

RWDB MEETING AGENDA
Thursday, November 2, 2017
*****Conference Call*****
Call-in Number 712-256-8359, ID 29138
8:30 – 8:45 a.m.

The Regional Workforce Development Board meeting was held via a conference call because we didn't have a quorum at the September 27, 2017 meeting. In attendance were:

RWDB members: Lori Shields, Kim Gee, Scott Robinson and Lane Plugge

Others in attendance: Kaylene Page, Shalimar Mazetis and Vicki Corbin

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

CEO-RWDB absent: Randy Hickey

1. Call to Order – Kim Gee
Kim called the meeting to order
2. Roll Call – Vicki Corbin
Vicki conducted a roll call and determined there was a quorum.
3. Approval of the Minutes of the July 26, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
Scott Robinson made a motion to approve the July 26, 2017 meeting minutes, seconded by Lane Plugge, motion carried.
4. Approval of the Minutes of the August 16, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
Scott made a motion to approve the August 16, 2017 meeting minutes, seconded by Lane, motion carried.
5. Approval of the September 27, 2017 Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
Scott made a motion to approve the Agenda, seconded by Lane, motion carried. There was no conflict of interest.
6. Approval of the November 2, 2017 Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
Scott made a motion to approve the Agenda, seconded by Lori Shields, motion carried. There was no conflict of interest at the November 2nd meeting.
7. Adjournment

RWDB MEETING AGENDA

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*****Conference Call*****

8:30 – 8:45 a.m.

1. Call to Order – Kim Gee
2. Roll Call – Vicki Corbin
3. Approval of the Minutes of the July 26, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
4. Approval of the Minutes of the August 16, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
5. Approval of the September 27, 2017 Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
6. Approval of the November 2, 2017 Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
7. Adjournment

RWDB-CEO Joint Meeting Minutes

July 26, 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, Kim Gee, Donna Crum, Scott Robinson (via phone) and Heidi Pringle-Bates and Lane Plugge

CEO members: Walter Utman, and Scott Belt for Marilyn Jo Drake, Frank Waters, Roger Schmitz and Alan Armstrong

Others in attendance: Shalimar Mazetis – IWCC, Mark Stanley – IWCC, Jason Landes – IowaWorks Randall McQueeney – IowaWorks, Renee Erbes – IowaWorks/IWCC and Vicki Corbin - Chamber

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

CEO-RWDB member absent: Randy Hickey

CEO members absent: Lonnie Mayberry and Matt Walsh

1. Call to Order and Introductions – Kim Gee
2. Approval of the Minutes of the May 24, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
*Kim pointed out a typo in section #9. Vicki will correct.
A RWDB motion was made by Lori Shields, seconded by Heidi Pringle-Bates to approve the May 24, 2017 meeting minutes after correction is made. Motion approved unanimously.*
 - b. CEO Action
A CEO motion was made by Frank Waters, seconded by Scott Belt to approve the May 24, 2017 meeting minutes after correction is made. Motion approved unanimously.
3. Approval of the Minutes of the June 19, 2017 RWDB/CEO Conference Call Meeting
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lane Plugge, seconded by Heidi Pringle-Bates to approve the June 19, 2017 meeting minutes. Motion approved unanimously.
 - b. CEO Action
A CEO motion was made by Frank Waters, seconded by Scott Belt to approve the June 19, 2017 meeting minutes. Motion approved unanimously.
4. Approval of the Agenda and Conflict of Interest Review
Vicki will remove Randy Hickey's name from the Agenda as he was not able to attend the meeting.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori Shields to approve the Agenda, seconded by Heidi Pringle-Bates. Motion approved unanimously.

- b. CEO Action – Randy Hickey
A CEO motion was made by Frank Waters to approve the Agenda, seconded by Scott Belt. Motion approved unanimously.

No potential conflicts of interest were noted for this meeting's Agenda.

- 5. Financial Report – Renee Erbes
Renee went over the financial report. Some budget amounts are higher this year because the item wasn't budgeted for last year.

The State is looking at a \$2.5 million disability grant for the State. Our area will apply for this. We should know if we are awarded sometime in October.

- a. RWDB Action – Kim Gee
A RWDB motion was made by Donna Crum, seconded by Heidi Pringle-Bates to approve the Financial Report. Motion approved unanimously.
- b. CEO Action
A CEO motion was made by Scott Belt, seconded by Walter Utman to approve the Financial Report. Motion approved unanimously.

- 6. Select New RWDB Vice Chair – Kim Gee
Lynda Cruickshank resigned from the RWDB Board because she moved to Nebraska. Lynda was the RWDB Vice Chair. We need to elect a new RWDB Vice Chair.
Discussion – Scott Robinson, Heidi Pringle-Bates and Lori Shields were nominated.

- a. RWDB Action – Kim Gee
A RWDB motion was made by Lori Shields, seconded by Heidi Pringle-Bates to elect Scott Robinson as Vice Chair. Motion approved unanimously.
- b. CEO Action
A CEO motion was made by Scott Belt, seconded by Roger Schmitz to elect Scott Robinson as Vice Chair. Motion approved unanimously.

- 7. Board Liaison Agreement Review and Renewal
The Chamber will not sign this contract until a new President/CEO is hired and then he/she will decide if the Chamber should be involved as a Board Liaison to this group. Discussion. The stop date of the contract was removed in the contract. Iowa Western is not able to provide this service. It was suggested to vote on the agreement as is.

- a. RWDB Action – Kim Gee
A RWDB motion was made by Lane Plugge to approve the agreement as is, seconded by Scott Robinson, Lori Shields abstained, motion approved unanimously.
- b. CEO Action
A CEO motion was made by Scott Belt to approve the agreement as is, seconded by Roger Schmitz, motion approved unanimously.

- 8. Review and Vote on Eligible Training Provider – Renee Erbes
This is the HVAC program. If approved Kim will need to sign a form.

- a. RWDB Action – Kim Gee
A RWDB motion was made by Lori Shields to approve the HVAC training provider, seconded by Heidi Pringle-Bates. Motion approved unanimously.
- b. CEO Action
A CEO motion was made by Frank Schmitz to approve the HVAC training provider, seconded by Alan Armstrong. Motion approved unanimously.

9. Director's Report – Renee Erbes

Renee went over the report. On the job trainings changes on the report: NSK-AKS is in Clarinda, Parker Hannifan is in Red Oak. Mills County Sheriff in Glenwood is for a receptionist.

Ben Humphrey couldn't make today's meeting. He is willing to meet with us for training in August. After some discussion it was determined that Wednesday, August 16 from 1:30 to 4:30 will be the date for the Board training with Ben. Shamilar indicated she would reserve a room and get refreshments.

10. Sector Board Reports – Shalimar Mazetis, Starlyn Isaacson and Terry Bailey

No reporting at this time.

11. Partner Report

Lori – October 5th is Manufacturing Day, October 17th is 8th grade Career Forum, February 12-18 is Career Rocket and April 10th is 5th grade Career Fair.

12. Economic Round Table

Kim Gee – 80 year company – Central Survey closed yesterday.

Wabash Art Day Camp will start their 27th year. This is the longest running camp in Iowa August 11-12 – Rooster Trail Ride on the Wabash. Albert Lee is the headliner.

Shenfest is coming.

The Sidney Rodeo will be in its 95th year.

Frank Waters - \$90 million dollar ethanol plant being built near Atlantic.. 40-50 people will work there.

Donna Crum – Mentioned the Love's Truck Stop building coming along.

Mark Stanley – Welding and HVAC programs are scheduled to start in the Fall.

Scott Belt – Another wind farm is coming to Pottawattamie County

13. Other Business

Donna Crum turned in her resignation on this board. She's been a member since 1999.

14. Adjournment

Meeting adjourned at 10:45

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

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

RWDB-CEO Joint Meeting Minutes

September 27, 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: Kim Gee, Scott Robinson (phone) and Heidi Pringle-Bates

CEO-RWDB: Randy Hickey

CEO members: Walter Utman, Scott Belt, Roger Schmitz and Alan Armstrong

Others in attendance: Terri Amaral – IWCC, Jason Landes – IowaWorks, Randall McQueeney – IowaWorks, Cindy Wetterlind – Title I Program, Kaylene Page - IWD, Joey Choate – Proteus, and Vicki Corbin - Chamber

Members absent: RWDB members: Lori Shields, Dave Pedersen, Lane Plugge, Jason Sherer and Jim Carroll

CEO members absent: Lonnie Mayberry, Matt Walsh and Frank Waters

1. Call to Order and Introductions – Kim Gee
Kim called the meeting to order. We went around the room to introduce ourselves to a couple of new members.

2. Approval of the Minutes of the July 26, 2017 RWDB/CEO Meeting
 - RWDB Action – Kim Gee
RWDB didn't have a quorum for the September 27th meeting. We will schedule a conference call at a later date to approve the minutes.
 - CEO Action – Randy Hickey
A CEO motion was made by Randy Hickey, seconded by Walter Utman to approve the July 26, 2017 meeting minutes. Motion approved unanimously.

3. Approval of the Minutes of the August 16, 2017 RWDB/CEO Meeting
 - RWDB Action – Kim Gee
RWDB didn't have a quorum for the August 16th meeting. We will schedule a conference call at a later date to approve the minutes.
 - CEO Action – Randy Hickey
A CEO motion was made by Alan Armstrong, seconded by Roger Schmitz to approve the August 16, 2017 meeting minutes. Motion approved unanimously.

4. Approval of the Agenda and Conflict of Interest Review
 - RWDB Action – Kim Gee
RWDB didn't have a quorum for the September 27th meeting. We will schedule a conference call at a later date to approve the Agenda and review any conflict of interest.
 - CEO Action – Randy Hickey
A CEO motion was made by Walter Utman, seconded by Scott Belt to approve the

Agenda. Motion approved unanimously.

5. Financial Report – Kaylene Page

Kaylene went over the Financial Report. Pointed out that funding was received for Sector Partnership National Emergency Grant (SP-NEG).

– RWDB Action – Kim Gee

RWDB didn't have a quorum for the September 27th meeting. We will schedule a conference call at a later date to approve the financials.

– CEO Action – Randy Hickey

A CEO motion was made by Roger Schmitz, seconded by Walter Utman to approve the Financial Report. Motion approved unanimously.

6. Director's Report – Kaylene Page

– *Kaylene went over the report.*

– *On October 19, 2017 there will be a Job Fair at the Shenandoah Historical Society.*

– *Kaylene will be providing us with a RWDB/CEO Board handbook at the next meeting.*

– *She also shared some IWD success stories.*

7. Sector Board Reports – Shalimar Mazetis, Starlyn Isaacson and/or Terry Bailey

– *There was some discussion regarding the Sector Board website. That website is www.workforcealignment.com*

8. Partner Report

– *Terri Amaral went over a flyer she provided on IWCC Adult Education & Literacy.*

– *Sally Prange wasn't able to make this meeting but Terri handed out a flyer in her absence informing us that October is National Disability Employment Awareness Month and that there will be a Ribbon Cutting and celebration on October 2, 2017 at the Omni Center in Council Bluffs.*

9. Economic Round Table

– *Randy Hickey mentioned that Orscheln's in Fremont County will have a grand opening. This is a Sporting Goods store.*

– *Kim Gee mentioned that Bank of Iowa will be building in downtown Clarinda.*

– *Walter Utman mentioned that Carry On is still looking for welders.*

– *Scott Belt mentioned that two retailers are looking to come into town.*

– *Joey Choate mentioned that Proteus is looking for new clients so if you know of any please send them his way.*

10. Other Business

– *Kim Gee mentioned the One Stop Certification that this Board must complete by December 31, 2017. Some received the documents from Ben Humphrey's assistant. It's a very long document. There will be a meeting with just a couple of Board members to go over the assessment. Randall McQueeney has gone through the certification so he will get back to the Board on how to go about doing the certification.*

11. Adjournment