

REGIONAL WORKFORCE INVESTMENT BOARD
CHIEF ELECTED OFFICIALS
Western Iowa Tech Community College – Sioux City, IA
Minutes – May 19, 2011

RWIB Members Present: Cathie Bishop, Neal Adler, Judy Peterson, Bridget Hoefling, Janet Hansen, Jim O'Donnell, Dr. Robert Rasmus, Dr. LuAnn Haase, Rita Frahm, Marcia Rosacker, Dr. Thomas Padgett, Jeff Simonsen

CEO Members Present: Jeff Simonsen, John Fitch, Jackie Smith, Tim Jessen,

RWIB Members Absent: John Hamm, Tom Zeman

CEO Members Absent: Craig Anderson, Bob Paulsrud

CSP Members Present: Diane Neri-IWD, Doug Keast-IWD, Jean Logan-Community Action Agency, Dean Williams-Goodwill

Staff Present: Dr. Julie Stoik-JTP, Shawn Fick-JTP, Lori Knight-JTP, Jo Fokken-JTP,

RWIB Call to Order & Roll Call — Cathie Bishop, Chair

Cathie Bishop, Chair called the meeting to order for the RWIB at 4:04pm.

CEO Call to Order & Roll Call — Jeff Simonsen, Chair

Jeff Simonsen, Chair called the meeting to order for the CEO's at 4:05pm.

I. Approval of Agenda – RWIB – Cathie Bishop

Approval of Agenda – CEO – Jeff Simonsen

Cathie Bishop asked for a motion to approve the joint RWIB/CEO agenda for May 19, 2011; Judy Peterson made the motion to approve the agenda; Janet Hansen seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the joint RWIB/CEO agenda for May 19, 2011; Jackie Smith made the motion to approve the agenda; John Fitch seconded the motion; **the motion was carried.**

II. Approval of March 24, 2011 Joint RWIB/CEO Minutes – RWIB – Cathie Bishop – Attachment “A”

Dr. Robert Rasmus made the motion to accept the March 24, 2011 joint RWIB/CEO Minutes – Attachment A; Neal Adler seconded the motion; **the motion was carried.**

Approval of March 24, 2011 Joint RWIB/CEO Minutes – CEO – Jeff Simonsen – Attachment “A”

John Fitch made the motion to accept the March 24, 2011 joint RWIB/CEO Minutes – Attachment A; Jackie Smith seconded the motion; **the motion was carried.**

Approval of January 27, 2011 Minutes – CEO – Jeff Simonsen – Attachment “B”

Jackie Smith made the motion to accept the January 27, 2011 CEO Minutes – Attachment B; John Fitch seconded the motion; **the motion was carried.**

III. New Business

- Customer Service Plan Modifications – RWIB – Cathie Bishop & CEO – Jeff Simonsen
 - Approval of PY11 WIA Performance Measures – **Attachment “C” (CSP page 44A4)**

Julie Stoik reviewed Attachment C on the PY11 WIA Performance Measures. Julie Stoik stated Job Training Partners WIA is entering Program Year 11 which will be Fiscal Year 12 on July 1, 2011. Each year Performance Measures are set for the Dislocated Worker, Adult and Youth programs. Two years ago the Department of Labor went to Common Performance Measures so there are fewer that have to be negotiated. JTP still needs to report on all the measures but are incentivized or sanctioned by the Common Performance Measures. This year the State negotiated the Performance Measures with the Department of Labor. Due to economy, problems with placement and employment, and the increased numbers that we are serving through the integrated efforts in the workforce systems the State was able to negotiate some lower Performance Measures. Attachment "C" compares the Performance Measures over the last five years. Job Training Partners has always met the Performance Measures in the Adult and Dislocated Worker programs. In the last couple years most of the regions in the State had a hard time meeting the Performance Measures within the Youth program. The Regional Workforce Investment Board and the Chief Elected Officials as a Region can accept the Performance Measures that have been negotiated for the State of Iowa or we can decide to negotiate by a region but don't usually have much clout when negotiating as a region. Julie Stoik and Shawn Fick's recommendation to the RWIB and CEO's is to accept the negotiated Performance Measures by the State. Dr. Luann Haase asked if the Performance Measures were reasonable. Julie Stoik stated yes. Job Training Partners is not an integrated site yet and JTP has met the measures at a higher level in the last years. JTP is pleased to see the Entered Employment Rate lowered, stated Julie Stoik.

Cathie Bishop asked for a motion to approve the PY11 WIA Performance Measures – Attachment C; James O'Donnell made the motion to approve the PY11 WIA Performance Measures; Dr. LuAnn Haase seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the PY11 WIA Performance Measures – Attachment C; Jackie Smith made the motion to approve the PY11 WIA Performance Measures; John Fitch seconded the motion; **the motion was carried.**

- Approval of Customer Service Plan Eligibility Determination, Selection and Enrollment into...Youth Services – **Attachment "D"**

Julie Stoik stated Jo Fokken, Youth Service Coordinator met with the Youth Advisory Council (YAC) last week and Jo has the recommendations from the YAC for changes to the Regional Customer Service Plan. The changes are marked in red with crossed out language which would be obsolete, stated Julie Stoik. Jo Fokken stated currently, when youth apply for services under the Youth program JTP needs to only verify 10% of enrollees' documentation for eligibility. Documentation would include residency, age, citizenship, household income, Selective Service, and barrier to employment. The State has asked Job Training Partners to go to the 100% documentation because of the State's validation process. This is one change being requested in the Customer Service Plan by the YAC. Jo Fokken stated this will simply slow things up for some people but she does not anticipate it being a huge problem in getting the documentation. All youth must be determined eligible before they can be enrolled, stated Jo Fokken.

On the second page language is stricken out on the older youth participants earning a Work Readiness Credential because this is not recognized any longer as a credential, stated Jo Fokken.

Jo Fokken stated with the Financial Needs Determination (FND) policy youth are not required to demonstrate any financial need in order to receive services because mostly every youth is already low income at the time they are enrolled. The youth would not have to go through the extra step of completing the FND paperwork unless the youth were going into a post secondary training program which qualifies for local, state and/or federal student grants then the FND would need to be completed, stated Jo Fokken.

Jo Fokken stated under the Support Service Payment Policies for Youth the following was stricken "In order to receive support services to enable participation, the youth must complete a Financial Needs Determination and demonstrate unmet need". Another change is that when youth are in a non-wage Occupational Skill Training

that is scheduled for longer than four months they would qualify to receive a monthly stipend with a maximum of \$250. For YouthBuild participants who are co-enrolled in the WIA Youth Program, Job Training Partners wants to match the YouthBuild stipend policy. YouthBuild subtracts from their stipends for unexcused absences and JTP is asking to do the same, stated Jo Fokken.

Jo Fokken stated under the Incentive and Bonus Policy for Youth the following statement is added; “Incentive and bonus payments will be available to youth participants to encourage and reward achievements that are tied to performance measures and to employability”.

Jo Fokken stated under the Secondary Education Certification the Youth Advisory Council is recommending that the \$25 incentive be dropped for each GED test passed or for the High School credits that are earned and reward only the completion of the Secondary Education Certification. The Youth Achievement Incentives for meeting annual skills goals in basic, application, or work readiness skills are currently earned during enrollment. The YAC is suggesting that instead the participants are rewarded for earning a National Career Readiness Certificate at either the gold or silver levels. The National Career Readiness Certificate is all academic. It measures their skills in applied math, reading, and locating information. If participants earn one of the certificates, the YAC is suggesting the youth receive an incentive of \$100 for gold level and \$50 for silver. The WIA Youth Performance Measures are really about what happens at outcome after the participants leave the program with the exception of the credential measure. The YAC is asking the boards to consider an incentive bonus to be paid out at the end of the 3rd quarter after exit which is when the youth performance is measured. Jo Fokken initially went to the YAC with a recommendation of \$200 payable at the end of the 3rd quarter but the YAC recommended \$500. These are the recommended changes that the YAC would like the boards to consider, stated Jo Fokken. James O’Donnell stated he did not quite understand the concept of the incentive bonus policy and asked if the youth won’t stay in school without it. Jo Fokken stated they are trying to keep the youth engaged and sometimes money is the motivator. The youth are low income and JTP wants to reward the youth some way. The reward does not have to be money it could be gift certificates or bicycles, stated Jo Fokken. James O’Donnell asked if the incentive bonus increases the success rate. Jo Fokken stated absolutely yes. Cathie Bishop asked how JTP was going to pay for it. Julie Stoik stated if JTP makes their Performance Measures they are incentivized at the regional level with those funds. This year JTP had \$71,000 of incentive funds because JTP made the performance measures in the Youth, Adult and Dislocated Worker programs. Julie Stoik stated that money motivates the youth. Tim Jessen asked about what the retention requirements were for the youth to earn the \$500. Jo Fokken stated for the Older Youth they must enter employment within the first quarter after exit and must be retained in employment in the 3rd quarter after exit so that is 9 months, stated Jo Fokken. Shawn Fick stated the \$500 keeps the youth in contact with Jo and engaged. Jo Fokken stated JTP needs to provide post program services for a minimum of 12 months to each youth after they exit the Youth program.

Cathie Bishop asked for a motion to approve the Customer Service Plan Modification Transmittal Form for changes in Eligibility Determination, Selection and Enrollment into Youth Services – **Attachment “D”**; Dr. Luann Haase made the motion to approve the Customer Service Plan Modification Transmittal Form; Dr. Robert Rasmus seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the Customer Service Plan Modification Transmittal Form for changes in Eligibility Determination, Selection and Enrollment into Youth Services – **Attachment “D”**; John Fitch made the motion to approve the Customer Service Plan Modification Transmittal Form; Jackie Smith seconded the motion;

Jackie Smith asked if there was any data on \$500 incentive working. Shawn Fick stated that there are other regions that have used similar incentives and the incentives have worked.
the motion was carried.

- Approval of RWIB Appointee to YAC – RWIB – Cathie Bishop

Cathie Bishop stated the RWIB needs an additional appointee to the Youth Advisory Council to replace Bill Wilson. Julie Stoik stated the By-Laws say that there will be two representatives from the RWIB who are also the liaisons to the Youth Advisory Council. Dr. LuAnn Haase has been a representative along with Bill Wilson. When Bill Wilson went off the RWIB there was not another person appointed to the YAC. Judy Peterson asked how often the YAC meets. Julie Stoik stated the YAC meets about three times a year and the meeting in January is with the RWIB. Dr. LuAnn Haase stated it is very easy and Jo Fokken has everything organized. Judy Peterson agreed to represent the RWIB on the Youth Advisory Council.

Cathie Bishop asked for a motion to approve the RWIB Appointee of Judy Peterson to the Youth Advisory Council Board (YAC); Janet Hansen made the motion to approve Judy Peterson to the YAC; Neal Adler seconded the motion; **the motion was carried.**

- Southeast Community College Radiologic Technology Program Approval – RWIB – Cathie Bishop – **Attachment “E”**

Julie Stoik stated JTP has a participant interested in starting the Radiologic Technology program with Southeast Community College in Lincoln, Nebraska. The information on the application is self explanatory. It is a two year program and fits well within the cap limits. This is a community college in Nebraska that is fully accredited. Dr. Robert Rasmus asked if St. Luke’s has this program. Julie Stoik stated yes but it is twice the price, if not more. It is the participant’s choice on where they want to attend training, stated Julie Stoik.

Cathie Bishop asked for a motion to approve the Southeast Community College Radiologic Technology Program; Jeff Simonsen made the motion to approve the training program; Marcia Rosacker seconded the motion; **the motion was carried.**

- Approval of PY11/FY12 Board Meeting Dates – Cathie Bishop & CEO – Jeff Simonsen – **Attachment “F”**

Cathie Bishop stated the proposed meeting dates and times are typical to the last couple of years. The board usually meets off site for the November and March meetings, stated Cathie Bishop. Janet Hansen agreed to host the RWIB meeting in November at the Cherokee Mental Health Institute. Julie Stoik stated they will wait for the site of the March meeting because might have the integrated Workforce Development Center to visit.

Cathie Bishop asked for a motion to approve the PY11/FY12 Board Meeting Dates; Marcia Rosacker made the motion to approve the meeting dates; Neal Adler seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the PY11/FY12 Board Meeting Dates; Jackie Smith made the motion to approve the meeting dates; John Fitch seconded the motion; **the motion was carried.**

- Iowa Career Access Point Program

Diane Neri presented a power point on the Iowa Career Access Point program. Diane Neri stated that IWD will be receiving less money in their budget for the next fiscal year. The budget has not been approved by the legislatures yet. As they are looking at the fact that there will be less money in the budget the IWD Director has decided that they will need to accommodate the lower amount of money by closing up to 39 rural offices which are paid by State funds. The 39 offices are not set in stone to close and they have already decided to leave several of those offices open. As they talk about our region they are looking at the office in Cherokee which would be closed because of fewer funds. As the Cherokee office is closed it will create a void for customers to be able to work with IWD products and services. IWD wants to establish virtual access points where there are computers available for customers to sit down and access the same type of services. This program has the support of the IWD director, administration and management because they want to have as much connection with customers as they can. If they lose the office in Cherokee it will be most important to provide some Access Points in the Cherokee area. An Access Point is a computer point that customers will be able to access communications with Iowa Workforce Development. In addition to the 16 Regional One-Stops that will

remain, they want to accommodate people so they don't have to drive. The plan is to create these Access Points within the rural communities. When looking at Cherokee there would be several places to put a computer. IWD wants to have the Access Points in places that are convenient. Any customer who goes into use the site will have to have some basic knowledge of the computer because the organization where the Access Point is located do not have a commitment to sit down with that person and help them through some of the computer processes. IWD will take time to work with agency staff to familiarize them with the applications that will be available. They will be trained to answer only very basic questions and do not expect them to replace workforce development staff. The basic IWD desktops that are used now at the offices would be available at these Access Points. The actual software could be loaded by either an IWD representative or by a person in the organization where the computer is located. Diane Neri presented and reviewed the tabs on the basic screen of the software such as Education, Typing Test, ONET, Resumes, Interviewing, Labor Market Information and Connection to Iowa Jobs. People can establish an email account since many employers are asking for online applications, stated Diane Neri. This virtual technology is a system that will be updated and taken care of by Iowa Workforce Development. The programming software can be installed by Workforce Development staff or the organization and then demonstrations would be given to organization on how the software works. The software can be installed on computers that already exist within those organizations or computers can be provided by IWD. There is no MOU or written agreement. It is a verbal, informal agreement with the organizations. Diane Neri started a list on locations where it would be good to have the computers located but also would like to get the boards opinions. Diane Neri stated if the board members have ideas on where to put the computers in the next couple days please give those to her. It is projected that the Cherokee office will close June 30, 2011, stated Diane Neri. Marcia Rosacker asked if there would be an opportunity to have a computer in LeMars. Diane Neri stated possibly in the LeMars library and the Plymouth County Veterans Commission. They want to establish computer points in different locations so people don't have to travel an hour, stated Diane Neri. Jackie Smith asked who would do the tech support. Diane Neri stated if the computer hardware goes bad and it is one of IWD's pieces then IWD would try to replace it. Jackie Smith stated she has concerns about closing the offices. Diane Neri stated that is understandable but IWD does not have the funds to maintain the offices and they are trying to work through some options that would help. There are people with computer skills who do not have home computers that would be able to make good use of these locations. Jackie Smith asked how many people are losing their jobs. Diane Neri stated the Cherokee office has one person and that person would be able to bump into another area. Jean Logan stated she is greatly concerned and is on the State Board. Jean Logan stated she is the director of the Community Action Agency of Siouxland and she has been involved with the state board for a long time and she thinks leaving only 16 offices open is not enough. As a state we should look at where we have offices and why, stated Jean Logan. This has not been endorsed by the State Board and to her knowledge not endorsed by any rural organization either. The plan seems to really not have the endorsements. If this plan goes through, face to face services for some Iowans will mean 80 miles to drive, stated Jean Logan. The rural libraries and non-profit services are facing budget cuts too. If an unemployed person drives 30 miles to an Access Point and the network is down then they will be upset. If want to modernize to provide the best services that we can, then need to have access to computer sites at home verses driving to Access Points, stated Jean Logan. Judy Peterson stated the rural libraries usually only have one staff person and are they going to be able to help the people seeking IWD services. Dean Williams stated there is technical literacy's and language literacy's also and somehow have to address this. Governor wants to grow jobs by 200,000 how will this work if you don't involve Iowa Workforce Development, stated Dean Williams.

Julie Stoik stated this is a discussion item which the boards should be informed of and Diane Neri is responsible for coming up with sites. James O'Donnell asked if you need to have someone in the office 8 hours a day. Could shorter time schedules for a worker be setup in different satellite locations for face to face services, asked James O'Donnell? Jean Logan stated on the State Board they were looking at if someone could work two days a week at different locations or can space be rented instead of having an office. Jean Logan stated that they know things are bad but are there other options to look at. The question was asked about the software being networked. Diane Neri stated she was not sure if the software would be networked or if it would stand alone.

Doug Keast stated this is great discussion and it is important to discuss resources. Doug Keast recognized that it is sad to lose the access in the rural counties but how can we take advantage of all the resources and provide the services. There is more that we are looking for and to get that will fall to the boards, stated Doug Keast. Janet Hansen was wondering if IWD thought about networking with the other departments of the state such as DHS or DOT. The Mental Health Institute in Cherokee has IT people, stated Janet Hansen. Cathie Bishop asked if Diane could be creative and contact the DHS and the DOT offices in this area to put those on the lists to show that it might work. Diane Neri stated they have some capacity to do that. The leadership of those organizations would need to be contacted because she is not a decision maker in the plan but is tasked with making it work. Doug Keast stated the computer literacy will have to be addressed in this strategy. Diane Neri stated one of the ways to address this issue is that she has IWD staff that will be going out in areas to give workshops on how to use a computer. Jackie Smith asked how long they knew that the offices would be closing. Diane Neri stated since March. Neal Adler stated sometimes silence is viewed as acceptance or agreement. Neal Adler stated that he would like the board to make comments back to someone on this. Cathie Bishop asked if the boards would write a letter who should they send it to. Jean Logan stated to send it to the legislatures and the IWD director in your region. Some closures may be necessary but not as many and it is not the same in each community, stated Jean Logan. Neal Adler stated the board should voice their opinions as a unified group in some format.

Neal Adler motioned to direct a letter on the RWIB's concerns for the Virtual Access Points to local Representatives, Senators, IWD Director, the State Board and the Governor; Janet Hansen seconded the motion; **the motion was carried.**

Jackie Smith stated each board member should try to talk to two other people and tell them about this situation because it could be devastating to job creation.

Jackie Smith motioned to direct a letter on the CEO's concerns for the Virtual Access Points to local Representatives, Senators, IWD Director, the State Board and the Governor; Tim Jessen seconded the motion; **the motion was carried.**

Julie Stoik will draft the letter and then get it to Cathie Bishop, RWIB Chair and Jeff Simonsen, CEO Chair to work on together. Copies of the letter will also be sent to the RWIB and CEO's.

IV. Old Business

- Update on the Co-location Plans of IWD/WIA/PJ and Partners – **Attachment “G”**
Julie Stoik stated Diane Neri gave a nice report at the March meeting. Julie Stoik stated they are looking at the space in the present IWD facility and trying to see if the space can be remodeled to fit their needs. Julie Stoik stated Attachment G is the final design by the local partners. This is the design that has gone to the landlord and it is up to the landlord to see if he wants to do the improvements. What it means for WIA is that WIA would have two offices and the three Promise Jobs staff would be co-located with IWD Promise Jobs staff. This is just the first step and as it gets closer to leases they will bring it back to the RWIB. Diane Neri stated the landlord has had service people into look at the electrical, changing the bathrooms, updating fixtures, and upgrades to doors. Julie Stoik stated WITCC is the fiscal agent so they will be involved in the lease negotiations. Looking at probably a year before having everything remodeled and everyone co-located, stated Julie Stoik. Neal Adler asked about the cost to this. Julie Stoik stated that JTP does not pay rent presently. JTP will be paying rent and the only two places to take the cost from are the staffing or participant budgets, stated Julie Stoik.
- Survey Results of RWIB/CEO Survey – **Attachment “H”**
Julie Stoik stated Attachment H is the survey that was done in January on training. Julie Stoik stated she would like to meet a little before the September meeting to go over the board responsibilities. Julie Stoik will schedule this training before the September 29, 2011 meeting.
- Iowa's Workforce and the Economy Update

Julie Stoik stated in the interest of time she will email the Iowa's Workforce and the Economy PowerPoint out to everyone.

V. WIA Director Report – Dr. Julie Stoik – Attachment “I”

Julie Stoik thanked everyone for their prayers and cards.

VI. IWD Regional Manager Report – Diane Neri – Attachment “J”

Diane Neri stated the best news is that the amount of new unemployment claim numbers are leveling off. The IWD staff is working on creating more workshops. IWD wants to be prepared before being integrated to be able to help customers up skill themselves. IWD will use the other offices as examples, stated Diane Neri.

VII. RWIB Chair Report – Cathie Bishop

Cathie Bishop stated the RWIB will spend time at the September meeting on the monitoring visits. Julie Stoik stated JTP had three monitoring visits; State Case Monitoring, Federal Monitoring for John Morrell and Financial Monitoring. Job Training Partners will have the results at the September 29, 2011 meeting, stated Julie Stoik.

VIII. Regional Representative Report – Doug Keast

Doug Keast stated things are moving in a positive direction even though resources are diminishing. The boards' guidance on how services are offered is incredibly important. There are some tough decisions to make and leadership from the board is very important. Doug Keast thanked Region 12 for putting the RWIB information on the computer because it is much easier for the boards to be transparent. The funding allocation has come back from the WIA Title One programs and nationally it went down 10% but Iowa's went up. The numbers just came out last week. Wegner Peyser went down 22%. Wegner Peyser is the program that Diane Neri is over, stated Doug Keast.

IX. Report from Individual RWIB/CEO on Local Issues

The Mental Health Institute in Cherokee has actually hired, stated Janet Hansen. The positions have been temporary positions in direct nursing, stated Janet Hansen.

X. Adjournment

Cathie Bishop asked for a motion to adjourn from the RWIB; Neal Adler made the motion to adjourn; Dr. Thomas Padgett seconded the motion; **the motion was carried.** The meeting was adjourned at 5:43pm.

Jeff Simonsen adjourned the meeting for the CEO's at 5:43pm.

The next RWIB/CEO meeting will be on Thursday, September 29, 2011 at Western Iowa Tech Community College in the board rooms A506 & A507.

“The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow.”