

REGION 7
Regional Workforce Development Board
MEETING MINUTES

Thursday, July 27, 2017 – 4:00 p.m. – 6:00 p.m.

Cedar Valley IowaWorks
3420 University Ave.
Waterloo, IA

Workforce Investment Board

Present

Crystal Buzza (by phone)
Deborah Collett
Kelly Flege (by phone)
Debra Hodges-Harmon
Mike Howell
Sandra Jensen
Butch Kelly
Linda Laylin
Lisa Lorenzen
Chris Parker

Representing

Ex-Officio School District
Business
Higher Education
Employment Services
Vocational Rehabilitation
Adult Education
Business
Business
Labor
Joint Labor/ Management & Business

Other Category

Dustin Brocka
Chris Hannan
Andy Trower

WIOA Title I
WIOA Title I
WIOA Title III Wagner-Peyser

Absent

Lauren Call
Janis Cramer
Rachel Faust
Mayor Quentin Hart
Stefanie Hartel
Ken Kammeyer
Reid Koenig
Danny Laudick
Richard L. McBurney
Clayton Ohrt
Aaron Wedo
Aaron Sauerbrei
Ronee Slagle
Joe Weigel

Business
Labor
Business/Apprenticeship
Ex-Officio City Elected
Business
Business
Business
Economic Development
Business
Ex-Officio County Elected
Business
Education
Wagner-Peyser
Vocational Rehabilitation

Welcome

Deb Collett, Chair, called the meeting to order at 4:19 PM.

Review and Action:

- Approval of RWDB May 11, 2017 Minutes and July 27, 2017 Agenda

Butch Kelly made a joint motion to approve the minutes and Linda Laylin seconded. **All Approved. None Opposed. Motion Approved.**

New Members

Crystal Buzza and Richard McBurney were introduced as new board members.

Director's Announcements

- Center Report by Chris Hannan, Andy Trower, Sandy Jensen and Mike Howell

Chris Hannan presented on Title I updates and events at IowaWorks.

Sandy Jensen presented on the Title II happenings and updates at the Adult Education Center.

Andy Trower presented on Title III events and updates within the Business Service Team.

Mike Howell updated on Title IV activities of Vocational Rehabilitation stating that the VR was down four staff and will be able to rehire one staff due to massive cuts in state investment in Title IV and VR activities. He had no formal report due to client scheduling conflict. Please see attached Center Report document -Titles I, II III.

- Minority Hiring Committee by Debra Hodges-Harmon

Please see attached Center report document -Title III

- RWDB Resignations

Chris Hannan announced he received two resignations by email and is anticipating receiving one more resignation:

Crystal Buzza, new board member and CTE Director for the Waterloo Schools resigned from the school district on July 14th moving to Georgia and thus resigned from the board. Chris Hannan will go ahead and try to replace her position with Crystal's replacement at Waterloo Schools District.

Ken Kammeyer is resigning from the board but not the CEO. He has converted his realtors license to inactive and he wants to be considered a retired individual. Chris requested the board's help with recommendations of individuals from Bremer county, in high demand industry like advanced manufacturing, lives in Waverly, Democrat, possibly female to replace Ken's position on the board.

Danny Laudick is now on part-time status with the Greater Cedar Valley Alliance & Chamber and his resignation is anticipated. Chris Hannan is not looking for a replacement now. Linda Laylin will email Danny's boss.

One-Stop Operator

This is the reporting of the conference call meeting of the RWDB and CEO boards. The CEO board met quorum but the RWDB did not so no action was taken at the meeting.

RWDB By-laws Discussion

This is officially notifying board members that there's a new bylaws document and it will be submitted for approval to the CEO at their next meeting on August 21, 2017. The document is attached.

RWDB Chair, Vice Chair, and Executive Committee Discussion

This is to appoint or reappoint for full term, the positions of the chair and vice chairs and to reaffirm the executive committee. If approved, Deb Collett and Linda Laylin have agreed to serve as Chair and Vice Chair, full term instead of the partial term currently being served. If needed the board can update the executive committee.

Review & Act Items:

Chris Parker moved to approve the currently serving Deborah Collett for the RWDB Chairperson Appointment, Linda Laylin for the Vice Chair Appointment for full term and reaffirm the Executive Committee for the Executive Committee Appointments and Lisa Lorenzen seconded. **All Approved. None Opposed. Motion Approved.**

- Operations Standing Committee: Please see attached document titled: Operations Subcommittee Appointments

The region has two active standing committees-the Disability Access Committee that Mike Howell chairs and a Youth Standing Committee that no longer have a chair due to Crystal Buzza's resignation. Once her position is replaced, there will be a chair for the Youth Standing Committee. The Operations Standing Committee is a formalization of the partnership where appointees are a sub-committee for operations of the one-stop center and the one-stop system. Linda Laylin moved to approve the proposed Leadership Structure and Appointees and Kelly Flege seconded. **All Approved. None Opposed. Motion Approved.**

- RWDB Budget

In order to have a board budget on a yearly basis, there's need to transfer \$1,000 as a set-aside for board members to utilize for mileage and board expenses. If not used, the funds revert to the pool from which it was taken from. This transfer needs the board and the CEO approvals. Mike Howell moved to approve the transfer of \$1,000 from the WIOA Admin Title I funds to Board Admin pool for fiscal year 2017-2018 and Deborah Hodges-Harmon seconded. **All Approved. None Opposed. Motion Approved.** The CEO meets on August 21 and it will be up for approval thereafter takes effect.

Partner Update Please see attached (Titles I, II, III and IV under RDWB Report).

- Adult Education & Literacy – Sandy Jensen

Sandy Jensen distributed additional handouts that did not make it to the center report. Please see the attached 2016 – 2017 Program Year Demographics and NRS Performance Report for Program Year 2016-2017 documents.

- Vocational Rehabilitation – Mike Howell
No additional report

- Department for the Blind – Joe Weigel
Presenter absent.

- Economic Development – Danny Laudick
Presenter absent.

It was discussed and accepted that the Partner Update section of the minutes be adopted as Additional Information for updates that did not meet the Center Update deadline and to remove the

confusion that comes from Partners presenting under the Center Report section and under Partner Update.

Informational Items

July 12 RWDB/CEO Training session

Deb Collett could listen to the recording of the training. With the new members coming on, Chris Hannan is looking to do another board training.

Scheduling Upcoming Meeting Dates

RWDB Full Meeting:

- September 28, 2017
- November 16, 2017

Adjournment

Chris Parker moved to adjourn the meeting and Lisa Lorenzen seconded. **All Approved. None Opposed. Motion Approved.** The meeting ended at 5:35pm.

Respectfully submitted by,
Funmi Obitayo
