

Minutes
Region 3 and 4 Chief Elected Official Board and
Regional Workforce Investment Board Public Hearing
Thursday, September 22, 2011
9:30 a.m.
Governmental Services Center, 217 West 5th Street, Spencer
Room B

1. Call to order:

Lee Beem called the hearing to order.

Purpose:

- a. Designate the Region 3-4 Workforce Investment Act Adult and Dislocated Worker Service Provider and Coordinating Service Provider – Northwest Iowa Planning and Development Commission. The designation will become final as of 9/22/2011. There were no public comments regarding the designation.
 - b. Designate the Region 3-4 Workforce Investment Act Youth Service Provider upon recommendation of the Region 3-4 Youth Advisory Council – 1 proposal received from Northwest Iowa Planning and Development Commission. The selection will become final as of October 22, 2011 provided there are no public comments to the contrary.
Donna Hrubes presented the recommendation of the Youth Advisory Council to select Northwest Iowa Planning and Development Commission as youth service provider. There were no public comments.
2. Public comments:
No public comments were made.
3. Adjourn Public Hearing:
Ken VandeBrake made the motion that the public hearing be adjourned, seconded by Pam Jordan, and the motion passed.

Region 3 & 4 Chief Elected Official Board and Regional Workforce
Investment Board Combined Meeting
Thursday, September 22, 2011
9:30 a.m. to 11:00 a.m.
Governmental Services Center, 217 W 5th Street, Spencer, IA
Room B

1. **Call to order:** Lee Beem called the meeting to order.
2. **Introduction of Members, State Staff, and guests: No introductions were made at this meeting. Those in attendance included: RWIB members:** Lee Beem, Donna Hrubes, Vernon Nelson, Kenneth VandeBrake, Gregory VerSteeg, Mike Schulte, Judy Taylor, and Ranae Sipma. **CEO Officials:** Tim Schumacher, Mike Schulte, Arlyn Kleinwolterink, Merle Koedam, Rich Haack, Ken Chalstrom, Pam Jordan, and Pam Wymore. **Partner and Guests:** Clark Marshall (ILCC), Linda Gray (IWD), Leslie Schmalzried (IWD state staff), Val Bonney (NWIPDC), Ted Kourousis, (NWIPDC), and Marsha

Sutherland (NWIPDC). **Excused absences included:** Diane Nelson, June Goldman, Marvin Dammann, Mari Radtke and Jodi Nasers.

3. **Welcome:** Lee Beem welcomed everyone to the meeting today.
4. **Agenda Review:** There were no additions or changes made to the agenda for today.
5. **Approval of May 26, 2011 Meeting Minutes:** There was a change discussed from 10 B in the minutes: Pam Wymore made the motion instead of Pam Jordan. Noted this change.
 - a. **RWIB Vote:** Donna Hrubes made the motion that the minutes be approved with the above change noted, 2nd by Ken VandeBrake, and the motion carried.
 - b. **CEO Vote:** Pam Wymore made the motion that the minutes be approved with the above change noted, 2nd by Arlyn Kleinwolterink, and the motion carried.
6. **Disability Employment Initiative Grant Opportunity:**

Val presented a copy of a letter received from Doug Keast from IWD State Office regarding this grant that the State of IA is pursuing. This grant is to continue to provide services to individuals with disabilities. There is no word on this grant at this time.
7. **Program Updates:**
 - a. **PY 11 WIA Budgets:** Val presented the figures for this year's budget:
Youth: \$174,658 (up by \$58,440).
Adult: \$60,227 (up by \$13,945).
Dislocated Worker: \$143,319 (down by \$24,104).
 - b. **WIA Program Status:**
Adult: 28 current participants with \$23,868.00 funds obligated.
Dislocated Worker: 147 participants with \$67, 903.50 funds obligated.
Youth: 49 current participants with \$31,523.36 funds obligated.
Total: 224 participants with \$123,294.86 funds obligated.
National Emergency Grants:
RR Donnelly: 73 enrollments, 45 in exit process, 28 active participants with \$33,894.25 current funds obligated.
SkyJack-Freudenberg-Advance Pierre-Klaussner: 98 enrollments, 42 in exit process, 56 active participants with \$48,635.00 current funds obligated.
 - c. **Summer Youth Program:**

Val presented information on this program through the school system in the area. She had 79 in the program this summer and 90% completed the requirements. They were able to earn credits for high school through this summer program.
 - d. **National Emergency Grants:**
Skyjack-Freudenberg-Advance Pierre-Klaussner: it was approved to pay the DHS rates of \$14.00 per day for childcare and .50 per mile for mileage, however, we had to comply with the \$2000.00 limit for support in the customer service plan. Freudenberg is TAA eligible. Advance

Pierre and Klaussner are funded through the grant as well. We will be pursuing an extension for this grant.

e. Promise Jobs:

Linda Gray presented information from the IWD news regarding Promise Jobs. She mentioned the budget concerns as there is now less money to operate Promise Jobs. There has been a change in the delivery of Promise Jobs services with a group orientation in the Spencer office as the other offices are now closed. This process is working well so far. Individuals do have the opportunity to do a phone orientation if travel is a hardship but this will delay their benefits by a couple of weeks. The Sheldon office is still having Promise Jobs appointments at this time. IWD is doing a cost efficiency study to determine if they will continue to use subcontractors to deliver the Promise Jobs program. This would mean a loss of staff through NWIPDC if IWD did not use subcontractors.

f. Integration Update:

Plans are moving forward with the building plan and the county is now looking at costs. The county will take care of carpeting, windows, and heating and cooling. The heating and cooling is the largest expense currently. The county needs to come up with cost figures for the partners to figure rent costs and has a deadline by tomorrow for these costs. The remodel will begin in the next 30-60 days likely.

g. IWD Service Delivery and Access Update:

Linda Gray presented information about the office closings in Algona, Estherville, Emmetsburg, and Orange City. There will be access points in every county and there is at least one in each county currently and she is working to get other sites set up. There are 17 access points currently throughout the region for individuals to access a computer to file unemployment claims, job searching, retraining, and ability to ask questions. The Employers Councils will continue to meet in areas around the region.

8. Customer Service Plan Modifications:

- a. **Training Limits:** increase maximums to \$3000.00 per year
- b. **Support Limits:** increase maximums to \$3000.00 per year
RWIB vote: motion made by Judy Taylor to increase maximums to \$3000.00 limit for training and support in the customer service plan, 2nd by Ken VandeBrake, and the motion carried.
CEO vote: motion made by Arlyn Kleinwolterink to increase maximums to \$3000.00 limit for training and support in the customer service plan, 2nd by Merle Koedam, and the motion carried.
- c. **CSP and Adult/DW Service Provider:** NWIPDC is designated as the Service provider as of today, 9-22-2011.

- d. **Youth Service Provider:** only proposal received is from NWIPDC and they will be designated as the Youth Service Provider after 30 days on 10-22-2011.

RWIB Vote: Motion made by Donna Hrubes that the NWIPDC be designated as the Adult/DW Service Provider and the Youth Service Provider, 2nd by Ken VandeBrake, and the motion carried.

CEO Vote: Motion made by Tim Schumacher that the NWIPDC be designated as the Adult/DW and the Youth Service Provider, 2nd by Pam Wymore, and the motion carried.

9. PY 2010 Annual Report Approval (RWIB only):

The Annual Report was sent to each board member previously for review. Motion made by Judy Taylor to approve the PY 2010 Annual Report, 2nd by Ranae Sipma, and the motion carried.

10. WIA Financial Monitoring Report:

Val shared the Spring 2011 Financial Monitoring Report with the group. This report was included with agenda items given to each person in attendance. The monitoring went well and there were no findings in any area of reporting, participant payments, staff overhead payments, and cost limitations.

11. WIA Program Monitoring Report:

Val shared the monitoring report with the group and it was included with the information given to each person in attendance. There were 27 case files reviewed with 7 best practices noted and 4 findings noted. The first finding noted was for the Guidance and Counseling schedule not being in accordance with the WIA manual. The second finding was for inadequate casenotes. The third finding was for contractual agreements not having a signature by both the counselor and participant. The fourth finding was that a specific employment goal was not established for each participant on the service plan. All of these findings were addressed with staff at a staff meeting on 6-28-11 and changes have been made going forward. State accepted all responses related to findings.

12. WIA Training Provider Approvals:

Southeast Technical Institute: Digital Media Production Program: Val presented the application to the board for approval. Ken VandeBrake made the motion to accept this program on the WIA approved training provider list for IA, 2nd by Donna Hrubes, and the motion carried.

IA Lakes Community College: Veterinary Technician Program: Val also presented this new program at ILCC to the board for approval. Donna Hrubes made the motion to accept this program on the WIA approved training provider list for IA, 2nd by Judy Taylor, and the motion carried.

13. 2012 Meeting Dates and Locations:

Meeting dates of January 26, March 22, May 24, and September 27 were presented to the group.

RWIB Vote: Greg VerSteeg made the motion to accept these dates for meeting, 2nd by Ken VandeBrake, and the motion carried.

CEO Vote: Arlyn Kleinwolterink made the motion to accept these dates for meeting, 2nd by Mike Schulte, and the motion carried.

14. State Staff Update:

Leslie Schmalzried from IWD was present at the meeting today and stated that the state staff is working on the review of the National Emergency Grant.

15. Partner Update:

Clark Marshall from IA Lakes Community College shared information regarding the college. He stated that enrollment is down some this year as compared to last year. He shared information on the new Veterinary Technician program started this fall and that there has been good enrollment in this program.

16. Confirm next meeting date and adjournment:

The next meeting date will be January 26, 2012.

Mike Schulte made the motion to adjourn the meeting, 2nd by Donna Hrubes, and the motion carried. The meeting was adjourned.