

Approved Minutes
Region 5 WORKFORCE DEVELOPMENT BOARD
(RWDB)
CHIEF ELECTED OFFICIALS
(CEO'S)
Wednesday, March 1, 2017
1:00 p.m.
IowaWORKS
Three Triton Circle
Fort Dodge, IA 50501

RWDB in attendance: Daniel DeWall
Logan Welch
Tom Salvatore

Larry McBain
Tom Grau

RWDB in attendance via phone:
Molly Varangkounh

RWDB absent: Dan Kinney
Julie Geopfert
Pat Essing

Jane Hambleton
Lois Irwin

CEO's in attendance: Clarence Siepker
Doug Bailey

David Lee
Mike Cooper

CEO's absent: Nick Carlson
Rick Rasmussen

Guests in attendance: Sara Messerly, Region 5 IWD Operations
Rachel Thompson, Proteus
Matt Winkel, Proteus
Lindsay Henderson, ICCC WIOA Adult/DW/Pace
Michelle Hammersland, IVRS
Lori Kolbeck, IVRS
Teresa Larson-White, WIOA Youth, CFI
Shelly Blunk, ICCC
Kyle Bangert, Wendys
Celia Taylor, FD Housing

Guests in attendance via phone:
Jessica Bading, IDB

I. Call the Meeting to Order

RWDB Chairperson Larry McBain called the regular meeting of the Region 5 RWDB/CEO to order on March 1, 2017 @ 1:04 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. The CEO's had a quorum as usual. The RWDB had quorum of 6 instead of 8 due to two open vacancies. Guests Shelly Blunk, Nancy Blunt and Kyle Bangert introduced themselves and their relationship to the board. Kyle Bangert, co-owner of Wendy's is especially interested as he is considering joining as a member as a small business representative.

III. Oaths of Office for Larry McBain, Tom Salvatore, Logan Welch, Dr. Dan Kinney

- a. Logan Welch, Larry McBain and Tom Salvatore renewed their oath of office.
- b. Dr. Dan Kinney was absent from this meeting and will renew his oath at a later date.

IV. Approval of Agenda

- a. RWDB – Tom Salvatore made the motion to approve, seconded by Dan DeWall. Motion carried unanimously by the RWDB.
- b. CEO's – Mike Cooper made the motion to approve, Clarence Siepker seconded. Motion carried unanimously by the CEO's.

V. Approval of December 5, 2016 Minutes

- a. RWDB – Tom Grau made the motion to approve, seconded by Logan Welch. Motion carried unanimously by the RWDB.
- b. CEO's – Clarence Siepker made the motion to approve, seconded by David Lee. Motion carried unanimously by the CEO's.

VI. Approval of December 15, 2016 Conference Call Minutes - CEO

Mike Cooper made the motion to approve, seconded by Clarence Siepker. Motion carried unanimously by the CEO's.

VII. Open Issues

- a. **Board Transition Update** – Refer to handout – Discussed updated new board structure. Our structure would go to 23 members with a goal date of July 1, 2017. With the new structure the board is no longer required to have city and county members. We do need to have 3 labor member which we have. We need to have 1 registered apprenticeship representative which we will need to recruit. Core partners would become voting members. Lindsay Henderson (ICCC), Cathy Nelson-Schoon (IWD), Sara Messerly (IWD) and Larry McBain (RWDB) are working together to facilitate a centralized referral process and application pool. If any suggestions for new members, contact one of them.
- b. **Fiscal Update** – fall monitor report – all accounts are good. During a recent audit, there was an issue with check copies not being present in the participant files. It was in the general register. A new procedure has been implemented and everything is cleaner, more organized and easy to monitor. All files are now in compliance.
- c. **Vote to transfer funding from Adult to Dislocated Worker** – Refer to handout – Dislocated Worker is on track to spend just over 100%. Asking to draw \$30,000 from Adult to Dislocated Worker to get through the fiscal year. These funds will help cover the cost of the office configuration. There is a cost share with all parties on the lease agreement. It is important to control the spending as we don't want to lose any funds.
 - i. **RWDB** – Tom Salvatore made the motion to have \$30,000 transferred from Adult into Dislocated Worker to be used to cover projected deficit to ensure that we spend 80% goal. Dan DeWall seconded the motion. Motion carried unanimously by the RWDB.

- ii. **CEO-** David Lee made the same motion, seconded by Mike Cooper. Motion carried unanimously by the CEO's.

VIII. New Business

- a. **Local Service Plan – Form 2 Revision Approval** – DOL recommended revisions to form 2, adding more detail to meet expectations. It is a good economic analysis presenting information on what is going on in the region. Shows a growth in industry from November of 2016 to current. The education of the current labor market is somewhat alarming. Region 5 counties see a lot of barriers.
 - i. **RWDB** – Tom Salvatore made the motion to accept form 2 as written, seconded by Logan Welch. Motion carried unanimously by the RWDB.
 - ii. **CEO** – Mike Cooper made the same motion, seconded by Clarence Siepker. Motion carried unanimously by the CEO's.
- b. **Local Service Plan – Form 7 Approval** – Adult/ESL has to respond to RFP and appoint a Point of Contact and explain the process we are going to use. Anyone directly involved with ICCC cannot be on the committee due to conflict of interest. Larry McBain agreed to be the Point of Contact.
 - i. **RWDB** – Dan Dewall made the motion to accept form 7 as written with Larry McBain as the Point of Contact, seconded by Tom Salvatore. Motion unanimously carried by the RWDB.
 - ii. **CEO** – Clarence Siepker made the same motion, seconded by Mike Cooper. Motion unanimously carried by the CEO's.
- c. **Standing Committee Updates** –
 - i. CFI standing committee has not met pending the acceptance of a board representative.
 - ii. VR standing committee did an initial response by performing an accessibility study of the IWD building. VR can do accessibility studies for other businesses. They are waiting for the new board structure to be approved before forming a committee.
 - iii. IWD standing committee is providing a “What’s Up at the One Stop” newsletter highlighting current events. Discussed redistricting of the IWD with Des Moines now being considered its own district. Region 5 is now part of Mason City, Waterloo, Marshalltown, Dubuque and Decorah district. Ronee Slagle is the new district manager. She is already working to encourage integration of all staff into one team and partnering with other district offices. The reconfiguration of the Fort Dodge IWD will be very customer focused and provide a smooth flow from entry to exit. Hoping to have this completed by the end of this fiscal year. Explained that the JDNEG Grant is done as of 6-30-17. The SPNEG Grant is anticipated to receive an extension. The In-service Day focused on making it more entertaining as well as functional. Did personality test so that we all understand the different personality types of our co-workers and how to work together. The Labor Market Information site is updated and is easier to interact with and get customized data. Standalone workstations at scattered sites are no longer being used. IWD website redesign takes the place of that portal.
- d. **Other local updates** – discussed with Fort Dodge Regional Housing Director, Celia Taylor, the importance of her presence on the board and the future of housing availability. Barriers exist and resources are currently lacking. Want to look at how the team can integrate and work together to provide solutions.

IX. Public Comments – no public participation

- X. **Motion to Adjourn** – Tom Salvatore made the motion to adjourn, seconded by Logan Welch. Motion carried unanimously. Meeting was adjourned at 2:20 p.m.