

*Pending Approval*  
Region 5 WORKFORCE DEVELOPMENT BOARD  
(RWDB)  
CHIEF ELECTED OFFICIALS  
(CEO'S)  
Tuesday, September 18, 2018  
4:00 p.m.  
IowaWORKS  
Three Triton Circle  
Fort Dodge, IA 50501

RWDB in attendance:	Bangert, Kyle Diane Harrison Faith Miller Abby Underberg	DeWall, Daniel Lori Kolbeck Cheryl O'Hern Molly Varangkounh	Tom Grau Larry McBain Tom Salvatore Nancy Webb
RWDB absent:	Lynn Dreyer Shawn Morgan	Dan Kinney Alison O'Brion	Renae Kruckenberg Jon Perrin
CEO's in attendance:	Doug Bailey David Lee	Nick Carlson Clarence Siepker	Mike Cooper
CEO's absent:	Rick Rasmussen		
Guests in attendance:	Shelly Blunk Melissa Vorrie	Michelle Hammersland Matt Winkel	Teresa Larson-White
Guests in attendance via phone:	Ben Humphrey		

**I. Call the Meeting to Order:**

RWDB Chairperson Molly Varangkounh called the regular meeting of the Region 5 RWDB/CEO to order on September 18, 2018 @ 4:00 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa.

**II. Roll call for RWDB and CEO, Introduction of Guests:** – each person introduced themselves and their position or relationship to the board. Quorum was met for both RWDB and CEOs.

**III. Oath of Office:** Diane Harrison, Tom Grau, Cheryl O'Hern, Abby Underberg and Faith Miller took the oath of office and were sworn in as voting members of the RWDB.

**IV. Approval of Agenda:**

**a. RWDB:** Tom Salvatore made the motion to approve, Seconded by Nancy Webb. Motion passed unanimously.

**b. CEO:** David Lee made the motion to approve, Seconded by Nick Carlson. Motion passed unanimously.

**V. Approval of Minutes:**

**a. May 17, 2018:** - There was a spelling error in Section VI, b which will be corrected.

**i. RWDB:** Dan DeWall made the motion to approve, Seconded by Kyle Bangert. Motion passed unanimously.

**b. September 11, 2018 CEO Conference Call –**

**i. CEOs:** David Lee made the motion to approve, Seconded by Clarence Siepker. Motion passed unanimously.

## VI. Open Issues

- a. **Board Membership Update:** See open membership form. Still need to fill one position. Must be union and must be female.
- b. **Fiscal Update – Fiscal Monitoring Review of 2017-2018, plan for 2018-2019:** See handout. Title 1 audited in June with no findings for Adult and DW. The auditors were very impressed with the organization and double checking of records. The carry over goal was spent. Well on the way to spending goal by the end of next year.

Youth also had a visit with no findings – see handout.

## VII. Board Committee Updates

- a. **Standing Youth Committee:** Met recently and will be meeting again in October. Looking to fill open youth representative position. Must be eligible for the YEP program but doesn't necessarily have to be enrolled. Really want to get youth input to barriers that they face. Lots of collaboration between partners and business taking place. Lots of businesses are on board to provide work experiences but need to find the youth to do this. Youth ages 14-14 are eligible but really focus on those ages 16 – 24 due to work rules. Need this to also help spend down the budget.
- b. **Disability Committee**
  - i. **Ticket to Work Update:** Currently Jaci Banwell is working in this position and working on tickets. She learning and looking to get certified in the near future to be able to do more tickets. She has been focused on getting tickets up to compliance. VR is partnering with IWD. While the individual is enrolled with VR the ticket is assigned to VR but then when they exit VR program, the ticket is assigned to IWD.
  - ii. **Membership:** See handout. Have new members due to opening caused by staff turnover. Also discussed that staff were surveyed to see what their level of comfortability of working with people with disabilities is. Looking to bring in resources to provide further training.
    1. **RWDB Approval:** Tom Salvatore made the motion to approve the new membership structure, seconded by Nancy Webb. Motion was approved unanimously.

## VIII. New Business

- a. **Local Service Plan Modifications:** See handout regarding updates. Mostly logistics and spelling errors that needed to be corrected. Specific changes were discussed
  - i. **RWDB Approval:** Tom Grau made the motion to accept the modifications, seconded by Dan Dewall. Motion passed unanimously.
  - ii. **CEO Approval:** David Lee made the motion to accept the modifications, seconded by Mike Cooper. Motion passed unanimously.
- b. **Future Ready Iowa Summit:** See handout regarding the Governor's initiative to have 75% of the population to have some kind of post high school education. Currently at 56%. Hosting a summit to promote skilled labor. 150 participants are registered to attend. The focus of the summit is to work together to train employees from all levels, not just focused on school or business doing the respective trainings any longer. You can't just leave high school and get a job any longer, all jobs are requiring some kind of training. A panel for underrepresented workers (IDB, IVRS, Corrections, Older Worker) will be present. Students from the Fort Dodge Robotics Club will also be giving a presentation. Hoping that this will also carry over to the March Education Summit. Also discussed The Link which is a program for 5<sup>th</sup> graders where IWD is going into classes and talking to them about the center and doing activities to get them thinking about working.
- c. **Youth Budget Cost Issues:** CFI recently got a letter that they owed money to IWD due to not expending the allotted budget. See handout for the letter that was written to the CEO board to appeal. More time to review the budget was granted. Worked with other CFIs in the state to review their expenditures. Found out misunderstandings in expenditure calculations and now have a clear understanding how to document and allocate funds. Staff have been trained. More budget transparency going forward. After

resubmission, CFI now owes zero to IWD. Also discussed CFI is needing referrals. Staff have been networking with students and business to hopefully increase this.

- d. **Realignment Update – Ben Humphrey:** US DOL reviewed WIOA and learned that there was not enough funds to pay for the services required. Direction given to realign to meet funding obligations. The state board realignment committee met in June and requested waivers. Requested to waive the requirement of one stop center to be located in one local area and to allow more collaboration. Also asked to waive sharing administrative costs. Usually takes 90 days to consider and then issue decision. Anticipate hearing a decision no later than December. The realignment process is on pause until then.

## **IX. Core Partner Updates**

- a. **Title I – Adult, DW:** See newsletter with all core partner updates. Completed integrated CNA class. 2 students got hired and 5 had second interviews. A second class is coming in February/March. Integrated Manufacturing class recently started again and IMAP 2 is going to be offered which is level 2 of this. Adding more partnering with core partners to connect students to education, employers and services.

**Youth:** See newsletter for success story.

- b. **Title II – Adult Ed:** Looking at expanding the program to meet the needs of students. Wanting to connect more students.
- c. **Title III – Wagner Peyser:** Upcoming events are Future Ready IA Summit, Manufacturing Day tours, Prestige Foods meet and greet and Correctional Facility Career Fair.
- d. **Title IV – Vocational Rehabilitation:** see newsletter. Recently finished up summer program for high school students. Hoping to increase activities and student attendance for next year. Staff are attending career counseling and business services trainings. Been short a position for approximately one year, reclassified the counselor opening to an associate opening and have several applications with interviews taking place very soon.

- X. **County & Additional Partner Updates:** Larry McBain compliment all the efforts of partners and businesses to come together to meet the needs of students, employees and businesses. Group discussion of changing workforce and discussed struggles. Employees are struggling to balance home and work life. Businesses are changing jobs to provide basic skills and soft skills to employees. Increasingly difficult to find qualified applicants.

## **XI. Public Comments:** None

- XII. **Schedule Upcoming Meeting Date:** Date will be scheduled in December and set out. Consensus was a 4:00 meeting time.

## **XIII. Adjournment:**

- a. **RWDB** – Dan DeWall made the motion to approve, Seconded by Kyle Bangert. Motion passed unanimously
- b. **CEO** – Clarence Siepker made the motion to approve, Seconded by David Lee. Motion passed unanimously

Meeting was adjourned at 5:20 p.m.