

RWDB-CEO Joint Meeting Minutes

August 16, 2017

The Regional Workforce Development Board-Chief Elected Officials joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWDB members: Lori Shields and Kim Gee

CEO-RWDB: Randy Hickey

CEO members: Scott Belt, Walter Utman, Matt Walsh and Alan Armstrong

Others in attendance: Terri Amaral – IWCC, Shalimar Mazetis – IWCC, Sally Prange – IVRS, Jason Landes – IowaWorks Randall McQueeney – IowaWorks, Renee Erbes – IowaWorks/IWCC Ben Humphrey – IWD Attorney, Mary Lefever – Title I Program, Cindy Wetterlind – Title I Program, Tara Weldon – IWCC, Randi Page, and Vicki Corbin - Chamber

Members absent: RWDB members: Dave Pedersen, Scott Robinson, Heidi Pringle-Bates, Lane Plugge, Jason Sherer and Jim Carroll

CEO members absent: Lonnie Mayberry, Frank Waters and Roger Schmitz

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1. Call to Order and Introductions – Kim Gee
 2. Board Liaison Performance Review

Minutes of RWDB/CEO Meeting after recusal of the Council Bluffs Chamber of Commerce

The attached performance review form was handed out during the meeting to help guide the discussion of evaluating the Board Liaison performance. The performance review form lists all duties required of the Board Liaison that are outlined in the Independent Contractor Agreement and the Request for Qualifications document.

Scott Belt provided a history of the Board Liaison by stating for many years Mary Warren, who was the Title I Director employed through Iowa Western Community College, fulfilled this role. Due to WIOAs Conflict of Interest policy, Iowa Western could no longer fulfill the Board Liaison role so the Boards had to look for another provider which resulted in the Council Bluffs Chamber of Commerce filling this role.

Renee Erbes asked Ben Humphrey, the State of Iowa attorney who was present at this meeting, if Iowa Western Community College could perform the Board Liaison duties on an interim basis if the Board decided to terminate the agreement. Ben explained this should not take place due to the conflict of interest.

The group discussed other possible Board Liaison candidates such as retired workforce development employees or retired Iowa Western employees, area education agencies or non-profit partners who are experienced in Board Liaison duties.

The Boards agreed to continue using the Council Bluffs Chamber of Commerce as the Board Liaison on a month-by-month basis. Further discussion on this topic will happen in the future. No motions were made.

- a. RWDB Action – Kim Gee
No action was taken.
- b. CEO Action – Randy Hickey
No action was taken.

2:25pm

3. Board Training with Ben Humphrey

- a. *Ben handed out documents (Bylaws, Sunshine Requirements – Iowa Open Meetings Act, One-Stop Certification and Coordination with Partner Programs and went over some of the items in the documents. Those documents are attached. Some of the highlights:*
 - i. *The CEOs are responsible for the bylaws.*
 - ii. *CEOs decide how many should be on the Board.*
 - iii. *Term limits should be listed in the bylaws and stagger term dates so we don't have too many terms expiring at one time.*
 - iv. *Bylaws should indicate steps taken to remove a member.*
 - v. *Bylaws should have resignation procedures.*
 - vi. *There should be a process to notify CEO board members of vacancies.*
 - vii. *WIOA allows a RWDB board member to designate someone to attend and represent them at meetings.*
 - viii. *Need to describe how the board will use technology like Google Hangouts, Facebook Live (free) or Skype*
 - ix. *Conference calls always need to have someone in a room to facilitate.*
 - x. *Need to have a Conflict of Interest form.*
 - xi. *Certification should be done every 2 years. Certification allows for consistency throughout the State.*

4. Adjournment

4:25