

RWDB/CEO JOINT MEETING AGENDA
Wednesday, November 15, 2017
IWCC, Looft Hall, Room 022
9:00 – 11:00 a.m.

1. Call to Order and Introductions – Kim Gee
2. Approval of the Minutes of the September 27, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
3. Approval of the Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
4. Financial Report – Kaylene Page
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
5. One Stop Certification Discussion & Approval
 - a. RWDB Action – Kim Gee
6. Director's Report – Kaylene Page
 - a. Board Structure
 - i. RWDB Action – Kim Gee
 - ii. CEO Action – Randy Hickey
7. Sector Board Reports – Shalimar Mazetis, Starlyn Isaacson and/or Terry Bailey
8. Partner Report
9. Economic Round Table
10. Other Business
11. Adjournment

RWDB-CEO Joint Meeting Minutes

November 15, 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 (call), Heidi Pringle-Bates, Jason Sherer (call)

CEO members: Lonnie Mayberry (call), Walter Utman and Roger Schmitz

Others in attendance: Terri Amaral, Ivy Nielsen, Mark Stanley, Sally Prange, Randall McQueeney, Kaylene Page, Starlyn Isaacson, Libby Woods, Sean Fick and Vicki Corbin - Chamber

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

CEO-RWDB absent: Randy Hickey

CEO members absent: Matt Walsh, Marilyn Jo Drake, Frank Rogers and Alan Armstrong

1. Call to Order and Introductions – Kim Gee
Kim called the meeting to order. We went around the room to introduce ourselves to for couple of new people.
2. Approval of the Minutes of the September 27, 2017 RWDB/CEO Meeting
 - RWDB Action – Kim Gee
A RWDB motion was made by Jason Sherer, seconded by Heidi Pringle-Bates to approve the September 27, 2017 meeting minutes. Motion approved unanimously.
 - CEO Action –
CEO didn't have a quorum for the November 15th meeting. A conference call will try to be scheduled for the week of November 27th.
3. Approval of the Agenda and Conflict of Interest Review
 - RWDB Action – Kim Gee
A RWDB motion was made by Jason Scherer to approve the November 15th Agenda, seconded by Heidi Pringle-Bates. Motion approved unanimously.
 - CEO Action – Randy Hickey
CEO didn't have a quorum for the November 15th meeting. A conference call will try to be scheduled for the week of November 27th.
 - *No conflict of interest at the November 15, 2017 meeting.*
4. Financial Report – Kaylene Page
Kaylene went over the Financial Report. It was pointed out that dollars were redistributed from last fiscal year.
 - RWDB Action – Kim Gee
A RWDB motion was made by Heidi Pringle-Bates to approve financials, seconded by Jason Sherer. Motion approved unanimously.
 - CEO Action – Randy Hickey
CEO didn't have a quorum for the November 15th meeting. A conference call will try to

be scheduled for the week of November 27th

5. One Stop Certification Discussion & Approval

Partners met to see how we should certify. All partners did their own separate paperwork which required answering questions and tallying up points. Kaylene went over a portion of the certification. In the end Region 13's total points was 1,324. The Board was asked to read the One-Stop Certification and if there's any questions they can be addressed at the next meeting.

– RWDB Action – Kim Gee

A RWDB motion was made by Jason Sherer to approve the One-Stop Certification, seconded by Heidi Pringle-Bates. Motion approved unanimously.

6. Director's Report – Kaylene Page

- *Kaylene went over the report which also included Workforce Needs Assessment document and a Labor Market Information Guide.*

Board Structure

- *Kaylene, Shalimar and Lori meet this week to discuss the new board structure. It was determined that Region 13 RWDB will consist of 19 members. At this meeting they placed the current board members into the required categories which are 10 from Business (2 must be small business), 4 from Workforce and 5 from One Stop System. They also included people who possibly would join the board and placed them into one of the categories. A handout was provided outlining this new structure. If you know people who might be interested in joining please ask them and then provide them with an Appointment Resume application.*

Retirees can no longer be on the board.

i. RWDB Action – Kim Gee

A RWDB motion was made by Jason Sherer to have a 19 member board, seconded by Heidi Pringle-Bates. Motion approved unanimously.

ii. CEO Action – Randy Hickey

U.S. DOL Recommended Review

- *The U.S. Department of Labor has requested that the State of Iowa make an assessment of its regional divisions. The State Workforce Development Board has established a committee to review Iowa's current board configuration and they will meet on November 20, 2017. This meeting is open to the public.*

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

- *Shalimar indicated that things are going well. The Healthcare Sector Board & IT Sector Board would like speakers to come in and give presentations. If you know of anyone interested in speaking at their meeting let Shalimar know.*
- *Starlyn Isaacson – Joe Collins is now leading the Sector Partnerships Boards. Mark Stanley mentioned that the goal is to recruit young talent.*

8. Partner Report

- *Terri Amaral handed out an IWCC Adult Education & Literacy document that broke-down enrollment in this program between the 5 different locations.*

- *Sally Prange would like to know what type of information we would like to hear about and then she will bring that information to the meetings. Right now they are serving about 1,300 people. She talked about some of the work accommodations needed.*

The Transition Alliance Program (TAP) is a grant between CB Schools and IVRS that started this fall. The goal of the program is to help students who receive supportive services become better prepared for the world of work. Services (career exploration, self-advocacy instruction, workplace readiness, counseling on opportunities, and work-based learning experiences) help students decide on a vocational goal and then develop a plan on how to achieve it. An Employer Council has been created and, with TAP staff, are working on having a reverse job fair which is scheduled for March. IWD is playing an active role with preparations for the reverse job fair, as well as coordinating the event.

IVRS will join a grant project with NE Voc Rehab, Career Pathways Advancement Project (CPAP) next month. The goal is to help individuals develop additional skills and earn higher wages -- two of WIOA's areas of focus. Employers can benefit from employee training programs at no cost to the business; receive free ergonomic assessments; and advance the skills of the existing workforce. The emphasis will be employment development in manufacturing, transportation and logistics, healthcare, and IT.

Two IVRS counselors are new to the Sector Board meetings and will be able to share the benefits of accessing the CPAP.

Update on the Disability Access Committee: the initial accessibility study has been completed and a report submitted to the State. The final report will need to be reviewed and approved by the RWDB. In the meantime, the committee will be planning a focus group to obtain input from individuals who are disabled.

- *Ivy Nielsen – the senior employment program is going well. Also Education to Employment program is going great.*
- *Randall McQueeney – Trying to get some positions filled. More unemployed people are coming into the Center for assessments since now if they don't their unemployment benefits will stop. They continue to try to get the word out as to what IWD does.*
- *Kim Gee – Discussed some employment services. IWD is coming to the Shenandoah Library once a month. This is a great outreach for them.*

9. Economic Round Table

- *Kim Gee – Eaton is hiring. People can now interview through IWCC Carpenter Trades Program. The National Parks Service is doing a study on the trails program. They want to tap into the bike program.*
- *Walter Utman – Cosco Chicken Plant in Fremont allows individuals to raise chickens.*

10. Other Business

- *Vicki will try to set up a conference call with the CEOs & Kaylene for the week of November 27th. They will need to approve the September 27, 2017 meeting minutes, the November 15, 2017 Agenda. Vicki currently has 4 RWDB Appointment Resume applications that she will send to the CEOs prior to this conference call. They will need to approve these and any other applicants.*

11. Adjournment

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

Director's Report

November 15, 2017

Region 13 Happenings:

- On The Job Trainings:
 - Kjeldgaard Construction - Council Bluffs
 - Registered Apprenticeship Outreach:
 - Camblin Mechanical
 - National Registered Apprenticeship Week Events
 - November 14th - Warren Distribution at Thomas Jefferson High School and Tucker Center and College Center
 - November ___ - Camblin Mechanical at Atlantic High School
- Reverse Job Fair in connection with Council Bluffs Community School District, Vocational Rehabilitation and VODEC for May 2018

Success Stories

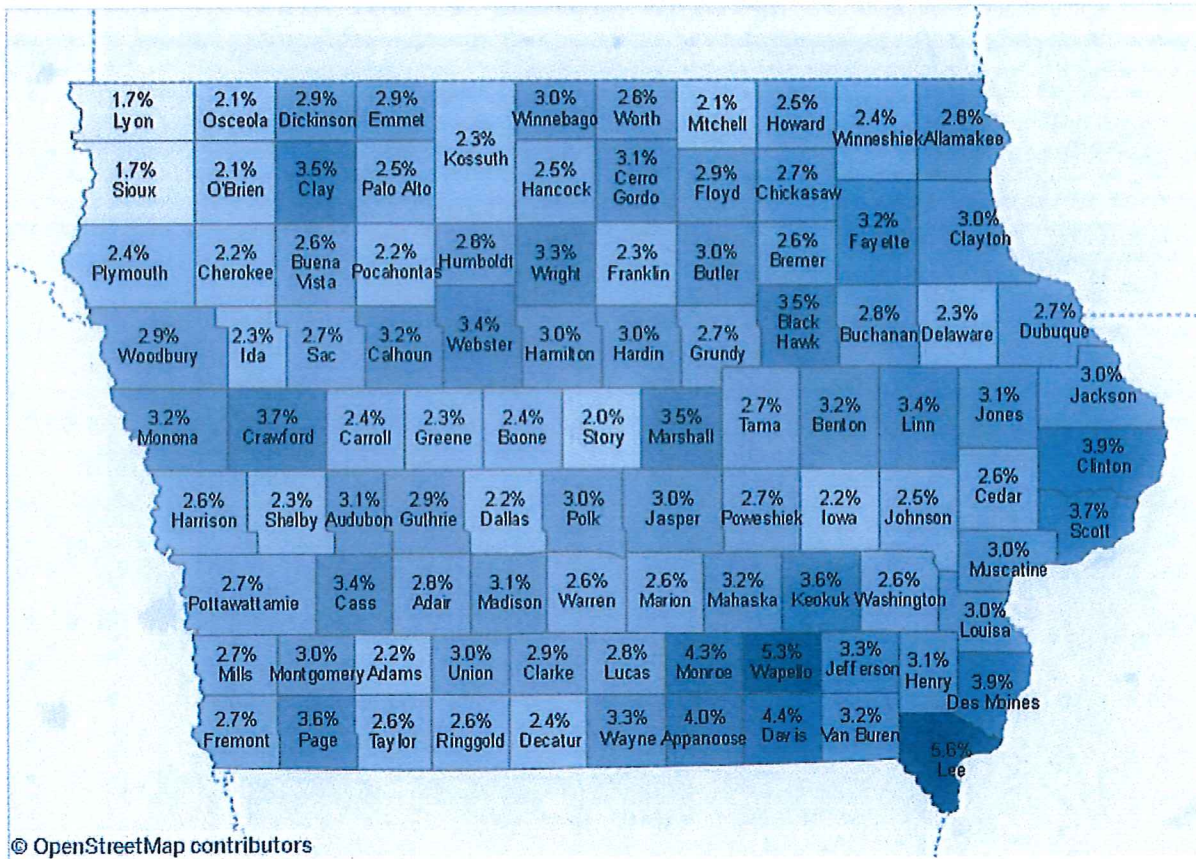
- Marquita was referred to WIOA from the Municipal Housing Agency's Housing Choice Voucher Program. She is a single mother of 2 and wanted to take her Nursing Boards, but did not have the money needed to take them. Marquita had worked as a CNA since 2001 and made \$15.71 per hour. She received her Associate's Degree in Nursing in December 2015. Despite assisting multiple co-workers in studying and passing their Nursing Boards, she had failed to pass twice herself. Marquita met with a Career Counselor and discussed the anxiety she felt during testing. This caused her to second guess herself and change answers from her initial instincts. She had found through various practice exams, that she was usually correct prior to changing her answers. They also discussed her skills, enjoyment, and satisfaction she felt after helping others study for and pass their Nursing Boards. Before scheduling her test, she met with a doctor to receive assistance with her test anxiety. Marquita contacted her Career Counselor after taking the tests to announce that she passed her Boards! She is now working as a Registered Nurse making \$32.50 per hour. She is also planning to continue her education to receive her Masters in Nursing so that she can become a Professor and teach at the college level.

RWDB Membership Under WIOA Structure (Total Minimum Voting Members = 19)

(Total Minimum Voting Members = 19)

Business	Name	County	Business	Ideas for Representation
Small Business	Jason Sherer	Harrison	Rose Vita Continuing Care Retirement Community	
Small Business	Kim Gee	Fremont	Gee Building Systems	
Business	Lane Plugge	Pottowattamie	Green Hills AEA	
Business	Randy Hickey	Fremont		
Business	Heidi Pringle-Bates	Page	Manpower	Steve Baument (Jennie Edmundson, Pottowattamie)
Business				Mark Ford (FFG Consuming)
Business				Randy Romens (Keg Creek Brewing Co., Mills)
Business				Nate Lincoln (Lincoln Oil, Mills)
Business				Jay Burdic (Mills County Economic Development)
Workforce				
Labor Organization	James Carroll	Pottowattamie	Mid American Energy	
Labor Organization				
Registered Apprenticeship Program				Camblin
				Owen Industries
				Warren Distribution
Labor Organization or Community-Based Organization				Centro Latino
One Stop System				
Economic Development	Lori Shields		Council Bluffs Area Chamber of Commerce	Libby Woods
Institution of Higher Education			Iowa Western Community College	Sally Rolf
IVRS			Iowa Vocational Rehabilitation	Terri Amaral
ABE			Iowa Western Community College	Randall McQueeney
IWD			Iowa Workforce Development	
	Dave Pedersen	Shelby	Elected official	
	Scott Robinson	Cass Community College	Retired	

Map of Unemployment Rate (%) in September 2017 (Statewide: 3.0%)
 (filter the line chart by selecting counties on the map)



Data Table (Not Seasonally Adjusted)

Year of Date	Month of Date	Geography	Area Name	Labor Force	Employment	Unemployment	Unemployment Rate
2017	September	County	Cass County	7,280	7,030	250	3.4%
			Fremont County	3,880	3,770	110	2.7%
			Harrison County	7,500	7,400	200	2.6%
			Mills County	7,400	7,200	200	2.7%
			Page County	6,310	6,080	230	3.6%
			Pottawattamie County	49,000	47,700	1,300	2.7%
			Shelby County	6,560	6,410	150	2.3%

Data Table (Not Seasonally Adjusted)

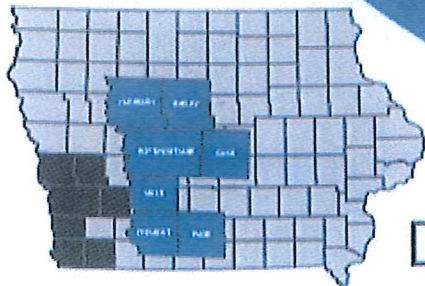
Year of Date	Month of Date	Geography	Area Name	Labor Force	Employment	Unemployment	Unemployment Rate
2016	September	County	Cass County	7,270	7,080	200	2.7%
			Fremont County	3,970	3,830	140	3.4%
			Harrison County	7,600	7,400	200	3.2%
			Mills County	7,400	7,200	200	3.2%
			Page County	6,510	6,200	320	4.9%
			Pottawattamie County	48,700	47,200	1,500	3.2%
			Shelby County	6,780	6,600	180	2.7%



W O R K F O R C E
N E E D S A S S E S S M E N T

RELEASED

20
17



IOWA WORKFORCE
DEVELOPMENT REGION 13

CASS, FREMONT, HARRISON, MILLS, PAGE,
POTTAWATTAMIE AND SHELBY COUNTIES

<https://www.iowaworkforcedevelopment.gov/iowa-workforce-needs-assessment>

2016 IOWA WORKFORCE NEEDS ASSESSMENT SURVEY



INTRODUCTION

Iowa Workforce Development (IWD) conducted the sixth Workforce Needs Assessment. In addition to vacancy and retirement data, the survey also addressed the demand for workers and skills required in the workforce. Data regarding benefits offered by employers was also collected and is delineated in the Employment Benefit Analysis. The results of the survey were analyzed on both a statewide and regional basis.

Beginning in August 2016, 1,239 employers operating 1,456 locations in the state were contacted either by mail or email and asked to complete the survey. By the end of the survey period (November 16, 2016), IWD had received 586 responses, yielding a 47.3 percent response rate.



Region **Region 13 (Co...**

Industry **All Industries**

Region Shown



27.8%
Of Respondents Reported
Current Job Vacancies

**We're
HIRING**

Future Business Plans

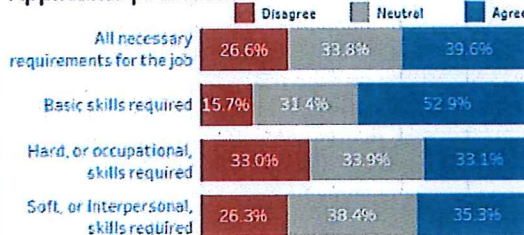
Expand	9.6%
Remain Stable	88.5%
Downsize	1.9%

Select Image Below
for Full Report

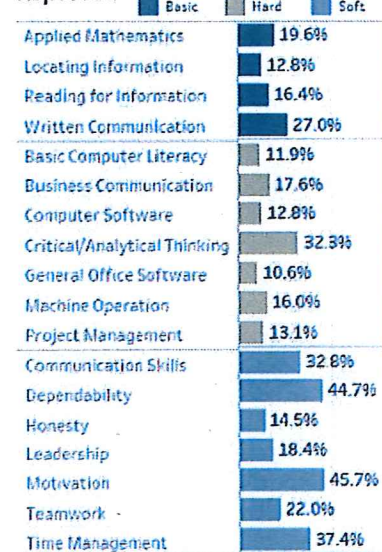


Applicant Information, Perception, & Skills Lacking

Applicants possess...



Skills Lacking by Applicants as Reported

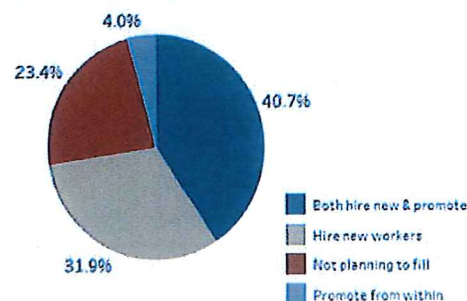


Difficulty filling positions reported due to...



Retirement Information

How Businesses Plan to Replace Retiring Employees



Efforts to Retain Those Eligible to Retire

Effort	Percentage
Change in duties/responsibilities	22.4%
Comprehensive benefits packages	12.8%
Flexible work schedules	32.8%
Hire back on contract basis	4.4%
Increased employee recognition	7.7%
Increased wages or bonuses	14.3%
No retention efforts currently in use	33.3%
Offer additional training	9.2%
Other	1.4%
Phased or modified retirement options	5.3%
Seasonal work schedules	9.9%
Telecommuting/working from home	2.7%

LABOR MARKET INFORMATION QUICK GUIDE

IOWALMI.GOV



IOWA
WORKFORCE
DEVELOPMENT
www.iowaworkforcedevelopment.gov

Iowa Jobs (Iowa Workforce Development)

Iowa's largest job bank. Includes full-time and part-time job openings, resources for job seekers and employers.

www.iowajobs.org

Labor Market Information Division

The Labor Market Information Division collects, analyzes and prepares a wide array of economic statistics and information that describes geographies in terms of their economic trends, industries, occupations, wages and workforce.

www.iowalmi.gov

Indicators

Current Employment Statistics (CES)

Monthly estimates of employment, hours and earnings for Iowa and metropolitan areas based on a business location survey. An estimate of total nonfarm employment is provided for rural counties. CES is considered a leading economic indicator.

www.iowaworkforcedevelopment.gov/ces

Local Area Unemployment Statistics (LAUS)

Monthly estimates of the labor force, employment, unemployment and unemployment rates based on a household survey. The estimates are created for the state, metropolitan statistical areas, micropolitan areas, combined statistical areas, counties and cities with populations of 25,000 residents or more.

www.iowaworkforcedevelopment.gov/laus

Status of the Iowa Workforce and Economy

A brief monthly analysis of the economy and information on Iowa's unemployment insurance. This report is available at the bottom of the LAUS page and updated monthly.

www.iowaworkforcedevelopment.gov/laus

Unemployment Insurance Statistics

Unemployment insurance (UI) data analysis that includes benefits paid and number of UI recipients by county and industry. It also includes statewide UI workload reporting data, employer contribution data and UI trust fund solvency analysis.

www.iowaworkforcedevelopment.gov/ui/stats

Industry

Employer Database

A searchable database for career exploration, job search, job development, employment support services and related public workforce and public economic development system efforts. Searches for employers can be conducted by industry, county, city, size or name.

www.iowaworkforcedevelopment.gov/employerdatabase

Industry Forecasts (Projections)

Long-term industry projections are created every two years and provide numeric information on expected job growth, decline and percent change for a ten-year period. Information is available for the state and IWD regions. Two-year short-term projections are also available for the state and IWD regions.

www.iowaworkforcedevelopment.gov/indproj

Industry Profiling

Publications on 19 major sectors that provides information on wages, employment, age and gender. The data compares the industry wages and employment over several years, by county, for the State and the nation.

www.iowaworkforcedevelopment.gov/indprofiles

Staffing Patterns

Staffing patterns provide detailed information on which occupations are employed in each industry sector/sub-sector (and the reverse). Data is available for the State of Iowa and by Iowa Workforce Development (IWD) region.

www.iowaworkforcedevelopment.gov/staffing-patterns

Quarterly Census of Employment and Wages (QCEW)

Quarterly data on industry employment and wages that includes the number of business locations by selected geographic areas.

www.iowaworkforcedevelopment.gov/qcew

Occupation

Career Exploration Resources

Career publications and guides: *Career Outlooks*, *Hot Jobs*, *Occupational Profiles* and more are available to assist people with making decisions about their future.

www.iowaworkforcedevelopment.gov/career

Iowa Licensed Occupations

Provides information concerning occupations in Iowa that require a license, certificate or commission issued at the State level. Licensing requirements, associated fees and examination information are available for each licensed occupation.

www.iowaworkforcedevelopment.gov/licensedoccs

Iowa Wage Report

Data from the Occupational Employment Statistics (OES) survey is used to provide annual wage estimates using the Employment Cost Index (ECI). Applying the ECI brings wage estimates to a more current level. Data is available for the state, metropolitan statistical areas, IWD regions and balance of state areas (non-metropolitan).

www.iowaworkforcedevelopment.gov/iawagereport

Job Posting Statistics

Data gathered from the job postings that are published on lowajobs.org. The number of postings open each month for each occupation and county are displayed back to January 2016. This information can be used to get an idea of what jobs are being advertised in Iowa.

www.iowaworkforcedevelopment.gov/jp

Occupational Employment Statistics (OES)

Annual occupational employment and wage estimates by detailed occupation and major occupational groups for the state, metropolitan statistical areas and balance of state areas (non-metropolitan).

www.iowaworkforcedevelopment.gov/oes

Occupational Forecasts (Projections)

Ten-year outlook of occupations for the state and IWD regions in terms of employment, growth rate, type of openings, various wage levels, education, work experience, job training and top skills are created every two years. Short-term (two-year) projections are also available for the state.

www.iowaworkforcedevelopment.gov/occpri

Staffing Patterns

Staffing patterns provide detailed information on which occupations are employed in each industry sector/sub-sector (and the reverse). Data is available for the State of Iowa and by Iowa Workforce Development (IWD) region.

www.iowaworkforcedevelopment.gov/staffing-patterns

Research

College Student Analysis

Survey and analysis of Iowa college students (community colleges, private colleges, public universities) consisting of questions pertaining to students' demographics, areas of study, future ambitions, opinions of the State of Iowa and factors used to determine if they decide to relocate/stay in Iowa following graduation.

www.iowaworkforcedevelopment.gov/cs

Education Outcomes

Custom research designed to assist colleges/universities in the determination of the effectiveness of their educational programming through education and wage record matching.

www.iowaworkforcedevelopment.gov/eo

Employment Benefit Analysis

Survey and analysis of benefits (insurance, paid leave, etc.) offered to employees by employers.

www.iowaworkforcedevelopment.gov/eaba

Laborshed Studies

Labor availability and workforce characteristic (education, wages, benefits, commuting, job search, etc.) study of people between the ages of 18 and 64 based on commuting patterns into a community.

www.iowaworkforcedevelopment.gov/laborshed

Regional Profiles

Multiple data source (IWD, BLS, U.S. Census) publication on IWD Regions that provides information about industries, occupations, wages, major employers, workforce indicators, worker demographics and the labor force.

www.iowaworkforcedevelopment.gov/regionalprofiles

Workforce Needs Assessment

Employer survey identifying the current and upcoming job vacancies, skills (basic, soft, hard) of applicants, wage expectations and future retirements.

www.iowaworkforcedevelopment.gov/wna



GUIDANCE:

Local Board Membership Structure Under WIOA § 107(b)

November 9, 2016

I. Background.

- 1.1. The federal Workforce Innovation and Opportunity Act (WIOA) took full effect on July 1, 2016. WIOA contains two possible state and local workforce development board membership structures: the membership structure itemized in WIOA or “alternative entity.”
- 1.2. In their June 29, 2016 letter that conditionally approved the Iowa WIOA Unified State Plan, the U.S. Department of Labor (USDOL) and U.S. Department of Education (USDOE) rejected Iowa’s request to have its State Workforce Development Board (State Board) recognized as an alternative entity under WIOA and mandated that Iowa change its State Board membership structure so that it complies with the requirements in WIOA § 101(b).
- 1.3. In October, USDOL performed a WIOA implementation assessment in Iowa of Regions 6 and 15. The assessment was not a formal review. It was intended to gauge where Iowa is in WIOA implementation and offer guidance. Consequently, rather than make formal “findings” as it does in a review, USDOL merely identified “areas of opportunity” and made “recommendations.”
- 1.4. USDOL identified the State Board’s membership structure as an “area of opportunity” and strongly recommended that Iowa change its State Board membership structure so that it complies with the requirements in WIOA § 101(b).
- 1.5. The WIOA implementation assessment also addressed the membership structure of Iowa’s local workforce development boards (local boards). In its implementation assessment report, USDOL identified as an “area of opportunity” the membership structure of Iowa’s local boards.
- 1.6. This memo looks at the USDOL recommendation to change the membership structure of local workforce development boards so that each board complies with the membership requirements of WIOA § 107(b). It also provides guidance on how local boards can transition to the WIOA-compliant membership structure.

2. USDOL's Recommendation for the Membership Structure of Iowa's Local Boards.

The USDOL assessment team reviewed the membership structures of Iowa's local boards and concluded as follows:

[A]s the State Workforce Board is transitioning to a WIOA compliant board structure, it is highly recommended the State review the local boards serving as "alternative entities" and the benefits a WIOA compliant membership structure would assist in the coordination of programs and resources to support a comprehensive One-Stop Center network to provide integrated services accessible to all jobseekers, workers and businesses. The WIOA compliant Board structure was designed to promote effective relationships between chief local elected officials and economic, education and workforce partners throughout the local area. It is questionable that an "alternative entity" formed under the JTPA in 1996 would be as effective with promoting the vision of WIOA legislation which became effective July 1, 2015.

Thus, USDOL highly recommends each region in Iowa that has not yet done to so transition its local board membership structure to comply with WIOA § 107(b).

3. The Vision for Local Boards Under WIOA.

The vision for local boards under WIOA is to serve as a strategic leader and convener of local workforce development system stakeholders. Local boards partner with employers and the workforce development system to develop policies and investments that support:

- 1) Public workforce system strategies that support regional economies;
- 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.

4. The Purpose of Local Boards Under WIOA.

The purpose of local boards under WIOA is to:

- 1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and region;
- 2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and

- 3) Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided in the local area and region.

5. Local Board Duties Before and After WIOA.

Prior to the enactment of WIOA, local boards in Iowa were established under Iowa Code § 84A.4, which set forth the boards’ duties. During the 2015 legislative session, the Iowa General Assembly amended Iowa Code § 84A.4 so that it conforms to WIOA § 107(d), which sets forth local board duties under WIOA.

Table I on Page contains a side-by-side comparison of local board duties before and after WIOA. The following graphic breaks down the duties an Iowa local board must perform before and after WIOA.

BEFORE WIOA	AFTER WIOA
<p>5</p> <p>Total Duties</p>	<p>22</p> <p>Total Duties</p>

Under WIOA, local boards are required to be entities that take action. They are required to do more than they’ve ever before been required to do. Giving workforce services professionals from State agencies and community-based organizations a seat, voice, and vote on local boards is integral to enabling local boards to perform their duties and meet their responsibilities under WIOA.

6. Representatives of Business.

WIOA § 107(b) and its implementing regulations require that a majority of the local board’s voting membership must be representatives of business and that:

- 6.1. At least two of the local board’s business representatives must represent small business, as that term is defined by the SBA. The SBA’s Table of Small Business Size Standards must be used to determine when a business representative qualifies to serve as a small business representative on the local board.
- 6.2. Each business representative must an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making authority, or ultimate hiring authority.
- 6.3. Each business representative must provide employment opportunities in in-demand industry sectors or occupations.

- 6.4. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations.

7. Representatives of the Workforce.

WIOA 107(b) and its implementing regulations mandate that at least 20% of the local board's voting membership must be representatives of the workforce as well as the following requirements.

7.1. Labor Organizations.

- 7.1.1. At least two of the local board's workforce representatives must be representatives of labor organizations, where such labor organizations exist in the region.
- 7.1.2. Each of the local board's labor organization representatives must be appointed from among individuals who are nominated by local labor organizations.
- 7.1.3. If no labor organizations exist in the region, representatives must be selected from the other workforce representative groups detailed below in Sections 7.2 through 7.4.

7.2. Registered Apprenticeship Program(s).

- 7.2.1. At least one of the local board's workforce representatives must be a representative of a joint labor-management, or union-affiliated, Registered Apprenticeship program within the region.
- 7.2.2. Each Registered Apprenticeship program representative must be a training director or member of a labor organization.
- 7.2.3. If no union-affiliated Registered Apprenticeship programs exist in the region, a representative of a Registered Apprenticeship program with no union affiliation must be appointed, if one exists.

7.3. Community-Based Organization(s).

A local board's workforce representatives may include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities.

7.4. Organization(s) Serving Youth.

A local board's workforce representatives may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including out-of-school youth.

8. Representatives of the One-Stop Delivery System.

WIOA § 107(b) and its implementing regulations include the following requirements for representatives of the local one-stop delivery system.

8.1. State Employment Services Office.

8.1.1. Each local board must have at least one representative of the State Employment Service office under the Wagner-Peyser Act.

8.1.2. The State Employment Service representative must be the IWD operations manager at the Iowa *WORKS* One-Stop Center in the Region.

8.2. Vocational Rehabilitation Programs.

8.2.1. Each local board must have at least one representative of the State programs carried out under Title I of the Rehab Act (other than section 112 or part C of that Title).

8.2.2. Iowa has two such programs: one administered by Iowa Vocational Rehabilitation Services (IVRS) and one administered by the Iowa Department for the Blind (IDB).

8.2.3. Where possible, a local board should have a representative from both IVRS and IDB.

8.2.4. Where having representatives of both IVRS and IDB is not possible logistically, the Rehab Act representative for a local board must be chosen from among those nominated by the Administrator of IVRS and the Director of IDB.

8.3. Eligible Training Provider of Adult Education and Literacy Activities.

8.3.1. Each local board must have at least one representative of an entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II. In order to qualify as an eligible training provider, the entity must provide adult education and literacy activities under WIOA Title II concurrently or in combination with one or more of the following training services:

- 1) Occupational skills training, including training for nontraditional employment;
- 2) On-the-job training (OJT);
- 3) Incumbent working training;
- 4) Programs that combine workplace training and related instruction, which may include cooperative education programs;

- 5) Training programs operated by the private sector;
- 6) Skill upgrading and retraining; or
- 7) Entrepreneurial training.

8.3.2. An entity that does not provide one or more of the training services listed in Section 7.3.1 concurrently or in combination with adult education and literacy activities under WIOA Title II does not meet the membership requirements in WIOA § 107(b) and may not serve on the local board.

8.3.3. If there is more than one entity that qualifies as an eligible training provider of adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.

8.4. Institution of Higher Education.

8.4.1. Each local board must have at least one representative from an institution of higher education providing workforce investment activities, including but not limited to community colleges.

8.4.2. When there is more than one such institution of higher education providing workforce investment activities in a region or local area, nominations must be solicited from those particular entities.

8.5. Economic and Community Development.

Each local board must have at least one representative of an economic and community development entity.

9. Optional Members.

The membership of each local board may include representatives of other appropriate entities in the region, including:

- 9.1. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
- 9.2. Governmental and economic and community development entities that represent transportation, housing, and public assistance programs;
- 9.3. Philanthropic organizations that service the region; and
- 9.4. Other appropriate representatives as determined by the Chief Elected Official (CEO) Board.

10. Nomination Requirements.

- 10.1. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations.
- 10.2. Each representative of a labor organization must be appointed from among individuals who are nominated by local labor organizations.
- 10.3. If there is more than one entity that qualifies as an eligible training provider of adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.
- 10.4. If the local board has only one representative of Vocational Rehabilitation programs authorized under Title I of the Rehab Act, nominations must be solicited from IVRS and IDB. IVRS and IDB may elect to make a joint nomination.

11. Chairperson Requirement.

The chairperson for each local board must be chosen from among those individuals who are representatives of business.

12. Glossary.

For purposes of this Guidance, the following terms have the following meanings.

12.1. Chief Elected Official.

The chief elected executive officer of a unit of general local government in a local area. In a case in which a local area includes more than one unit of general local government, the chief elected officials are those individuals designed under the agreement that meets the following requirements:

described in WIOA § 107(c)(1)(B).

12.2. Community-based organization.

A private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

12.3. Demonstrated experience and expertise.

An individual or entity who meets one of the following criteria:

- 1) Is an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency;
- 2) Contributes to the field of workforce development, human resources, training and development, or a core program function; or
- 3) The local board recognizes for valuable contributions in education or workforce development related fields.

12.4. Eligible youth.

An individual who is in-school youth or out-of-school youth.

12.5. Eligible training provider.

An eligible training provider:

- 1) Is the only type of entity that receives funding for training services, as defined in Section 1.12, through an individual training account;
- 2) Must be included on the State list of eligible training providers and programs under 20 C.F.R. subpart D;
- 3) Must provide a program of training services; and
- 4) Must be one of the following types of entities:
 - a) Institutions of higher education that provide a program which leads to a recognized postsecondary credential;
 - b) Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. § 50 *et seq.*);
 - c) Other public or private providers of training services, which may include:
 - i. Community-based organizations;
 - ii. Joint labor-management organizations; and
 - iii. Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided concurrently or in combination with one or more of the following training services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training (OJT);
3. Incumbent working training;
4. Programs that combine workplace training and related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining; or
7. Entrepreneurial training.

12.6. In-demand industry sector.

An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.

12.7. In-demand occupation.

An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy.

12.8. Individual with a barrier to employment.

A member of one or more of the following populations:

- 1) Displaced homemakers.
- 2) Low-income individuals.
- 3) Indians, Alaska Natives, and native Hawaiians, as such terms are defined in WIOA section 166.
- 4) Individuals with disabilities, including youth who are individuals with disabilities.
- 5) Older individuals.
- 6) Ex-offenders.
- 7) Homeless individuals.

- 8) Youth who are in or have aged out of the foster care system.
- 9) Individuals are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- 10) Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i).
- 11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. § 601 *et seq.*).
- 12) Single parents (including single pregnant women).
- 13) Long-term unemployed individuals.
- 14) Such other groups as the Governor determines to have barriers to employment.

12.9. Optimum policy-making authority.

A representative with “optimum policy-making authority” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

12.10. Registered Apprenticeship Program.

An apprenticeship program registered with the U.S. Department of Labor, Employment and Training Agency, Office of Apprenticeship.

12.11. Rehab Act.

Rehabilitation Act of 1973, U.S.C. § *et seq.*, as amended by WIOA Title IV.

12.12. Small business.

This term is defined for purposes of this Guidance by the U.S. Small Business Administration (SBA). The SBA’s Table of Small Business Size Standards is broken down by industry using the North American Industry Classification System (NAICS). It is available online at:

<https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/table-small-business-size-standards> (last visited November 21, 2016).

12.13. State.

The State of Iowa.

12.14. Ultimate hiring authority.

An individual with “ultimate hiring authority” is an individual who is authorized to make the final decision on whether or not to hire an individual to work for a business.

12.15. Wagner-Peyser Act.

29 U.S.C. § 49 *et seq.*, as amended by WIOA Title III.

12.16. Workforce investment activities.

An employment and training activity, and a youth workforce investment activity.

13. Questions.

If you have questions or would like a presentation regarding local board membership structure that meets the requirements in WIOA § 107(b) and its implementing regulations, please contact Ben Humphrey at:

Benjamin.Humphrey@iwd.iowa.gov

TABLE I:

LOCAL BOARD DUTIES: BEFORE AND AFTER WIOA

<p align="center">BEFORE WIOA:</p> <p align="center">5</p> <p align="center">Total Duties</p>	<p align="center">AFTER WIOA:</p> <p align="center">22</p> <p align="center">Total Duties</p>
<p>a. Identify workforce development needs in its region.</p> <p>b. Assist the state workforce development board and IWD in the awarding of grants or contracts administered by IWD in the region.</p> <p>c. Assist the state workforce development board and IWD in monitoring the performance of the grants and contracts awarded in the region.</p> <p>d. Make annual reports as required by Iowa Code § 84A.1B.</p> <p>e. Make recommendations to the state workforce development board and IWD concerning workforce development.</p>	<p>a. Develop and coordinate the implementation of a four-year comprehensive local workforce development plan that identifies needs, goals, strategies, and policies for the local workforce development area. A local workforce development plan shall be updated every two years and revised as necessary. A local workforce development board shall coordinate the convening of local workforce development system stakeholders to assist in the development of the local workforce development plan.</p> <p>b. Develop and coordinate the alignment of the local area's workforce development programs, services, and activities in an integrated and streamlined workforce development system that is data driven and responsive to the needs of workers, job seekers, and employers.</p> <p>c. Develop and coordinate policies that increase access to workforce services for all Iowans, in particular for individuals with a barrier to employment as defined in the WIOA section 3(24).</p> <p>d. Develop and coordinate the creation of reports as required by Iowa Code § 84A.1B.</p> <p>e. Develop a budget for the local workforce development board's activities in the local workforce development area, consistent with the four-year comprehensive local workforce development plan, any modifications to the local workforce development plan, and the local workforce development board's duties under this section.</p> <p>f. Convene workforce development system stakeholders to identify expertise and resources to leverage support for workforce development programs, services, and activities in the local area.</p> <p>g. Coordinate engagement among employers, employee organizations, and economic development entities in the local workforce development area. The local workforce development board shall lead efforts to promote engagement among a diverse range of employers and with other entities in the region to do all of the following:</p> <ol style="list-style-type: none"> (1) Promote business representation on the local workforce development board, particularly for representatives with optimal policymaking or hiring authority of employers whose employment opportunities reflect existing and emerging employment opportunities in the region. (2) Develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities. (3) Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, employee organizations, economic development entities, and service providers. (4) Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers, such as participating in the establishment of industry and sector partnerships as described under Iowa Code § 260H.7B(2), that provide the skilled workforce needed by employers in the region and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations. <p>h. Coordinate the performance of workforce research and regional labor market analysis.</p> <p>i. Participate in the development of strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system.</p> <p>j. Participate in the oversight of workforce development programs and activities in the local workforce development area.</p> <p>k. Award grants or contracts as required by and consistent with applicable state and federal law. To the extent permitted by applicable state and federal law, the local workforce development board shall consider awarding grants or contracts to nonprofit organizations.</p> <p>l. Designate a fiscal agent.</p> <p>m. Participate in the development of performance accountability measures for the local workforce development area.</p> <p>n. Participate in the identification and promotion of proven and promising practices for meeting the needs of workers, job seekers, and employers.</p> <p>o. Coordinate activities with education and training providers in the local workforce development area.</p> <p>p. Participate in the identification of eligible providers of training and career services within the local workforce development area.</p> <p>q. Make recommendations to the state workforce development board regarding workforce development programs, services, and activities.</p> <p>r. Participate in the implementation of state workforce development initiatives.</p>

**TABLE II: MEMBERSHIP STRUCTURE REQUIREMENTS IN WIOA
§ 107(b)**

Business: Majority
<ul style="list-style-type: none"> ▪ At least two representatives must be from small businesses ▪ Business must be in an in-demand industry sector and/or have in-demand occupations ▪ Must have optimum policy-making or ultimate hiring authority for the business
Workforce: At Least 20%
<ul style="list-style-type: none"> ▪ At least two must be representatives of labor organizations ▪ At least one must be a representative of a joint labor-management Registered Apprenticeship program ▪ Others may be representatives from community-based organizations with experience and expertise in the field of workforce development
One-Stop Delivery System
<ul style="list-style-type: none"> ▪ One IWD operations manager at the local IowaWORKS One-Stop Center ▪ One representative of an entity that qualifies as an eligible training provider and provides Adult Education and Family Literacy Act activities ▪ At least one representative of a Vocational Rehabilitation program, nominated by IVRS and IDB ▪ At least one representative of an institution of higher education providing workforce investment activities, including community colleges ▪ At least one representative of an economic and community development entity
Optional
<p>A local board may include representatives of other appropriate entities in the region, including:</p> <ul style="list-style-type: none"> ▪ Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment; ▪ Governmental and economic and community development entities that represent transportation, housing, and public assistance programs; ▪ Philanthropic organizations service the region; and ▪ Other appropriate representatives as determined by the Chief Elected Official Board.

TABLE III: WIOA § 107(b) VOTING MEMBERSHIP MATRIX

SMALLEST BOARD THAT MEETS WIOA § 107(b) REQUIREMENTS

- The following matrix represents the smallest local board voting membership structure that complies with the requirements in WIOA § 107(b).
- A Region may add additional members as voting members. Doing so requires adding additional representatives of business and the workforce in order to maintain their mandatory percentage shares of voting membership under WIOA § 107(b).
- A Region may add optional members as nonvoting members. Doing so does not impact the business and workforce mandatory percentage shares of voting membership under WIOA § 107(b).

Total Voting Members: 19		
Business: 10 52.63%	Workforce: 4 21.05%	One-Stop System: 5
Small Business	Labor Organization	Economic Development
Small Business	Labor Organization	Institution of Higher Education
Business	Registered Apprenticeship Program	IVRS or IDB
Business	Labor Organization or Community-Based Organization	Adult Education and Family Literacy Act Eligible Training Provider
Business		IWD
Business		
Business		
Business		
Business		
Business		

TABLE IV: WIOA § 107(b) VOTING MEMBERSHIP MATRIX

LOCAL BOARD WITH BOTH VOCATIONAL REHABILITATION PROGRAMS REPRESENTED

- The following matrix represents a local board voting membership structure that complies with the requirements in WIOA § 107(b). It has representatives of both IVRS and IDB, the two core partners administering Vocational Rehabilitation Programs under the Rehab Act.
- A Region may add additional members as voting members. Doing so requires adding additional representatives of business and the workforce in order to maintain their mandatory percentage shares of voting membership under WIOA § 107(b).
- A Region may add optional members as nonvoting members. Doing so does not impact the business and workforce mandatory percentage shares of voting membership under WIOA § 107(b).

Total Voting Members: 23		
Business: 12 52.17%	Workforce: 5 21.74%	One-Stop System: 6
Small Business	Labor Organization	Economic Development
Small Business	Labor Organization	Institution of Higher Education
Business	Registered Apprenticeship Program	IVRS
Business	Labor Organization or Community-Based Organization	IDB
Business	Labor Organization or Community-Based Organization	Adult Education and Family Literacy Act Eligible Training Provider
Business		IWD
Business		
Business		
Business		
Business		
Business		
Business		

TABLE V: WIOA § 107(b) VOTING MEMBERSHIP

OTHER POTENTIAL LOCAL BOARD MEMBERSHIP STRUCTURES

- The following chart table contains other potential membership structures for a local board that comply with the requirements in WIOA § 107(b).
- The table is meant to reflect entities that might be present in a given region that should be included as voting members on a local board. For example, a region with a large urban area may have more entities that it wishes to include as voting members on its local board.

Business	Business %	Workforce	Workforce %	One-Stop System	Optional	Total
10	52.63%	4	21.05%	5	0	19
12	52.17%	5	21.74%	5	1	23
13	52.00%	5	20.00%	5	2	25
15	51.72%	6	20.69%	5	3	29
13	52.00%	7	28.00%	5	0	25
14	51.85%	8	29.63%	5	0	27
15	51.72%	9	31.03%	5	0	29
12	52.17%	5	21.74%	6	0	23
14	51.85%	6	22.22%	6	1	27
15	51.72%	6	20.69%	6	2	29
17	51.52%	7	21.21%	6	3	33
11	52.38%	5	23.81%	5	0	21
13	52.00%	6	24.00%	5	1	25
15	51.72%	7	24.14%	5	2	29
12	52.17%	5	21.74%	6	0	23
14	51.85%	6	22.22%	6	1	27
16	51.61%	7	22.58%	6	2	31

TABLE VI: WIOA § 107(b) VOTING MEMBERSHIP

LOCAL BOARD MOTIONS TO PROPOSE TRANSITION

Example A:

Membership Structure in Table III

I move that the Region [Insert Region's Number] local workforce development board transition to meet the membership requirements in section 107(b) of the federal Workforce Innovation and Opportunity Act with 19 total members, including:

- 10 business representatives;
- 4 representatives of the workforce;
- 1 representative of an institution of higher education providing workforce investment activities;
- 1 representative of an economic and community development entity;
- 1 representative of the State Employment Services Offices to be filled by the Iowa Workforce Development operations manager at the IowaWORKS Center;
- 1 representative of State Vocational Rehabilitation programs, chosen from among those nominated by Iowa Vocational Rehabilitation Services and the Iowa Department for the Blind; and
- 1 representative from an entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II.

Example B:

Membership Structure in Table IV

I move that the Region [Insert Region's Number] local workforce development board transition to meet the membership requirements in section 107(b) of the federal Workforce Innovation and Opportunity Act with 23 total members, including:

- 12 business representatives;
- 5 representatives of the workforce;
- 1 representative of an institution of higher education providing workforce investment activities;
- 1 representative of an economic and community development entity;
- 1 representative of the State Employment Services Offices to be filled by the Iowa Workforce Development operations manager at the IowaWORKS Center;
- 1 representative of Iowa Vocational Rehabilitation Services;
- 1 representative of the Iowa Department for the Blind; and
- 1 representative from an entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II.

2018 RWDB/CEO Meeting Dates:

- January 24, 2018, 9:00 – 11:00
- March 28, 2018, 9:00 – 11:00
- May 23, 2018, 9:00 – 11:00
- July 25, 2018, 9:00 – 11:00
- September 26, 2018, 9:00 – 11:00
- November 14, 2018, 9:00 – 11:00 (Thanksgiving is the day before we would normally have the meeting so this is why we're having the meeting on November 14th)

<u>IWCC</u>	<u>CB Campus</u>	<u>Atlantic</u>	<u>Clarinda</u>	<u>Harlan</u>	<u>Shenandoah</u>
Total enrolled	232 (+39)	22 (+5)	12 (+1)	7 (+1)	12 (+2)
12+ hours of instruction (does not include November)	134 (+46)	18 (+8)	11 (+5)	3 (+2)	6 (+2)
Male	43	9	5	2	4
Female	91	9	6	1	2
Race/Ethnicity					
Amer. Indian or Alaskan Native	1	1	0	0	0
Asian	4	0	1	0	3
Black / African American	7	0	1	0	0
Hispanic / Latino	58	3	0	0	0
Native Hawaiian/ Other Pacific Islander	0	1	0	0	0
White	63	12	8	3	3
More than one race	1	1	1	0	0
Age					
16-18	8	4	2	0	3
19-24	24	3	4	2	3
25-44	80	9	4	1	0
45-54	15	0	0	0	0
55-59	4	0	0	0	0
60+	3	2	1	0	0
Instructional level					
ABE (8th gr and under)	64	6	9	1	4
ASE (9th gr and above)	12	9	2	2	2
ESL	52	3	0	0	0
Employment status					
Employed	79	7	8	1	4
Unemployed	51	11	3	2	1
Not in labor force	4	0	0	0	1