

RWDB-CEO Joint Meeting Minutes

January 24, 2018

The Regional Workforce Development Board-Chief Elected Officials joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWDB members: Lori Shields, Kim Gee (phone), Scott Robinson (phone), Jason Sherer (phone), Jim Carroll (call)

CEO-RWDB: Randy Hickey

CEO members: Lonnie Mayberry (call), Walter Utman (call), Matt Walsh, Scott Belt and Roger Schmitz

Others in attendance: Terri Amaral, Ivy Nielsen, Shalimar Mazetis, Mark Stanley, Sally Prange, Randall McQueeney, Kaylene Page, and Vicki Corbin

Members absent: RWDB members: Dave Pedersen, Heidi Pringle-Bates and Lane Plugge,

CEO members absent: Walter Utman, Frank Waters and Alan Armstrong

1. Call to Order and Introductions – Kim Gee
Kim called the meeting to order. Introductions weren't done because we had no new person attending this meeting.
2. Approval of the November 2, 2017 Minutes for the RWDB Conference Call
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the November 2, 2017 minutes, seconded by Randy, motion approved unanimously.
3. Approval of the November 15, 2017 Minutes for the RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the November 15, 2017 minutes, seconded by Scott R., motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the November 15, 2017 minutes, seconded by Matt, motion approved unanimously.
4. Approval of the November 30, 2017 Minutes for the CEO Conference Call Meeting
 - a. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the November 30, 2017 minutes, seconded by Matt, motion approved unanimously.
5. Approval of the Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Jason to approve the January 24, 2018 Agenda, seconded by Scott R., motion approved unanimously.

- b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the January 24, 2018 Agenda, seconded by Matt, motion approved unanimously.
 - c. *No conflict of interest at the January 24, 2018 meeting.*
6. Financial Report – Kaylene Page
Kaylene went over the Financial Report. The budget was revised. Salaries were reallocated and Board expenses were updated. Travel costs - Board members can be reimbursed for travel to Board meetings. Vicki will send the reimbursement form to RWDB & CEO members. We currently have spent around 40% of expenses.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Lori to approve the new budget, seconded by Jason, motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Lonnie to approve the new budget, seconded by Matt, motion approved unanimously.
7. Plan Modification for Veteran’s Priority of Service – Kaylene Page
Kaylene went over the Plan Modification for Veterans. See document that was in your Board packet for more information on this.
 - a. RWDB Action – Kim Gee
A RWDB motion was made by Randy to approve the Plan Modification, seconded by Scott R., motion approved unanimously.
 - b. CEO Action – Randy Hickey
A CEO motion was made by Scott B. to approve the Plan Modification, seconded by Roger, motion approved unanimously.

Shalimar will be in Shenandoah on Friday and will bring the Plan Modification document with her so that Kim can sign it.
8. Appointment Resume Nomination for Regional Workforce Investment Board Review and Approval
Mark Ford has submitted an Appointment Resume to become a RWDB Board member. A couple of people went over is qualifications.
 - a. CEO Action – Randy Hickey
Scott B. made a motion to approve Mark Ford’s application, seconded by Matt, motion approved unanimously.

Lori asked members to submit names of people who might be interested in being a RWDB Board member. She will then contact them and provide the necessary application for them to fill out.
9. The Disability Access Committee (DAC) Finalized the Physical Accessibility Report – Sally Rolf
Sally went over the Physical Accessibility Report for Region 13. An assessment of the facility located at 300 West Broadway was conducted on August 21, 2017. The ADA checklist was used and it was found that there were several areas that needed improvement. Please see document that was in the Board packet for more information.

This report was accepted by the Board and more action will be taken at the next meeting.

10. Director's Report – Kaylene Page

Kaylene went over the Director's Report.

a. State Workforce Development Board Realignment Update

- We need to make sure our Board is up-to-date*
- The State is doing more research on the realignment. There may be a recommendation in May or June.*
- Kaylene received a response to DOL regarding findings during the last monitoring of the Local Areas. See document that was emailed to you.*

11. Sector Board Reports – Shalimar Mazetis, Starlyn Perdue and/or Terry Bailey

Shalimar indicates things are going well. The IT Sector Board is working with IWCC on a couple of items. Employee engagement and management stress is something the Health Sector Board is working on.

12. Partner Report

Terri – 38 people have completed their High School diploma. Enrollment went from 226 in 2016 to 232 last year.

Mark – There will be an entrepreneurial event for high school students soon. Apprentice training is going well.

Lori – Careerocket will be held on February 12th.

Council Bluffs Legislative Reception will be held February 21st in Des Moines.

Randall – an event will be held at the Clarinda Correctional Facility on February 13th. This event will focus on companies hiring ex-offenders.

Ivy – they are still hiring at West Central so let her know if you know of anyone interested.

Matt – trying to acquire some state owned property.

Have a bid in for a retail.

Blink is expanding.

Scott – there will be a Ribbon Cutting held at the new county recycling center.

Looking at a possible new road that will connect Underwood and Crescent.

Randy – Fremont County did a study on housing – there just aren't any housing and it's a big issue.

13. Economic Round Table

None

14. Other Business

None

15. Adjournment

RWDB/CEO JOINT MEETING AGENDA
Wednesday, January 24, 2018
IWCC, Looft Hall, Room 022
Conference Call Number 712-256-8359, ID 29138
9:00 – 11:00 a.m.

1. Call to Order and Introductions – Kim Gee
2. Approval of the November 2, 2017 Minutes for the RWDB Conference Call Meeting
(Call held because there wasn't a quorum for the September 27, 2017 meeting)
 - a. RWDB Action – Kim Gee
3. Approval of the November 15, 2017 Minutes for the RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
4. Approval of November 30, 2017 Minutes for the CEO Conference Call Meeting
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
5. Approval of the Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
 - b. CEO Action – Randy Hickey
6. Financial Report – Kaylene Page
 - a. RWDB Budget
 - i. RWDB Action – Kim Gee
 - ii. CEO Action – Randy Hickey
7. Appointment Resume Nominations for Regional Workforce Investment Board Review and Approval
 - a. CEO Action – Randy Hickey
8. Director's Report – Kaylene Page
 - a. State Workforce Development Board Realignment Update
9. Sector Board Reports – Shalimar Mazetis, Starlyn Isaacson and/or Terry Bailey
10. Partner Report
11. Economic Round Table
12. Other Business
13. Adjournment

RWDB MEETING AGENDA
Thursday, November 2, 2017
*****Conference Call*****
Call-in Number 712-256-8359, ID 29138
8:30 – 8:45 a.m.

The Regional Workforce Development Board meeting was held via a conference call because we didn't have a quorum at the September 27, 2017 meeting. In attendance were:

RWDB members: Lori Shields, Kim Gee, Scott Robinson and Lane Plugge

Others in attendance: Kaylene Page, Shalimar Mazetis and Vicki Corbin

Members absent: RWDB members: Dave Pedersen, Heidi Pringle-Bates, Jason Sherer and Jim Carroll

CEO-RWDB absent: Randy Hickey

1. Call to Order – Kim Gee
Kim called the meeting to order
2. Roll Call – Vicki Corbin
Vicki conducted a roll call and determined there was a quorum.
3. Approval of the Minutes of the July 26, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
Scott Robinson made a motion to approve the July 26, 2017 meeting minutes, seconded by Lane Plugge, motion carried.
4. Approval of the Minutes of the August 16, 2017 RWDB/CEO Meeting
 - a. RWDB Action – Kim Gee
Scott made a motion to approve the August 16, 2017 meeting minutes, seconded by Lane, motion carried.
5. Approval of the September 27, 2017 Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
Scott made a motion to approve the Agenda, seconded by Lane, motion carried. There was no conflict of interest.
6. Approval of the November 2, 2017 Agenda and Conflict of Interest Review
 - a. RWDB Action – Kim Gee
Scott made a motion to approve the Agenda, seconded by Lori Shields, motion carried. There was no conflict of interest at the November 2nd meeting.
7. Adjournment

RWDB-CEO Joint Meeting Minutes

November 15, 2017

The Regional Workforce Development Board-Chief Elected Officials joint meeting was held in Looft Hall at Iowa Western Community College in Council Bluffs. In attendance were:

RWDB members: Kim Gee, Scott Robinson (call), Heidi Pringle-Bates, Jason Sherer (call)

CEO members: Lonnie Mayberry (call), Walter Utman and Roger Schmitz

Others in attendance: Terri Amaral, Ivy Nielsen, Mark Stanley, Sally Prange, Randall McQueeney, Kaylene Page, Starlyn Isaacson, Libby Woods, Sean Fick and Vicki Corbin - Chamber

Members absent: RWDB members: Lori Shields, Dave Pedersen, Lane Plugge, Jim Carroll

CEO-RWDB absent: Randy Hickey

CEO members absent: Matt Walsh, Marilyn Jo Drake, Frank Rogers and Alan Armstrong

1. Call to Order and Introductions – Kim Gee
Kim called the meeting to order. We went around the room to introduce ourselves to for couple of new people.
2. Approval of the Minutes of the September 27, 2017 RWDB/CEO Meeting
 - RWDB Action – Kim Gee
A RWDB motion was made by Jason Sherer, seconded by Heidi Pringle-Bates to approve the September 27, 2017 meeting minutes. Motion approved unanimously.
 - CEO Action –
CEO didn't have a quorum for the November 15th meeting. A conference call will try to be scheduled for the week of November 27th.
3. Approval of the Agenda and Conflict of Interest Review
 - RWDB Action – Kim Gee
A RWDB motion was made by Jason Scherer to approve the November 15th Agenda, seconded by Heidi Pringle-Bates. Motion approved unanimously.
 - CEO Action – Randy Hickey
CEO didn't have a quorum for the November 15th meeting. A conference call will try to be scheduled for the week of November 27th.
 - *No conflict of interest at the November 15, 2017 meeting.*
4. Financial Report – Kaylene Page
Kaylene went over the Financial Report. It was pointed out that dollars were redistributed from last fiscal year.
 - RWDB Action – Kim Gee
A RWDB motion was made by Heidi Pringle-Bates to approve financials, seconded by Jason Sherer. Motion approved unanimously.
 - CEO Action – Randy Hickey
CEO didn't have a quorum for the November 15th meeting. A conference call will try to

be scheduled for the week of November 27th

5. One Stop Certification Discussion & Approval

Partners met to see how we should certify. All partners did their own separate paperwork which required answering questions and tallying up points. Kaylene went over a portion of the certification. In the end Region 13's total points was 1,324. The Board was asked to read the One-Stop Certification and if there's any questions they can be addressed at the next meeting.

– RWDB Action – Kim Gee

A RWDB motion was made by Jason Sherer to approve the One-Stop Certification, seconded by Heidi Pringle-Bates. Motion approved unanimously.

6. Director's Report – Kaylene Page

- *Kaylene went over the report which also included Workforce Needs Assessment document and a Labor Market Information Guide.*

Board Structure

- *Kaylene, Shalimar and Lori meet this week to discuss the new board structure. It was determined that Region 13 RWDB will consist of 19 members. At this meeting they placed the current board members into the required categories which are 10 from Business (2 must be small business), 4 from Workforce and 5 from One Stop System. They also included people who possibly would join the board and placed them into one of the categories. A handout was provided outlining this new structure. If you know people who might be interested in joining please ask them and then provide them with an Appointment Resume application.*

Retirees can no longer be on the board.

i. RWDB Action – Kim Gee

A RWDB motion was made by Jason Sherer to have a 19 member board, seconded by Heidi Pringle-Bates. Motion approved unanimously.

ii. CEO Action – Randy Hickey

U.S. DOL Recommended Review

- *The U.S. Department of Labor has requested that the State of Iowa make an assessment of its regional divisions. The State Workforce Development Board has established a committee to review Iowa's current board configuration and they will meet on November 20, 2017. This meeting is open to the public.*

7. Sector Board Reports – Shalimar Mazetis, Starlyn Isaacson and/or Terry Bailey

- *Shalimar indicated that things are going well. The Healthcare Sector Board & IT Sector Board would like speakers to come in and give presentations. If you know of anyone interested in speaking at their meeting let Shalimar know.*
- *Starlyn Isaacson – Joe Collins is now leading the Sector Partnerships Boards. Mark Stanley mentioned that the goal is to recruit young talent.*

8. Partner Report

- *Terri Amaral handed out an IWCC Adult Education & Literacy document that broke-down enrollment in this program between the 5 different locations.*

- Sally Prange would like to know what type of information we would like to hear about and then she will bring that information to the meetings. Right now they are serving about 1,300 people. She talked about some of the work accommodations needed.

The Transition Alliance Program (TAP) is a grant between CB Schools and IVRS that started this fall. The goal of the program is to help students who receive supportive services become better prepared for the world of work. Services (career exploration, self-advocacy instruction, workplace readiness, counseling on opportunities, and work-based learning experiences) help students decide on a vocational goal and then develop a plan on how to achieve it. An Employer Council has been created and, with TAP staff, are working on having a reverse job fair which is scheduled for March. IWD is playing an active role with preparations for the reverse job fair, as well as coordinating the event.

IVRS will join a grant project with NE Voc Rehab, Career Pathways Advancement Project (CPAP) next month. The goal is to help individuals develop additional skills and earn higher wages -- two of WIOA's areas of focus. Employers can benefit from employee training programs at no cost to the business; receive free ergonomic assessments; and advance the skills of the existing workforce. The emphasis will be employment development in manufacturing, transportation and logistics, healthcare, and IT.

Two IVRS counselors are new to the Sector Board meetings and will be able to share the benefits of accessing the CPAP.

Update on the Disability Access Committee: the initial accessibility study has been completed and a report submitted to the State. The final report will need to be reviewed and approved by the RWDB. In the meantime, the committee will be planning a focus group to obtain input from individuals who are disabled.

- Ivy Nielsen – the senior employment program is going well. Also Education to Employment program is going great.
- Randall McQueeney – Trying to get some positions filled. More unemployed people are coming into the Center for assessments since now if they don't their unemployment benefits will stop. They continue to try to get the word out as to what IWD does.
- Kim Gee – Discussed some employment services. IWD is coming to the Shenandoah Library once a month. This is a great outreach for them.

9. Economic Round Table

- Kim Gee – Eaton is hiring. People can now interview through IWCC Carpenter Trades Program. The National Parks Service is doing a study on the trails program. They want to tap into the bike program.
- Walter Utman – Cosco Chicken Plant in Fremont allows individuals to raise chickens.

10. Other Business

- *Vicki will try to set up a conference call with the CEOs & Kaylene for the week of November 27th. They will need to approve the September 27, 2017 meeting minutes, the November 15, 2017 Agenda. Vicki currently has 4 RWDB Appointment Resume applications that she will send to the CEOs prior to this conference call. They will need to approve these and any other applicants.*

11. Adjournment

CEO Conference Call Meeting Minutes

November 30, 2017

The Chief Elected Officials conference call was held due to the fact that there wasn't a quorum at the November 15, 2017 meeting. In attendance were:

CEO members: Lonnie Mayberry, Walter Utman, Scott Belt and Roger Schmitz

Others in attendance: Kaylene Page, Shalimar Mazetis and Vicki Corbin - Chamber

CEO-RWDB absent: Randy Hickey

CEO members absent: Matt Walsh, Frank Waters and Alan Armstrong

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1. Call to Order – Lonnie Mayberry
Lonnie called the meeting to order
 - Roll Call – Vicki Corbin
Vicki conducted a roll call and determined there was a quorum
 2. Approval of the Minutes of the September 27, 2017 RWDB/CEO Meeting
 - CEO Action – Lonnie Mayberry
Scott Belt made a motion to approve the September 27, 2017 meeting minutes, seconded by Roger Schmitz, motion carried,
 3. Approval of the Agenda and Conflict of Interest Review
 - CEO Action – Lonnie Mayberry
Scott Belt made a motion to approve the November 30, 2017 agenda, seconded by Walter Utman, motion carried.
Not conflict of interest at the November 30, 2017 meeting
 4. Financial Report – Kaylene Page
 - *Financially we are on track this year. There was some money redistributed but that's not on the financial report you have. This information will be listed on the next report.*
 - CEO Action – Lonnie Mayberry
Walter Utman made a motion to approve the financial report, seconded by Scott Belt, motion carried.
 5. Director's Report – Kaylene Page
 - *Warren Distribution visited Thomas Jefferson and the Tucker Center and talked about their apprenticeship program.*
 - *Working on another job fair*
 - *On December 11th there will be a professional's trade at IWCC in Atlantic.*
 - *Mentioned the Labor Market Quick Reference Guide in your Board packet.*
 - Board Structure
Kaylene went over the new Board structure and mentioned that at the last Board meeting members voted to move into the new Board structure. There will be a minimum of 19 voting members. We currently have members in the Business, Workforce and One-Stop

System. Would like to see if we can't get a representative from Centro Latino. Some members that are currently on the board will no longer hold a seat because they no longer own the business or are retired.

A RWDB and CEO Handbook was handed out at the last meeting. Vicki will send it to those people who didn't receive one.

i. CEO Action – Lonnie Mayberry

Walter made a motion to move forward with the new structure, seconded by Roger, motion carried.

– U.S. DOL Recommended Review

Kaylene reviewed. No One-Stop center will be closed. Updates will be sent by the realignment committee. There will be 2-3 One Stop Centers per region. The State will re-align the regions.

6. Appointment Resume Nominations for Regional Workforce Investment Board Review and Approval

Although there will be some realignment we have decided to move forward with our structure and send in the applications we have. The applications that need to be approved are: Theresa Amaral, Steven Baumert, Randall McQueeney, Sally Rolf and Libby Woods

– CEO Action – Lonnie Mayberry

Scott made a motion to approve Theresa Amaral, seconded by Roger, motion carried.

Scott made a motion to approve Steven Baumert, seconded by Walter, motion carried.

Roger made a motion to approve Randall McQueeney, seconded by Scott, motion carried.

Scott made a motion to approve Sally Rolf, seconded by Walter, motion carried.

Roger made a motion to approve Libby Woods, seconded by Scott, motion carried.

7. Partner Report

No partner report

8. Economic Round Table

No economic round table info to discuss.

9. Other Business

10. Adjournment

Walter made a motion to adjourn, seconded by Scott, motion carried. Meeting adjourned at 10:00

Director's Report

January 24, 2018

Region 13 IowaWORKS Stats for December 2017

| | 12-2017 | 12-2016 | % Change |
|--|---------|---------|----------|
| New Members | 451 | 560 | -19% |
| Need HiSET | 99 | 118 | -16% |
| Have HS Diploma or Equivalent | 271 | 347 | -22% |
| Young Adults (Ages 18-23) | 49 | 63 | -22% |
| Disabled | 51 | 59 | -14% |
| Veterans | 39 | 43 | -9% |
| Regional Unemployment Claims | 948 | 1086 | -13% |
| Active Members Receiving Services | 1337 | 1267 | 6% |

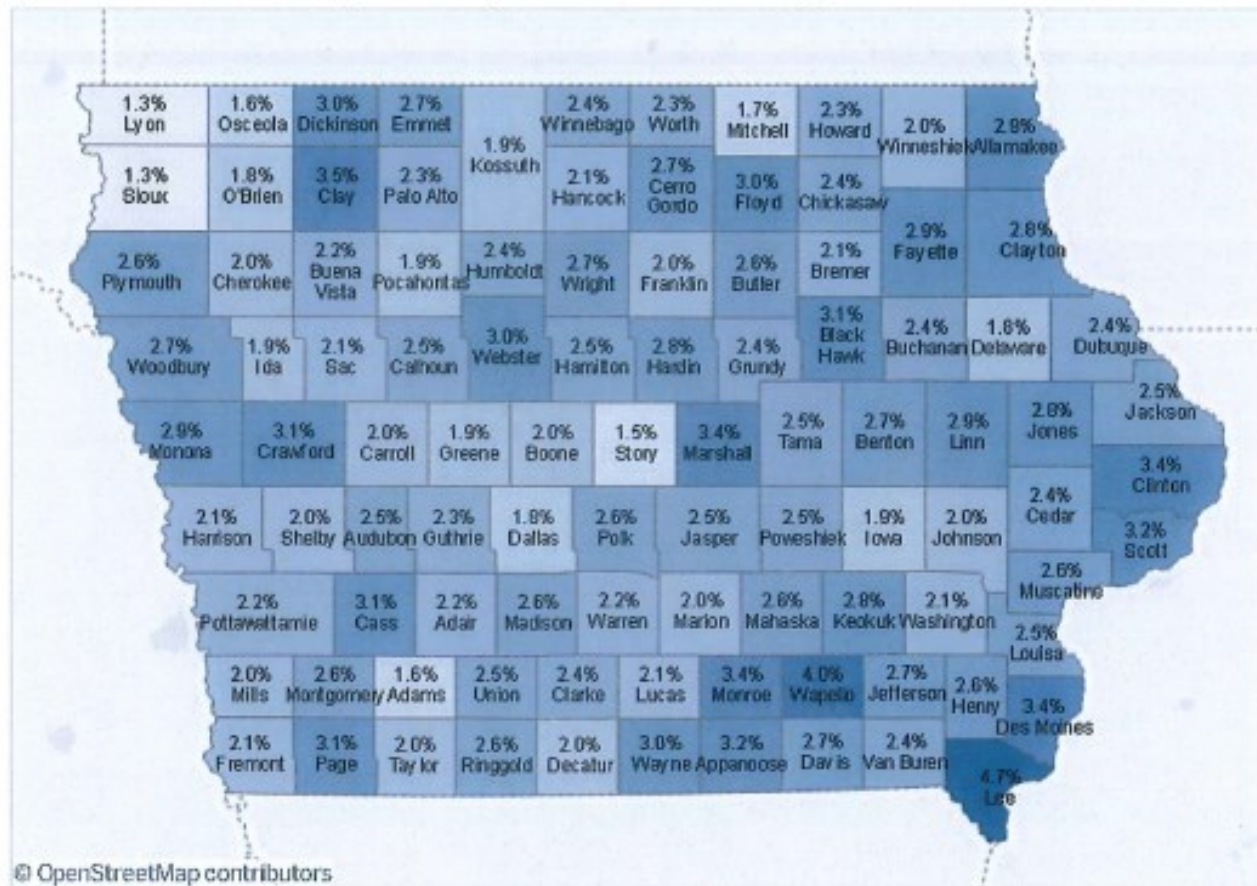
99 Individuals Who Identified The Need for HiSET

| | | | |
|------------------|----|------------------------------|----|
| Age 18-23 | 7 | Male | 77 |
| Age 24-54 | 17 | Female | 22 |
| Age 55+ | 17 | | |
| | | Newly Located to Iowa | 7 |
| Hispanic | 41 | | |
| White | 59 | Migrant Worker | 3 |
| Other | 12 | Seasonal Farm Worker | 5 |

Region 13 Happenings:

- Trade approved for Owner Revolution (Plastics Professionals) in Atlantic
 - Trade approved on 11/17
 - Worker Informational Meetings held 12/11 with 30+ attendees
 - Trade Training Benefits Packets completed and approved for 20 individuals prior to 1/8 start date
- New Part-Time Temp Hire to focus on Youth services
 - Timothy Maas is from Elkhorn, NE and served in the Air Force. He worked in Nebraska as a DVOP and has experience working in youth ministry. His experience and passion for helping people overcome barriers to success will be an asset to our team!

**Map of Unemployment Rate (%) in November 2017 (Statewide: 2.5%)
(filter the line chart by selecting counties on the map)**



Data Table (Not Seasonally Adjusted)

| Year of Date | Month of Date | Geography | Area Name | Labor Force | Employment | Unemployment | Unemployment Rate |
|--------------|---------------|-----------|----------------------|-------------|------------|--------------|-------------------|
| 2017 | November | County | Cass County | 7,150 | 6,930 | 220 | 3.1% |
| | | | Fremont County | 3,840 | 3,760 | 80 | 2.1% |
| | | | Harrison County | 7,500 | 7,300 | 200 | 2.1% |
| | | | Mills County | 7,300 | 7,200 | 200 | 2.0% |
| | | | Page County | 6,210 | 6,020 | 190 | 3.1% |
| | | | Pottawattamie County | 48,800 | 47,700 | 1,100 | 2.2% |
| | | | Shelby County | 6,470 | 6,340 | 130 | 2.0% |

Data Table (Not Seasonally Adjusted)

| Year of Date | Month of Date | Geography | Area Name | Labor Force | Employment | Unemployment | Unemployment Rate |
|--------------|---------------|-----------|----------------------|-------------|------------|--------------|-------------------|
| 2016 | November | County | Cass County | 7,130 | 6,960 | 170 | 2.3% |
| | | | Fremont County | 3,930 | 3,810 | 120 | 3.0% |
| | | | Harrison County | 7,500 | 7,300 | 200 | 2.6% |
| | | | Mills County | 7,400 | 7,200 | 200 | 3.0% |
| | | | Page County | 6,420 | 6,070 | 350 | 5.4% |
| | | | Pottawattamie County | 48,900 | 47,600 | 1,300 | 2.6% |
| | | | Shelby County | 6,640 | 6,480 | 160 | 2.4% |