

**REGION 7**  
**Regional Workforce Development Board**  
**Meeting Minutes**

Thursday, June 27, 2019, 4:00 p.m. – 5:00 p.m.  
Conference Room D  
Cedar Valley IowaWorks  
3420 University Ave.  
Waterloo, IA

Conference Call Number: (866) 685-1580 Code: 4772635870

Board Website  
<https://www.iowawdb.gov>

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**Attended**

Dustin Brocka	Linda Laylin
Deborah Collett	Lisa Lorenzen
Chris Hannan	Karla Organist
Debra Hodges-Harmon	Chris Parker
Mike Howell	Andy Trower
Sandy Jensen	Mike Witt
Jamie Kramer	Amber Youngblut

1. Welcome

Order called by Deborah Collett at 4:07 pm. Deborah welcomes all present by phone, and in person.

2. Review and Act

2.1 June 27, 2019 Agenda and April 25, 2019 Minutes

Deborah Collett asked for additions/corrections to agenda. Suggested by Linda Laylin to move up Item 6.3 and add another to monitoring. Adding two items- 4 and 5 and move all others down. Asked for other additions by Deborah Collett, none noted.

Review minutes from last meeting, no suggestions made.

Linda moved to approve agenda change and approval of April 25, 2019 notes. Deborah Hodges-Harmon 2<sup>nd</sup>, motion carried by Deborah Collett.

### 3. System Report

Chris explained that Sandy Jensen is attending graduation, and will share his information and Sandy's. Business closings; OCWEN is officially done by end of the 2019 year. Next batch of layoffs start tomorrow (June 28), next batch in mid-July, and last round in August. Sparboe Foods 40-50 lost jobs, closed and then opened again. Simply Essentials in Charles City will begin letting employees go beginning August 5<sup>th</sup>. It's reported that there are a good amount of employees who live in Waterloo and Cedar Falls. It will be a big hit to the area. Many counties are still waiting for flood grants. Butler County opted out, Bremer opted in, and Buchanan is eligible and waiting to assess all damage. There is a new work readiness grant, in partnership with Iowa DOT. Doing some internships at the Arboretum. This includes classroom and hands on learning for better skills, and are considered Hawkeye employees with DOT funds.

Since our last meeting we now have three partnerships; Cedar Valley Advanced Manufacturing Partnership, Healthcare (renamed to "Cedar Valley Healthcare Partnership,") and Transportation Sector Partnership. Good work is being done in all three areas. Next steps have been identified and are being addressed.

GAP/PACE Programs continue to be programs that remain in high demand. GAP Tuition Assistance Program has received 113 applications, and has approved 52. PACE Program applications have reached 235, and have approved 130. The Food Assistance Employment and Training Program has served over 100 participants.

Title II Adult Education and Literacy: Chris sharing for Sandy. Iowa Department of Education completed annual monitoring for Hawkeye's AEL Programing June 3, 2019. Received six commendations, three recommendations, and zero findings.

CDL IET for ELL's: we are working with RTTC and Iowa WORKS GAP Program (tuition assistance) on planning informal assistance to two enrolled ELL's with plans to roll out formal CDL IET, offering in summer 2020. We wanted six folks, and we have two so far.

English Language Learning (ELL) classes: Spring semester concluded on 05/23/19. We served an all-time high of 805 English Language Learners this program year. Hawkeye ELL program surpassed all federal benchmarks again this year; these include percentage of students moving up at least one educational functioning level and state-set post-test rates.

Title III- Andy Trower shared apprenticeships are working well. Geater Manufacturing, and Jesup High School are partnering HCC working with Vets, in training and hiring. GMT adding 2<sup>nd</sup> occupation.

Early April 3<sup>rd</sup> annual Mayor Summer hiring event. Still some things to work on to improve connecting the students in the schools, and connecting employers with the students. A lot of kids did get a summer

job. Urban Alliance was here last week, and what they have done in Missouri working with people with barriers and have come here to share and bring lessons learned. We here in Waterloo are trying to try to replicate their success. Meetings were located here in Waterloo last week, and they were here three days. Big meeting at HCC-Van G Miller building. Even with low unemployment rate there are still employers who need help. Deborah Hodges-Harmon added that there were two groups who wanted to bring the Urban Alliance have merged together as one group. Businesses, schools, groups, and higher education all examined best practices. Focus group of community people, and in the evening we had the keynote presentation, and the next morning we hosted a business only session. Two things were identified. Will be bringing them back to do some consulting, and working with one city for services and recruitment. One city is not a be-all, but more as a connector for the other services and assistance for people who are most in need of help.

Linda Laylin asked for the next steps, and Deborah Hodges-Harmon explained that we have had small meetings and Urban Alliance will send a proposals to do some consulting, and what one city will do with budgeting and looking at proposals and the GAP program. Questions to be answered such as; "How do we better network the services"... Target at least 12 individuals in the program by January 1<sup>st</sup> of 2020 Point is supposed to be people centered.

Karla complimented stating it was a great conference with a lot of good things happening.

#### 4. Monday June 17<sup>th</sup> CEO Meeting. IE Appeal Letter

Appeal made May 30<sup>th</sup> to listen to the appeals on whether the appeal was approved or denied. Appeal letter was initially denied, and they sent an email on requesting the conference call and what the opinion of others is on realignment. Phone call was June 6<sup>th</sup>. Linda requested the minutes. Happy to pass on the minutes when she receives a copy. It's the general consensus that boards and regions were not treated fairly with transparency and time of realignment on the decisions of what is/will be happening. All agreed and supported an appeal with the Department of Labor and Heather Garcia from another region that would put the letter together. She shared that that we would look at and submit. CEO board met, and one joined by telephone. We wanted to participate and go along with the appeal. Linda shared that how it was rolled out and decided on re-configuration and the whole process is agreed that is frustrating for a lot of individuals. Very much in agreement that CEO's be a part of the conversation and have a place at the table to help decide rather than Iowa deciding and them being told to make it work.

Tried on the behalf of all job seekers, and CEO's of the state to speak for all in this appeal/realignment process. Deborah Collett stated that she very much appreciated the effort by Linda to appeal this. Definitely more to come and Linda will share and send on when she knows more. The state board has been made aware of this too.

#### 5. Title I Monitoring

Deborah moved on for the next item of monitoring. Title 1 program was looked at, financial monitoring in September and programmatically monitored Early June. Our region had two findings, and Chris

shared a 19 page report stating that they were in fact not findings. Boils down to doing a better job of typing what we're doing. No financial problems. Everything was in the file, not everything was electronically filed.

## 6. Sub-Committee Reports

### 6.1 Youth

Deborah Collett moved onto item 6, Youth and Operations.

Jeff sent minutes from youth standing committee. Want to expand attendance structures, so would like to request that we have too many voting members, and then no quorums are met. Only people who have voting rights will decrease so quorums will be met. Linda asked what a good number will be and Chris stated seven.

### 6.2 Operations

Do it quarterly. Working through professional development and programming changes.

## 7. Review and Act Items

### 7.1 Chair and Vice Chair Elections

Lisa Lorenzen made a motion for Amber Youngblut to be chair, Linda Laylin 2<sup>nd</sup>, motion carries.

2<sup>nd</sup> item. Deborah Hodges-Harmon made motion to accept proposal to make Linda Laylin Vice-Chair. Lisa Lorenzen 2<sup>nd</sup>. Motion carries.

### 7.2 Youth Standing Committee Restructuring

Linda Laylin motioned to approve new quorum requirements for youth, Amber 2<sup>nd</sup>. Motion carries for youth standing committee restructuring.

### 7.3 Establish July 1, 2019 – June 30, 2020 Board budget (\$525.00)

Motion approved by Linda Laylin, Chris Parker 2<sup>nd</sup>. Motion Carries.

## 8. Informational Items

### 8.1 Cedar Valley Laborshed Study

Unemployment went down. We still need people. We can always train them up. Butler County will open up over 200 jobs with the railcar business.

### 9.1 Iowa DOT Youth Corps.

There was a grant awarded from the Iowa Department of Transportation in the amount of \$34,053.00. We are looking to hire on five conservation interns, three of which have already been hired. Expecting to hire one site supervisor. It will be a combination of classroom, and experiential learning. Will be assisting the Cedar Valley Arboretum with ADA standards, and general upkeep. Timeline is 10 weeks beginning July 17, 2019.

9. Upcoming RWDB Meetings (all hosted at Cedar Valley IowaWORKS at 4pm unless noted)

9.1 September 26, 2019

9.2 November 21, 2019

Will touch base soon with scheduling the next year of meetings with Linda and Amber, in an effort to get them scheduled and on the calendar.

10. Motion to adjourn made by Lisa Lorenzen, and 2<sup>nd</sup> by Deborah Hodges-Harmon. Adjournment at 4:51 pm.