

I. Call the Meeting to Order

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on September 19, 2016 @ 4:02 p.m. in the IowaWORKS office, Three Triton Circle, Fort Dodge, Iowa.

II. Introduction of RWDB, CEO's and Guests

Each person introduced themselves and stated their role or relationship to the boards. Both the RWDB and the CEO's had a quorum.

III. Approval of Agenda

- a. RWDB -Dr. Dan Kinney made the motion to approve, seconded by Tom Salvatore. Motion carried unanimously by the RWDB.
- b. CEO's –Carl Mattes made the motion to approve, seconded by Clarence Siepker. Motion carried unanimously by the CEO's.

IV. Approval of June 13, 2016 Minutes

- a. RWDB – Dr. Dan Kinney made the motion to approve the June 13, 2016 meeting minutes which was seconded by Dan DeWall. Motion carried unanimously by the RWDB.
- b. CEO's – Carl Mattes made the motion to approve, Clarence Siepker seconded. Motion carried unanimously by the CEO's.

V. Approval of August 11, 2016 Minutes (RWDB Approval Only)

Dr. Dan Kinney made the motion to approve, seconded by Dan DeWall. Motion carried unanimously by the RWDB.

VI. Oath of Office – Molly Varangkounh

Molly took the oath of office presented by Doug Bailey in front of the RWDB & CEO officers and guests. Molly was introduced to the board by Carl Mattes.

VII. Update on Board Positions, Renewals and Applications

Lindsay Henderson reviewed the positions which have been renewed..... Logan Welch and Dr. Dan Kinney have submitted renewals. Larry McBain and Tom Salvatore plan to renew and Lindsay will contact Mick Hatcher regarding his interest to renew. Lindsay is waiting to receive Margene Bunda's renewal, however she is set to retire in December and we may have a vacancy as a result.

VIII. WIOA Transition Update

Sara Messerly and Lindsay Henderson reported. Everyone is working together very well and the transition of work assignments is going smoothly as assignments and workload are being reassigned.

IX. FY15 Annual WIOA Report

Sara Messerly gave an overview of the activities of the last year. Core Partners have done a lot of work on the RFP and MOU.

- a. See WIOA Region 5-Fort Dodge Annual Report P.Y. 2015 handout, especially noting the success stories.
- b. See Program Year 2015 In Review handout which details various service event participation and joint participation with community activities. Region 5 was the winner of the Veteran Incentive Award for last year. Veteran Representative Heather Warren and Sara Messerly attended the National Conference with the funds from the award.
- c. See WIA Adult Performance Levels handout which details that Region 5 is consistently above expectations. Lindsay and Sara explained the difference between Adult and Adult Dislocated Worker.

Teresa Larson White reported on the WIOA Youth which is also consistently performing above expectations.

Sara Messerly explained that data is just starting to be collected on adults who go through the workforce.

Rick Rasmussen discussed the new hog processing facility located right outside of Eagle Grove will draw from several counties for the labor needs starting as early as this spring. (926 Full-time positions with approx.. 1200 positions in the next 2 years). Wages, housing, schools will be majorly impacted. ICCC is gearing up to prepare for the education need. IWD is gearing up to help get skill set into the placement by doing recruiting and hosting job fairs. Although there is some opposition from various sources, local support is overwhelming.

X. Introduction of Lindsay and WIOA Staff

Lindsay Henderson and Jaci Banwell introduced themselves and gave short biographies of their education and experience. Lindsay was hired as the Workforce Development Programs Director effective July 1, 2016 and Jaci was hired as a WIOA Career Navigator effective September 19, 2016. Melissa Vorri was also hired as a PACE Navigator. They are still hiring and have a potential to fill 3 positions.

XI. Fiscal Report

Lindsay Henderson explained the various programs, budgets and current enrollment. Low spending currently due to it being the start of the fiscal year. There will be more expenditures as services are approved. PACE & GAP are state programs and everything else are federal programs. The expectation is spend 80% of funds. Usually anything above 20% is recaptured, however, this year they are not recapturing those funds. The carryover that Region 5 will receive is a total of \$72,423.67 in Adult Funds and \$1245.21 in Transition Funding (board funds).

XII. JD-NEG Modification Update

Lindsay Henderson explained that the grant has been renewed to June 2017. There were recent modifications to the Dislocated Worker portion which can now do any OJT. She reviewed the budget and explained that they are working on a lead with the school district to develop apprenticeships.

XIII. Youth Program Update (Title 1)

Teresa Larson-White reported that there have been 22 new referrals. 75% of funds is spent on out of school youth with the remainder being spent on in school youth. Currently they have 30 out of school and 31 in school, 9 in post program (employed but still in contact with some support service). Referrals are coming from HiSet, WIC Clinics and the City of Fort Dodge who contact them to fill seasonal positions. 20% of funding has to be spent on work experience or job shadow which is difficult to accomplish. Maria Wediert has accepted another position and CFI has chosen not to fill the vacancy, opting to diversify the salary into other programming. WIOA Youth also gets to carry over funds, but they easily spent the 85% expectation.

XIV. Core Partner-MOU Update

Lindsay Henderson, Sara Messerly, Ann Waynar, Teresa Larson-White and Lori Kolbeck reported. The referral process is in place, forms have been created and data is beginning to be collected. Would ideally like to have a common shared database, but right now that is not an option so each agency is in charge of recording the results of their referrals and sending monthly reports to IWD representative who will keep master tracking sheet. Google Docs was discussed as a solution, however not all partner agencies have access to that program. Similarly, not all partners have access to the IWD database. Eventually hoping to have one system. "Referral" has been identified to make the actual transaction and it has already identified co-enrolled participants and helped to streamline

services. Promise Jobs makes referrals to the partners but they get their referrals from DHS. WIOA Decision Tree outlines the intake process.

XV. Titles II, III, and IV Updates

Ann Waynar updated . Career Pathways is moving forward with the focus being building and setting up for further services/programs. Currently working on bridge classes for prep manufacturing training – thinking about labor need potential.

Lori Kolbeck explained that the end of the fiscal year for IVRS is September 30th so would like more time at the December meeting to report on performance measures. WIOA final regulations were released in July with 1000 pages significantly impacting VR. 15% of funds specifically focus on students and VR is working to have increased presence in the high schools as well as developing relationships with business for future job placement opportunities. VR continues to focus on Continuing Work and Supported Employment opportunities.

Sara Messerly reported that IWD currently has two vacant positions for Workforce Advisors. One has a Spanish elective meaning they need to read, write and speak Spanish fluently in preparation for future need.

XVI. Set Dates for Future Meetings

Next meeting is December 5th @ 4:00 p.m. A proposed schedule for the 2017 meeting will be presented.

XVII. Public Comments

Dr. Kinney handed out pamphlet on the upcoming bond issue for ICCC. The proposed project totals \$29,500,000. The impact to homeowner with a \$100,000 assessed home value is \$1.04 per month. .24 cents per acre per year for farmers. The project is to update facilities, increase security and implement new programs. Every high school in the district would have a Career Academy to prepare future workforce. The vote is on December 6th.

Matt Winkel reported that Proteus grant has been approved for 4 more years. They did lose the housing grant.

XVIII. Motion to Adjourn

Dan DeWall motioned to adjourn, Tom Salvatore seconded, motion unanimously carried. Meeting was adjourned at 5:45 p.m.