

# CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

MARCH 26, 2020  
ZOOM MEETING

CEO Board Members Present: Jon Bell

RWDB Board Members Present: Jasmine Almoayyed, Kim Becicka, Debbie Craig, Cyd Hanson, Kristy Lyman, Patty Manuel, Holly Mateer, Scott Mather, Steve Olson, Julie Perez, Stefanie Rupert, Mark Schneider

RWDB Board Members Absent: Ashley Ferguson, Wayne Frauenholtz, Rhonda Griffin, Joe Linn, Patrick Loeffler, Michelle Mexcur, Kory Schreiner, Steve Shriver, Susie Weinacht

RWDB Ex-Officio Members: None

STAFF: Carla Andorf, Jennifer Perkins, Karen Friederich, Terry Rhinehart, Jamie Phipps

The meeting was called to order by Chair Patty Manuel at 10:09 am. The CEO board did not meet quorum. The RWDB board met quorum.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Stefanie Rupert, Holly Mateer, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Mark Schneider, Steve Olson, motion approved.

Patty Manuel asked if there was any correspondence to share. There was none.

Patty Manuel asked if there were any member announcements.

- Scott Mather discussed the Title II application process and the need for board members to review the applications and score them on a rubric. It was decided that Scott Mather, Steve Olson and Stefanie Rupert would be the members responsible for reviewing the applications.
- Carla Andorf introduced Jennifer Perkins who is our new Operations Manager. Our financial monitoring for Title I programs was held on March 11; we have been told we had zero findings.

We discussed the COVID-19 Virus and the impact to workforce programs and services.

- Carla Andorf explained how we are working with our clients, connecting them with community assistance or other help, and keeping them engaged. Iowa Workforce Development may apply for a National Emergency Grant (NEG) for laid-off employees so we are preparing for that grant if that happens. She is concerned about hitting their performance measures.

- Scott Mather discussed how all IWD staff are working with Unemployment Insurance; they completed 12 hours of training so staff felt more comfortable answering questions. Their office is open (by appointment only to clients); Unemployment Insurance claims can be done over the phone or the internet. If they do close their office, they are preparing to work from home. A question was asked if unemployment payments are taxable and yes they are; a claimant can opt to have it taken out now or wait until they file taxes. He also shared that from March 15-21, the State processed 41,890 unemployment claims.
- Holly Mateer shared the Title IV update. They are working virtually and contacting clients and providing as many resources as they can.
- Terry Rhinehart shared the Title II update. They started a new session this week and their instructors are prepared to teach all classes via Zoom. At this time, they cannot do testing, so they can't add students to new sessions yet or have students take their final exams to graduate. Cyd Hanson shared that as an instructor the Zoom platform has been working well.
- Debbie Craig from Four Oaks shared that they have 80 youth enrolled in their workforce prep program; they are now focused on essential skills development. Case workers are teleworking and adjusting to how they can connect with their clients. Their onsite job shadows are on hold for now.
- Jasmine Almoayyed from the City of Cedar Rapids is working on a resource page for employers and residents on where they can get assistance. Scott Mather shared that the most current information for employers would be the links on their website pages.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. Some of our goals will be pushed back to wrap up in the summer or fall.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. We anticipate that our enrollments will decrease due to the COVID-19 situation; we will also have carryover funds.

Carla Andorf reviewed the WIOA financial report. This report shows our performance measures for our financial goals. We do have concerns that we might not meet our goals and expect to request some flexibility from the State due to the COVID-19 pandemic.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for December and January. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team along with the activities conducted by the Business Services team.

Cyd Hanson reviewed the Adult Education/Literacy report. Our students are now taking their classes electronically; we have approximately 150 ABE students and 440 ESL students.

Holly Mateer reviewed the Vocational-Rehabilitation report. To date, they have had 120 successful client closures. She had a Business Engagement Specialist start; they are a resource for businesses on assisting staff with disabilities. Stefanie Rupert suggested also adding Mental Health resources for employers.

Jamie Phipps reviewed the Department for the Blind report. They are working on hiring a local Cedar Rapids counselor as she transitions to her new role.

An update was given on the WIOA compliance and realignment merger status.

- Board Support Staff – We have reached out to Heather Garcia, Executive Director for the Region 11. She is developing a proposal for the CEO Board to review on April 2 that will highlight her duties/costs.
- Board Fiscal Agent – We have had an interest from Travis Weipert, Johnson County Auditor, about providing these services for our board. We are communicating with Travis and hope to hear soon if he will accept this role.
- Board Member Reappointment Process – In order to be in compliance, all of our board members must complete an Application to Serve form. To date, we have received 11 out of 21 forms. Once completed, the CEO Board will review the forms and vote for the member to be reappointed. At our May 28 meeting, Oath of Office forms will be completed for reappointed Members
- IWD has asked the DOL for an extension for the Service Provider Contracts for Adult, DW, and Youth programs due to the COVID-19 situation.
- Realignment with Region 6 – If you recall, for two areas to merge voluntarily, 100% agreement by all counties was needed. Johnson County, by majority vote, voted no to the merger request of Regions 6 & 10. So we will not merge with Region 6. Board members were disappointed with this outcome and strategies were discussed on how we can move forward. It was discussed that at the CEO level, Linn County has not been involved. The RWDB board would like Carla Andorf to reach out to Ben Rogers to educate him about the services we provide and how realignment would benefit all counties. After that happens, representatives from the RWDB board could also reach out to him to further discuss how important his role is with the CEO board. A suggestion was made to also have the other counties still vote on the realignment so that we can show solidarity.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Steve Olson, Holly Mateer, motion approved.

The meeting adjourned at 11:45 am.

**Upcoming Meeting:**

CEO/RWDB, May 28, 2020, 10 am-Noon, IowaWORKS