

**Region 1 Regional Workforce Investment Board (RWIB)
Chief Elected Officials (CEO) Board
Minutes for February 23, 2016**

Workforce Investment Board Present: Les Askelson, Candace Drahn, David Gaylor, Jayme Kluesner, Ron Koppes, and Vicki Rowland

Present Via Conference Call: Donna Boss and Rev Lonning

RWIB Absent: Ann Hart, Ric Jones, Carolyn Scheidel, Kathy Gunderson, Jim Vermazen, and Dan White

Chief Elected Officials Board Present: John Anderson, Gary Bowden, Darrel Dolf, John Beard

Present Via Conference Call: Dan Byrnes, and Mark Kubik

CEO Board Absent: Roy Buol and Doug Dabroski

Others Present: Marla Loecke, Fern Rissman, and Ellie Heitritter

Via Conference Call: Rochelle Howe, Jeannie Helling, Gisella Aitken-Shadle and Maila Byer

CALL TO ORDER

RWIB Chair, Les Askelson, called the joint meeting of the RWIB/CEO Board to order at 4:35 p.m. A voice roll call was taken. It was noted that a quorum was present for both boards. Les welcomed all.

BOARD DISCUSSION/ACTION

Consider Approval of Agenda: An agenda item was added to include Open Session: a. RWIB Action Item after Closed Session, a. RFP Committee. RWIB-Motion by Rowland, seconded by Boss, to approve agenda as amended. Motion carried unanimously. CEO-Motion by Anderson, seconded by Bowden, to approve agenda as amended. Motion carried unanimously.

Approval of RWIB/CEO Board Minutes for January 19, 2016: Penny Ingles noted changes to the minutes: *Approval of Agenda*—CEO Bowden, seconded; *Approval of Minutes:* CEO—Anderson, seconded; *RWIB By-Laws Discussion:* CEO—Hancock, seconded. RWIB-Motion by Koppes, seconded by Drahn, to approve January 19, 2016, minutes as amended. Motion carried unanimously. CEO-Motion Anderson, seconded by Bowden, to approve minutes as amended. Motion carried unanimously.

Approval of WIOA Board Transition Funds: Fern shared the funds budget with a balance of \$212.31, with expenditures of \$6,554.26, including travel costs, Lawrence training, NICC-RWIB/CEO training, and Newton training. RWIB-Motion Rowland, seconded Koppes, to approve the WIOA Transition Funds Budget. Motion carried unanimously.

Approval of RWIB Admin fund expenditures: Fern shared the RWIB Fical Agent Funds Expenditures—balance of \$1,766.47, with expenditures of \$1,802.95, including secretarial services, meeting supplies, and travel costs. RWIB-Motion Koppes, seconded by Boss, to approve expenditures. Motion carried unanimously.

WIOA plan discussion/review: A lengthy discussion followed regarding the Regional/Local Workforce Development Area Plan. Fern noted that updates since last meeting were in green. Questions regarding numbers and handouts were brought up. Fern will check into. Also questioned if the working “Region 1

will strive to” should be changed to just “Region 1 will.” The concensus was to leave in “will strive.” The plan needs to be ready to be posted for public comment by March 10, 2016, (changed from March 1st).

Conflict of Interest Discussion: Marla discussed the conflict of interest for the RFP Process and handed out forms for board members who felt they had a conflict to fill out.

Next Meeting: Before going into closed session, next meeting was set for April 26th, 2016, 4:30-6:30 p.m. at Keystone AEA Conference Center, Elkader, Iowa. It is very important to have a quorum for the next meeting. If not able to attend in person, board members are encouraged to use the conference call option.

Motion Bowden, seconded Anderson, to adjourn the CEO Board meeting. Motion carried unanimously. CEO Board adjourned at 5:45 p.m.

Askelson stepped down as Chair of the RWIB meeting and left the building. Boss abstained and ended phone connection. All others with conflict of interest left the building.

RWIB quit open session and entered into closed session at 5:46 p.m.

RWIB entered open session at 6:40 p.m.

RWIB Action Item: Motion Kluesner, seconded Gaylor to submit RFPs dicussed to public. Motion carried unanimously.

FLOOR ITEMS/CLOSURE

Adjournment: With no further business actions to come before this board, there was a motion by Gaylor, second by Kluesner, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:43 p.m.

For more information regarding this meeting, please contact Penny Ingles at Keystone Area Education Agency at 563-245-1480 or pingles@aea1.k12.ia.us. The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any corrections or omissions.

Penny Ingles
Keystone AEA