

Regional Workforce Development Board Meeting

July 11, 2017

Minutes

RWDB Members in Attendance:

Tom Alexander, Ideal Ready Mix
James Keck, Winger Mechanical Contracting
Dave Krutzfeldt, Mayor of Oskaloosa
Joshua Laraby, Fairfield Economic Development Association
Natalie McGee, Hy-Vee Distribution Center
Seth Miller, Cambridge Investment Research, Inc.
Joel Millikin, Ajinomoto Heartland, Inc.
Richard Nichols, First Iowa State Bank
Becky Schmitz, Sapphire Services
Linda Rouse, IWD
Noel Gordon, Department Chair of Learning Services- IHCC
Kelli Hugo, IVRS

Partners in Attendance:

Indian Hills Community College in attendance: Jennifer Erdmann, Operations Manager, Lisa Stek, Administrative Aide and Megan Yeager, Job Corp.

Guests:

Paige Eastin, Department of Human Rights

David Krutzfeldt called the meeting to order.

- Approval of Agenda –Motion to approve Becky Schmitz and second Seth Miller with change of omitting of #11 of the Agenda.
- Approval of Minutes 4-18-17 – Motion to approve Becky Schmitz and second Richard Nichols.
- Approval of Minutes 6-27-17 - Motion to approve Becky Schmitz and second Richard Nichols.

Finance Committee Report –Dave Krutzfeldt went over the Finance Committee Report – We did quite well in meeting the rulings of 80% expended for 20% carry-over for FY17. The State decided not to extend the SPNEG Grant or JDNET Grant so we will be working with WIOA Formula Funds for FY18. We only receive 1st quarter funds for operation along with carry-over until October 1st when we receive the rest of our 9 month funds.

- Approval of Finance Report- Motion to approve Richard Nichols and second Tom Alexander.

Dave Krutzfeldt explained to all the new board members what the goal and mission of the board is for WIOA. Under WIOA Regulations the RWDB Board needed to be structured with more employers and Partner Agencies to assist with the demands of our employers and keeping our youth from leaving the state after receiving their education. Our goal is to set-up more Apprenticeships and trades training to assist the employment needs of our region.

Election of Board Members:

- Chair – Dave Krutzfeldt nominated by Becky Schmitz and second by Richard Nichols.
- Vice-Chair – Martha Wick nominated by Becky Schmitz and second by Dave Krutzfeldt.
- Finance Committee – Richard Nichols nominated by Dave Krutzfeldt and second by Linda Rouse.

Jennifer Erdmann asked the board to approve setting aside \$1,000.00 from Administration Funds for Board Expenses such as travel or training needs.

- **Approval of Admin Funding- Motion to approve Jim Keck and second Becky Schmitz.**

Jennifer Erdmann asked the board to review a letter in their packet to Brett Connor, IWD for identifying Goodwill Industries to serve as the Board's sub-recipient for the Ticket to Work funds for FY18.

- Approval of Ticket to Work Fiscal Agent- Motion to approve Becky Schmitz and second Linda Rouse.

Jennifer Erdmann stated that the RWDB By-Laws are in your packets, please review them and if you see a need for any changes please e-mail me so I can make the changes and put out for a vote by e-mail. The By-Laws take affect August 1st, I will need to submit them to CEO Board for their approval/signatures at the next meeting October 10, 2017.

Jennifer Erdmann went over the board structure and stated that we still have some vacancies and is asking the board to assist with filling these positions:

- Business – preferably Keokuk Co.
- Labor- preferably Keokuk Co.
- Registered Apprenticeship

Becky Schmitz went over the Youth Standing Committee's last meeting; we are always discussing needs and ways of assisting our youth with all the Partner Agencies involvement. Troy Seeley of the Juvenile Court Services stated that is very hard to find employment for these Youth, I suggested that we could over some classes to work these youth. We could assist them with their Resumes, what to dispose and what not to along with mock interviews. We left it that we will set up a time in late July for Troy, Jen Erdmann and Rich Kennedy, Facilitator to make these arrangements. Becky asked the Board is there any funding that can be moved from Youth the Youth Standing Committee, for training or assisting the needs of youth? Jen Erdmann stated that she would look into it and have it for the next board meeting.

Linda Rouse introduced Paige Eastin from Department of Human Rights. Paige went over what the responsibilities of her office are with the One-Stops. There is always a review every two years to make sure the One-Stops are in compliance with the rights of disability customers. For example, accessibility to the one-stop along with effective communication and services available for them. She played a video that has been sent out to all partners, she will send the links and this video to Jen Erdmann to pass onto the board members.

Core Partner Updates:

- Kelli Hugo-IVRS: We have been down 1 counselor for Wapello Co. but just filled this position. We have been working close with counselors, schools, IWD and IHCC to assist the customers in our area.
- Linda Rouse-IWD: There are two events in your folder that are coming up soon. Operation Southern Iowa for Veterans and One-Stop Open House that you each are invited to along with Legislators and Business to show off our services. We have had Health Care Mixer, Reverse Job Fair, ECI Events, and Boot Camp (2) along with going out to the counties with Community Outreach.
- Noel Gorden-IHCC: RFP was approved for our programs. We currently have 631 students in the HiSET and ESL program of which 65 graduated last month with their High School Equivalency Diploma.
- Megan Yeager-Job Corp: Job Corp is one of three that were selected for their excellence in Student Driven Pilot and 95% Success Rate and the National Director will be at the site to present them with this award.

Motion to adjourn the meeting made by Noel Gorden and second by Josh Laraby.