

Approved
Region 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)
CHIEF ELECTED OFFICIALS
(CEO'S)
Wednesday, December 5, 2018
4:00 p.m.
IowaWORKS
Three Triton Circle
Fort Dodge, IA 50501

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

I. Call the Meeting to Order:

RWDB Chairperson Molly Varangkounh called the regular meeting of the Region 5 RWDB/CEO to order on December 5, 2018 @ 4:02 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. Approval of Agenda:

- a. RWDB:** Dan DeWall made the motion to approve, Seconded by Larry McBain. Motion passed unanimously.
CEO: David Lee made the motion to approve, Seconded by Mike Cooper. Motion passed unanimously.

IV. Approval of Minutes:

a. September 18, 2018:

- i. RWDB:** Dan DeWall made the motion to approve, Seconded by Diane Harrison. Motion passed unanimously.
ii. CEO: Mike Cooper made the motion to approve, Seconded by David Lee. Motion passed unanimously.

b. November 29, 2018 CEO Conference Call:

- i. CEOs:** Mike Cooper made the motion to approve, Seconded by David Lee. Motion passed unanimously.

V. Open Issues

- a. Board Membership Update:** See handout. No changes. Need a female union representative. All other members are effective until 2020.

- b. **Fiscal Update Adult/DW:** See handout. 9 month contract money will be coming in soon and will be spent on tuition. All other funds are on track to be spent. Will be utilizing some of the funds for staff to attend a week long training in Des Moines on the new GEO Solutions data management system.

Fiscal Update Youth: On track for spending. Also need to pay for the GEO Solutions training.

VI. New Business:

- a. **Local Service Plan Modifications – Board Budget Addition** – Region 5 needed to have a set amount in the plan for the board budget. This money can be used for board training, conference costs, travel reimbursement, etc. It doesn't have to be spent each year and can be carried over. CEO's suggested that \$1000.00 be added to the plan for this Board Budget. See handout for wording which will be added to the plan.
 - i. **RWDB:** Tom Grau made the motion to add the wording and funds to the board budget. Seconded by Dan DeWall. Motion passed unanimously.
 - ii. **CEO:** David Lee made the motion to add the wording and funds to the board budget. Seconded by Mike Cooper. Motion passed unanimously.
- b. **Registered Apprenticeships – Shawn Morgan** – Shawn was unable to be present. Discussed that lots of businesses in the Pocahontas area are interested in the apprenticeship program. Discussed what apprenticeship really means. General understanding is the person is hired and spends part of their time in education or classroom training and part of their time working in the industry. Discussed that there are lots of different industries out there that can be apprenticeships. There are multiple components to being a registered apprenticeship. ICCC has a registered apprenticeship in the electrical area. Melissa will be the point person and follow up.
- c. **Ticket to Work Update:** Previously, the fiscal agent had been Goodwill. Researched past numbers and Goodwill had very low numbers of tickets assigned. Currently using Jackie Banwell, an IWD staff member to do administration of the program and will continue to do so. Goodwill will no longer be the fiscal agent and this will now be handled by the Council of Governments in Region 8. Region 8 is in the Carroll, IA area. Discussed why Region 5 didn't want to do this and it is thought that there is hesitancy regarding managing that amount of funds. Region 8 has already been providing this service and is familiar with the program.
- d. **ETPL Update: (Eligible Training Provider List)** – In order for Title 1 to be able to provide funds to sponsor a program, they have to be on this list. Recent changes required that all program reapply to be put on this list. All of ICCC programs have done this and are approved on this list. LaJames and Prairie Lakes AEA have not reapplied to be part of this. Melissa will reach out to them to encourage and assist them in applying. However, Melissa reports that these programs have been used very rarely by students. She also reports that the majority of programs utilized are on the list and approved.
- e. **GEO Solutions:** This is a new data management system that IowaWorks is moving toward using to record and track client info. The launch date is scheduled for May 5th. A week long training is scheduled and introductory training is currently taking place by an internal employee who has been working on the training. The current system is outdated and unable to pull the same information that the new system will be able to. The new system will also allow partners to communicate more effectively being able to all utilize the system to see information and make referrals. This is an established system as other states have used it successfully.

VII. Board Committee Updates

- a. **Youth Standing Committee:** Met in October. The focus continues to be reviewing the program and services provided to ensure that youth are getting the services they need. Work experience is a big part of this. Seeing success in connecting youth with barriers to employers. Area employers are more open to this program and working to teach youth the skills they need to become successfully employed through the work experience piece.

- b. **Disability Committee:** Since the last board meeting all physical facility updates have been made to the center and is now in compliance with ADA recommendations. Team will be meeting in a couple of weeks and the focus will be on staff training and what they feel they need to be comfortable working with individuals with disabilities who come into the center.

VIII. Core Partner Updates

- a. **Title I – Adult, DW:** See handout. Rapid response meeting held for VeroBlue in Webster City. Have reached out to K-Mart to provide the same service to displaced employees. Going to the Fort Dodge Middle School to participate in the Link Program which promotes job-seeking skills. IMAP 2 started. Employers will be coming to discuss with students the needs of business. Diane Harrison with Fisher Hydraulics has hired a recent graduate of this program. ICNA classes are starting in January.

Youth: 11 new referrals of which 4 are currently enrolled. Find that the reason for the others not enrolling is lack of follow through on their end despite constant connections from staff. 35 students currently enrolled total. 3 are in work experience with the General Store, 1 is in an OJT with Tjaden Electric, 1 going to Pms Custom Prints for graphic design and 1 will be coming to IowaWorks to learn administrative/office type skills. Work readiness classes are scheduled. Will be participating in event sponsored by FDSH on 1-29-18.

- b. **Title II – Adult Ed:** See handout for current student numbers and next class dates. Seeing a trend of overall less people enrolled but seeing the same number of graduates. This means that the students who are enrolled are vested and participating until graduation. Currently working on outreach and collaborating with Dodger Academy to be sure to reach all students. Also participating in event on 1-29-18.
- c. **Title III – Wagner Peyser:** See handout for membership report. Also handed out is the Fort Dodge Regional Summit book. Region 5 is at 61% success for employment. Unemployment for the state is low with surveys suggesting the minority areas needing the most services. Current focus is on outreach to the individuals in these demographics. New referral to partners process was implemented and showing success.
- d. **Title IV – Vocational Rehabilitation:** New associate Kyla Dixon was hired so Fort Dodge office is fully staffed. She will primarily focus on working in the school and exposing students with disabilities to services. She will also be working with businesses to connect students in that direction. Partnering with the ICCC Intermediary Network and held first career day which was in the area of criminal justice. Saw very good results. Have Ag day and transportation day coming up. Will be working with the multi-occ class in the future to do a reverse job fair at FDSH.

- IX. **Success Story – Angela Duffy:** Began working with VR when she was still in high school and then transitioned into adult programs. Felt that the transition was seamless noting that she knows the names of the people she worked with, but not necessarily, the programs they work for. Discussed that she was given the support needed from financial to counseling and guidance and didn't have to worry about what program it came from, just that she got what she needed. Finished high school and went to ICCC and earned AA degree. Then went to BVU Fort Dodge Campus and earned BA in teaching with special education endorsement and received teaching license. Currently employed as a substitute teacher with Fort Dodge Community School District and very happy in this position. Stated that she wouldn't have been able to do this without the coaching, emotional support, financial support and general guidance given along the way from all the programs.

- X. **County & Additional Partner Update:** Discussed that Shopko in Webster City is also closing. Melissa will contact to see if rapid response is needed. Also discussed that the realignment process is on hold waiting on a waiver. Expected for this to pick back up in January. Melissa advised that members can talk to legislators to reinforce the need for these services in the small rural areas. Participants will not be able to drive to bigger areas to receive services.

- XI. **Public Comments:** None

xii. **Schedule Upcoming Meeting Date:** Date will be scheduled and communicated.

XIII. Adjournment:

a. **RWDB** – Dan DeWall made the motion to approve, Seconded by Tom Grau . Motion passed unanimously

b. **CEO** – David Lee made the motion to approve, Seconded by Mike Cooper . Motion passed unanimously

Meeting was adjourned at 5:00 p.m.