Regional Workforce Development Board/Chief Elected Officials Meeting

January 9, 2018

Minutes

**RWDB Members in Attendance**: **CEO in attendance**:

Martha Wick Matt Greiner

Tom Alexander Dee Sandquist

Ann Stocker Michael Berg

Becky Schmitz Neal Smith

Dave Krutzfeldt Robert Waugh

Natalie McGee Greg Kenning

Joel Millikin David Dotts

Seth Miller

Mark Douglas

Joshua Laraby

Kelli Hugo

Noel Gorden

Linda Rouse

**Partners in Attendance:**

Indian Hills Community College in attendance: Jennifer Erdmann, Operations Manager

**Guests**:

None

David Krutzfeldt and Matt Greiner called the meeting to order at 1:02pm.

**Public Comment**: None

**Approval of Agenda RWDB** –Motion to approve Ann Stocker and second Josh Laraby. Approved Unanimously.

**Approval of Agenda CEO**: Motion to approve Bob Waugh and second Greg Kenning. Approved Unanimously.

**Approval of Minutes RWDB of 10-10-17** – Motion to approve Becky Schmitz and second Ann Stocker. Josh Laraby abstained from voting due to not being in attendance. Approved unanimously.

**Approval of Minutes CEO 1-18-17**- Motion to approve Greg Kenning and second Neal Smith. Approved unanimously.

**Finance Committee Report** – Jen Erdmann went over the Finance Committee Report. We are at 70% of expenditures on Adult funds. We have stopped enrollments for Adult and Dislocated Worker programs and started a wait list. We did receive our 9 Month funds. Youth Program Expenditures: In School Youth is at 12.64% and Out of School Youth is at 59.47%. To meet our 20% expenditure rate for WEPS we need to spend $64,966.38. We are currently at $38,271.31. We currently have $22,811.52 obligated for OSY expenditures, which are not all WEPS. Explained the WEP category on the reports was listed under Service Staff Part-Time.

**Conflict of Interest Disclosure-** Each Board member needs to complete the Conflict of Interest Disclosure annually. This pertains to any issues that may be voted on throughout the year that if there is a conflict of interest that individual will need to abstain from voting or make the board aware of any conflict of interests.

**RWDB By-Laws –** The By-Laws are ready for vote. During the last meeting it was requested for clarification on email voting. Per Sunshine Laws, we cannot vote via email. Also requested for clarification was the Operations Standing Committee and that is the Core Partners (Titles I-IV) who meet once per month.

David and Matt asked for vote on Approval of RWDB By-Laws as written:

* Motion to approve by RWDB Ann Stocker and second by Martha Wick; Approved unanimously.
* Motion to approve by CEO Greg Kenning and second by Michael Berg; Approved unanimously.

**Local Service Plan Modification JVSG Amendment** - Linda Rouse explained that during a recent JVSG Audit, it was noted that the information was not in the Iowa Unified State Plan or Local Service Plans regarding Priority of Service and JVSG Program info.

* Motion to approve by RWDB Martha Wick and Second by Seth Miller; Approved unanimously.
* Motion to approve by CEO Dave Dotts and Second by Neal Smith; Approved unanimously.

**Local Service Plan Modification Board Budget** – The RWDB Voted regarding their budget at the October Meeting, requires CEO vote to submit.

* Motion to approve by CEO Bob Waugh and Second by Greg Kenning; Approved unanimously.

**Youth Standing Committee Nomination** – Reviewed application for Taren Ferguson to fill the vacant Job Corps position on the Youth Standing Committee.

* Motion to approve by RWDB Josh Laraby and Second by Becky Schmitz; Approved unanimously.

**Realignment Status Update** – Jen Erdmann provided an update regarding the realignment process. The State board formed a realignment committee based on a DOL Finding report that was sent out to the board. Due to funding there are not enough funds to support Local Board Support and One Stop Operators for 15 Regions, therefore the state is required to reduce the number of regions in the state. The number of One-Stop Centers will not change. In your packet you will see the two, three, and four region maps that the committee is reviewing. The committee has also requested maps of 6, 7, and 8 regions and the costs associated. The committee has had two meetings, one on December 13th and the second on January 4th. The deadline for the committee to make a recommendation has been extended from February until May/June timeframe. The current board could act as an advisory board in the new area in the future. It is unsure what the CEO board will look like but is required. The committee has requested more information from the state and will meet again in February.

**Disability Access Committee Update** –Kelli Hugo discussed the accessibility report. IHCC Maintenance has been great with getting everything fixed. Just needing one more thing fixed upstairs in the ATC building but that is on the three year plan.

**Youth Standing Committee –** Becky Schmitz gave an update on our last meeting, Mike Cockrum is the new WIOA Generalist serving Appanoose, Wayne, and Wapello counties. We are in the process of updating the Youth Resource Guide and getting it printed by February 15th. We will be paying for the costs of printing. We approved the Youth Standing Committee Application for Taren Ferguson to fill the Job Corps Slot. Becky discussed the budget of $20,000, Jen Erdmann agreed due to funding it was better to decrease that amount to $5,000-$7,000. With the amount of time remaining by the end of the fiscal year, we may not get a conference planned by then with only two meetings remaining.

**Core Partner Updates** - Title II: Noel Gorden briefed on new set of classes will be resuming soon. They have hired a teacher for the Oskaloosa Center. Title III: Linda Rouse briefed on the IowaWORKS Southern Iowa Newsletter that will be sent out to the board from Amy Brink. Also briefed on Talent Bank Thursdays. The board will also receive a copy of the shared event calendar. Title IV: Kelli Hugo briefed on outreach in schools and plans for their summer programs.

**Executive Standing Committee Election** – Per the By-Laws the Executive Committee must consist of the Chair Dave Krutzfeldt and Vice-Chair Martha Wick plus three additional members. Volunteers from the board include Becky Schmitz, Natalie McGee, and Seth Miller.

* Motion to approve nominees Noel Gorden and second Ann Stocker; Approved unanimously.

Dave and Matt asked for a motion to adjourn the meeting.

* Motion to adjourn by RWDB Ann Stocker and second Seth Miller; approved unanimously.
* Motion to adjourn by CEO Bob Waugh and second Micheal Berg; approved unanimously.

Meeting adjourned at 2:01pm.