



Iowa Region 3 & 4

CEO - RWDB

RWDB Chair: Janet Dykstra

CEO Chair: Dale Arends

Region 3 & 4 Chief Elected Official Board and
Regional Workforce Development Board Combined Meeting

Meeting Minutes

Wednesday October 17, 2017 – Conference Call

RWDB Members Present: Reva Arends, Lee Beem, Mike Carlson, Janet Dykstra, Susan Golwitzer, Linda Gray, Rhonda Jager-Pippy, Scott Rettey, Ranae Sipma, Carrie Turnquist, Kenneth Vande Brake, Lisa Washington

RWDB Members Absent: Kristin Hanson, Tim Kinnetz, Lori Kolbeck, George Kruger, Kiley Miller, Diane Nelsen, Vernon Nelson, Mike Schulte, Dave Swanson, Benjamin VanDonge, Gregory Verg Steeg,

CEO Members Present: Barry Anderson, Dale Arends, Arlyn Kleinwolterink, Merle Koedam, Pam Wymore

CEO Members Excused Absences: Roger Faulstick

CEO Absent: Pam Jordan, Tim Schumacher, Mike Schulte, John Steensma

1. **Call to Order:** Janet Dykstra called the meeting to order at 1:37pm
2. **Roll Call** – Val Bonney conducted roll call. Initially quorum wasn't reached on the RWDB board. A member followed-up that she was unable to get her phone off mute during roll, but was in fact in attendance. There were 11 voting members present plus one ex-officio.
3. **One-Stop Certification Document**
The completed document was e-mailed to members last week. It is rather large at 118 pages. Val Bonney gave an overview, as summarized:
 - We added all the core partner locations as our region's affiliated sites.
 - Section 4.1 relates to the Center itself – this section addressed Continuous Improvement. We obtained a score of 30, which appears to be the maximum score.
 - Section 4.2 relates to the Center itself – this section addressed meeting participant needs around basic, individualized and training services. We obtained a score of 56, which appeared to be the maximum score
 - Section 4.3 relates to the Center itself – this section addressed meeting employer needs. We obtained a score of 26 – again the maximum score
 - Section 4.4 relates to the Center and Partner Integration of Services including using a common identifier, web presence, programs available at the center, cross training of staff and partner programs onsite at the Center. We obtained a score of 558. This is an area we can improve upon in the future.
 - Section 4.5 relates to the Center Coordination of all programs within the system. There were 21 different program areas identified. This relates to an integrated case management system, co-enrollment and referrals. We are strong with referrals, but have opportunities for growth in the other areas. We obtained a score of 750.
 - Section 4.6 relates to the Center and addresses operating cost efficiency. We obtained a score of 154. Good score but room for some growth.

- Section 4.7 relates to the system and addressed access to partner programs. Access could be direct link through technology, one or more partner staff present, one or more program staff appropriately trained or a combination. We obtained a score of 63. Room for growth.
- Section 4.8 relates to the Center and Affiliated Sites and addresses Equal Opportunity. We obtained a score of 208. This is a good score.
- Our total score for the entire assessment was 1845. We have no scale to determine whether that score is good or mediocre.
- We are able to identify areas where we need to grow through this assessment and we have direction for moving forward as a result.

Group had no questions, and comments were made to commend the group for their work on this.

- a. **RWDB** – Motion to approve by Susan Golwitzer, Kenneth VandeBrake second, *Approved*
- b. **CEO** – Barry Anderson motion, Pam Wymore second, *Approved*

Pam Wymore asked question about how to handle if quorum wasn't reached, and Val Bonney offered to check most recent bylaws to address. However, this ended up being a non-issue as RWDB quorum was reached, so no follow-up is required.

Motion to adjourn by Rhonda Jager-Pippy, Reva Arends second, *Approved*

Motion to adjourn by Merle Koedam, Arlyn Kleinwolterink second, *Approved*

Meeting adjourned at 1:50pm