

## REGION 12 RWDB/CEO MEETING

Location: Western Iowa Tech Community College

Date: 9/28/17

PRESENT - RWDB MEMBERS				ABSENT - RWDB MEMBERS			
Neal Adler		Dan Moore	X	Neal Adler	X	Dan Moore	
John Hamm	X	Brenda Noll-Norvell	X	John Hamm		Brenda Noll-Norvell	
Janet Hansen	X	James O'Donnell	X	Janet Hansen		James O'Donnell	
Bridget Hoefling	X	Judy Peterson	X	Bridget Hoefling		Judy Peterson	
Christine Kennedy	X	Dr. Robert Rasmus	X	Christine Kennedy		Dr. Robert Rasmus	
Craig Levine	X	Marcia Rosacker	X	Craig Levine		Marcia Rosacker	
		Jeff Simonsen	X			Jeff Simonsen	
PRESENT - CEO MEMBERS				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken	X	Craig Anderson		Pete Groetken	
Tom Brouillette		Keith Radig	X	Tom Brouillette	X	Keith Radig	
Raymond Drey	X	Jeff Simonsen	X	Raymond Drey		Jeff Simonsen	
PRESENT				PRESENT			
Shawn Fick – Job Training Partners			X	Adam Dahlke – (Voc Rehab) – Ex-Officio			
Janet Gill – Job Training Partners			X	Jean Logan (CAAS) – Ex-Officio			X
Lori Knight – Job Training Partners			X	Trisha Sadler -DEI			X
MacKenzie Reiling (IWD) – Ex-Officio			X	Guest: Michele Haupt – Sioux City Housing			X
Pamela Woolridge (ESL/ELL) – Ex-Officio			X	Guest:			
<b>1. Call to Order &amp; Roll Call:</b> RWDB @ 4:05pm / CEO @ 4:08pm							
<b>2. Approval of Agenda:</b> RWDB & CEO							
<b>3. Approval of Meeting Minutes:</b> May 25, 2017 Joint RWDB/CEO Minutes – RWDB – Bridget Hoefling & CEO – Jeff Simonsen; June 23, 2017 Executive Committee Meeting Minutes							
<b>4. New Business:</b> WIOA Annual Report; Training Program Consideration–Bio Chi-Massage Therapy – RWDB; Training Program – LS Coding & Education LLC – AAPC Professional Medical Coding Curriculum –RWDB; By-Laws CEO; One-Stop Certification – RWDB & CEO; Review of RWDB Applications – CEO							
<b>5. Old Business:</b> JD NEG and SP NEG Closeouts; RFP WIOA Title II Program – Adult Education and Literacy-Update; Disability Access Committee Update; RWDB Membership Update; Conflict of Interest policy – RWDB & CEO							
<b>6. WIOA Core Partner Reports:</b>							
<b>7. RWDB Chair Report:</b> Bridget Hoefling							
<b>8. Policy/Field Memo Updates:</b> Summary; <b>Field Memo# 17-05:</b> WIOA Title I Monitoring; <b>TEGL# 1-17:</b> Dislocated Worker Opportunity Grants; <b>Field Memo# 16-03, Change 1:</b> Ticket To Work							
<b>9. WIOA Updates</b>							
<b>10. Reports from Individual RWDB/CEO Members</b>							
<b>11. Report from State Representative</b>							
<b>12. Adjournment</b>							

**Motions Taken - Decisions Reached**

<b>APPROVALS</b>	<b>1ST</b>	<b>2ND</b>	<b>Unanimously Approved</b>
2. September 28, 2017 Agenda – <b>RWDB</b>	Dan Moore	Dr. Robert Rasmus	X
2. September 28, 2017 Agenda – <b>CEO</b>	Craig Anderson	Pete Groetken	X
3a. May 25, 2017 Joint RWDB/CEO Minutes – <b>RWDB</b>	Christine Kennedy	Marcia Rosacker	X
3a. May 25, 2017 Joint RWDB/CEO Minutes – <b>CEO</b>	Craig Anderson	Raymond Drey	X
3b. June 23, 2017 Executive Committee Meeting Minutes	Dan Moore	Craig Anderson	X
4a. Bio Chi-Massage Therapy Training Program – <b>RWDB</b>	Dan Moore	Marcia Rosacker	3 nay
4b. LS Coding & Education LLC – AAPC Professional Medical Coding Curriculum Training Program – <b>RWDB</b>	James O'Donnell	Dr. Robert Rasmus	1 nay
4c. By-Laws – <b>CEO</b> - Will Review – No vote			
4d. <b>RWDB Applications/Appointment Resumes</b> to send to Governor – <b>CEO</b> Name: <b>Jean Logan</b> – Executive Director, Community Action Agency of Siouxland – Community Based Organization Name: <b>MacKenzie Reiling</b> – Manager, Workforce Development – Wagner-Peyser (IWD) Name: <b>Mary Tyler</b> – Human Resources Business Partner, VT Industries – Business Name: <b>Pamela Woolridge</b> – ELL Administrative Program Coordinator, Western Iowa Tech Community College – Adult Education & Literacy	Craig Anderson	Pete Groetken	X (all 4)
13. Adjournment – <b>RWDB @ 5:43pm</b>	Dan Moore	James O'Donnell	
13. Adjournment – <b>CEO @ 5:43pm</b>	Jeff Simonsen	adjourned the	CEOs

**Meeting Notes**

Reports/Discussion:

Shawn Fick reviewed the WIOA annual report.

There was extensive discussion on the consideration of the Bio-Chi Therapy Massage training program. There was also discussion on the AAPC Professional Medical Coding Curriculum training program from LS Coding & Education LLC.

The CEO board needs to review the draft of the By-Laws. The approval deadline is December 31, 2017. Some changes are the number of members, committees and that the CEO board will approve the RWDB Chair from the RWDB business nominees.

The One Stop Certification information was reviewed. The Regional Workforce Development Board (RWDB) needs to complete the One-Stop Certification before December 31, 2017 and only the RWDB is required by WIOA to vote on the One-Stop Certification.

The Chief Elected Officials reviewed four appointment resumes for the RWDB:

**Jean Logan** – Executive Director, Community Action Agency of Siouxland – Community Based Organization,

**MacKenzie Reiling** – Manager, Workforce Development – Wagner-Peyser (IWD),

**Mary Tyler** – Human Resources Business Partner, VT Industries – Business,

**Pamela Woolridge** – ELL Administrative Program Coordinator, Western Iowa Tech Community College – Adult

Education & Literacy

Shawn Fick reviewed the JD NEG and SP NEG closeout information; 43 people received intensive services through the JD-NEG and 40 through the SP-NEG.

The RFP WIOA Title II Adult Education and Literacy Program was awarded to Western Iowa Tech Community College.

MacKenzie discussed the Disability Access Committee update. There are some problems mainly with the restrooms and access. The restrooms will be changed to 1 stall each.

The RWDB membership update was reviewed and discussed.

21 Member RWDB would need: 3 more business reps; 1 Econ & Community Development rep; 1 less Labor rep

23 Member RWDB would need: 4 more business reps; 1 Econ & Community Development rep

Consensus of the CEO Board was to go with a 23 member board for the Regional Workforce Development Board.

The draft of the Conflict of Interest Policy was discussed.

WIOA Core Partner Reports: Shawn Fick presented Title I Director's Report information. The next Career Fair will be on November 16, 2017 from 10am to 3:00pm held in partnership with Iowa *WORKS* Greater Siouxland and Western Iowa Tech Community College. Pam Woolridge presented Title II information. There are 363 enrolled students in ELL and 236 enrolled students in HSED. MacKenzie presented on IWD office highlights. Woodbury County was recently designated as a Home Base Iowa Community. The Home Base Iowa Summit will be held on October 3rd.

Janet Gill reviewed the summary report on the Policy/Field updates. There will be 35 million in grant awards to serve regions where there are still pockets of high unemployment.

**RESPECTIVELY SUBMITTED**



Judith Peterson

Date: 9/28/17

**“The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow.”**

## REGION 12 RWDB TELECONFERENCE MEETING

Location: Teleconference

Date: 10/18/17

PRESENT - RWDB MEMBERS				ABSENT - RWDB MEMBERS			
Neal Adler		Dan Moore	X	Neal Adler	X	Dan Moore	
John Hamm	X	Brenda Noll-Norvell	X	John Hamm		Brenda Noll-Norvell	
Janet Hansen	X	James O'Donnell	X	Janet Hansen		James O'Donnell	
Bridget Hoefling		Judy Peterson		Bridget Hoefling	X	Judy Peterson	X
Christine Kennedy	X	Dr. Robert Rasmus	X	Christine Kennedy		Dr. Robert Rasmus	
Craig Levine	X	Marcia Rosacker	X	Craig Levine		Marcia Rosacker	
		Jeff Simonsen				Jeff Simonsen	X

## PRESENT

## PRESENT

Shawn Fick – Job Training Partners	X	Adam Dahlke – (Voc Rehab) – Ex-Officio	
Janet Gill – Job Training Partners		Jean Logan (CAAS) – Ex-Officio	
Lori Knight – Job Training Partners			
MacKenzie Reiling (IWD) – Ex-Officio	X		
Pamela Woolridge (ESL/ELL) – Ex-Officio			

1. Call to Order & Roll Call: RWDB @ 4:37 p.m. by Dan Moore

2. Approval of Agenda: RWDB

3. New Business: Training Program Consideration–Bio Chi-Massage Therapy – RWDB

4. Adjournment

## Motions Taken - Decisions Reached

## APPROVALS

## 1ST

## 2ND

## Motion Carried

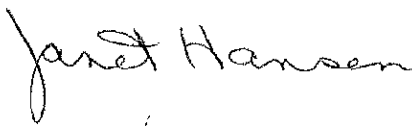
2. October 18, 2017 Agenda – RWDB	Dr. Robert Rasmus	James O'Donnell	X
3. Bio-Chi Institute of Massage – Massage and Bodywork 1 – RWDB	Marcia Rosacker	Christine Kennedy	X 8 yes 1 nay
4. Adjournment – RWDB @ 4:50 p.m.	Christine Kennedy	Marcia Rosacker	X

## Meeting Notes

Reports/Discussion:

Shawn Fick explained that the RWDB needed to reconsider the Bio-Chi Institute of Massage – Massage and Bodywork 1 training program application because it is 2 -18 week sessions and this is different than previously noted. There was discussion on the reconsideration of the Bio-Chi Institute of Massage – Massage and Bodywork 1 training program.

RESPECTIVELY SUBMITTED



Janet Hansen  
Date: 10/18/17

“The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow.”



# REGION 12 WORKFORCE DEVELOPMENT BOARD

# Bylaws

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## 1. Territory of Region.

Region 12 (Region) consists of the following counties in the State of Iowa (State):

- Cherokee
- Ida
- Monona
- Plymouth
- Woodbury

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## 2. Effective Date.

These Bylaws take effect on November 16, 2017.

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## 3. Vision.

- 3.1. The Region 12 Workforce Development Board (WDB) will serve as a strategic leader and convener of local workforce development system stakeholders.
- 3.2. The WDB will partner with employers and the local workforce development system to develop policies and investments that support public workforce system strategies that support:
  - 1) The regional economy;
  - 2) The development of effective approaches including local and regional sector partnerships and career pathways; and
  - 3) High quality, customer centered service delivery and service delivery approaches.

- 3.3. In partnership with the CEO Board, the WDB will set policy for the portion of the statewide workforce development system within the Region and consistent with State policies.

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## **4. Goals.**

Iowa *WORKS* Greater Siouxland will deliver a demand driven system that focuses on building a workforce of high skilled, high wage jobs that will enable the employers of our region to remain competitive in a global environment. The One Stop system within our region is a comprehensive, integrated service delivery system that is responsive to the employment and training needs of the customers we serve and incorporates the products and services of our partners in order to assure that customer needs are met without duplicating services and are delivered efficiently and cost effectively. The vision of the region is for all career-seekers to have a career path and that all businesses will have their positions filled with career-ready individuals.

The WDB will work to achieve the following goals:

- 4.1. The Region's employers will have access to advanced, skilled, diverse, and Future Ready workers.
- 4.2. All Iowans in the Region will be provided access to a continuum of high-quality education, training, and career opportunities.
- 4.3. The Region's one-stop delivery system will align all programs and services in an accessible, seamless, and integrated manner.
- 4.4. All youth will be afforded the best educational and career opportunities in the nation.
- 4.5. The Region will improve the structure, accessibility and administration of workforce delivery systems across the state.

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## **5. Functions.**

The WDB will perform the functions in Iowa Code section 84A.4 and section 107(d) of WIOA as well as any other functions necessary to implement Title I of the federal Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law No. 113-128.

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## **6. Responsibilities.**

### **6.1. Convene Stakeholders in the Region's One-Stop Delivery System.**

In order to ensure that its members actively participate in the convening of stakeholders in the one-stop delivery system, the WDB will:

6.1.2. Identify and quantify employers' education, training, and employment needs and capture those needs in a talent supply and demand interactive portal to be driven by a public-private collaborative, leveraging and institutionalizing the sector strategies and career pathway methodologies.

6.1.3. Improve degree and credential completion and target resources to support attainment of high demand credentials, degrees, and certifications valued by employers, including for those individuals with barriers to employment.

6.1.4. Cultivate, develop and align work-based learning opportunities including, but not limited to STEM school-business partnerships, student internships, teacher externships and apprenticeships for individuals through public-private partnerships.

6.1.5. Create a system of coordinated resources to engage, assist, and reinforce Future Ready Iowa career guidance for parents, students, educators and adults.

6.1.6. Ensure secondary students have access to high quality career and technical educational programs aligned with labor market needs.

6.1.7. Ensure all Iowa students meet high state academic standards, including being literate by the end of the third grade and promoting STEM disciplines.

6.1.8. Increase rigorous concurrent post-secondary enrollment opportunities in high demand career pathways, including STEM disciplines.

6.1.9. Institutionalize the college-going process within secondary schools statewide (College Application Campaign, FAFSA completion, assessing "college fit", etc.)

6.1.10. Elevate and operationalize promising financial literacy models that impact student borrowing.

6.1.11. Nurture entrepreneurial connectivity and skills development.

6.1.12. Adult Basic Education, English as a Second Language, Literacy and high school equivalency completions so our customers have skills that will lead them to family sustaining wages and security that comes with a marketable skill set.

Success of the system will be measured when the Region 12 one-stop system partners report on the progress of the WIOA performance measures. All partners also agree to work collaboratively on attaining

the DOL Common Performance Measures and involve a number of partners. This collaboration includes strategizing on approaches to attain these measures and providing data to the performance reporting system. In addition, success stories from the core partners, community partners, and their collaborative efforts will be used to show how the partners are utilizing their collective resources to best serve the region.

### **6.2. Broker Relationships with a diverse Range of Employers.**

In order to ensure that its members actively participate in the brokering of relationships with a diverse range of employers, the WDB will:

6.2.1. Work in partnership with economic developers from the counties and cities in Region 12 to expand the knowledge of training opportunities available to new and expanding businesses.

6.2.2. Enhance the relationship between training providers and business employers in the region.

6.2.3. Identify and expand means to share information about training opportunities to entry-level workers, especially with the preparation for under-utilized populations such as veterans, ex-offenders, disabled, non-English speaking minorities, older workers, youth and families on Temporary Assistance (TANF) in the region.

6.2.4. Increase the knowledge of employers in services that can prepare them in employing people in under-utilized populations.

6.2.5. Increase the availability of workers trained in soft skills.

6.2.6. Increase the availability of workers trained and certified in technical areas, including healthcare, welding, information technology, education, advanced manufacturing, industrial maintenance, transportation/logistics, and skilled trades.

6.2.7. Encourage and expand ways to identify businesses that can be assisted by the workforce system.

Success of the system will be measured when the Region 12 one-stop system partners report on the progress of the WIOA performance measures. All partners also agree to work collaboratively on attaining the DOL Common Performance Measures and involve a number of partners. This collaboration includes strategizing on approaches to attain these measures and providing data to the performance reporting system. In addition, success stories from the core partners, community partners, and their collaborative efforts will be used to show how the partners are utilizing their collective resources to best serve the region.

### **6.3. Leverage Support for Workforce Development Activities.**

In order to ensure that its members actively participate in the leveraging of support for workforce development activities, the WDB will:



- 6.3.1. Continue to expand marketing of available workforce products and services throughout the communities in the region. Adding access through Core partner sites within the region will be an important part of this connectivity.
- 6.3.2. Make a variety of Iowa *WORKS* partner services and information available throughout the region in all partner locations.
- 6.3.3. Continue to work with communities to find ways to address the needs of the ever growing diversity of the workforce, including veterans, ex-offenders, disabled, non-English speaking minorities, older workers, those on Temporary Assistance, and youth.
- 6.3.4. Make information on citizenship training, English Language Learner (ELL), and High School Equivalency Diploma (HSED) options the more readily available to the jobseeker.
- 6.3.5. Continue to work to develop and market a greater variety and number of skill upgrade and short-term training programs with multiple entry and exit opportunities to jobseekers.
- 6.3.6. Promote the use of the National Career Readiness Certificate as an assessment to better define employment skill levels to the employer.
- 6.3.7. Promote Skilled Iowa and Future Ready Iowa Initiative to workers in current and future jobs.
- 6.3.8. Develop permanent solutions for housing, communication, and other challenges to careers with both immediate referral information and regularly scheduled workshops to help with long term planning.

Success of the system will be measured when the Region 12 one-stop system partners report on the progress of the WIOA performance measures. All partners also agree to work collaboratively on attaining the DOL Common Performance Measures and involve a number of partners. This collaboration includes strategizing on approaches to attain these measures and providing data to the performance reporting system. In addition, success stories from the core partners, community partners, and their collaborative efforts will be used to show how the partners are utilizing their collective resources to best serve the region.

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## **7. Members.**

- 7.1. The WDB's membership must meet the requirements in:
  - 7.1.1. The criteria for appointment to local workforce development boards in Iowa as established by the State Workforce Development Board pursuant to section 107(b)(1) of WIOA; and
  - 7.1.2. Section 107(b)(2) of WIOA.

- 7.2. The WDB shall have a total of twenty-three (23) voting members, with each representing an entity located within the Region. The WDB's voting membership shall consist of:
- 7.2.1. Twelve (12) representatives of business.
  - 7.2.2. Four (4) representatives of labor organizations.
  - 7.2.3. One representative of a Registered Apprenticeship program.
  - 7.2.4. One (1) representative of a community-based organization.
  - 7.2.5. One (1) representative of an institution of higher education that performs workforce investment activities.
  - 7.2.6. One (1) representative of an economic and community development entity.
  - 7.2.7. One (1) representative of an eligible provider of adult education and literacy activities under the federal Adult Education and Family Literacy Act (AEFLA), as amended by Title II of WIOA.
  - 7.2.8. One (1) representative of the employment service program under the Wagner-Peyser Act, as amended by Title III of WIOA.
  - 7.2.9. One (1) representative of a vocational rehabilitation program under the federal Rehabilitation Act of 1973, as amended by Title IV of WIOA.
- 7.3. The WDB may have nonvoting members, representing entities located within the Region. The WDB's nonvoting membership may consist of members of the region the WDB deems appropriate to fulfill its role and may include members such as but not limited to:
- 7.3.1. One (1) representative who is a city elected official.
  - 7.3.2. One (1) representative of a K-12 school district.
  - 7.3.3. One (1) representative who is a county official.

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## **8. Nomination Process.**

- 8.1. Representatives of business must be nominated by local business organizations and/or business trade organizations.
- 8.2. Representatives of labor organizations must be nominated by local labor federations.
- 8.3. Every applicant to serve on the WDB, regardless of whether the nominee is a current member seeking re-appointment or an individual who has never served on the WDB before, must complete and sign the application to serve on the WDB that is created and distributed by IWD in collaboration with the Governor's office.

- 8.4. Every applicant to serve on the WDB must submit the applicant's completed and signed application to the chairperson of the CEO Board.
- 8.5. When there is more than one eligible provider of adult education and literacy activities under the AEFLA, as amended by Title II of WIOA, the CEO Board must solicit nominations from those providers.
- 8.6. When there is more than one institution of higher education providing workforce investment activities, the CEO Board must solicit nominations from those providers.
- 8.7. The representative of the employment service program under the Wagner-Peyser Act, as amended by Title III of WIOA, must be nominated by IWD.
- 8.8. The representative of a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by Title IV of WIOA, must be nominated by IVRS and IDB.
- 8.9. The CEO Board shall expediently vote on approval of an applicant and transmit the application to IWD, in accordance with the procedure established by IWD.
- 8.10. IWD will review each application to ensure it is complete and signed. If an application is not complete or signed, IWD will alert the CEO Board chairperson, WDB chairperson, and applicant. If an application is complete and signed, IWD will transmit the application to the Governor for consideration.
- 8.11. To ensure the prompt nomination of applicants for WDB membership positions that are vacated due to the end of the member's term of service, the WDB shall submit each year, in the month of January, to the CEO Board a report that includes:
  - 8.11.1. A complete membership roster of voting and nonvoting WDB members;
  - 8.11.2. The affiliation category of each WDB member;
  - 8.11.3. The appointment date of each WDB member; and
  - 8.11.4. The date upon which each WDB member's term of service on the WDB ends.

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## **9. Appointments.**

- 9.1. Only the Governor is authorized to appoint nominees to serve on the WDB under Iowa Code section 84A.4.
- 9.2. The Governor will notify IWD in writing of the appointment or rejection of a CEO Board nominee for the WDB.
- 9.3. IWD will notify the CEO Board of the Governor's appointment or rejection of a CEO Board nominee for the WDB.

- 9.4. An appointed member must complete the oath of office at the start of the member's term of service on the WDB. A member's completed oath of office shall cover the entirety of the member's term of service.
- 9.5. To ensure the prompt nomination of applicants for WDB membership positions that are vacated due to the end of the member's term of service, the WDB shall submit each year, in the month of January, to the CEO Board a report that includes:
  - 9.5.1. A complete membership roster of voting and nonvoting WDB members;
  - 9.5.2. The affiliation category of each WDB member;
  - 9.5.3. The appointment date of each WDB member; and
  - 9.5.4. The date upon which each WDB member's term of service on the WDB ends.

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## **10. Member Resignation.**

- 10.1. To resign from the WDB, a member must submit a written letter of resignation that is signed and dated by the member and that contains:
  - 10.1.1. The member's full name;
  - 10.1.2. An affirmative statement of resignation from the WDB; and
  - 10.1.3. The effective date of the member's resignation.
- 10.2. The member must send — electronically or by U.S. Mail — the member's letter of resignation to both the chairperson of the WDB and/or the chairperson of the CEO Board.
- 10.3. A WDB member's letter of resignation shall be a public record under the Iowa Open Records Act, Iowa Code chapter 22.
- 10.4. Notwithstanding Sections 10.1 through 10.3, a WDB member may be deemed to have resigned as a matter of law pursuant to Iowa Code section 69.15 if either of the following events occurs:
  - 10.4.1. The member misses three or more consecutive meetings of the WDB. This paragraph does not apply unless the first and last of the consecutive meetings counted for this purpose are at least thirty (30) days apart; or
  - 10.4.2. The member attends less than one-half of the regular meetings of the WDB within any period of twelve (12) calendar months beginning on January 1 or July 1. This paragraph does not apply unless the WDB holds at least four regular meetings during such period and applies only to such period beginning on or after the date upon which the member takes the oath of office and executes the required paperwork for the Iowa Secretary of State.

- 10.4.3. However, if a member received no notice and had no knowledge of a regular meeting and gives the chairperson of the CEO Board and the Governor a sworn statement to that effect within ten (10) days after the person learns of the meeting, such meeting shall not be counted for the purposes of Iowa Code section 69.15 and this Section.
- 10.4.4. The CEO Board, in its discretion, may accept or reject a resignation under Iowa Code section 69.15 and this Section. If the CEO Board accepts, the CEO Board must notify the WDB member and the Governor, in writing, that the resignation is accepted pursuant to Iowa Code section 69.15 and this Section.

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## **11. Member Removal.**

- 11.1. The CEO Board may remove a member from the WDB for conduct detrimental to the WDB.
- 11.2. The determination of whether conduct is detrimental to the WDB will be made on a case-by-case basis, depending on the facts of the situation. Conduct detrimental to the WDB may include, but is not limited to: criminal behavior, misuse of WDB funds, the acceptance of something of value in exchange for the specific performance of an official WDB function, a violation of the WDB conflict of interest policy, intentional violation of the Iowa Open Meetings Act, etc.
- 11.3. The CEO Board may appoint an independent entity to investigate the conduct of a WDB member and report back findings.
- 11.4. The WDB may recommend the removal of a WDB member to the CEO Board for conduct detrimental to the WDB by a vote in open session of no less than two-thirds (2/3) of the WDB's voting members. The WDB must include the reason for the removal vote in that meeting's minutes.
- 11.5. The CEO Board may remove a member from the WDB by a vote in open session of no less than two-thirds (2/3) of the CEO Board's membership. The CEO Board must include the reason for the removal vote in that meeting's minutes.
- 11.6. As soon as practicable but not later than five (5) days after the CEO Board's vote to remove a member from the WDB, the chairperson of the CEO Board must notify the WDB member, IWD, and the Governor's office in writing of the CEO Board's vote to remove the member and the reason for the removal.

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## **12. Terms of Service.**

- 12.1. The following voting members shall each serve a term of four (4) years:
  - 12.1.1. Representatives of business;
  - 12.1.2. Representatives of labor;

- 12.1.3. The representative of a community-based organization;
  - 12.1.4. The representative of a Registered Apprenticeship program;
  - 12.1.5. The representative of an institution of higher education; and
  - 12.1.6. The representative of an entity performing economic and community development.
- 12.2. Members representing the employment service program under the Wagner-Peysner Act, as amended by Title III of WIOA; a vocational rehabilitation program under the Rehabilitation Act of 1973, as amended by Title IV of WIOA; and an eligible provider of adult education and family literacy activities under the AEFLA, as amended by Title II of WIOA, shall serve until:
- 12.2.1. The entity the member represents loses its status as an entity providing such program services or activities; or
  - 12.2.2. The member no longer works for or has ultimate policymaking authority for the entity the individual represents.
- 12.3. So long as an individual meets all applicable criteria necessary to qualify to serve on the WDB as a representative with a certain affiliation type under Section 7.1, there is no limit on the number of terms an individual may serve as a member of the WDB.
- 12.4. The CEO Board must stagger the terms of WDB members so that no more than one-quarter (1/4) of the WDB's members have their terms expire in a given year.

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### **13. Executive Officers.**

The WDB shall have executive officers identified in this Section.

#### **13.1. Chairperson.**

- 13.1.1. The CEO Board must choose the WDB chairperson from among the WDB representative(s) of business who the WDB nominates at its annual May meeting.
- 13.1.2. The WDB chairperson shall serve a term of one year.
- 13.1.3. A WDB member who has served a term as the chairperson once may serve additional terms as the chairperson, if appointed by the CEO Board.
- 13.1.4. The WDB chairperson shall preside over WDB meetings.
- 13.1.5. The WDB chairperson must communicate in writing the chairperson's receipt of a WDB member's resignation to the WDB's membership and the CEO Board's membership.

## **13.2. Vice Chairperson**

13.2.1. At its annual May meeting, the WDB shall choose a vice chairperson from among its voting members.

13.2.2. The WDB vice chairperson shall serve a term of one year.

13.2.3. A WDB member who has served a term as the vice chairperson once may serve additional terms as the vice chairperson, if chosen by a majority vote in a public meeting of the WDB.

13.2.4. The vice chairperson of the WDB shall preside over WDB meetings if the chairperson is absent.

## **13.3. Secretary**

13.3.1. At its annual May meeting, the WDB shall choose a secretary from among its voting members.

13.3.2. The WDB secretary shall serve a term of one year.

13.3.3. A WDB member who has served a term as the secretary once may serve additional terms as the secretary, if chosen by a majority vote in a public meeting of the WDB.

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## **14. Meetings.**

14.1. The Iowa Open Meetings Act, Iowa Code chapter 21, governs meetings of the WDB

14.2. Any formal or informal gathering of a majority of the voting members of the WDB constitutes a meeting of the WDB.

14.3. The WDB may not take action without a quorum. A majority of the voting members of the WDB, who have completed the appointment process, constitutes a quorum. The WDB may not take action via an email vote.

14.4. The WDB may meet at a date and time designated by the WDB chairperson or upon submission to the chairperson of a written request by a majority of the WDB's voting members for a meeting at a certain date and time.

14.5. The WDB and its standing committees must use technology to promote member participation.

14.5.1. All WDB meetings must have a conference call option that allows members and the public to participate via telephone.

14.5.2. A WDB meeting may have an online conference option that allows members and the public to participate online.

14.5.3. The WDB must provide an accessible location where members of the public may use technology to access the meeting. If the WDB has an accessible location where some members of the WDB will gather in person for the WDB meeting, that location will meet the requirements in this Section.

14.5.4. The notice of the WDB meeting must include information on how a member of the public may access the meeting using technology.

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## **15. Alternative Designee Process.**

- 15.1. A WDB member who is unable to attend a meeting may assign an alternative designee to attend the meeting as the member's proxy.
- 15.2. An alternative designee for a representative of business on the WDB must have optimum policymaking authority or ultimate hiring authority for the business the individual would represent.
- 15.3. An alternative designee for a representative on the WDB identified in Sections 7.2.2 through 7.2.9 must have optimum policymaking authority and demonstrated experience and expertise.
- 15.4. A WDB member who wishes to have an alternative designee attend a meeting as the member's proxy must give as much advance notice as possible under the circumstance to the chairpersons of the WDB and CEO Board. Such notice must include the following information regarding the alternative designee:
- 15.4.1. Full name;
  - 15.4.2. Job title;
  - 15.4.3. Name of the organization the individual will represent;
  - 15.4.4. The location of the organization;
  - 15.4.5. If the alternative designee is a representative of business, whether the alternative designee has optimum policymaking authority or ultimate hiring authority.
  - 15.4.6. If the alternative designee is a representative identified in Sections 7.2.2 through 7.2.9, whether the individual has optimum policymaking authority and demonstrated experience and expertise.
- 15.5. The chairperson of the WDB must distribute the notice to the WDB as soon as practicable after receipt of notice under Section 15.3.
- 15.6. At the start of the WDB meeting at which the alternative designee is intended to serve as a proxy, the WDB must vote in open session on whether to accept the alternative designee as the WDB member's proxy for the meeting.
- 15.7. The WDB must include in the minutes of the meeting both the notice provided under Section 19.3 and the results of the WDB's vote on whether to accept the alternative designee as the WDB member's proxy.

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## **16. Standing Committees.**

- 16.1. The WDB may designate and direct the activities of standing committees to provide information and to assist the WDB in carrying out its functions, duties, and responsibilities.



- 16.2.A standing committee must have a member (voting or nonvoting) of the WDB as its chairperson.
- 16.3.A standing committee may have other members of the WDB as members.
- 16.4.A standing committee may include other individuals appointed by the WDB who are not members of the WDB and who the WDB determines have demonstrated experience and expertise.
- 16.5.The WDB may designate an entity in existence as of the date of the enactment of WIOA, such as an effective youth council, to serve as a standing committee as long as the entity meets the requirements in this Section.
- 16.6.A standing committee may make recommendations to the WDB regarding the standing committee's membership.
- 16.7.The WDB may authorize a standing committee to appoint individuals to serve as standing committee members so long as they have sufficient experience and expertise.
- 16.8.The WDB may require its standing committees to report back to the WDB as the WDB deems appropriate.
- 16.9.A standing committee may form work groups as the standing committee deems appropriate.
- 16.10.       **Disability Access Standing Committee.** The WDB shall have a disability access committee that will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including but not limited to:
- 16.10.1.    Issues relating to compliance with the Iowa Civil Rights Act of 1965, as amended, the Americans with Disabilities Act of 1990, as amended (ADA); and section 188 of WIOA regarding physical and programmatic access to the services programs, and activities of the one-stop delivery system, including the performance of the annual assessment of physical and programmatic accessibility of all one-stop centers in the Region, as required by section 107(d)(13) of WIOA and in accordance with section 188 of WIOA and the American Disabilities Act of 1990, as amended, 42 U.S.C. section 12101 *et seq.*
  - 16.10.2.    Appropriate training for staff on providing services, supports for, or accommodations to individuals with disabilities;
  - 16.10.3.    Appropriate training for staff on providing services, supports for, or accommodations with respect to finding employment opportunities for individuals with disabilities, with an emphasis on competitive integrated employment; and
  - 16.10.4.    Work with the State Workforce Development Board Disability Access Committee to implement statewide initiatives in the Region.
- 16.11.       **Youth Standing Committee.** The WDB shall have a youth standing committee with duties and responsibilities that include:
- 16.11.1.    Providing information to the WDB on the provision of services to youth;

- 16.11.2. To assist with planning, operational, and other issues relating to the provision of services to youth;
- 16.11.3. Coordinating programs, services, and activities that address the employment, training, or education needs of eligible youth, including out-of-school youth, in the Region; and
- 16.11.4. Coordinating with the State Workforce Development Board Youth Standing Committee on statewide initiatives.

**16.12. Operations Standing Committee.** The WDB shall have an operations committee.

- 16.12.1. The membership of the WDB's operations committee must, at a minimum, include the RWD members representing each of the core programs under WIOA, the director of the Region's youth, adult, and dislocated worker programs under title I of WIOA, a representative of IDB, and representatives of other partner entities in the Region, as deemed appropriate by the operations committee.
- 16.12.2. The WDB's operations committee must send to the members of the WDB and CEO Board a report every quarter. Such report must contain a summary of activities in the Region during the preceding quarter, anticipated activities during the current quarter for each partner program and information about individuals served by the operations committee's respective programs during the preceding quarter.
- 16.12.3. The WDB's operations committee must report to the WDB each meeting.

**16.13. Executive Standing Committee.**

- 16.13.1. WDB Chair
- 16.13.2. WDB Vice-Chair
- 16.13.3. WDB Secretary
- 16.13.4. CEO Chair
- 16.13.5. CEO Vice-Chair

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## 17. Suspected Violation of Conflict of Interest Policy.

17.1. The WDB may vote to recommend that the CEO Board investigate one of its members for violating the WDB conflict of interest policy.

17.2. The WDB must notify the chairperson of the CEO Board and IWD, in writing, of any vote to recommend CEO Board investigation of a WDB member under this Section. Such notification must include:

17.2.1. The WDB member's name; and

17.2.2. A summary of the events that form the basis for the WDB's recommendation.

17.3. The CEO Board may investigate a WDB member if:

17.3.1. There is reasonable cause to believe that an actual or possible conflict of interest exists for a WDB member and such member has not disclosed such to the WDB; or

17.3.2. A WDB board member engaged in conduct forbidden under the conflict of interest policy.

17.4. An investigation under Section 21.3 must follow the following procedures:

17.4.1. **Notice.** As soon as practicable but not more than five days after the CEO Board votes to investigate, the CEO Board must inform the WDB member in writing of the basis for its belief that the WDB member has failed to disclose an actual or possible conflict of interest.

17.4.2. **Explanation.** The CEO Board must afford the member an opportunity to explain the alleged failure to disclose or forbidden conduct.

17.4.2.1. The WDB member's explanation must be in writing.

17.4.2.2. The WDB member's explanation must be submitted to the chairperson of the CEO Board as soon as practicable but no later than ten (10) days after the member receives notice from the CEO Board.

17.4.2.3. The WDB member may elect to make a presentation to the CEO Board at a meeting in addition to the member's written explanation.

17.4.3. **Further Board Investigation.** After receipt of the WDB member's explanation, the CEO Board may make further investigation as warranted under the circumstances. The CEO Board may designate and direct a committee of the board or a third party to conduct any such investigation.

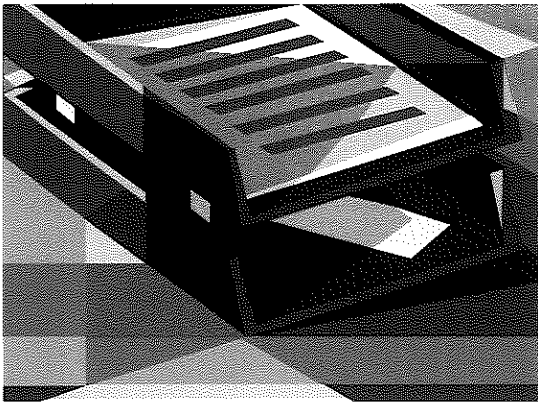
17.4.4. **Vote on Whether a Violation Occurred in Open Session.** The CEO Board must conduct a roll-call vote in open session that is separate from any other votes, on the question of whether the WDB member violated the conflict of interest policy.

- 17.4.5. **Vote on Disciplinary Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take disciplinary action up to and including removal of the board member.
- 17.4.6. **Vote on Corrective Action.** In a roll-call vote in open session that is separate from any other votes, the CEO Board may take corrective action up to and including the rescission of any part of any process in which the WDB member participated that constituted a conflict of interest.
- 17.4.7. **Notice to IWD and the Governor.** As soon as practicable and no more than five days after CEO Board action pursuant to Sections 21.4.4 through 21.4.6, the CEO Board must notify, in writing, the members of the WDB, IWD, and the Governor's office of the investigation, findings, any disciplinary action, and any corrective action.

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## **18. Bylaws Amendment Procedure.**

- 18.1. These Bylaws may be amended only in accordance with Section 22.2 or 22.3.
- 18.2. The CEO Board may amend these Bylaws by majority vote to adopt the amendment in open session of a public meeting. An amendment to these Bylaws by the CEO Board will take effect on either the date of the vote or the date set by the CEO Board.
- 18.3. The WDB may initiate an amendment to these Bylaws. An amendment initiated by the WDB must be in accordance with the following:
  - 18.3.1. A majority vote of the WDB in open session of a public meeting approving the amendment and the submission of the amendment to the CEO Board for its consideration; and
  - 18.3.2. A majority vote of the CEO Board in open session of a public meeting to adopt the amendment.
  - 18.3.3. An amendment to these Bylaws initiated by the WDB will take effect on either the date of a CEO Board vote to adopt the amendment or the date set by the CEO Board.



## TITLE I DIRECTOR'S REPORT NOVEMBER 16, 2017

### **Rapid Response**

Although the economy continues to show signs of growth and expansion, there are, as in all business cycles, companies that are facing challenging times and are being forced to reduce workforce or close all-together. On October 6<sup>th</sup> there was a rapid response meeting at the Mental Health Institute (MHI) in Cherokee for 7 employees. The positions included a receptionist, facilities maintenance, and others including those with professional degrees. As changes in the health care laws and reimbursement continue to evolve, there are potentially more dislocations possible at MHI.

In the last couple of weeks, we were notified of two additional business closure notices affecting the region. First, announced is the discontinuance of AmeriHealth Caritas Iowa as a company involved in the Iowa Health Link Program. This decision will result in the dislocation of approximately 400 employees with a final termination date of December 31<sup>st</sup>. Although many of the positions are located in and around Des Moines, there are approximately 12 people from our region or the immediate area that our office will be working with in the next few weeks. A Rapid Response meeting is tentatively scheduled for the week of Thanksgiving.

A WARN Notice was also received in early November by ICON Ag Solutions, d/b/a Icon Ag & Turf, with business locations in Ireton, Doon, Paullina, Lawton and Le Mars, IA. They announced a mass layoff and permanent termination of employment of all ICON employees effective on or after January 1, 2018. According to the listing of job classifications included as a part of the WARN Notice, this will impact 83 workers. ICON's assets and business interests will likely be sold to a new buyer/owner and ICON employees will hopefully be provided the opportunity to be rehired under new ownership in an anticipated seamless transition. This does not guarantee employment though it is hoped many of the current employees will be able to continue with their positions. A Rapid Response meeting with the employees is still pending though it will likely be after Thanksgiving, perhaps even the first full week of December.

### **Fall Career Fair**

A quick reminder that before our meeting that the semi-annual career fair held in partnership between IowaWORKS Greater Siouxland and Western Iowa Tech Community College is once scheduled for November 16<sup>th</sup>. Currently there are about 80 businesses signed up to attend with registrations coming in daily. If you or someone you know is interested in attending the fair, please have them contact us for more information as soon as possible.

## **DOL Recommended Review of Title I Service Regions**

Most, if not all of you, have received an email in the last day or so concerning the recommendations of the U.S. Department of Labor in regards to the number of Title I service provider regions in the state. Although there is much that is not yet known or understood, the following is from an email received by the Title I Directors from Director Townsend:

*Dear WIOA Title I Directors,*

*In September the U.S. Department of Labor Employment and Training Administration (DOL), Region 5, conducted a review of Iowa's implementation of the federal Workforce Innovation and Opportunity Act (WIOA). We are now in receipt of their written report with recommendations/mandates.*

*§ DOL has mandated that substantial changes be made to the internal infrastructure of workforce services delivery in Iowa in order to effectively implement WIOA. DOL has determined that Iowa must redesign local workforce boards including the number, scope, operation and structure of those boards. DOL has determined the current structure is not in compliance with WIOA or federal law and in order for Iowa to be compliant, significant changes to the current structure must be made within the next few months. It is DOL's position that absent these substantial changes, it will be "impossible" for local boards to fulfill their duties under WIOA nor will they be able to effectively leverage available federal funding to meet the WIOA requirements.*

*§ Because of the short time line DOL has imposed to complete these changes, the State Workforce Development Board will establish a committee to review Iowa's current configuration of 15 local workforce development areas at its meeting on November 20, 2017. The Committee will then make recommendations to the State Workforce Board as soon as practicable. The State Workforce Board will then act on those recommendations and to the extent possible, IWD will move to help local boards implement those changes.*

*§ Working with the State Workforce Board, IWD will work very hard over the limited time allotted by DOL to mitigate the impact of these changes and provide support and assistance to the local boards navigating their way through the required changes. We ask that you keep an open mind and have patience as we all work to make the required changes to the infrastructure of our workforce service delivery system through our local boards in order to effectively implement WIOA.*

*This review will not result in the closure of any of Iowa's 15 comprehensive one-stop centers (which are also known as field offices).*

*We will discuss and release the report to the State Workforce Board at its next scheduled meeting on November 20, 2017. We will also email the report to you and all of our partners and stakeholders after the meeting.*

*I know that Iowa is a state that knows how to work together, and how to collaborate to solve problems. I have no doubt that together we will be able to meet this challenge from DOL. Unfortunately, what the report fails to acknowledge, is all of the hard work of our local boards, chief elected officials, IowaWorks staff and partners who, every day, provide the most effective and efficient workforce services in the country, in my humble opinion. As always I appreciate your support and look forward to solving the issues DOL has raised. We will keep you informed.*

*Beth Townsend, Director  
Iowa Workforce Development  
1000 E. Grand Ave.  
Des Moines, IA 50319  
(515) 281-5364*

The number of regions, what they consist of remains to be determined. It was explained at a recent meeting though that RWDB and CEO members would have an opportunity to make comments on the review committees work and express their interests, thoughts, and ideas.

Title II Information

Pamela Woolridge

1. Currently serving Adult Basic Education at the following locations:
  - a. WITCC Main Campus
  - b. Goodwill in Sioux City
  - c. IowaWORKS Greater Siouxland
  - d. West High School (includes free childcare)
  - e. Le Mars
  - f. Denison
2. 793 current number of enrolled students in program
  - a. 460 ELL
  - b. 333 HSED
3. Total attendance 18,836 hours (13 weeks of class)
4. 10 HSED completers up-to-date  
1 Cherokee/5 Denison/4 Main Campus
5. Awards Ceremony, October 12 at 7 p.m. (561 Certificates/250 people attending)
6. New Students testing at all locations January 8 and 10, 2018
7. Recently contacted 62 Referrals from IWD for ABE Classes
8. ABE Coordinators attended a National Transition Conference in November focusing on transitioning ABE students to College and Careers
9. Recently completed staff training at WITCC Staff Development
  - a. Iowa Community College Student Services Association – Striving Through Change (2 people)
  - b. Title IX Guidance/Instructional Update (12 people)
  - c. Human Library Project Report Training (11 people)
  - d. Cyber Security Training in the Workplace Training (13 people)
  - e. Title IX and Sexual Violence Training (2 people)
  - f. Comet Learning Center (CLC) Services Training (5 people)
  - g. Strategic Initiatives and Plan – 2018 and Beyond Training (13 people)
  - h. ELL Department Meeting Training (9 people)
  - i. Burlington English Training for Adult Basic Education Staff (12 people)

## Iowa Vocational Rehabilitation Services: Investing in Iowans FFY 2017

### Vocational Rehabilitation is an investment in Iowa

\* A Total of **2,080** VR Iowans with disabilities obtained employment in the 2017 federal fiscal year.

\*Approximately **96 percent of successful VR job candidates remain in Iowa** – working, paying taxes, and contributing to their communities.

\*A total of **658 VR job candidates were receiving public support for living expenses (SSI, SSDI, TANF, General Assistance)**. Of those, 107 now support themselves, a **savings of \$918,026 annually** for the state.

### The investment pays off

\*Iowans with disabilities served by IVRS in FFY 2017 **have an estimated income of \$41.8 million annually.**

- This reflects growth of over **\$25.6 million** from increased employment and over **\$8.4 million** from increased earnings.
- This results in Iowans with disabilities earning **\$4 million** more than was spent on the entire VR program.

\*Iowa Vocational Rehabilitation Services has a positive impact on linking our youth with disabilities to career pathways! **Twenty-eight percent** of our referrals come from Iowa School Districts and **940 students** were successfully employed, working **34 hours/week** with average earnings of **\$11.76 / hour**.

- **\$6.1 million** was spent on post-secondary tuition assistance, facilitating educational and occupational skills attainment.



# Iowa Vocational Rehabilitation Services: Investing in Iowans FFY 2017

1. **200,000 new jobs** In 2017, IVRS placed 2,080 Iowans with disabilities into competitive employment. IVRS assisted 8 entrepreneurs with their Iowa business! Cumulatively from 2008-2017, 460 businesses were successfully started, expanded or acquired with support from IVRS.
  
2. **15% Reduction in government** IVRS provides services to individuals with disabilities that span many fields including partnering with the Department of Education, Department of Corrections, Department of Human Services, Department of Veteran Affairs and the Department of Labor. Through the provision of vocational rehabilitation services, individuals with disabilities earned \$4 million more than was spent on the entire VR Program. 107 Individuals were on public support for their living expenses and are now supporting themselves, a savings of \$918,026 annually for the state.
  
3. **25% Increase in family incomes** For those successful IVRS employment outcomes, there was an income increase of \$34 million from the time of their application status until their case file closure. This is a 439.42% increase in their income, as reported at application.
  
4. **#1 Schools in the nation** 28% of our referrals come from Iowa school districts for youth in transition. In 2017, 940 students were successfully employed working 34 hours a week, with average earnings of \$11.76/hour. Over \$6.1 million was spent on tuition assistance for students in our post-secondary training programs to obtain educational and occupational skills training to help compete in today's labor market.

## Agency-wide

FFY	Potentially Eligible Students Served	Job Candidates Served	Total Job Candidates Served	Closed, Rehabilitated	Hours Worked per Week	Average Hourly Wage
2017	5,624	15,005	20,629	2,080	30	\$12.06
2016	3,484	14,388	17,872	2,225	31	\$11.99
2015		16,144	16,144	2,321	32	\$11.72
2014		15,709	15,709	2,205	32	\$11.88

## Veterans

FFY	Veterans Referred	Closed, Rehabilitated	Hours Worked per Week	Average Hourly Wage
2017	184	50	32	\$13.50
2016	197	48	34	\$14.80
2015	184	70	32	\$13.26
2014	188	60	34	\$15.23

## Transition Students

FFY	Potentially Eligible Students Served	Transition Students Served	Total Transition Students Served	Closed, Rehabilitated	Hours Worked per Week	Average Hourly Wage
2017	5,624	5,618	11,242	940	34	\$11.76
2016	3,484	3,701	7,185	968	34	\$11.77
2015		4,227		973	34	\$11.21
2014		4,288		922	35	\$11.23