

DRAFT

RWIB-CEO Joint Meeting Minutes

September 23, 2015

The RWIB-CEO Joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWIB members: Terry Bailey, Bill Biede, Lynda Cruickshank, Donna Crum, Kim Gee, Deb Johnsen, Heidi Pringle-Bates, Scott Robinson, Dennis Sievers and John Slobodnik

CEO members: Melvyn Houser, Lonnie Mayberry, Jim Richardson, Roger Schmitz and Walter Utman

Others in Attendance: Beth Winqvist, IWCC Workforce Development; Jason Landess, Iowa Workforce Development; Randi Pape, Tara Weldon and Terri Amaral, IWCC; Ivy Nielsen, West Central Community Action; Carrie Condon, PROTEUS, Sally Prange, Iowa Vocational Rehabilitation, and Mary Warren, Board Liaison.

Members absent: Randy Hickey, Greg Olenick, David Pedersen and Martha Smith, RWIB; Randy Hickey, Matt Walsh, and Frank Waters, CEO.

A quorum was reached for both the RWIB and CEO boards.

CALL TO ORDER / INTRODUCTIONS

Donna Crum called the meeting to order at 9:08 AM. Visitors were introduced – Terri Amaral, Randi Pape and Tara Weldon, IWCC; Ivy Nielsen, West Central Community Action; Sally Prange, Iowa Vocational Rehabilitation; and Carrie Condon, PROTEUS.

APPROVAL OF JULY 22, 2015 RWIB-CEO MEETING MINUTES

An RWIB motion was made by Biede, seconded by Bailey to approve the July 22, 2015 meeting minutes.

Motion Approved Unanimously

A CEO motion was made by Mayberry, seconded by Houser to approve the July 22, 2015 meeting minutes.

Motion Approved Unanimously

APPROVAL OF THE AGENDA AND CONFLICT OF INTEREST REVIEW

No potential conflicts of interest were noted for this meeting's agenda.

An RWIB motion was made by Slobodnik, seconded by Biede to approve the agenda.

Motion Approved Unanimously

A CEO motion was made by Mayberry, seconded by Schmitz to approve the agenda.

Motion Approved Unanimously

WIA FINANCIAL REPORT

Beth Winquist reviewed the Final Expenditure Report for Fiscal Year 2015. Roughly 90% of the funding for the year was expended, leaving about \$116,976 to carry over for use in this current fiscal year. This is useful during the first 3 months of the year when Adult and Dislocated Worker funds are limited.

Beth also reviewed the Fiscal Year 2016 Expenditure Report. With 17% of the fiscal year elapsed, expenditure rates are running at 10%.

An RWIB motion was made by Biede, seconded by Bailey to approve both the FY15 and FY16 Expenditure Reports.

Motion Approved Unanimously

TICKET TO WORK FISCAL AGENT DESIGNATION

Mary Warren explained that this region has been operating as an Employment Network for the Social Security Administration's Ticket to Work Program for several years. The program is designed to provide better information, referral and employment services to individuals who receive Social Security Disability benefits. When Ticket Holders who are served by IowaWORKS become employed, milestone payments are made to the Region. These payments have generated a total of approximately \$42,000 over the years. Now the region must designate a fiscal agent to receive the funds so that a plan can be put into place to expend the money. At the Workforce Partners meeting on September 21, 2015, the group discussed the plan which will include the employment of a part time Disability Navigator, hired by Iowa Western. It was also mentioned that it will be important to include marketing and staff training in the region's efforts.

An RWIB motion was made by Biede, seconded by Pringle-Bates to send a letter to the State designating IWCC as the fiscal agent for the Ticket to Work program funding.

Motion Approved Unanimously

IWCC AUDIT REPORT

Randi Pape, IWCC Director of Accounting, reviewed the IWCC 2014 Annual Independent Audit Report. WIA funds were included in the federal awards that were audited. No material weaknesses, noncompliance issues or audit findings were identified. The 2015 audit will be conducted in October with a report expected in December, so this can be reviewed at the January RWIB-CEO meeting.

WIOA FISCAL AND PROGRAM MONITORING REPORTS

Randi reviewed the Spring Fiscal Monitoring Report conducted by Iowa Workforce Development. These reviews are conducted twice a year and look specifically at WIA/WIOA expenditures and fiscal processes. There were two findings, both of which were resolved and accepted by IWD.

Beth reviewed the annual Quality Assurance visit report that is conducted to review program procedures and records. There were two findings – one related to a nonapproved form and the second related to quarterly internal monitoring that is conducted by the Director. The region has responded and the responses have been accepted by IWD. Beth added that this Quality Assurance Report was vastly improved over the report that was done last year and she is proud of the staff for their efforts.

IOWAWORKS MEMBERSHIP REPORT

Beth Winquist reviewed the July Membership Statistics report for the region. There were 426 new IowaWORKS members during the month, 70 of whom lacked a high school diploma and 50 who have a reported disability. Jason Landess reported that an average of 50-75 customers visit the office each day and about 25 of those are new visitors.

SECTOR BOARD REPORTS

One of the WIOA requirements is that the workforce boards must incorporate sector strategies in their service delivery decisions. Our region now has 4 sector boards for high-demand industries that meet every other month: Manufacturing, Healthcare, Information Technology and Logistics. Mary Warren provided summaries of the Manufacturing and IT Sector Boards that listed member businesses, mission statements and activities the boards are engaged in, including the development of career pathways maps and career activities for K-12 students. Board members suggested that we look for ways to share the pathways maps and career activities with schools region-wide.

DIRECTOR'S REPORT

Beth said they are working on developing a referral process that can be used with partner organizations to make the process more seamless for customers. She said that IWD has recently released Handbook Guidelines for youth services. The state has received a two million dollar grant to do apprenticeship training for construction trades. Region 13's share is roughly \$140,000 and we will have one year to serve a goal of 15-20 dislocated workers.

PARTNER REPORTS

Terri Amaral told the board that the Adult Learning Center provides high school completion instruction and English as a Second Language instruction to about 200 students. Their office recently moved from the Omni Center to the IWCC campus. Ivy Nielsen explained that West Central Community Action runs the Senior Aide program that provides paid work experience of 20 hours per week to low income seniors (55+). Sally Prange said Iowa Vocational Rehabilitation is working with WIOA to develop a Memorandum of Understanding and plans to better share and serve clients.

ECONOMIC DEVELOPMENT ROUNDTABLE

Johnsen said Applefest is being held in Woodbine on 9/26/15 and will bring 20,000 visitors to town. Schmitz said the grain elevator being constructed in Harlan will handle 2 million bushels per season. Utman said Iowa State University's CIRAS program is hoping to sponsor Manufacturing Day events in all Iowa counties in October. Gee said Shenfest is being held on September 26 in Shenandoah. Fremont and Mills counties are conducting a wetlands mitigation study. The Southwest Iowa Art Tour is a 2 day annual event being held in multiple communities (Council Bluffs, Woodbine, Macedonia, Sidney and others). Gee also reported that the Cottonwood Pavilion is a new wedding venue that she and her husband have opened in Shenandoah. Cruickshank said the Fremont County jail is having an open house on the 26th. Warren invited members to attend the Manufacturing Day open house at Eaton Corporation in Shenandoah on October 2, 9-2:30.

ADJOURNMENT

An RWIB motion to adjourn was made at 11:00 AM by Biede, seconded by Slobodnik.

Motion Approved Unanimously