

Minutes
Region 3 & 4 Chief Elected Official Board and
Regional Workforce Development Board
Combined Meeting
Thursday March 24, 2016 9:30 am
Governmental Services Center
217 West 5th Street, Spencer, Iowa, Room B

Public Hearing
Regional Workforce Development Board
Region 3-4 Workforce Plan

Call to Order - Janet Dykstra called the hearing to order at 9:30 am.

Public Comments - No comments made as there were no visitors.

Adjourn Meeting - Motion made by Beem and seconded by Jager-Pippy to adjourn the meeting. Motion approved. Time of adjournment 9:35 a.m.

Chief Elected Official
Regional Workforce Development Board
Combined Meeting

RWDB Members Present: Lee Beem, Diane Nelsen, Gregory Ver Steeg, Ranae Sipma, Mike Schulte, George Kruger, Rhonda Jager-Pippy, Kenneth Vande Brake, Vernon Nelson, Reva Arends, Janet Dykstra, Carrie Turnquist, Mike Carlson, Timothy Kinnetz, Kristin Hanson, Benjamin VanDonge, Lisa Washington, Kiley Miller, Linda Gray, Lori Kolbeck, Scott Rettey

RWDB Members Excused Absences: Susan Golwitzer, Dave Swanson, Frank DeMilia

RWDB Absent: None

CEO Members Present: Mike Schulte, Arlyn Kleinwolterink, John Steensma, Dale Arends, Tim Schumacher, Barry Anderson, Pam Wymore, Pam Jordan

CEO Members Excused Absences: Merle Koedam

CEO Absent: Ed Noonan

Partners and Guests: Val Bonney (NWIPDC), Melissa Rude (Proteus), Sarah Breems-Diekevers (NWICC), Terrin Bern (ICCC), Jessica Badding (Iowa Dept for the Blind)

1. **Call to order:** Janet Dykstra called the meeting to order at 9:35 am.
2. **Introduction of Members, State Staff and Guests:** Self-introductions were made. Guests attending the meeting were Erin Pingel and Amber Nelson
3. **Welcome:** Janet Dykstra welcomed everyone to the meeting.
4. **Agenda Review:** Items 11c and 12 were deleted from the agenda. No other corrections additions were noted agenda approved.
5. **Approval of January 28, 2016 and February 25, 2016 Meeting Minutes:**
 - a. **RWDB Vote** – Motion made by Arends, 2nd by Beem, motion approved.
 - b. **CEO Vote** – Motion made by Wymore 2nd by Schulte, motion approved.

6. Region 3-4 RWDB Website: Address was noted, the site has been updated and is live, and postings have been agendas and meeting minutes. The RFP is posted on the site. Linda and Val should be notified with any information to be uploaded onto the site.

7. Region 3-4 Request for Proposal - Service Provider - WIOA Adult, Dislocated Worker and Youth

Linda Gray provided an update on the RFP. It has been posted on website on March 1, 2016, bidders allowed questions through March 15, 2016, all of that information was posted on March 18, 2016; there is a link on the website to review the Q&A. On April 18, 2016 the committee will review all proposals; the cutoff date for submission is April 8, 2016. From these proposals the committee will select the Provider. The Board will need to approve at the May 26, 2016 board meeting. The winner and those not selected have to be notified by June 3, 2016.

8. WIOA Core Partner Update: Lisa Washington, Lori Kolbeck and Linda Gray provided an update. They have been meeting frequently, working on the plan; it has been a long process. Val added that they have been working on the referral process with core partners to make sure actual contact has been made with the referral and follow-up with the partner to see the results of the referral.

9. WIOA Local Workforce Plan - Draft:

Timeline:

a. State Team will review plan and return comments by April 11th.

b. 30 Day comment ends April 10th.

c. Requested revisions will be made to plan by April 15th.

d. Final plan revisions in Iowa Grants by April 18th.

e. RWDB/CEO Board meeting to approve the final plan prior to submittal to State Wednesday, April 27, 2016 at 9:30 am conference call.

Val Bonney reviewed the timeline indicated that the draft plan has been submitted and emailed that plan to board members. There will be a Core partners meeting on April 12, 2016 to address the revisions suggested. Then final approval of the plan will be made on April 27th via conference call, and then resubmitted to the State.

10. Regional MOU – Discussion of partner meeting held March 15, 2016 and MOU template -

Val Bonney provided a recap of this meeting. The partners met on 3-15-16 to discuss career services provided by MOU partners. The template provided by the State is very lengthy and most of the information is in our local plan, this was discussed with the State and a revision was requested. Need to make sure the level of detail is included in the local plans before a template will be provided. The MOU will document sharing of customers and services; cost sharing will be discussed later. Waiting for template from state to finalize our process.

11. Program Updates:

a. Region 3-4 Integration Statistics - these can be found on page 8 of the board packet. The report presented was for the period January 1 through March 15, 2016. Report is for new members served only. There is a steady increase of services provided especially for finding employment.

b. Workforce Innovation & Opportunity Act Intensive/ Training Participants and Expenditures

This report is on page 9 of board packet. Val recapped the chart that showed number of participants and the expenditures in the areas of service provided for those enrolled at the Individualized level of service for WIOA Title I.

d. Job Driven NEG Update - Erin Pingel presented a discussion on apprenticeship grant. The purpose is to match employers with participants, in particular dislocated workers, wanting to

make changes in careers. There will be an employer symposium on April 21, 2016 at Iowa Lakes Community College at 4:30 p.m. to provide information on apprenticeships. Rich Madden will also meet with Western Iowa Tech Community College and Northwest Iowa Community College that day and will be the main presenter at the symposium.

e. Disability Initiative Update - Amber Nelson presented what services are being provided through the grant funds. They are providing participants services such as, resumes, work skills, and how employment affects disability benefits. These services help participants progress through many areas.

f. Sector partnership NEG Update - Regional Sector Board Facilitator - There is a focus on two main areas with this grant:

1. State Workforce Board established the Sector Partnership Committee, which will be creating an on-line data base for career pathways maps and training programs. June 2016 is the launch date. Local Areas will be establishing sector boards. Region 3-4 has started work on the regional sector boards, but more work needs to be done.
2. WIOA services to dislocated workers where career services will be provided with education providing a wide range of services. The bird flu event was the cause to create this grant but is open to all industries.

g. Promise Jobs Update - Linda Gray indicated that Region 3-4 is doing very well in performance, participation is increasing and through DHS participants sign up for services like writing a plan to become self-sufficient and be career and work ready.

h. Construction Equipment Simulator Tour - Region 3-4 Spencer; July 18-22 - Information about the simulator was provided in the board packet. Linda briefly explained that this is being provided by a Wal-Mart Grant with participation of the Iowa Workforce Development and Hawkeye Community College. The simulator housed in a semi trailer comes out and provides the experience and training for operating construction equipment. Promise Jobs applicants and women are encouraged to participate. Anyone is allowed to utilize this service.

i. Wagner-Peyser/Skilled Iowa Update - Linda Gray presented that Home Base Iowa continues to grow in NW Iowa. The Lt. Governor was in Osceola County to present those counties designation. Kossuth and Palo Alto counties have submitted an application for the designation and when they are approved all 10 counties of Region 3-4 will have the Home Base designation. NCRC testing in several schools in region with 4 schools to test this spring. ACT is profiling jobs in certain organizations and Region 3-4 staff is getting training to do this.

j. One Door Many Paths WIOA Partners Conference - June 27-28 Altoona Iowa - Information provided on page 10 of board packet. Val indicated that if any board members want to attend this conference the \$60 fee would be covered by the board. Diane Nelsen stated the conference is very good with relevant topics discussed. Six staff from ILCC will be attending.

13. WIOA Update –

a. RWDB Bylaws: Ben Humphrey attorney is developing a template for use, template will be coming for review and revisions, revisions were made 2 years ago and now needs updating to reference WIOA instead of WIA.

b. CEO Agreement - this outdated and needs to be revised to current changes. Ben Humphrey attorney is developing a template.

c. One Stop Operator - WIOA is taking steps to designate by June-2016 and should be in place by June 2017. The feds clarification is not finalized. The WIA operators, ILCC, NCC, ICC and IWD could become a consortium or just one agency. The purpose is to ensure that a One Stop Center operates correctly.

d. One Stop Evaluation - The evaluation will be done by the State and local board. The CEO board will establish the criteria and procedures to assess and certify the One Stop

Operator is working on minimum criteria, understands the region and that services are being delivered efficiently and correctly.

14. State Staff Update - None

15. Partner Update – Voc. Rehab. - gave an update for Federal FY 15, statewide 12,000 to 14,000 participants in the program, average wage is \$11.72 per hour and that 96% of participants that went through the program earned \$11.3 million more in wages as a result of participating in the program.

Legislative Breakfast - Lisa Washington from ILCC reported that there is a great relationship with IWD; also that 5,000 people in the 5 county area of ILCC have no high school diploma, a new testing method used now for getting the equivalency diploma HSED instead of GED.

Dept of Blind - Conference in June 2016, The IDB staff will be attending, the average wage of \$16.26 per hour for employment.

Diane Nelsen reported that the Estherville AEA office is moving to downtown Estherville.

16. Confirm Next meeting Date and Adjournment:

Conference Call: Wednesday April 27, 2016 9:30 am

Face to Face: Thursday May 26, 2016 at 9:30 am, very important meeting

RWDB: Motion to adjourn made by Beem and Seconded by Ver Steeg, motion approved
CEO motion made by Jordan and Seconded by Schulte, motion approved.

Meeting adjourned at 10:56 am