

**RWDB Meeting  
3420 University Ave.  
Waterloo Iowa, 50701  
Waterloo, Iowa  
November 21, 2019  
4:00am – 5:00 pm**

**Conference Call Number  
(866) 685-1580  
Conference Code  
4772635870  
Board Website**

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

**Attended**

Deborah Collett  
Amber Youngblut  
Kristin Cahill  
James Denholm  
Jane Wagner  
Lisa Lorenzen  
Laura Hildebaugh

Karla Organist  
Debra Hodges-Harmon  
Mike Howell  
Larry Young  
Chris Hannan  
Stefanie Meyer

**1. Welcome**

Meeting began at 4 pm. Amber Youngblut greeted all.

**2. Review and Act**

2.1 November 21, 2019 Agenda and September 26, 2019 Minutes

Amber moved to approve November 21, 2019 Agenda.

Debra Hodges-Harmon motioned to approve November agenda, Karla Organist 2<sup>nd</sup>. Motion passes.

Reviewed motion to approve September minutes. Jim Denholm moved to approve, Debra Hodges-Harmon 2<sup>nd</sup>. Motion passes.

**3. System Update**

Chris shared that Ramada Hotel closed; don't have a final number for who was affected. HyPro Inc, and St. Vincent DePaul. John Deere has had some temporary layoffs. Nestle Distribution in Waterloo, seven workers affected.

Still working with Bremer County to recover from Spring 2019 flood.

We have a new VISTA AmeriCorps member, John. Three other AmeriCorps/VISTA for Transportation Sector, Advanced Manufacturing. and Healthcare Partnerships. Positions are great training opportunities. Get a good internship, and graduate college.

Food assistance Employment and Training program, is job training program for people on food stamps. This program reimburses 50% of the training costs to get the people trained. 81 enrollments who received additional training, and continue to work with them. We are hoping for about 70 enrollments for this year.

Laura Hidlebaugh shared next. 990 students enrolled in downtown. Hoping to enroll a few more for spring semester. Various options for IET/IBEST. We are continuing to pilot the Hospitality program, CNC, and CNA. All students in program are learning work skills while learning English at the same time.

Planning to pilot CDL-IET. Very high interest, and is student driven. Lots of challenges related to getting it off the ground with background checks, permits etc. Working on designing a prep class to meet requirements before they start the class. IBEST is the integrated basic skills training. Still working on basic skills and English language and getting work skills while learning this.

CNA has a higher rate of completion than main campus, due to all the extra support.

Laura has just become director. James Fagg moved into ELL and Family Literacy.

There are some changes and we are working on getting fully staffed, so a few people are doing multiple jobs.

### **TITLE III**

Happy to announce that Kyle Klabby-Kane is now the newly hired Operations Manager. He will be attending by the next meeting.

### **TITLE IV**

Mike Howell shared that Stephanie Meyer is now working in a counselor position for Vocational Rehabilitation. Pleased to have her on board in this capacity.

Stephanie shared that portion of the letter that Mike submitted in the notes. IVRS has successfully placed 243 job candidates in employment. Waterloo is the 5<sup>th</sup> largest office out of 13 in Iowa.

## **4. Sub-Committee Reports**

### **4.1 Youth**

The Youth Standing Committee is a specific group of people who are on the youth board in the community or a community partner.

Old business: Transportation Youth Corps. DOT releases funds for rehabbing railyards or conservation areas. Iowa gets a bunch of money and applied for the grant (DOT Urban Youth Corps Grant)

Money was invested into to the Cedar Valley Arboretum. They built a bridge that went over flood plain. Built new gravel paths, re-graveled old paths. They learned how to operate heavy equipment. DOT came for a site visit, and we passed. We will apply for the grant next year. 51 enrollments for young adults for last year. 28 youth who are disconnected from school, and get them work history in a work placement. Placed one young adult in a registered apprenticeship, earned 29 credentials over the year.

Performance wise, we are doing well. Partnerships are going well and are working well together.

Karla Organist asked if this DOT grant would apply to areas that were less Urban. Chris stated he was not sure. Explained that the grant was unique in nature, and we put it to good use.

If applied for and receive next year, work would continue at the Arboretum. He stated that of the 40 acres available, they only got to about five acres. So yes, there are plans how the money would be put to good use for next year.

## **4.2 Operations**

Operations Standing Committee, preparing for RFP's for next Spring. Preparing for Sue Pederson's retirement, a lot of re-hiring and restructure type things. Updating new spaces here in the office (IWD).

Need to mention the discussion of the new partnership of the youth build grant, we have been raising money for, and was given \$50,000.00 dollars for. AEL side, will be working on curriculum and hiring staff. Youth Build is intended for young adults with barriers. Similar to CDL IBEST, but it is all related to construction trades. Goal is to train youth to build and re-build houses and get them skills, training, post-secondary education, and finally employment.

Additionally, core partners of Joint Professional Development Day, we have ideas for February that we are working on. Still working on a good referral process for the joint partners, and tweaking what we want it to look like. We realized that the electronic process could be smoother, and working out good and useful communication between the partners.

## **5. Review and Act Items**

### **5.1 Operation Standing Committee Restructure**

Amber moved to this and referred to 5.1 in the packet. Delete old Operations Manager and slide Kyle in his place in as member.

Karla Organist moved, Deb Hodges-Harmon 2<sup>nd</sup>. Motion passes.

### **5.2 Review and Appoint New Members**

We have no new people to appoint, and continue to look fill one slot open, a union spot.

## **6. Informational Items**

### **6.1 WIOA Title I Performance**

Of the adult and dislocated worker and youth, we have one issue of adult credentialing rates.

Chris was notified of the adult credentialing rates, 56.7% and 59.4% Chris is questioning these numbers to Des Moines. Standby for resolution.

### **6.2 AJC PY18 Annual Report**

What was submitted in Des Moines. Gets submitted and sent to the Feds. Only included title 1 and 3, not VR or Adult Ed.

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

- 7.1 February 27 2020
- 7.2 April 30, 2020
- 7.3 June, 25 2020
- 7.4 September 24, 2020
- 7.5 November 19, 2020

Trucking with the troops was refunded. Call Robin Knight on HCC Campus to get connected.

**8. Adjournment**

A motion to adjourn made by Amber. Mike Howell motioned, Debra Hodges-Harmon 2<sup>nd</sup>. Motion passes.

Meeting commenced at 4:33 pm.