

*DRAFT MINUTES – PENDING APPROVAL*  
Region 5 WORKFORCE DEVELOPMENT BOARD  
(RWDB)  
CHIEF ELECTED OFFICIALS  
(CEO’S)  
Thursday, September 14, 2017  
3:00 p.m.  
IowaWORKS  
Three Triton Circle  
Fort Dodge, IA 50501

RWDB in attendance:	Daniel DeWall	Kyle Bangert
	Larry McBain	Lori Kolbeck
	Molly Varangkounh	Tom Grau
	Tom Salvatore	Nancy Webb
	Jon Perrin	

RWDB in attendance via phone:  
Jane Hambleton

RWDB absent:	Ann Waynar	Dr. Dan Kinney
	Julie Geopfert	Lynn Dreyer
	Logan Welch	Pat Essing
	Sara Messerly	

CEO’s in attendance:	Clarence Siepker	David Lee
	Doug Bailey	Mike Cooper
	Nick Carlson	

CEO’s in attendance via phone:  
Rick Rasmussen

Guests in attendance:	Nate Krause	Cathy Nelson-Schoon
	Shelly Blunk	Matt Winkel
	Teresa Larson-White	Michelle Hammersland

**I. Call the Meeting to Order**

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on September 14, 2017 @ 3:03 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa.

**II. Roll call for RWDB and CEO, Introduction of Guests** – each person introduced themselves and their position or relationship to the board. Quorum was met for both RWDB and CEOs.

**III. Oath of Office, Nancy Webb & Jon Perrin** - Both Nancy and Jon took the Oath of Office to become voting members of the RWDB board.

**IV. Approval of Agenda –**

- a. RWDB** –Tom Salvatore made the motion to approve, seconded by Nancy Webb. Motion carried
- b. CEO** – Rick Rasmussen made the motion to approve, seconded by Nick Carlson. Motion carried

**V. Approval of Minutes –**

**a. July 11, 2017 Quarterly Meeting**

- i. RWDB** – Molly Varangkounh made the motion to approve, seconded by Nancy Webb. Motion carried
- ii. CEO** – Clarence Siepker made the motion to approve, seconded by David Lee. Motion carried

**b. July 27, 2017 CEO Conference Call** – Nick Carlson made the motion to approve, seconded by David Lee. Motion carried

**VI. Open Issues**

**a. Board Transition Update** – Very close to being where we want to be. Nate Krause has submitted his application. That leaves us needing 1 more business rep and 1 labor rep affiliated with a registered apprenticeship. Lindsay has some leads and follow ups are being made.

**b. Fiscal Update – Lindsay Henderson –**

See handout which shows the final outcomes for the fiscal year. Really close to hitting mark. Had \$35,000 carry over from adult and \$15,000 from dislocated worker. Contact Lindsay with any questions.

See handout for upcoming year – have less overall for tuition assistance due to not having the NEG grants. Goal is to spend 80% to allow carryover.

Staffing is at full capacity. New position is being added for IET (IMAP) which will be partially supported by PACE and partially by IET

On track for spending for PACE

Conference call was had to advocate for no cuts to the workforce training programs.

Letters of support from businesses explaining how the programs impact them are very powerful. Lindsay will send templates out for businesses to use.

**c. Board By-Laws Approval – CEO** – discussions were had on 7/27/17 – see minutes. Typo on page 3 section 6.3 – 3<sup>rd</sup> bullet indicates Cedar Valley – that will be stricken from the by-laws. By-laws state no one from labor can be chair of committee. Chair needs to be from business. When new board is approved, will need to elect new chair. This is a federal legislation regulation. Vice-Chair can be from labor.

- i.** Mike Cooper made the motion to approve with the aforementioned strike. Nick Carlson seconded and motion was carried.

**d. One Stop Certification Update** – Draft assessment tool was approved by the state board. Working to do final certification.

**e. One Stop Operator Update** – RFP went out 7/11/17. \$33,000 to be shared by each district. Central District – 1<sup>st</sup> RFP had no bids. Reopened and posted questions, waiting for those answers and then proposing a consortium.

**VII. New Business**

**a. Disability Access Committee Approval – RWDB** - Lori Kolbeck was running unofficially until new board. Lori will now be the official chair with the board having members from each of the partners. The board will have 8 members total. Loris is part of the RWDB board so that requirement is met.

- i.** Tom Grau made the motion to approve. Molly Varangkounh seconded and the motion was carried.

Accessibility Study has been completed and report submitted. Focus groups have been created and meeting will be held the week of 9/18/17 with report due 10/1/17.

- b. **Region 5 PY16 Quality Assurance Review** - see handout – no findings, only observations for areas to improve. People are being served and a checklist has been created. The monitoring was done via technology.
- c. **DOL Monitoring Visit** – DOL is coming 9/27/17 for in-person case management and staff interviews. They are monitoring the whole state with one region being randomly selected for the physical visit. Region 5 was the selection.
- d. **RWDB Meeting Times and Frequency** - Discussion was had and decision made to have meetings quarterly. Conference calls and face-to-face meetings can always be scheduled if needed. Next meeting will be December 14, 2017 @ 3:00 @ IWD. Meetings will commence quarterly after that.
- e. **One Stop Strategic Teams and Goals** – see handout – will allow for more focus, unified board and will incorporate core partners.

### VIII. Core Partner Updates

- a. **Title I – Adult, DW, Youth** – see handout – down staff and trying to get replacements. Due to budget cuts, not able to do two full-time staff so currently looking for 1 full-time and 1 half-time staff. Possible to make the ½ time position into a full-time position by sharing responsibilities with another program. Looking into grants and other ways to increase funding. WIOA says the emphasis has to be on out-of-school youth which can go up to age 24. Need to spend 20% of budget on work experience activities. Currently have 60 enrolled. 34 are exited – no longer getting intensive services but still getting support services.
- b. **Title II – Adult Ed** - IMAP program in Eagle Grove has a tech instructor hired. Classes start 10-30-17. The class is a 70 hour course with ESL instruction and manufacturing pieces incorporated.  
National Manufacturing Day is 10/6/17 – several activities with several businesses are planned. IWDB can help promote and support businesses in these efforts.  
Working with DART/Midas to see need to provide transportation service to the businesses at either end of town as there is currently none.
- c. **Title III – Wagner Peyser** – big push on getting registered apprenticeships do to shortage on skilled labor.  
Home Base Iowa is encouraging servicemen/women to bring their skills to Iowa – businesses sign on to support to hire veterans if able and come up with incentives.  
Veteran Job Fair at Army National Guard is scheduled – it will also be a lunch and learn for business  
AARP is looking at new initiative for caregivers and want this region to be the initial launch
- d. **Title IV – Vocational Rehabilitation** – approaching end of fiscal year, will have stories and data at next meeting  
Intermediary Network is newest program where they go into schools and provide work based learning and work readiness experiences.

- IX. **Career Navigator Success** – Liz Miklo, a PACE/GAP Career Navigator and her student Cindy P spoke about success of the program. Cindy came into the center “down on her luck” and through the program and “tough love” of Liz, she now has finished her CNA, has a job making \$15.00/hour and is going to school for nursing. Cindy spoke how Liz never gave up on her and kept pushing her to be the success she is today.

**X. Public Comments** – No public attendance

**XI. Adjournment** - Rick Rasmussen made the motion to adjourn, seconded by Mike Cooper - Motion carried unanimously for the CEOs. Nancy Webb made the motion to adjourn, seconded by Lori Kolbeck – Motion carried unanimously for the RWDB. Meeting was adjourned at 4:27p.m