

RWDB-CEO Joint Meeting Minutes

January 24, 2018

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 (phone), Scott Robinson (phone), Jason Sherer (phone), Jim Carroll (call)

CEO-RWDB: Randy Hickey

CEO members: Lonnie Mayberry (call), Walter Utman (call), Matt Walsh, Scott Belt and Roger Schmitz

Others in attendance: Terri Amaral, Ivy Nielsen, Shalimar Mazetis, Mark Stanley, Sally Prange, Randall McQueeney, Kaylene Page, and Vicki Corbin

Members absent: RWDB members: Dave Pedersen, Heidi Pringle-Bates and Lane Plugge,

CEO members absent: Walter Utman, Frank Waters and Alan Armstrong

1. Call to Order and Introductions – Kim Gee
Kim called the meeting to order. Introductions weren't done because we had no new person attending this meeting.
2. Approval of the November 2, 2017 Minutes for the RWDB Conference Call
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the November 2, 2017 minutes, seconded by Randy, motion approved unanimously.
3. Approval of the November 15, 2017 Minutes for the RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the November 15, 2017 minutes, seconded by Scott R., motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the November 15, 2017 minutes, seconded by Matt, motion approved unanimously.
4. Approval of the November 30, 2017 Minutes for the CEO Conference Call Meeting
 - a. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the November 30, 2017 minutes, seconded by Matt, motion approved unanimously.
5. Approval of the Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Jason to approve the January 24, 2018 Agenda, seconded by Scott R., motion approved unanimously.

- b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the January 24, 2018 Agenda, seconded by Matt, motion approved unanimously.
 - c. *No conflict of interest at the January 24, 2018 meeting.*
6. Financial Report – Kaylene Page
Kaylene went over the Financial Report. The budget was revised. Salaries were reallocated and Board expenses were updated. Travel costs - Board members can be reimbursed for travel to Board meetings. Vicki will send the reimbursement form to RWDB & CEO members. We currently have spent around 40% of expenses.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the new budget, seconded by Jason, motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Lonnie to approve the new budget, seconded by Matt, motion approved unanimously.
7. Plan Modification for Veteran’s Priority of Service – Kaylene Page
Kaylene went over the Plan Modification for Veterans. See document that was in your Board packet for more information on this.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Randy to approve the Plan Modification, seconded by Scott R., motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the Plan Modification, seconded by Roger, motion approved unanimously.

Shalimar will be in Shenandoah on Friday and will bring the Plan Modification document with her so that Kim can sign it.
8. Appointment Resume Nomination for Regional Workforce Investment Board Review and Approval
Mark Ford has submitted an Appointment Resume to become a RWDB Board member. A couple of people went over is qualifications.
 - a. CEO Action – Randy Hickey
Scott B. made a motion to approve Mark Ford’s application, seconded by Matt, motion approved unanimously.

Lori asked members to submit names of people who might be interested in being a RWDB Board member. She will then contact them and provide the necessary application for them to fill out.
9. The Disability Access Committee (DAC) Finalized the Physical Accessibility Report – Sally Rolf
Sally went over the Physical Accessibility Report for Region 13. An assessment of the facility located at 300 West Broadway was conducted on August 21, 2017. The ADA checklist was used and it was found that there were several areas that needed improvement. Please see document that was in the Board packet for more information.

This report was accepted by the Board and more action will be taken at the next meeting.

10. Director's Report – Kaylene Page

Kaylene went over the Director's Report.

a. State Workforce Development Board Realignment Update

- We need to make sure our Board is up-to-date*
- The State is doing more research on the realignment. There may be a recommendation in May or June.*
- Kaylene received a response to DOL regarding findings during the last monitoring of the Local Areas. See document that was emailed to you.*

11. Sector Board Reports – Shalimar Mazetis, Starlyn Perdue and/or Terry Bailey

Shalimar indicates things are going well. The IT Sector Board is working with IWCC on a couple of items. Employee engagement and management stress is something the Health Sector Board is working on.

12. Partner Report

Terri – 38 people have completed their High School diploma. Enrollment went from 226 in 2016 to 232 last year.

Mark – There will be an entrepreneurial event for high school students soon. Apprentice training is going well.

Lori – Careerocket will be held on February 12th.

Council Bluffs Legislative Reception will be held February 21st in Des Moines.

Randall – an event will be held at the Clarinda Correctional Facility on February 13th. This event will focus on companies hiring ex-offenders.

Ivy – they are still hiring at West Central so let her know if you know of anyone interested.

Matt – trying to acquire some state owned property.

Have a bid in for a retail.

Blink is expanding.

Scott – there will be a Ribbon Cutting held at the new county recycling center.

Looking at a possible new road that will connect Underwood and Crescent.

Randy – Fremont County did a study on housing – there just aren't any housing and it's a big issue.

13. Economic Round Table

None

14. Other Business

None

15. Adjournment