

Approved
Region 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)
CHIEF ELECTED OFFICIALS
(CEO'S)
Tuesday, July 11, 2017
3:00 p.m.
IowaWORKS
Three Triton Circle
Fort Dodge, IA 50501

RWDB in attendance:	Dan Kinney Larry McBain Lynn Dreyer Lori Kolbeck Sara Messerly	Dan DeWall Molly Varangkounh Kyle Bangert Ann Waynar
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RWDB in attendance via phone:
Jane Hambleton

RWDB absent:	Julie Geopfert Tom Grau	Pat Essing Tom Salvatore
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CEO's in attendance:	David Lee Mike Cooper	Doug Bailey
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CEO's in attendance via phone:
Clarence Siepker

CEO's absent:	Nick Carlson	Rick Rasmussen
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Guests in attendance:	Michelle Hammersland, IVRS Ben Humphrey, IWD Celia Taylor, FD Housing Teresa Larson-White, CFI, WIOA Youth Rachael Thompson, Proteus Lindsay Henderson, Title 1
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Guests in attendance via phone:
Jon Perrin

I. Call the Meeting to Order

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on July 11, 2017 @ 3:03 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. Both CEO and RWDB had quorum,

III. Oaths of Office for Lori Kolbeck, Sara Messerly, Kyle Banger, Lynn Dreyer, Ann Waynar

All took the oath of office to become members of the RWDB board.

IV. Approval of Agenda

- a. RWDB – Dan DeWall made the motion to approve, seconded by Dan Kinney. Motion carried unanimously by the RWDB.
- b. CEO's – Mike Cooper made the motion to approve, David Lee seconded. Motion carried unanimously by the CEO's.

V. Approval of Minutes

a. May 3, 2017 Quarterly Meeting:

- i. RWDB – Dan Kinney made the motion to approve, seconded by Dan DeWall. Motion carried unanimously by the RWDB.
- ii. CEO's – David Lee made the motion to approve, seconded by Mike Cooper. Motion carried unanimously by the CEO's.

b. May 5, 2017 Conference Call:

- i. RWDB – Dan DeWall made the motion to approve, seconded by Molly Varangkounh. Motion carried unanimously by the RWDB.
- ii. CEO's – Mike Cooper made the motion to approve, seconded by David Lee. Motion carried unanimously by the CEO's.

c. May 11, 2017 Conference Call:

- i. RWDB – Dan DeWall made the motion to approve, seconded by Dan Kinney. Motion carried unanimously by the RWDB.
- ii. CEO's – David Lee made the motion to approve, seconded by Mike Cooper. Motion carried unanimously by the RWDB.

d. June 22, 2017 Conference Call:

- i. RWDB – Dan Kinney made the motion to approve, seconded by Dan DeWall. Motion carried unanimously by the RWDB.
- ii. CEO's – Mike Cooper made the motion to approve, seconded by David Lee. Motion carried unanimously by the CEO's.

VI. Open Issues:

- a. **Board Transition Update & Extension of Deadline** – we are working on a 19 member structure and are not quite there yet. We are waiting on agreements from a couple of prospective members. We need to consider healthcare, transportation and construction industry. Nancy Webb and Jon Perrin have applications in and will help cover this need. The apprenticeship will still need to be filled which has to be appointed by union members. Otherwise we have a good balance of male/female, democratic/republican members. The goal is to have the new board structure complete by the next quarterly meeting on September 14, 2017 @ 3:00 p.m.

- b. **Fiscal Update** – See handout – the information is through May 31, 2017. The end of fiscal year books have not closed out yet. Both the SPNEG & NEG grants are no longer in effect. Some of the money was transferred to Hawkeye Community College to help them meet goals. There is some talk of extending them due dislocated worker and plant closure. The Sector Partnership gave some money back to IWD. PACE and GAP have lowered expenditures but they are on track to come back up. The adult program will have a loss going into the next fiscal year but the dislocated worker has a gain. Both programs together have a \$10,000 net gain. There was a substantial decrease in the budget for the youth program. Both staff have moved to the PACE/GAP program. Going forward the youth program will have 1 full-time and 1 part-time staff. The remodel of IWD is complete. It has increased customer flow and staff and customers are positive about the changes.
- c. **AEL Provider Selection Results** – ICCC is the provider and is fully funded for all grants. Ann Waynar was a huge part in making this happen. Plans are moving forward with Eagle Grove adding more programming, including ESL. They are currently advertising for ESL instructors. An Industrial Maintenance program is being added to the workforce integration program. The goal is to be fully up and running by October.

VII. New Business

- a. **WIOA Board By-Laws:** See handout – CEO’s need to review for accuracy. Guidance was given for ensuring minimum bi-laws are met and other options can be included. Make sure all bases are covered (standing committees, resignations, removals, amendments, etc.) Lindsay will send a draft out and CEO’s will review and come back together to vote.
 - i. Page 9 – ability to designate alternative – advised that chairperson should be made aware well in advance of the meeting, the board could then vote on acceptance. Need to make sure regulations are met.
 - ii. Page 12 – need to establish operating committee, have core partner report outs – the executive standing committee is up to the board...not in favor of this because it is best practice to have all board members involved in decision making.
- b. **One Stop Operator Discussion** - IWD put out RFP on behalf of the board, need to designate provider via competitive process. Local offices/boards will interact with One Stop Operator to make sure regulations are met when coordinating services of partners for integrated service deliver. Scoring committees will be developed with a rep from each area board to approve.
- c. **Conflict of Interest Guidance** – See handout and send any questions/concerns to Ben Humphrey.
- d. **CEO Agreement Guidance** – Ben is working on a template and will email for review. The handout is a general guidance of what needs to be in agreement.
- e. **One Stop Certification Guidance** – 1 out of every 3 years a One Stop Recertification needs to be done. Focus on doing mandatory minimums first and then add more criteria. Must evaluate customer satisfaction, accessibility, effectiveness, meeting the needs of customers and businesses and cost effectiveness. Working on a tool to score areas and allow for continuous improvement.

VIII. Core Partner Updates

- a. **Proteus** – Grant just finished in June and using new money now. Everything is status quo
- b. **CFI** – budget took a hit. Lost both staff so currently looking to fill those spots. Applied for additional funds from other sources which will allow more flexibility in programming. Holding a fundraiser at Pizza Ranch.

- c. **VR** – Jessica Badding and Lori Kolbeck are working on access studies & will have report done by 7-31-17.
- d. **IWD** – see What's Up at the One Stop Handout – back to central district, reconfiguration is complete, Promise Jobs cut one position due to budget. IWD opening was filled by a PACE/GAP employee. Looking to fill advisor positions with the first one being a bilingual candidate. A SHRM group has been started here in Fort Dodge and they are now fully certified as a chapter.

IX. Public Comments - no public attendance

X. Motion to Adjourn – Lynn Dreyer made the motion to adjourn, seconded by Molly Varangkounh. Motion carried unanimously. Meeting was adjourned at 4:34p.m