

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

JUNE 28, 2018
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Kim Becicka, Wayne Frauenholtz, Joe Linn, Patrick Loeffler, Kristy Lyman (by teleconference), Patty Manuel, Holly Mateer, Scott Mather, Michelle Mexcur (by teleconference), Shelley Parbs, Julie Perez (by teleconference), Stefanie Rupert, Mark Schneider, Steve Shriver

RWDB Board Members Absent: Ashley Ferguson, Rhonda Griffin, Jerry Hobart, Chris Hummer, Steve Olson, Kory Schreiner, Susie Weinacht

RWDB Ex-Officio Members: Carmen Heck

STAFF: Carla Andorf

The meeting was called to order by Chair Patty Manuel at 10:03 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda with the addition of the Region 10 Disability Access Committee Accommodation Checklist. M/S/C, Shelley Parbs, Mark Schneider, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Shelley Parbs, Stefanie Rupert, motion approved.

Patty Manuel asked if there was any correspondence to share. We received the Final Monitoring Report for Spring 2018.

Patty Manuel asked if there were any member announcements. Scott Mather has been meeting with Procter & Gamble leadership on developing a timeline for their layoff process and with GDT to develop workshops for their employees affected by their upcoming layoffs. Wayne Frauenholtz discussed the workforce shortage for warehouse positions in West Branch. Kristy Lyman's company took part in the Rollin' Rally and felt it was a successful event.

Carla Andorf reviewed the Conflict of Interest statement. It contains a lot of good examples of what conflict of interest is and can raise awareness for our board members. The Audit Committee can review the document and make a recommendation if we should include it in our bylaws. Patty Manuel asked for a motion to move this to the Audit Committee for their recommendation and then we can review this at our next meeting. M/S/C, Shelley Parbs, Steve Shriver, motion approved.

Carla Andorf discussed the September meeting date and if we should hold it on that date since she and others will have to miss the meeting and if yes, where should we go on our field trip. It was decided that we would move our September meeting date to September 20 from 8:30-10 am and that we would hold the meeting at EcoLips, 1199 44th St, Marion.

Carla Andorf gave an update on the Audit Committee whose members include Steve Olson, Patty Manuel and Travis Weipert. She will be scheduling a meeting soon and if anyone is interested in joining, please let her know.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. She discussed the Navigating Your Journey training that will be implemented in the fall. Board members are interested in having this as a future presentation.

Carmen Heck gave an update on the realignment of regions. She is a member of the State Workforce board that met yesterday. The state's realignment subcommittee recommended a four region plan. Concerns were raised regarding that plan and the salary that would be required for each region's director. A motion to adopt a four region plan was postponed to review a 2-3-4 plan and to ask the subcommittee to do more research. The timeframe is that a vote will be taken at the next board meeting in three months.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs.

Carla Andorf reviewed the WIOA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. Angela James has resigned her position as Operations Manager and the position is open on the Kirkwood hiring website.

Carla Andorf reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. We exceeded our enrollment goal and met 8 out of 11 goals. Shawn Story will start as the ESL Program Supervisor next week.

Holly Mateer reviewed the Disability Access Committee accommodation checklist. This checklist shows what services we have available in our region and will be shared with the state. Patty Manuel asked for a motion to approve the Disability Access Committee Accommodation Checklist. M/S/C, Mark Schneider, Stefanie Rupert, motion approved.

Rama Muzo, Brandy Lindsay and Gloria Wenman gave a presentation on the Nordstrom: Learn & Earn project.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Mark Schneider, Wayne Frauenholtz, motion approved.

The meeting adjourned at 11:45 am.

Upcoming Meeting: RWDB, September 20, 2018, EcoLips

CEO/RWDB EXECUTIVE COMMITTEE
MEETING MINUTES

AUGUST 29, 2018

KIRKWOOD CENTER FOR LIFELONG LEARNING & CONFERENCE CALL
CEDAR RAPIDS, IOWA

Board Members Present: Bob Yoder, Patty Manuel, Susie Weinacht (all by conference call)

Staff: Carla Andorf

The meeting was called to order by Chair Bob Yoder at 9:10 am. The board met quorum.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Susie Weinacht, Patty Manuel, agenda approved.

Carla Andorf reviewed the nominations for board membership in the following categories:

- One-Stop System: Adult Education & Literacy – Cyd Hanson
- One-Stop System: Economic Development Entity – Jasmine Almoayyed

Bob Yoder asked for a motion to approve the nominations for board membership. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

Carla Andorf gave an update on the nominations for the board members whose term expires in 2018:

- Patrick Loeffler
- Kristy Lyman
- Shelley Parbs
- Julie Perez
- Mark Schneider
- Susie Weinacht

Carla will make sure that they all meet the new guidelines. Bob Yoder asked for a motion to approve the nominations for board members whose term expires in 2018. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

Carla Andorf reviewed the current performance measures. We are exceeding the measures in a lot of our categories. The Youth Credential Attainment measure is currently not being met but we think there was a data entry issue statewide and we will end up meeting this measure.

Carla Andorf reviewed the state's negotiated performance levels to determine if we are comfortable with those measures. Bob Yoder asked for a motion to accept the negotiated levels of performance for PY18 & PY19. M/S/C, Susie Weinacht, Patty Manuel, motion approved.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Susie Weinacht, Patty Manuel, motion approved.

The meeting adjourned at 9:25 am.