



# *Iowa Region 3 & 4*

## *CEO - RWDB*

*RWDB Chair: Janet Dykstra*

*CEO Chair: Dale Arends*

### Meeting Minutes

Region 3 & 4 Chief Elected Official Board and  
Regional Workforce Development Board Combined Meeting  
Thursday, September 27, 2018  
9:30 a.m. to 11:30 a.m.  
Governmental Services Center, 217 West 5<sup>th</sup> Street, Spencer  
Room B

**RWDB Members Present:** Jason Anderson, Reva Arends, Steven Bomgaars, Mike Carlson, Janet Dykstra, Kristin Hanson, Rhonda Jager-Pippy, Tim Kinnetz, Lori Kolbeck, Janet Leifeld, Diane Nelsen, Vernon Nelson, Scott Rettey, Mike Schulte, Ranae Sipma, Carrie Turnquist, and Gregory Ver Steeg.

**RWDB Members Absent:** Lee Beem, Susan Golwitzer, Linda Gray, Kiley Miller, Dave Swanson, Kenneth Vande Brake, and Benjamin VanDonge

**CEO Members Present:** Barry Anderson, Dale Arends, Arlyn Kleinwolterink, Merle Koedam, Mike Schulte, John Steensma, and Pam Wymore

**CEO Absent:** Roger Faulstick, Pam Jordan, and Tim Schumacher

1. Call to Order – Janet called the meeting to order at 9:34am
2. Introduction of Members, State Staff and Guests
3. Welcome
4. Agenda Review
5. Approval of May 24, 2018 Meeting Minutes
  - a. RWDB Vote - Rhonda Jager-Pippy motion, Ranae Sipma second, approved.
  - b. CEO Vote – Barry Anderson motion, Merle Koedam second, approved.
6. WIOA Core Partner Update – Adult Education and Literacy, Iowa Dept. for the Blind, Iowa Vocational Rehabilitation  
Lori, Sarah, Janet - Planning a joint in-service for all staff, to be held in Spencer at Iowa Lakes. Visiting with a local business, doing software training, and training on business services. Focus on integrating services into local businesses. Under WIOA legislation core partners all need to collaborate, and group is focused on doing it as a team rather than as individual entities going out on their own. We don't want everyone to contact the same businesses over and over, so we're using a consistent intake form to then share how all partners can help. Working to develop a common brochure and talking points to represent an integrated team not just each individual entity. This will allow for better referrals amongst the partners. Will all be rolled out at in-service in October.

Diane – really appreciates the new forms and particularly the mention of the high school equivalency programs.

7. Election of Officers – RWDB  
Diane Nelsen, motion to maintain existing chair (Janet) and vice chair (Greg). Reva Arends second.  
Approved.
8. Election of Officers – CEO  
Mike Schulte motion for Dale Arends as chair and Tim Schumacher as vice chair. Barry Anderson second.  
Approved.
9. Update and Discussion of Realignment Committee meetings  
Val gave update: State committee met on June 8<sup>th</sup>. Community colleges proposed a structure, and committee voted to approve with a 4 region structure but boundaries weren't defined. Recommendation was not brought forth to board and was returned to the realignment committee for further discussion. State has submitted several waivers to the Department of Labor that would impact the discussion. One waiver is the one-stop operator – allowing regions to share a one-stop operator. Also applied for administrative cost arrangements waiver without being part of a regional planning area. Would allow locals to decide administrative costs so you could share hiring a board director rather than having a director in each individual region. So the state has put re-alignment on hold until they hear back on these waivers. Expecting that to be at least November, but probably won't have any more discussion on re-alignment until after the first of the year.
11. 2019 Meeting Dates – Regularly Scheduled – Other Meetings May Be Needed – 4<sup>th</sup> Thursday  
**January 24**  
**March 28**  
**May 23**  
**September 26**
  - a. RWDB motion to approve by Rhonda Jager-Pippy, Jason Anderson second, approved.
  - b. CEO – motion to approve by Arlyn Kleinwolterink, Merle Koedam second, approved.
12. Regional Sector Board Update (Jolene Rogers, Jason Anderson)  
Jolene – On our side of the district, manufacturing sector board has ramped up. Good participation, meeting once a month on Thursday afternoons. Ag sector board is ramping up in October with a special project. Some of the other boards coming on board statewide with Joe Collins leading them out of Des Moines. We're able to use a lot of what they've learned as far as best practices. Working on more apprenticeship programs. October 11<sup>th</sup> the manufacturing sector board is planning to work with middle school kids at the Iowa Lakes Spirit Lake campus. Will do a noon panel and then experiential learning pieces for the students and a tour of Rosenboom. As a sector board they have formed two committees, one to focus on housing and centralizing that information, and the other is focused on retention of workers and training of workers. That focus is on apprenticeship programs, leadership classes, etc.  
  
Jason – Manufacturing sector board up and running strongly. Hired a person in July, Kristi Heisinger from the Spencer area. She is working part time with sector board and part time with Rosenboom as a process engineer. She's been getting out to the 11 manufacturers that are paying for her position in that sector board. She's doing a nice job of looking at things from a broad perspective to see how the pieces fit. She's also working with the different schools. At some point you'll probably hear more from Kristi at this group.
13. One-Stop Program Updates
  - a. Region 3-4 Integration Statistics – see page 7 of your agenda packet, Val discussed  
Getting a new software system in March that will allow partners to collaborate and communicate better electronically and gather the data more efficiently. Updating current operating procedures to better match what will be in place in March. Working to add as much value for clients as possible. For example, showing people what skills they have and how transferable those skills are. Doing assessments to get to know the client as well as possible helps staff be a better job coach for that customer.

- b. Workforce Innovation and Opportunity Act Individualized/Training Participants/Expenditures Under new system, clients won't do automatic enrollment in adult and dislocated worker if appear eligible at membership. Title I won't be able to pay for class size projects as a result of registering in the new system, because people won't be enrolled in Title I. Clients won't be enrolled in Title 1 without having visited with staff first. Currently about 10 workshops per month on a variety of topics. Just be aware there will be some changes, but staff will do the best they can to not have an interruption in services to clients.
- c. WIOA Expenditure Report through 08/31/18  
See page 9 and 10 of packet. Lots of categories to track in certain ratios to make sure all rules are being followed. Information for last fiscal year and the current fiscal year.
- d. WIOA Budgets PY18 – budgets are final for program year 2018. If we didn't have the carryover funds, we'd be in a world of hurt. Couldn't operate without the carryover. Some budget items are down, some are up. Also received additional rapid response funds and dislocated worker funds (which are a year behind typically based on layoffs in the area from last year). Overall, up about \$40,000. Page 11 to 16 in the packet.
- e. Financial Monitoring Spring 2018 – see page 17 for a copy of the letter, no findings
- f. PY 2018 and PY 2019 Performance Levels – page 18 and 19
- g. PY 2017 WIOA Performance through 4<sup>th</sup> Quarter – page 20 to 22 – meeting performance in all categories and all titles.

A few board members mentioned that this should stand as a record of how performance is clearly being met – why realign when goals are being met?

Val was pleased with the results reflected on this report.

- h. Disability Employment Initiative Review – page 23 to 27 – Val: Bridget is doing a great job staying in contact with customers, but this was a piece that was looked at in the report. Some files were missing documentation – one was an empty file because the file was a duplicate and the wrong file was grabbed. File requirements have changed through the years, so something that was correct in the past might not be enough now. So all those files have needed to be updated as time has gone on.  
Diane mentioned a need for more marking to explain to families that they can keep their disability benefits and still have the young adult go to work. Val discussed the challenge of funding for this.
- i. PROMISE JOBS Update – Linda not here today, so Val updated. Angie Dickey has become the supervisor for the western district for Promise Jobs. See the blue area on Linda's handout.
- j. Wagner-Peyser Update – Unemployment rates in the chart on page 1 of Linda's handout. There will be two retirements from Linda's staff. Applications are currently being accepted.

At Val's request, Mike Carlson gave an update on the Future Ready Iowa Summit that was held in Spencer earlier this week. Lots of talk about what can be done to upskill people to fill the skills gap that exists. Spencer schools are doing events on career experiences for students, and that was showcased at the summit. Several comments from the group on how good that program is.

- 14. Youth Standing Committee Update – Diane Nelsen  
Committee did not meet in July. Is part of this committee's bylaws, so Youth standing committee didn't have to write any of their own. This does require approval of who the members are. Went out and recruited people to consider for this committee. Diane will share an acronym list of frequently used acronyms mentioned in the programs. It's a challenge when dropouts aren't really tracked if they've moved from a region elsewhere and were already a dropout prior to coming here, they aren't locally tracked as a dropout. A lot of mental health issues exist and those services need to come first before other services are applicable. From that standpoint the referral process will be very helpful.
- 15. Approval of Youth Standing Committee Members
  - a. RWDB vote – motion to approve by Ranae Sipma, Mike Schulte second – Approved.
- 16. Regional Disability Standing Committee – Lori Kolbeck

Group met in July – recently completed a survey of staff in regards to their comfort level in working with clients with disabilities and what resources they need. Would like an approval for committee members, Lori read the names on the list, and asked for a motion.

17. Approval of Disability Access Committee Members
  - a. RWDB vote – motion to approve by Tim Kinnetz, second by Mike Schulte – Approved.
18. State Staff Update  
None
19. Partner Update
  - a. Jason Anderson – gave an update on the 10,000 Small Businesses program being offered through Goldman Sachs. Any company with 2 years in business, over \$100,000 in revenues are eligible to apply. Deadline is October 15<sup>th</sup> for the first cohort. Program starts in mid January. Both online and in person training, 6 to 8 hours per week. Michael Wampler mentioned this being available from Iowa Lakes as well.
  - b. Lori Kolbeck – Voc Rehab is working on strategic plan, business services, professional development, collaboration with partners, transition. Looking at these from a statewide level. Working with Hope Haven who recently hired a fulltime transition specialist. Working with Iowa Lakes intermediary specialist as well. Lots of staffing changes in our office, two new counselors and support staff in Sheldon. In Spencer some changes as well with some openings due to retirements, but looking to fill those positions.
  - c. Ranae Simpa – Val and Ranae are co-chairs of a Carl Perkins consortium, this location is the only one in the state with a youth summer program. About 90 youth took part this summer – a variety of occupations were represented. Moves them from thinking of it as a job and a paycheck to understanding what their skills are and how they are transferable. Interesting to check in on the students because the range of professions vary from hog farms to attorneys. Started with 10 students 26 years ago and program continues with an average of 100 students per summer.
  - d. Gloria Graves – 2 weeks in the position so far. Goal is to get to know the different partners and see how she can provide support. Prior to this was an independent living rehabilitation educator. Learning the role and looking to have more at the next meeting. Will be working in Spencer once a month at least, maybe twice per month depending on case load. Gloria will cover 15 counties.
  - e. Sarah Breems-Diekevers – NCC adult education and literacy program, just started year two of funds which allow customer to take training on workforce skills and earn a workforce certificate. For example had 15 students get CNA certificates last year. Has to be aligned with certain sectors, but looking for people to partner.  
Iowa Lakes is doing a similar program – Janet Leifeld gave update– doing a CNA program for English language learners. All four students passed in this program. Running it again this year. Iowa Lakes version has to be focused on ESL.
  - f. Pam Wymore - gave an update on the intern program that Kossuth and Palo Alto county economic development runs. They do all sorts of important educational events like dinner etiquette, resume writing, etc. It's a growing great program.
19. Confirm Next Meeting Date and Adjournment (January 24, 2019)  
Motion to adjourn by John Steensma, Rhonda Jager-Pippy second, approved.

Accommodations are available upon request for individuals with disabilities. To request an accommodation, please contact: [access@iwd.iowa.gov](mailto:access@iwd.iowa.gov)