

Minutes
Region 3 & 4 and Chief Elected Official Board
Regional Workforce Investment
Combined Meeting
Thursday March 23, 2017 9:30 am
Governmental Services Center
217 West 5th Street, Spencer, Iowa, Room B

RWDB Members Present: Lee Beem, Ranae Sipma, Mike Schulte, George Kruger, Rhonda Jager-Pippy, Kenneth Vande Brake, Janet Dykstra, Kristin Hanson, Susan Golwitzer, Benjamin VanDonge, Lisa Washington, Linda Gray, Lori Kolbeck, Dave Swanson, Vernon Nelson, Timothy Kinnetz

RWIB Members Excused Absences: Diane Nelsen, Scott Rettey, Gregory Ver Steeg, Reva Arends, Carrie Turnquist, Mike Carlson, Frank DeMilia

RWIB Absent: Kiley Miller

CEO Members Present: Mike Schulte, Arlyn Kleinwolterink, Merle Koedam, Dale Arends, Tim Schumacher, Barry Anderson, Pam Wymore, Pam Jordan, Roger Faulstick

CEO Members Excused Absences: None

CEO Absent: John Steensma

Partners and Guests: Val Bonney (NWIPDC), Jolene Rogers (ILCC), Sarah Breems-Diekevers (NCC)

1. **Call to order:** Janet Dykstra called the meeting to order at 9:39 am.
2. **Introduction of Members, State Staff and Guests:** Self-introductions were made.
3. **Welcome:** Janet Dykstra welcomed everyone to the meeting.
4. **Agenda Review:** Reviewed and approved - eliminate #12, WIOA Training Provider Approvals
5. **Approval of January 26, 2017 Meeting Minutes:**
 - a. **RWDB Vote** – Motion made by Vande Brake, 2nd by Beem, motion approved.
 - b. **CEO Vote** – Motion made by Koedam, 2nd by Kleinwolterink, motion approved

Approval of February 23, 2017 Meeting Minutes:

 - c. **RWDB Vote** - Motion made by Schulte, 2nd by Swanson
 - d. **CEO Vote** - Motion made by Schulte, 2nd by Anderson
6. **WIOA Core Partner Update** -Lori Kolbeck reported on Joint training, all programs explaining what they do and the processes for the individuals using the programs with encouragement of collaboration between agencies. Iowa Dept of Ed is monitoring reviews of adult education to ensure compliance with WIOA, partnering with the RWDB
7. **Regional Sector Board Update – Jolene Rogers** - The area Community Colleges, ILCC, NCC and ICC are targeting manufacturing, construction, transportation, healthcare, agriculture and energy sectors for training, two rounds of training have been held and going forward will provide written reports of training and meetings of sector boards. Will continue to identify sectors for training, this is industry driven.

8. **State Review of Region 3-4 Workforce Plan Modification** - Plan was submitted to State, was approved and will be on website on March 24, 2017.

9. Alignment Review Committee for Title II Adult Education and Literacy Proposals - Val Bonney reported that a committee has been established and the Title II State plan is due in May of 2017, Potential providers will submit proposals. ICCC, ILCC and NCC currently provide the services . May 4 is the schedule committee date to review the alignment.

10. Workforce Innovation and Opportunity Act (WIOA) Update-

Ben Humphrey review the process for the by-laws, he is in the process of rewriting these to meet the requirements of WIOA, board training is necessary under the open meeting act, basic training for boards, identify conflicts of interest, policy needs to completed and then presented to board, there is guidance and forms available. The CEO board will establish the by-laws for RWDB, the RWDB will create these submit to CEO for approval, Ben will provide a template for the local boards to utilize in creating the by-laws. The May 25th meeting will be used to work on the local by-laws. Janet suggested training opportunity throughout the year. Ben has been very interactive in developing the draft by-laws.

11. One-Stop Program Updates

a. Region 3-4 Integration Statistics - page 7 of the packet, statistics are for December and January, Val reviewed by category and provided explanation of the numbers.

b. WIOA Individualized/Training Participants/Expenditures -page 8 of the packet, Val reviewed and explained the report.

c. WIOA Expenditure Report through 2/28/17 - pages 9-18 of the packet, Val presented the report and reviewed briefly.

f. Job Driven National Emergency Grant Update - the grant was reviewed.

g. Sector Partnership NEG Update - provided several examples of how individuals are being served through training opportunities.

h. PROMISE JOBS Update - report given on the number of participates being served, provided a list of services being offered at the Workforce Development office. Linda also stated Bill Zinn retiring, looking for replacement, in separate handout more information proved about the demographics of clients being served.

i. Wagner-Peyser Update - Linda Gray reported activity of job fairs, meet and greets in Workforce Office, that this has been successful. Reverse Job Fair at Eaton, 35 employers attended. NCRC is ramping up for testing at several high schools in Region 3-4.

12. WIOA Training Provided Approvals - No discussion held on this

13. Youth Standing Committee Update – Val provided an update, under WIOA this committee was created, replaced the Youth Committee Board, now a committee of the RWDB Region 3-4. We are in the process of establishing dates for meeting schedule, to revisit the purpose of the committee, members have been approved, the focus is on the overall wellness and employment of youth in Region 3-4. Pam Jordan reported that the Spencer School District received a Grant for pre-apprenticeship, other school districts are going to identify areas of need.

14. Regional Disability Standing Committee - Lori Kolbeck provided background, Region 3-4 establish a committee, assisting clients with disabilities that meet the ADA standards, the One-Stops Center must meet compliance, physical, entrance to building, restrooms; Programmatic, access to any and all programs available. The committee must be chaired by RWDB board member, then members of this committee will be presented to the Region 3-4 board for approval, future items will be assisting business with compliance for disabled individuals, Lori Kolbeck is going to chair and all agencies will collaborate in serving the disabled.

15. Sate Staff Update - None

16. Partner Update - Lori Kolbeck (IA Voc Rehab) are in the process hiring position in Emmetsburg, need skills in providing services to disabled. Pam asked about relocation job opportunities,

where to look for job opportunity. Janet gave a health update, she is retiring from her employment at Osceola Community Hospital, but will remain on the board as she is on the board of directors for the Osceola County Transportation service and has hiring and firing authority. This has been approved by Ben Humphrey, IWD attorney.

17. Confirm Next Meeting Date and Adjournment – The next meeting will be on May 25, 2017 at the same location. Meeting was adjourned with a motion by Swanson and seconded by Beem. Motion approved.