

REGIONAL WORKFORCE INVESTMENT BOARD
CHIEF ELECTED OFFICIALS
Teleconference
Minutes – March 24, 2011

RWIB Members Present: Neal Adler, Jeff Simonsen, Dr. Robert Rasmus, Jim O'Donnell, John Hamm, Janet Hansen, Dr. Tom Padgett, Dr. LuAnn Haase,

CEO Members Present: Jeff Simonsen, John Fitch, Craig Anderson, Tim Jessen

RWIB Members Absent: Cathie Bishop, Marcia Rosacker, Judy Peterson, Tom Zeman, Rita Frahm, Bridget Hoefling

CEO Members Absent: Bob Paulsrud, Jackie Smith

CSP Members Present: Diane Neri-IWD, Doug Keast-IWD

Staff Present: Shawn Fick-JTP, Lori Knight-JTP

I. RWIB Call to Order & Roll Call — Neal Adler

Neal Adler called the meeting to order for the RWIB at 4:03pm.

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

Jeff Simonsen, Chair called the meeting to order for the CEO's at 4:04pm.

II. Approval of Agenda – RWIB – Neal Adler

Approval of Agenda – CEO – Jeff Simonsen

Neal Adler asked for a motion to approve the amended joint RWIB/CEO agenda for March 24, 2011 to include the Career Pathways Concept Statement, Attachment G-1; Dr. Robert Rasmus made the motion to approve the amended agenda; Dr. LuAnn Haase seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the amended joint RWIB/CEO agenda for March 24, 2011 to include the Career Pathways Concept Statement, Attachment G-1; Craig Anderson made the motion to approve the amended agenda; John Fitch seconded the motion; **the motion was carried.**

III. Approval of January 27, 2011 Minutes – RWIB – Neal Adler – Attachment “A”

John Hamm made the motion to accept the January 27, 2011 joint RWIB/CEO Minutes – Attachment A; Dr. Tom Padgett seconded the motion; **the motion was carried.**

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

Craig Anderson made the motion to accept the January 27, 2011 joint RWIB/CEO Minutes – Attachment A; John Fitch seconded the motion; **the motion was carried.**

IV. New Business

- Approval of Revision to Regional Customer Service Plan/John Morrell NEG – RWIB – Neal Adler & CEO – Jeff Simonsen – **Attachment B-1**
 - Workforce Development Field Memo No:10-08 – **Attachment B-2**

Neal Adler stated there is a recommendation for a revision to the Regional Customer Service Plan with the John Morrell National Emergency Grant (NEG) which is adding a provision to exceed the caps on time and

Lori Knight 3-24-11

expenditure limits. Shawn Fick stated because of the unique circumstances in which most of the John Morrell participants had facing them when the original John Morrell NEG was written they realized there might be the need to go above the normal caps. The normal caps are \$6,000 for a one year program and \$12,000 over a two year program. Normally, this is not an issue with most of the participants that Job Training Partners deals with because they usually become eligible for the Pell Grant which helps to keep the overall cost down. The unique situation is because often the John Morrell participants do not have a GED/High School diploma and/or don't have the CPT scores to have the ability to benefit from Federal funding so they are ineligible for the Pell Grant. In addition, many of the participants started taking credits right away and had full loads for last summer, fall, and this spring. Even though Job Training Partners had this written into the grant which was approved by the grant officer, Iowa Workforce Development has requested that the Regional Workforce Investment Boards and Chief Elected Officials be made aware of the changes to the policies of the Regional Customer Service Plan. Even though this takes away the capitations that JTP deals with, all the exceptions to the policy of \$6,000 for regular training, \$12,000 for two years and \$3,000 for Skill Upgrading training will still go through the JTP Director, Dr. Julie Stoik. There is still a check and balance in place but JTP is not limited to those funds caps under the NEG. Jim O'Donnell asked about the special circumstances. Shawn Fick stated all the services JTP provides are covered under the cap so if participants were receiving childcare and transportation while taking classes the participants can very quickly use up the \$6000 cap. JTP uses many other options such as Department Human Services for Dependent Care but many participants were not eligible for 6 months because of the income they had. Another example would be tools from the technical trades which can range from \$2,000 to \$3,000 per participant. If you add the cost of tuition, books, and fees to the tools cost participants can go over the \$6,000 cap quickly.

Neal Adler asked for a motion to approve the Customer Service Plan Modification on Capitations for the John Morrell National Emergency Grant – Attachment B-1; Jim O'Donnell made the motion to approve the modification; John Hamm seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the Customer Service Plan Modification on Capitations for the John Morrell National Emergency Grant – Attachment B-1; John Fitch made the motion to approve the modification; Tim Jessen seconded the motion; **the motion was carried.**

Shawn Fick stated Attachment B-2 is an update to make sure the Regional Workforce Investment Boards and the Chief Elected Officials are aware of any changes to the Customer Service Plans. Many of the National Emergency Grants being written in the state now cross state boundaries. There are multiple regions being included in the NEG's where you might have two or three agencies working together and want to make sure everyone is on the same page and all the relative boards know what is going on.

- Approval of One-Year Extension of Regional Customer Service Plan(CSP) Without Changes for Region 12 – RWIB – Neal Adler & CEO – Jeff Simonsen – **Attachment “C” (Field Memo 10-11)**

Neal Adler stated the RWIB has motioned one year extensions of the Customer Service Plan in the past. Doug Keast stated in the last few years we have modified the Regional Customer Service Plan which identifies the board's strategic plan for oversight of workforce services throughout the region. When the act was first passed and implemented for 1998 through 2000 the direction was to develop a five year plan. The act was to be reauthorized in 2003 which didn't happen so periodically they came out with more guidance and extension of the plans. Periodically, we need to reevaluate the priorities the board has set and take another look at the needs assessment that the board has done for the workforce system in the region and modify the plan. The guidance that has come to the board is that the ending date for the Customer Service Plan is June 30, 2011 and the Act still has not been reauthorized yet. In the meantime, we do have to modify the plan at the very minimum to extend it another year, stated Doug Keast. Doug Keast asked if there were any changes in the modification of the Customer Service Plan for this coming year. Shawn Fick stated there are no changes at this time except for the main change of extending the date of the Customer Service Plan by one year.

Neal Adler asked for a motion to approve the One-Year Extension of the Regional Customer Service Plan for Region 12; Dr. Robert Rasmus made the motion to approve the One-Year Extension; Dr. LuAnn Haase seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the One-Year Extension of the Regional Customer Service Plan for Region 12; John Fitch made the motion to approve the One-Year Extension; Craig Anderson seconded the motion; **the motion was carried.**

- Approval to Transfer Incentive Funds from Administration to Youth Program & Dislocated Worker Program - RWIB – Neal Adler & CEO – Jeff Simonsen – **Attachment “D”**

Neal Adler stated Attachment D shows an allocation of PY09 Incentive Funds of \$71,634 that has been in Administration. It is requested at this time to transfer \$28,000 of those funds to the Youth Program and \$40,000 to the Dislocated Worker Program leaving \$3,634 in Administration. Shawn Fick stated these dollars were parked in Administration about a year ago pending the best way to spend the funds. By law the final transfer of funds needs to be completed by March 31, 2011. In reviewing the programs, the Dislocated Worker Program has had a great demand because of the state of the economy. The Youth Program has quite of few individuals taking advantage of the resources JTP has available. In the Adult Program most of the participants are Pell Grant eligible right away so JTP has not needed as many of the funds for the Adult Program, stated Shawn Fick.

Neal Adler asked for a motion to approve the transfer of SDR 12 PY09 Incentive Funds of \$28,000 from Administration to the Youth Program and \$40,000 to the Dislocated Worker Program leaving \$3,634 in Administration – Attachment D; Dr. Tom Padgett made the motion to approve the transfer of Incentive Funds; Jim O'Donnell seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the transfer of SDR 12 PY09 Incentive Funds of \$28,000 from Administration to the Youth Program and \$40,000 to the Dislocated Worker Program leaving \$3,634 in Administration – Attachment D; Tim Jessen made the motion to approve the transfer of Incentive Funds; Craig Anderson seconded the motion; **the motion was carried.**

- Approval of WIA Training Programs – RWIB – Neal Adler
 - Tri-State Nursing – Renal Technician Program – **Attachment “E”**
 - Bellevue University – Business Program (Previously Named Business Administration of Technical Studies-BATS Program) – **Attachment “F”**

Neal Adler stated there are a couple of training programs to take a look at. One is the Tri-State Nursing Renal Technician Program and the other is the Bellevue University Business Program. Shawn Fick stated the Renal Technician Program is a new one being offered by Tri-State Nursing. In reviewing the information the labor market shows it is an increasing field with about a 20% expected increase over the next five years with about 40 additional job openings available. The low end of the pay scale is about \$19,700, medium \$29,000 and high end is \$56,000. The Renal Technician is a program that is gaining popularity. The other program brought to the board is just a name change. JTP wanted to stay in compliance and not risk losing the ability to serve participants who are currently in this program. It was previously known as the Bellevue University Business Administration of Technical Studies (BATS) program. It was changed to simply the Business Program. JTP has had participants go through this program with good success. JTP continues to use this program for participants and wanted to make sure the name change did not affect Job Training Partners ability to continue serving, stated Shawn Fick.

Neal Adler asked for a motion to approve the Tri-State Nursing Renal Technician Program and the Bellevue University Business Program (previously named Business Administration of Technical Studies-BATS Program); Dr. Robert Rasmus made the motion to approve both training programs; Dr. LuAnn Haase seconded the motion; **the motion was carried.**

- Career Pathways Grant Application – RWIB Letter of Support – **Attachment “G”**
 - Career Pathways Concept Statement – **Attachment “G-1”**

Shawn Fick stated last fall Bob Schmeckpeper and Martin Reimer came and talked about a couple programs that Western Iowa Tech Community College was looking at applying for grants for including the Solar Photovoltaic and the Advanced Energy Systems Storage. This grant application is through the Department of Labor instead of through the State. This will allow the college to work in conjunction with several of the programs that are currently in place in the Wind Energy and Renewable Energy Initiatives. It will use the WIA model to work with participants, get them in place, make sure they are good candidates and work with them to the end to get them through their programs. Larry Obermeyer is currently working on the grant. The Department of Labor specifically said there is still funding available through this grant, stated Shawn Fick. Dr. Robert Rasmus stated that WITCC needs the grant for the Wind Energy Program.

Neal Adler asked for a motion to approve the RWIB Letter of Support for the Career Pathways Grant; Dr. Robert Rasmus made the motion to approve the RWIB Letter of Support; Jim O'Donnell seconded the motion; **the motion was carried.**

V. **Old Business**

Shawn Fick gave an update on the John Morrell NEG. As of today March 24, 2011, JTP has held 87 Information Meetings, 151 Assessment Workshops, 45 ESL Exams and 79 Enrollment Meetings. JTP had 619 people attend the Information Meetings, 584 go through the Assessment Workshops and 472 took the ESL Exams. JTP currently has 516 enrollees. JTP is going to work on the next funding increment as soon as JTP has reached 70% of expenditure, hopefully by May 1, 2011. The plan is to do one more increment for the remaining NEG funding. As of Dec. 31, 2010 on the quarterly report that was submitted the grand total was 650 enrollees in the NEG. The goal for the John Morrell NEG is 800 total enrollees. The three project operators are Job Training Partners at Western Iowa Tech Community College, the Morrell Transition Center which is overseen by the Community Action Agency, and the Nebraska Department of Labor.

VI. **WIA Assistant Director Report – Shawn Fick**

Shawn Fick stated that Congress has had some serious debates and discussions about funding. The current funding of the Workforce Investment Act (WIA) under House Resolution 1 (HR1) cuts about 4 billion dollars from all Workforce Program funding and affectively JTP would not have funding for a period of time. If you have ideas, thoughts, concerns, please contact your House Representative and Senators, stated Shawn Fick. Stream Global Solutions issued a warn notice on March 14, 2011 indicating that there will be 246 employees dislocated on May 15, 2011. The first Rapid Response Meeting for Stream Global Solutions was held yesterday. It does appear there maybe some positions within the company that employees could move into. There is also some hope that Stream Global Solutions may pick up additional contracts before May 15. The RWIB and CEO board training for the new members hopefully, will be rescheduled to 3:30pm before the next joint board meeting on May 19, 2011 at WITCC. There will be more information on the board training later. Kristi Judkins was going to do a presentation at this meeting on the booklet “Iowa’s Workforce and the Economy” that board members received at the last meeting. Kristi will now give the power point presentation at the May 19, 2011 joint meeting, stated Shawn Fick.

VII. **IWD Regional Manager Report – Diane Neri**

- Update on Integration Plans in Region 12

Diane Neri stated the unemployment rate for Woodbury County decreased from 7.4% in December to 6.8% in January. Normally, the highest unemployment percentage is going to be in the January and February time frame. There are a number of small factors that have contributed to this decrease. Those factors would include that newly laid off people are taking jobs because they don't want to go on unemployment. People are thinking twice about unemployment and about taking a job with lower pay just so they can say that they are continually employed. Some area employers are starting to hire back. Also, some people have dropped off unemployment

and are not looking for work at the present time. Relating to John Morrell, Iowa Workforce Development (IWD) has another set of meetings that will take place for the John Morrell employees who were laid off. The John Morrell laid off employees are coming up on their one year anniversary of filing their first unemployment claims. Since they are still going to school and still on Department Approved Training or Training Extended Benefits they need to file what is called a second benefit year claim. During the week of April 11, IWD has 12 meetings set up to accommodate all the paperwork and protocol necessary regarding those claims without any break in unemployment benefits for those people. There is an article in the Sioux City Journal today and there will be one in the Spanish newspaper on Friday and IWD is putting up notices for the meetings. IWD is getting many people signing up for the meetings and IWD should be successful in continuing the unemployment claims without any breaks, stated Diane Neri.

At the last meeting it was reported that the co-location was on hold and the partners would not be moving into the Mayfair location because it would be too expensive. In the meantime, Iowa Workforce Development's present location is being evaluated to see if the interior of the building could be remodeled to meet the needs of an integrated One-Stop office. There was a meeting with the landlord on Monday and think it could work. The square footage requirement in the original RFP was about 26,000 square feet. Since then changes have taken place and they are now looking at a much smaller building approximately the size as the current IWD location. Diane Neri stated she thinks there are many positives of staying at the same location and they are seeing if they can make it work economically. Diane Neri stated she sent information to the RWIB and CEO members about a proposal that the IWD Director, Teresa Wahlert has made to the Legislature which outlines Iowa Workforce Development's ongoing operations and finances for the Fiscal Year 2012 that starts July 1, 2011. The proposal calls for closing IWD offices that are run by State Funds. The offices ran by State Funds are primarily the rural IWD offices. The Sioux City One-Stop office is primarily Federally Funded. An example of a rural office that would be closed because of the cut in State Funding would be the Cherokee office within our region. Others nearby that could also possibly be closed are Orange City, Storm Lake, and Denison. This is a proposal that is in the Appropriation's Committee and they expect to have a final decision from the Legislature as they rap up there 2011 session. With the closing of the 39 rural offices there would be a layoff of approximately 84 Iowa Workforce Development staff. What would remain within the Iowa Workforce structure would be 16 One-Stop offices located in the 15 regions. There would be 1 One-Stop office for each Region and then Region 1 would have two offices. As we look at ways to provide customer service as these rural offices close they are looking at partnerships with libraries, community agencies and extension offices. Offices where computers and printers can be set up to file claims, look for work and online assistance writing resumes. There are a lot of possible changes ahead. They will have to see what the legislature finally decides as they look at the funds that Governor Branstad has given to IWD to work with and how to use the funds most effectively, stated Diane Neri. Doug Keast stated one of the most important things that a Workforce Board could address is how the resources which come into the Workforce Center system in your Region are deployed to serve their communities.

VIII. Regional State Representative Report – Doug Keast

- Performance Negotiations

Doug Keast stated they are still looking at if it is okay to extend the Regional Customer Service Plans without changes. With regards to performance negotiations, they have not completed the negotiations with the Federal Department of Labor yet. A good pitch was made to lower the Performance Measures in a number of categories. At the Integrated Sites the number of people being served has increased 10 times so they are looking at more people in the performance pools. What they have seen with data is that Integration does have some affect but the economy has had a much more significant impact. One of the things they hope will help is the demonstration that we are including many more Iowans in the performance pool and hopefully the Department of Labor will look on this with favor. As soon as this process is completed, Doug Keast will be given instructions and guidance. Then Doug will want to talk to a committee about the negotiations with representatives from the RWIB, CEO's, Dr. Julie Stoik and Shawn Fick. When Doug Keast gets his guidance, of course, the State wants to negotiate fairly and consistently across the state. There are a number of differences in the regions and one is integration and they will need to be careful on how negotiations are approached. Doug

Keast would like to ask both boards to consider identifying someone to serve on the committee. Hopefully, in about a month the numbers will be available and a team at the State will look at them, stated Doug Keast.

IX. Report from Individual RWIB/CEO on Local Issues

There were no reports from the RWIB members. There were no reports from the CEO's. Shawn Fick stated the approval for the January 27, 2011 CEO meeting minutes on the election of officers will be at the May 19, 2011 joint meeting. Shawn Fick thanked Neal Adler for chairing the meeting for the RWIB.

X. Adjournment

Neal Adler asked for a motion to adjourn; John Hamm made the motion to adjourn; Jim O'Donnell seconded the motion; **the motion was carried.** The meeting was adjourned at 4:55pm.

Jeff Simonsen adjourned the CEO meeting at 4:55pm.

The next joint RWIB/CEO meeting will be on Thursday, May 19, 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."