

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES

FEBRUARY 22, 2017  
KIRKWOOD CENTER FOR LIFELONG LEARNING  
CEDAR RAPIDS, IOWA

Members Present: Bob Yoder, Patty Manuel (by teleconference), Susie Weinacht (by teleconference)

Staff: Kim Becicka, Carla Andorf (by teleconference), Carlos Vega (by teleconference), Scott Mather (by teleconference)

The meeting was called to order by Chair Bob Yoder at 2:03 pm. The Executive Committee met quorum.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Susie Weinacht, Patty Manuel, agenda approved.

Carla Andorf discussed the state recommendations for our local customer service plan updates and edits. This plan helps to identify what our region looks like and lists our priorities and goals. We also need to make sure our plan contains a clear outline for the competitive bid process for the upcoming Adult Basic Education & ESL provider RFP process.

We reviewed the updates to Form 2 and the new section Form 7 to our plan. We emphasized the sector board work in our region, added information regarding individuals with disabilities, veterans, non-English speakers and individuals in the correctional system. We also discussed how the core partners are working together to meet our goals.

Bob Yoder asked for a motion to approve the updates to our local customer service plan. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

The meeting adjourned at 2:30 pm.

REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

JANUARY 26, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Wayne Frauenholtz, Mary Gudenkauf, Marcel Kielkucki, Patty Manuel, Kim Painter, Shelley Parbs, Mark Schneider, Susie Weinacht (by phone)

RWDB Board Members Absent: Patrick Loeffler, Kristy Lyman, Steve Olson, Julie Perez

RWDB Ex-Officio Members: DaLayne Williamson (by phone)

STAFF: Carla Andorf, Liya Fitzpatrick, Scott Mather, Carlos Vega, Holly Mateer, Kochell Weber-Ricklefs

The meeting was called to order by Chair Patty Manuel at 9:05 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Marcel Kielkucki, Mark Schneider, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Susie Weinacht, Mary Gudenkauf, motion approved.

Patty Manuel asked if there was any correspondence to share. The Final Monitoring Report for Fall 2016 was received.

Patty Manuel asked if there were any member announcements. Marcel Kielkucki discussed that the WIOA Leadership Team has received notification from the state that we will need to re-open our local plan to make modifications based on feedback from the Department of Labor. We will schedule an Executive Committee meeting to approve the modifications. Wayne Frauenholtz stated that Schenker Warehouse is adding a third shift. Kochell Weber-Ricklefs was introduced as the new liaison for the Department of the Blind.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP, KPACE and JRWA programs. We are developing a pre-transportation program to use as a pathway to the truck driving certificate program.

Liya Fitzpatrick reviewed the WIA enrollment and financial reports. These reports show our

performance measures for enrollment and financial goals. We are on track to meet our financial goal with the allowed 20% carryover.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for November and December. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team along with the Rapid Response activities in our area. They hosted a job fair for IAC employees that was well attended. They are considering having evening hours at the Iowa City office to support individuals who work during the day and cannot take time off work.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Their enrollment has increased; this is a trend they normally see in January. They are developing a healthcare pre-class in preparation for KPACE pathway. He also discussed the presentation by Dr. Mark Grey to his staff on the changing faces of Iowa.

Holly Mateer gave the Vocational-Rehabilitation report. They are fully staffed now and have been working on their internal processes including drafting their local school plans.

Kochell Weber-Ricklefs gave the Department of Blind report. They have been working on their summer program plan and want to expand it from two weeks to six weeks.

Discussion was held on the proposed board structure change that was discussed at our December board meeting. The Executive Committee met on January 17 and has proposed that we move to a 23 member board with an optional K-12 representative. The board agreed to this structure. We decided that we will have a Recruiting Committee that will identify possible candidates; if you are interested in serving on that committee, please let Carla Andorf know. They will also develop a timeline that will be presented at our March meeting.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Marcel Kielkucki, Shelley Parbs, motion approved.

The meeting adjourned at 11:50 am.

**Upcoming Meetings:** RWDB, March 30, 2017, IowaWORKS