

REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

APRIL 28, 2016  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Wayne Frauenholtz, Terry Jones, Marcel Kielkucki, Kristy Lyman (by conference call), Patty Manuel (by conference call), Steve Olson, Shelley Parbs, Julie Perez, Mark Schneider, Susie Weinacht

RWDB Board Members Absent: Gary Dunham, Patrick Loeffler

RWDB Ex-Officio Members: None

STAFF: Carla Andorf, Kim Becicka, Liya Fitzpatrick, Scott Mather, Carlos Vega, Monica Brockway

GUESTS: Joe Egelski, Ross Innovative Employment Systems (by conference call)

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

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to open the Public Hearing on the consideration of approval for the Customer Service Plan. M/S/C, Julie Perez, Steve Olson, hearing opened. Carla Andorf reviewed the comments provided to Region 10 by the State Review Team. These were the only comments we received on our plan. The deadline to submit our plan to the state has been extended to May 13. Hearing no further discussion, Patty Manuel asked for a motion to close the public hearing. M/S/C, Susie Weinacht, Mark Schneider, hearing closed.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Julie Perez, Terry Jones, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Marcel Kielkucki, Susie Weinacht, motion approved.

Patty Manuel asked if there was any correspondence to share. Steve Olson shared an article on the retirement issue that the state of Iowa will face in the next few years. That article will be emailed to board members.

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

Carla Andorf reviewed the WIOA Training Provider application for Kirkwood Community College for their CBCS Medical Billing & Coding program. If approved, this will allow clients to receive

WIOA funding for this program. Patty Manuel asked for a motion to approve the WIOA Training Provider application. M/S/C, Julie Perez, Steve Olson, motion approved. Marcel Kielkucki abstained from the vote.

Carla Andorf reviewed the Local Customer Service Plan for Region 10. Patty Manuel asked for a motion to approve the Local Customer Service Plan for Region 10. M/S/C, Mark Schneider, Julie Perez, motion approved. Marcel Kielkucki abstained from the vote.

Carlos Vega reviewed the selection team who reviewed the applications that we received for WIOA Title 1 Youth & Young Adult Services and Adult & Dislocated Worker Services providers.

Patty Manuel discussed the process that was used for both providers:

- Committee of five reviewed the RFP and assigned scores to each section
- Individually, they scored each application
- Collectively, they tallied up their scores and each application received an average score

The top scoring application for both areas came from Kirkwood Community College so the committee's recommendation is to approve Kirkwood Community College as the provider.

Patty Manuel asked for a motion to approve Kirkwood Community College as the WIOA Title 1 Youth & Young Adult Services Provider. M/S/C, Steve Olson, Julie Perez, motion approved. Marcel Kielkucki abstained from the vote.

Patty Manuel asked for a motion to approve Kirkwood Community College as the WIOA Title 1 Adult & Dislocated Worker Services Provider. M/S/C, Mark Schneider, Julie Perez, motion approved. Marcel Kielkucki abstained from the vote.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Marcel Kielkucki, Terry Jones, motion approved.

The meeting adjourned at 10:35 am.

Upcoming Meeting: CEO/RWDB, May 26, 2016, 10AM-NOON, IowaWORKS

RWDB Audit Committee Meeting Minutes  
Monday, May 9, 2016

Present: Patty Manuel, Steve Olson

Absent: Travis Weipert

Staff: Liya Fitzpatrick, Carla Andorf

Meeting was called to order at 9:40 am.

Patty asked for a motion to approval the agenda. M/S/C Steve, Patty. Agenda approved.

Patty asked for a motion to approve the February 2015 audit committee minutes. M/S/C Steve, Patty. Minutes approved.

Reviewed financial monitor letter from fall 2015 monitor. Two findings were identified in this monitoring, both related to the KCC finance team. Both findings were addressed and we made sure the financial team supervisor was also aware of the findings. No findings from within the Skills to Employment team. Data validation happens every January and did occur this January 2016. The state will only follow up or provide a report if issues. No report or follow up occurred. Explained the purpose of data validation. It is to confirm that what the WIOA team enter into the system that is non-verifiable through other means, is actually verifiable through documentation in the file. The top two items reviewed in data validation include: adult enrollments are age 18 or older and participants actually received the credential the WIOA team documented in the MIS system. The state pulls a sample to test.

Reviewed expenditure summary for July 2015-December 2015. This is summarized and reviewed monthly with the team to ensure on track with hitting spending goals/enrollment goals. It was asked if there is restriction within the KCC finance team on who can see our accounts and move money around. We will follow up with the finance team to check.

Reviewed KCC annual audit. No Skills to Employment/WIA findings in the report. Did review two findings that applied to other grant funds at KCC. The Skills to Employment team uses processes that have been in place for years to avoid those findings within the WIA/WIOA funds.

Reviewed youth program cost categories and limitations. With the transition to WIOA the youth rules have changed. Below is a summary of the youth cost categories and limits.

- Ten percent is taken off the top for Administrative expenses.
- Of the 90% remaining it must be spent as follows:
  - Must spend 75% on out of school youth at a minimum. The remaining balance is spent on in school youth.

- 20% must be spent on experiential learning (Pre-Apprenticeship, Apprenticeship, Work Experiences, Internships, Job Shadows). This 20% can be spent on in school and out of school but does not need to be spent equally between the two.

Reviewed the youth obligation tracker to show how we track actual expenses and anticipated expenses (obligations) by in school, out of school and experiential learning to ensure we are meeting each spending percent correctly. In the past the state system did this for us. As of July 1, they no longer are supporting the system or upgrades. All tracking is now done region by region. These spreadsheets feed into the RWDB reports.

Discussed payroll and the need for two payroll/timesheets within WIOA programs. KCC has an online system which tracks leave, coordinates management review and approval and triggers payment. Monitors also require timesheets to show how much time was worked each day on each program. Paper timesheets are also completed to meet this requirement.

Reviewed youth team expense/travel reports. Matched back the travel expenses to the GL and to the experiential learning obligation/expenditure tracker.

Next meeting topics were discussed. A table/schedule had been developed in the past with topics for each meeting to ensure all reports were covered throughout the year. The STE team will look for this schedule and send to the audit committee to review and if appropriate, use to put the next agenda together. Other items to discuss included:

- Any reports or activities that do not have internal controls.
- Any month end reports
- Discuss A/DW and Youth one time per year. Discussed youth this spring, will focus on A/DW in the fall. Do 12 months of each.
- Any monitoring/audit reports.