

Regional Workforce Development Board/CEO Joint Meeting

April 26, 2016

Minutes

RWDB Members in Attendance:

Martha Wick
Ed Miller
David Krutzfeldt
Ann Stocker
Pam Young
Becky Schmitz

CEO Board Members in Attendance:

Matt Greiner
Becky Schmitz
Michael Berg
Greg Kenning
Neil Smith
Robert Waugh
Michael Beary
David Dotts

Partners in Attendance:

Iowa Workforce Development – Christy Roush, Operations Manager and Pat Daly, IWD Financial Monitor
Indian Hills Community College in attendance: Jennifer Snead, Operations Manager, Noel Gordon, Director of Learning Services and Lisa Stek, Administrative Aide.
Job Corp – Mark Douglas, Taren Ferguson and Megan Yeager
IVRS – Kelli Hugo

Guests:

Richard Madden - Apprenticeship

Martha Wick and Matt Greiner called the meeting to order.

- Approval of Agenda – motion to approve CEO's: Becky Schmitz and second Michael Beary
motion to approve RWDB's: Ann Stocker and second Dave Krutzfeldt
- Approval of Minutes – motion to approve CEO's: Michael Beary and second Becky Schmitz
Motion to approve RWDB's: Ed Miller and second Dave Krutzfeldt

Dave Krutzfeldt mentioned that in the minutes we were to have sample files for the board to review at this meeting. There are no files at this time, will have them for the July meeting.

Finance Committee Report – Dave Krutzfeldt went over the statement of financial performance that was provided by Jennifer Snead. Dave reported that usually there is a phone meeting with the financial committee but was unable to have one before the meeting. If you will look at the bottom of Adult and Youth-In and Youth-Out expenses we have expended more than we have allocated. This is an error on behalf of the IHCC business office the extra expenditures should have been drawn down from WIOA Adult and Youth. We will meet with Kala Mulder the Controller for IHCC and get this straightened out and have a more accurate report at our next meeting.

- Approval of Finance Committee Report – motion to approve CEO's: Michael Beary and second Becky Schmitz. Motion to approve RWDB's: Ed Miller and second Ann Stocker.

Financial Training – Pat Daly is the financial monitor for Region 15, Jennifer Snead asked Pat if she would speak to the board and explain the process for financial monitoring. In your packets are two handouts that are used for financial monitoring, of which I am in the process of monitoring Region 15 for expenses that have occurred since January 1, 2016. Pat stated that she has completed the IHCC part of monitoring and everything has come out just

fine, I will be doing participant payments at the IowaWORKS office tomorrow. I generally pull 10 files from each of the programs to review and make sure payments are made correctly and appropriately. After completing the monitoring a draft report will be sent to Jennifer Snead and Dr. Marlene Sprouse with the findings and what needs to be done to correct them. Region 15 has 15 days to correct the errors and send back a copy of the corrections to the Financial Department of which a final Monitoring Report will be sent to the chair of the RWDB and CEO's along with Dr. Marlene Sprouse, Bill Meck and Jennifer Snead. Ann Stocker asked if the board could have a copy of the claim review participant payments form that has been filled out after the monitoring so the board could see the findings and how they were found, Pat agreed she would send a copy to Jennifer so she can pass out at the next meeting.

CSP Modification Financial Transfer- Jennifer Snead stated that the boards approved the transfer of \$50,000 from Dislocated Worker to Adult at the last meeting. We did not have the correct form for signatures at that meeting so we need to have the correct form signed and approved by the boards again.

- Approval of financial transfer – motion to approve by CEO's: Greg Kenning and second Neil Smith.
Motion to approve by RWDB's: Ed Miller and second Ann Stocker.

Local Service Plan – There is a copy of the WIOA Local Service Plan in your folders for your review. It has been submitted to the State for approval. One change was mentioned that you might want to update the IVRS Director's name to Kelli Hugo, Jennifer Snead agreed and she would make the change. Martha Wick wanted to compliment Jennifer Snead on all the work she has done on the Local Customer Service Plan.

- Approval of Local Service Plan – motion to approve by CEO's: Becky Schmitz and second Michael Berg.
Motion to approve by RWDB's: Ed Miller and second Ann Youngman.

Youth Standing Committee Nominations – In your packet there are two nominations to the youth board, the reason for adding more members to the committee is to reach out to different agencies that work with youth. There is one missing from the packet and it is for Megan Yeager of Job Corps, you will see that Lacie Courtney is also employed by Job Corps. It would benefit the committee in case only one can attend a meeting, Jennifer Snead will email everyone Megan Yeager's application for approval. The question was asked how many are on the Youth Committee at this time, we currently have 10 members. Becky Schmitz stated that this board is very strong and very informative in aiding the needs of our youth.

- Approval of committee nominations – motion to approve by CEO's: Greg Kenning and second Michael Berg. Motion to approve by RWDB's: Ed Miller and second Ann Stocker.

Meeting Schedule – in your folder is a schedule for the RWDB's meeting starting July 2016. The CEO's would only need to attend the January 17, 2017 unless something needs their approval prior to this meeting.

- Approval of meeting schedule – motion to approve by RWDB's: Ed Miller and second Ann Stocker.

Jennifer Snead stated that there would need to be a meeting to vote on the MOU, it is due June 15th so will need to have it done and approved by then. It was decided that once she Jennifer receives the template and has it done that it be emailed to the board members and receive emails for the approval.

All Indian Hills Community College employees were asked to leave the RWDB/CEO meeting so the boards could approve the following RFP's. The RFP committee reviewed and scored the RFP proposals on April 18, 2016.

RFP Youth/Young Adult Award – Christy Roush passed out the results of the April 18th meeting to the board and asked for a vote to approve Indian Hills Community College be awarded the RFP for Youth/Young Adult Award with a three year continuance.

- Motion to approve by RWDB's Ed Miller and Second Pam Young

RFP Adult/DW Award - Christy Roush passed out the results of the April 18th meeting to the board and asked for a vote to approve Indian Hills Community College be awarded the RFP for Youth/Young Adult Award with a three year continuance.

- Motion to approve by RWDB's Ed Miller and Second Pam Young

Adjourn Meeting – Motion to adjourn meeting by CEO's: Michael Berg and second Becky Schmitz

Motion to adjourn meeting by RWDB's: Ed Miller and second Ann Stocker

Christy Roush noticed that after the meeting was over that there was not any motions to approve the RFP's by the CEO Board. Phone calls and emails were sent out by Christy Roush asking for the approval that Indian Hills Community College be awarded the RFP for Adult/DW and Youth programs. Attached is a copy of the responses by board members.