

REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

March 29, 2018  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Kim Becicka, Ashley Ferguson, Wayne Frauenholtz, Rhonda Griffin, Jerry Hobart, Chris Hummer, Marcel Kielkucki, Joe Linn, Holly Mateer, Scott Mather, Steve Olson (by teleconference), Stefanie Rupert, Kory Schreiner

RWDB Board Members Absent: Patrick Loeffler, Kristy Lyman, Patty Manuel, Michelle Mexcur, Shelley Parbs, Julie Perez, Mark Schneider, Steve Shriver, Susie Weinacht

RWDB Ex-Officio Members: Carmen Heck, Laurie Worden (by teleconference)

STAFF: Carla Andorf, Angela James, Monica Brockway, Kochell Weber-Ricklefs

The meeting was called to order by Temporary Chair Marcel Kielkucki at 10:04 am. The RWDB board met quorum.

Marcel Kielkucki asked everyone present to introduce themselves.

Marcel Kielkucki asked for a motion to approve the agenda with the addition of Conducting the Oath of Office. M/S/C, Jerry Hobart, Joe Linn, agenda approved.

The Oath of Office was conducted for Kory Schreiner.

Marcel Kielkucki asked for a motion to approve the consent agenda. M/S/C, Stefanie Rupert, Jerry Hobart, motion approved.

Marcel Kielkucki asked if there was any correspondence to share. There was none.

Marcel Kielkucki asked if there were any member announcements. Carla Andorf shared information on two upcoming conferences; the AIWP conference will be held in Des Moines on April 18-20 and the WIOA Conference will be held in Des Moines on May 21. If you are interested in attending one of these conferences, please let Carla know. Stefanie Rupert shared that Collins Community Credit Union is sponsoring a Women's Leadership Summit in Cedar Rapids on April 25. Kim Becicka shared that Kirkwood is sensing that workforce challenges are even tightening more and we are working on several projects to assist in meeting those challenges. Marcel Kielkucki was awarded the WIOA Leadership Award for his work with the core partners.

Carla Andorf reviewed the realignment process to date. The State Workforce Board subcommittee is making recommendations to change the number of workforce regions in the

state. Currently there are 15 regions but the subcommittee's recommendation is to reduce that number to two. Carla shared the examples that the subcommittee has developed of different options for the regions. There is a public comment period open now through May 4, 2018. There has been a committee formed, led by the community colleges, to study their proposal and determine how many regions are realistic to have in Iowa. The regions must be aligned with the laborsheds in the state. The state Iowa Workforce Development Director has said that the number of one-stop centers will not be affected by the number of regions. Regardless of the final number of regions, our board composition will shift.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. We are still planning to hold the board training orientation; there will be a webinar on May 22 or face-to-face training before our meeting on May 31.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. We are in a good position and will spend all of our funds.

Angela James and Carla Andorf reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for January and February. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events and Rapid Response activities assisted by the Employer Services team. His team is seeing more interest from schools and their recent Youth Job Fair was a success.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. He also discussed the leadership change in his department and how the state is rebidding the high school diplomacy test.

Holly Mateer reviewed the Vocational-Rehabilitation report. She shared that they have had 31 successful job closures in Iowa City and 28 in Cedar Rapids since our last meeting. They are working on summer experience opportunities for their clients.

Kochell Weber-Ricklefs from the Iowa Department for the Blind gave a presentation on "Serving Participants with Disabilities."

Marcel Kielkucki asked for a motion to adjourn the meeting. M/S/C, Jerry Hobart, Stefanie Rupert, motion approved.

The meeting adjourned at 11:40 am.

**Upcoming Meeting:**

CEO/RWDB; May 31, 2018; 10am-Noon; IowaWORKS

CHIEF ELECTED OFFICIALS (CEO) BOARD  
MEETING MINUTES

MARCH 19, 2018  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

CEO Board Members Present: Jon Bell, Jim Houser (by teleconference), Pauline Taylor (by teleconference), Susie Weinacht (by teleconference), and Travis Weipert (by teleconference)

STAFF: Carla Andorf, Scott Mather, Kim Becicka

The meeting was called to order by Vice Chair Travis Weipert at 8:31 am. The CEO board did not meet quorum.

Travis Weipert asked everyone present to introduce themselves.

Travis Weipert asked for a motion to approve the agenda. M/S/C, Jim Houser, Susie Weinacht, agenda approved.

Carla Andorf gave an update on the Fiscal Agent entity that must be selected for Region 10. This is a result of the Department of Labor monitoring that was done last fall that stated that WIOA Title 1 grant funds were being improperly disbursed. In order for us to receive WIOA Title 1 funding starting April 1, a fiscal agent must be established; the CEO board has the authority to establish a fiscal agent.

Carla reviewed the options:

1. Region 10 identifies a local entity to serve as the fiscal agent; or
2. Region 10 asks Iowa Workforce Development to serve as the fiscal agent

Her recommendation is that it would be least disruptive to utilize Iowa Workforce Development for this service. Since we do not have quorum, we will need to take an email vote on this issue.

Travis Weipert asked for a motion to move forward with a contract with Iowa Workforce Development to become Region 10's fiscal agent with a vote by email. M/S/C, Jim Houser, Jon Bell, motion approved.

Carla Andorf gave an update on the RWDB open position that occurred when DaLayne Williamson left her position at ICR IOWA. She gave two options for the board to consider:

1. Wait and see what happens with the position and after it is filled, asked Jennifer Daly if that person would be a fit for the board; or
2. She could pull together a list for this board to review and make a recommendation of possible economic development staff

Travis Weipert asked for a motion to wait for the position at ICR IOWA to be filled with a vote by email. M/S/C, Susie Weinacht, Jim Houser, motion approved.

Scott Mather gave an update on the Customer Service Plan and how the Department of Labor found insufficient documentation of the priority of service for veterans. Therefore, we needed to add it to our Customer Service Plan.

Travis Weipert asked for a motion to approve the modification to the Customer Service Plan with a vote by email. M/S/C, Susie Weinacht, Pauline Taylor, motion approved.

Carla Andorf shared the summary of the realignment proposal. The Department of Labor found two key findings:

1. Appropriate regional WIOA administrative staffing is not in place; and
2. The state has too many regions to adequately fund these positions

The three positions that they are requiring are:

1. Fiscal Agent
2. Board Support Staff
3. One-Stop Operator

The state workforce board recommended that a realignment committee be formed to assess regional composition and staff funding models. Their recommendation at their February 2018 state workforce board meeting was for two workforce regions. Maps were also drawn showing options for 3, 4, 5, 6 or 8 regions.

CEO members should have received an email from Shelley Evans, Iowa Workforce Development, which contained a lot of information about the realignment. There is a public comment period that is open now through May 4, 2018. The Association of Iowa Workforce Partners will host a conference call on March 26 from 3-4:30 pm to learn more about the public comment materials. Join at <https://zoom.us/j/308913734>; or 1.646.558.8656; meeting id: 308913734.

We currently have 15 regions and based on the federal funding, it is probably too many for the funding to support. Four to six regions could probably be supported but the actual costs of the three positions still needs to be determined and finalized. Discussion was held on the importance of following laborshed areas; it would make sense to have an eastern Iowa region. The two regions that were recommended by the subcommittee do not take into account laborsheds. We have four strong regional laborsheds in the state (Des Moines area, our eastern Iowa area, western Iowa area, and northern Iowa area.

Travis Weipert asked for a motion to adjourn the meeting. M/S/C, Jim Houser, Susie Weinacht, motion approved.

The meeting adjourned at 9:00 am.