

CEO/REGIONAL WORKFORCE DEVELOPMENT DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING MINUTES

SEPTEMBER 28, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

Executive Committee Members Present: Bob Yoder, Travis Weipert, Patty Manuel, Susie Weinacht

Staff: Carla Andorf, Kim Becicka, Carlos Vega, Scott Mather, Angela James

The meeting was called to order by Chair Bob Yoder at 9:03 am. The Executive Committee met quorum.

Bob Yoder asked everyone present to introduce themselves.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Patty Manuel, Travis Weipert, agenda approved.

Carla Andorf reviewed the applications for our new Regional Workforce Development board membership structure. This is to align our structure with the new WIOA regulations. Our partners helped tremendously with the outreach to get these nominations. Susie Weinacht asked Carla Andorf to do research to see if a union employer would be eligible to be considered for the labor position on our board. For the workforce seats, the people who submitted nominations already have the talent and engagement with our board. A diverse group of industries are represented with the Business nominations. Once the labor position is decided, then we will approve the business nominations. These terms will be staggered so we don't have a large group to renew every three years.

Bob Yoder asked for a motion to approve the workforce nominations for board membership and submit them to the Governor's office. M/S/C, Susie Weinacht, Patty Manuel, motion approved.

Susie Weinacht discussed the Inclusive Cedar Rapids initiative that she is working with. Carlos Vega is working with the Refugee Council to have a representative meet with clients in Cedar Rapids and Iowa City.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Travis Weipert, Patty Manuel, motion approved.

The meeting adjourned at 9:30 am.

REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

SEPTEMBER 28, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Wayne Frauenholtz, Mary Gudenkauf, Marcel Kielkucki, Patty Manuel, Steve Olson, Kim Painter (by teleconference), Julie Perez, Mark Schneider

RWDB Board Members Absent: Patrick Loeffler, Kristy Lyman, Shelley Parbs, Susie Weinacht

STAFF: Carla Andorf, Kim Becicka, Angela James, Scott Mather, Carlos Vega, Holly Mateer, Kochell Weber-Ricklefs

GUESTS: Bob Yoder, Carolina Cortez-Gomez

The meeting was called to order by Chair Patty Manuel at 10:05 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda. Marcel Kielkucki moved to approve the agenda with the addition to review the Disability Access Report. M/S/C, Marcel Kielkucki, Mark Schneider, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Mark Schneider, Steve Olson, motion approved.

Patty Manuel asked if there was any correspondence to share. We received the PY16 Quality Assurance letter and the Final Monitoring Report for Spring 2017.

Patty Manuel asked if there were any member announcements. There was none.

Carla Andorf reviewed the Memorandum of Understanding with Goodwill Industries. Patty Manuel asked for a motion to approve the MOU with Goodwill Industries. M/S/C, Julie Perez, Marcel Kielkucki, motion approved.

Carla Andorf reviewed the Region 10 One-Stop Certification Process. This is a requirement of WIOA that the One-Stop needs to be certified by the board. We are looking for a volunteer to work with the core partners as they complete the assessment which will identify our strengths and weaknesses. The process must be done by mid-November so we can review at our December meeting. After it is approved, then we must approve a cost-sharing agreement. Patty Manuel asked for a motion to approve the Region 10 One-Stop Certification Process and

to appoint Steve Olson to chair the process. M/S/C, Julie Perez, Mary Gudenkauf, motion approved.

Holly Mateer discussed the Disability Access review that was done for our One-Stop Center and distributed handouts on the findings from the focus group and the physical accessibility report. Carla Andorf's recommendation is that Holly present this information to our full staff. We also discussed that a board member will need to be added to the Disability Access Committee. Patty Manuel asked for a motion to approve Mark Schneider be added to the Disability Access Committee. M/S/C, Steve Olson, Julie Perez, motion approved. Patty Manuel asked for a motion to approve the reports. M/S/C, Mary Gudenkauf, Marcel Kielkucki, motion approved.

Carla Andorf gave an update on the board structure transition. We met as an Executive Committee to review the nominations and are moving the workforce nominations forward. We are holding on the labor and business positions for now.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. All core partners will participate in a retreat on October 9. The referral guide is finalized.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. Our goal this year is to spend down the money so that there is a 10% carryover.

Angela James reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for June through August. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team, the reverse job fair that was held, the refugee outreach event, and the Rapid Response event for Mercy Iowa City.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. We are up overall in enrollments by 25% and have added four sections of ESL classes in Johnson County. We have over 40 students for an ESL class in Washington. He also discussed the new rules about testing.

Holly Mateer reviewed the Vocational-Rehabilitation report. She will share her year-end financial report at our next meeting. They had a transition opportunity for youth over the summer that highlighted healthcare, advanced manufacturing and transportation sectors.

Kochell Weber-Ricklefs reviewed the Iowa Department for the Blind report. They are working with the pre-employment age group and helping businesses with assistive technology and educating them on the stages of vision loss.

Carolina Cortez-Gomez gave a presentation on KPACE.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Mark Schneider, motion

approved.

The meeting adjourned at 11:35 am.

**Upcoming Meeting:**

CEO/RWDB, December 7, 10am-noon