



# 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

Thursday, September 28, 2017

**RWDB Members Present:** Reva Arends, Lee Beem, Janet Dykstra, Susan Golwitzer (phone), Linda Gray, Kristin Hanson, Rhonda Jager-Pippy, Tim Kinnetz, Lori Kolbeck, George Kruger, Mike Schulte, Carrie Turnquist, Kenneth Vande Brake, Gregory Verg Steeg (phone), Lisa Washington (phone)

**RWDB Members Excused Absences:** Mike Carlson, Kiley Miller, Diane Nelsen, Vernon Nelson, Scott Rettey, Ranae Sipma, Dave Swanson, Benjamin VanDonge

**RWDB Members Absent:** None

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

**CEO Members Excused Absences:** None

**CEO Absent:** Roger Faulstick

1. **Call to Order:** Janet Dykstra called the meeting to order at 9:33am
2. **Introduction of Members, State Staff and Guests:** Self introductions were made.
3. **Welcome:** Janet welcomed everyone to the meeting. Thank you everyone for all your time and effort.
4. **Agenda Review:** Reviewed and approved – add item #14, CSP Modification Board Budget - Annually Sign Modification, also on item 13F there will be no CEO vote.
5. **Approval of May 25, 2017 Meeting Minutes**
  - a. **RWDB Vote** – No discussion or questions – George Kruger motion, Ken Vande Brake second, *Approved*
  - b. **CEO Vote** – Barry Anderson motion, Mike Schulte second, *Approved*
6. **Approval of June 28, 2017 Meeting Minutes**
  - a. **RWDB Vote** - Reva Arends motion, Lee Beem second, *Approved*
  - b. **CEO Vote** - Merle Koedam motion, Pam Wymore second, *Approved*
  - c. Correction of call in attendance
7. **WIOA Core Partner Update – Adult Education and Literacy, Iowa Dept. for the Blind, Iowa Vocational Rehabilitation**

Still tweaking renewal and verification forms to make forms as efficient as possible so that one form fits everyone's needs. Continually improving, hope to have final by end of year. October 9<sup>th</sup> training in Sheldon for core partners and staff. Focus will be on working with people with diverse backgrounds, going over referral process, and working with people with autism in the workplace. Meeting afternoon of

October 10<sup>th</sup> Spencer at 1pm to go over One Stop certification if anyone is interested. Creating integrated business services team so that every member of that team can provide services to businesses, so that's an exciting new initiative. Financial piece of MOU for cost sharing, will be a lengthy process as we have many members. Phase 2 of MOU will be due at end of year.

**8. Region 3-4 Annual Report PY2016**

Val Bonney discussed: Had short turnaround time and a page limit, so it was a challenge. Includes National Emergency grants, strategies for serving veterans, employer services, partnership with economic development, innovative service delivery, WIOA Transition and success stories of people that have been helped.

**a. RWDB Vote** – Rhonda Jager-Pippy motion, second Ken VandeBrake, *Approved*

**b. CEO Vote** – Arlyn Kleinwolterink motion, Tim Schumacher second, *Approved*

**9. Election of Officers – RWDB**

**a. Chair** – nomination made for Janet Dykstra by Reva Arends motion, Lee Beem second, *Approved*

**b. Vice-Chair** – nomination made for Greg VerSteege by Ken VandeBrake motion, Lee Beem second, *Approved*

**10. Election of Officers – CEO**

**a. Chair** – nomination made for Dale Arends by Mike Schulte motion, Barry Anderson second, *Approved*

**b. Vice Chair** – nomination made for Pam Wymore, Tim Schumacher motion, Arlyn Kleinwolterink 2<sup>nd</sup> - *Approved*

**11. Resignation of Region 3-4 RWDB Member (Community College)**

Frank DeMilla has retired, motion to accept resignation by Tim Schumacher, Barry Anderson second, *Approved*

**12. Nominations Community College Representative to Region 3-4 RWDB**

**a. CEO Vote**

Two nominations are available to fill the appointment, Jason Anderson, Steve Waldstein

Nomination made for Jason Anderson by Mike Schulte, Merle Koedam second, *Approved*. Nomination will be submitted to governor for her approval.

Tim Schumacher made point that both were qualified, could maybe find a 2<sup>nd</sup> spot for Steve Waldstein in the future.

**13. RWDB Board Documents**

Ben spoke via phone on regulations that came out in August of last year. The board must have certain subjects in their bylaws, and obligates the CEO group with establishing bylaws that are consistent with these regulations. Local board bylaws at a minimum must include a handful of subjects in them, including nomination process for selecting members and chair of local board, term limitations, how terms appointments will be staggered, the process to notify CEOs of vacancy to fill promptly, proxy and alternative designee process, and a description of how the local board will use technology to increase participation, etc. as listed in meeting packet.

Ben has drafted bylaws for non-profits in the past, and felt there were things from a practical matter that should be included in the bylaws. Gave example of a board member arrested for embezzlement, but the bylaws didn't have any provisions to remove a board member. Ben doesn't want a local board to ever be in that position again, so it's an important provision to have within the bylaws. Ben included in the template the removal of a board member, the replacement process, etc. Some standing committees are also included in the bylaws draft. An executive committee and procedure for amending bylaws are included in the template draft. He included a section for how to proceed if someone hasn't followed the conflict of interest policy. The main thing is to not be making this up as we go along, but to instead have clear policies in place.

Val Bonney summarized what changes she made based on Ben's work. Executive committee is referenced on the bottom of page 26 of the handout.

Tim Schumacher mentioned being willing to move forward with it today based on how thorough it is. Tim Kinnetz asked about section 6.3 – should the individual partners be listed in the bylaws in case those were ever to change. Ben thinks this a good comment, may want to use more generic language in these bylaws.

Pam Jordan asked about page 23, meetings, 18.3 – can't take action with e-mail vote, but can with conference call. Ben confirmed this was correct and appropriate. Public meetings are subject to Iowa Open Meetings Act. Meeting is allowed to take place via technology, as long as members of the public have a place to be included.

Tim Schumacher asked about 18.5.1 and 18.5.2 – seem almost identical as far as the language of “must” vs. “may” and the conference call vs. online conference. Ben answered that all boards are using the conference call option currently, but wants the bylaws to allow for the online streaming option in the future.

**a. RWDB By-Laws Region 3-4**

- 1. CEO Vote:** Motion to proceed with bylaws as amended with proposed changes, Arlyn Kleinwolterink motion, Mike Schulte second, *Approved*.
- 2. RWDB Vote:** Motion by George Kruger, Lee Beem second, *Approved*.

**b. CEO Agreement**

Ben will be wrapping up template in the next month and reaching out to CEOs. Pages 29 to 31 in packet shows “Guidance for Chief Elected Official Agreement Under WIOA.” Ben explained that the punishment of having the governor nominate is the current process anyway, so it's not as pressing of an issue for us at this time.

**c. Conflict of Interest Policy**

Draft of Conflict of Interest Policy is on page 32, guidance begins on page 36. If approved, each member will need to be sent a copy of the policy with a signature sheet to verify that each member has received it. Ben also has a draft of a conflict of interest reporting form for individuals to self-report any potential conflicts and have the conflict added to the minutes of a meeting as necessary. Member would abstain from any votes or discussion on potential conflicted issue. Group agreed to table until January meeting, Val Bonney will bring signature forms to the January meeting.

**d. One-Stop Operator Update**

Ben mentioned that RFP for central district has been posted twice, and had no bids. Will probably be posted again and Ben will update on any future developments. Waiting on feedback from DAS on how to move forward. Val Bonney discussed that Title I providers had considered this, but decided against bidding for this due to potential conflicts as the rules are currently written.

**e. One-Stop Certification Update**

Starting on page 44 of the meeting handout, Ben discussed. Partners should work on this together, and Ben commended the Region 3 and 4 group for working together so well. Val Bonney discussed that core partners had met, including 3 members from this group (Lisa, Lori, and Linda are all core board members), and October 10<sup>th</sup> and 11<sup>th</sup> will be the meeting to finalize the document. Plan to send it to members and hold a conference call to vote on it later in October. State staff is asking that it be turned in November 1, so call will happen prior to that. The group agreed to this conference call at 1:30pm Wednesday October 18<sup>th</sup>.

**f. Stagger Terms of RWDB Members**

No more than a quarter of membership can come off in any given year. See sheet on page 59 to see how terms might expire, pending legislation passing at the state level. Ben stated that Iowa Code is a bit at odds with WIOA at the federal level, but this is something Ben expects the legislature to approve.

**g. Infrastructure Finance Agreement (MOU Phase 2)**

Ben pointed out this is required under WIOA. Current lease agreements appear to satisfy the requirements under WIOA. A lot of groups working hard on this issue.

14. **CSP Modification Board Budget – Annually Sign Modification**  
See page 60 of the meeting handout. State has requested that this be signed yearly even if the budget isn't changing. Board chairs need to sign this indicating that this is the board budget.
15. **PY17 Ticket to Work Letter**  
Val Bonney showed that this letter is the same as has been done in the past.
16. **2018 Meeting Dates – Regularly Scheduled – Other Meetings May Be Needed**  
January 25  
March 22  
May 24  
September 27
  - a. **RWDB** – Motion to approve meeting schedule by Lee Beem, Rhonda Jager-Pippy second, *Approved*
  - b. **CEO** – Barry Anderson motion, Merle Koedam second, *Approved*
17. **Regional Sector Board Update (Jason, Jolene, Lisa, Jessica, Sue Gibbons)**  
No report from this group today.
18. **One-Stop Program Updates**
  - a. **Region 3-4 Integration Statistics**  
Val Bonney spoke to these numbers. See page 62 of the meeting handout.
  - b. **Workforce Innovation and Opportunity Act Individualized/Training Participants/Expenditures**  
See page 63. New program year just started July 1. This year had more available client funds allocated, but lost two significant grants, so overall funds are down, and a waiting list has begun. Adult and dislocated worker funds are obligated at this point, but youth funds are still available.
  - c. **WIOA Expenditure Report through 08/31/17**  
See page 64 and 65 of packet. Val Bonney explained the Adult and Dislocated Worker money is broken out into 3 month and 9 month breakout, but youth funds are full year budget so some of these numbers are a little confusing. That's why some line items are over budget in the line, but aren't actually over within those larger pools.
  - d. **WIOA Budgets PY17**  
See page 66 of packet. Val Bonney explained that carryover is critical to keep things moving due to the low 3 month budget set by the federal funds. Note that document says draft, but is actually the final version. Youth funds come in upfront, others come in later. Allocation of funds held steady, but the lost grants significantly cut the overall budget.
  - e. **Recent and Upcoming Rapid Response Efforts in Region 3-4**  
Held two worker information meetings at Polaris plant in Milford. Roughly 150 of 200 employees expected to be laid off have been laid off. Only 18 people showed up to the meetings in those two days. Good news is that many employees already had plans of new employment. Around 50 transferred to another Polaris plant.  
Elanco in Larchwood will be closing in 2018 per media reports. Some may be taking early retirement and some moving to Fort Dodge. A significant portion of the workforce actually lives in South Dakota. Nothing has been formally announced, so nothing can be done yet.
  - f. **Quality Assurance Review PY2016**  
See pages 71 to 73. Val Bonney discussed the two findings that had been made, and the strengths that were observed.
  - g. **Financial Monitoring Spring 2017**  
See page 74 to 76, this explains why the modification must be signed annually.

**h. PROMISE JOBS Update**

Linda Gray gave update, see page 77 to 81. New staff member is doing a great job working with clients. Districts were modified due to budget constraints.

**i. Wagner-Peyser Update**

Linda Gray gave update, unemployment rates are well below national level, and most are below the state level. District changes weren't as Linda expected and presented in the last meeting. See page 79 for new region map.

**j. AIWP Annual Conference – Save the Date April 18-20, 2018**

See page 82 for the Save the Date. Call for presentations is ongoing, so final agenda isn't available yet.

**k. Region 3-4 Strategic Plan**

Val Bonney updated that region has been working on creating and implementing a strategic plan. Seven teams have been formed, and each staff person is on four of these teams. This helps with priority setting, and statewide consistency of offerings. This also helps staff understand their individual goals. Val and Linda are meeting with staff monthly about their goals. Val and Linda will present further information at January meeting.

**19. Youth Standing Committee Update – Diane Nelson**

Diane not able to attend today. Val and Diane working to establish agenda for next committee meeting.

**20. Regional Disability Standing Committee – Lori Kolbeck**

Lori updated group. Held a focus group of people with disabilities, five individuals participated. Spoke about concern with parking not being fully handicap accessible. Findings were similar amongst different regions. Some expressed that using the computers was a challenge, and having too much information provided at once was also overwhelming. Lori will be submitting a report on this. Lori also shared invitation with the group to an event in Spencer on October 11<sup>th</sup> on the topic of disability access.

**21. State Staff Update**

No update at this time.

**22. Partner Update**

Sara Breems-Diekevers gave Adult Education update. All adult education programs were approved, but this year was competitive where other entities outside the community colleges could apply for funds. New process is for 3 years, so this won't have to be done again soon.

Matt Winkel – Proteus update – everything should be fine in the legislative process, but no updates at this time.

**23. Confirm Next Meeting Date**

**October 18<sup>th</sup> conference call at 1:30pm**

**Next face-to-face meeting January 25, 2018**

**Meeting adjourned at 11:40am**

