. **Board Transition Update** – Janet Adams has been removed for the RWDB board. We are on the way to meeting the requirements of the 19 member board structure. Which will take us down to 3 labor representatives. It was explained that if the position is new to the board it only needs one application per position. Lindsey is following up on a few leads. If you have any suggestions for new members please contact her.

b. **Fiscal Update** – A hand-out was present with details.

c. **JD & SP NEG ending June 30, 2017** - The JDNEG grant is expiring and the leftover will be claimed by the DOL. It was originally thought that an extension application would be made for the Sector Partnership Grant. However, DOL has now advised not to do that as it might jeopardize eligibility for future grants. The effect of not renewing the SPG grant is minimal to our region. Both grants will be expiring on June 30, 2017.

d. **Office Reconfiguration cost Estimates** – A hand-out was presented with details in regards to spending as well as office layout. 83% (\$65,128.34) will be IWD responsibility with 17% (11,071.82) being the responsibility of WIOA which will be split 50/50 between Adult and Dislocated Worker programs. The reconfiguration will improve customer services.

e. **Vote to transfer funding from Adult to Dislocated Worker** – Refer to handout – Dislocated Worker Program will see a deficit of \$25,391.00. Propose to move \$25,000.00 out of Adult Services to the Dislocated Worker Program so that the goal of spending 70% can be met. The Adult Services will not meet its goal but the impact will be minimal. It is greater focus to meet the Dislocated Worker goal.

i. **CEO-** Mike Cooper made the motion to transfer funds from Adult Services to Dislocated Worker, seconded by Nick Carlson. Motion carried unanimously by the CEO's.

**VI. New Business**

a. **Election of RWDB Officers and CEO Chair** – We have to hold May elections as is usual practice but we will vote again under the new structure.

i. **CEO** – Mike Cooper made the motion nominating Doug Bailey to serve as chair, seconded by Clarence Siepker. Motion carried unanimously by the CEO's.

- ii. Clarence Siepker made the motion nominating Mike Cooper as the vice chair, seconded by Nick Carlson. Motion carried unanimously by the CEO's.
- b. **Selection and Approval of Review Committee for AEL Provider** – this committee will review the applications for the AEL. Larry McBain and Sarah Messerly have already agreed to serve on the committee. A third member is needed and it cannot be someone with a conflicting interest. For our purposes this would be anyone connected to ICCC. This topic was tabled as we did not have a third person at this time. A conference call will be held to discuss further and vote.
- c. **Disability Access Committee – Lori Kolbeck** – Based on lack of qualified personnel currently sitting on RWDB this committee is approved to proceed as a temporary informal committee. Lori Kolbeck will be the chair with Jessica Badding serving as vice chair. Other committee members will be Sarah Messerly, Jaci Banwell, Kirstin O'Brien and Jen Lankin. A complete accessibility study of the IWD center needs to be done by July 31, 2017.
- d. **Youth Update** – A hand-out was presented with further details. WIOA standards require that 75% of the budget must be spent on out of school youth which is on target. However, 20% is required to be spent on work experiences which is a bit of struggle due to most youth already having jobs. Staff time spent on setting up job shadows does get to count towards that expenditure so focus will be on OJT and Job Shadows going forward. WIOA is very strict on what their funds can be spent for so CFI is looking for non-WIOA funds such as donations/grants to help fill other needs of youth.
- e. **Other Local Updates** – A hand-out was presented with further details. Lindsay Henderson presented on the Referral Process which making great progress forward. Programs are working together well, to the point that customers aren't sure where one program ends and another begins. Sarah Messerly presented on IWD updates and explained to due to extended capabilities of staff they are more than capable of meeting needs within the counties. If there is a need, please let her know.

**VII. Public Comments** – no public participation

**VIII. Motion to Adjourn** – Dan Kinney made the motion to adjourn, seconded by David Lee. Motion carried unanimously. Meeting was adjourned at 2:03 p.m.