

**REGIONAL WORKFORCE INVESTMENT BOARD
CHIEF ELECTED OFFICIALS**
Western Iowa Tech Community College – Sioux City, IA
Minutes – September 29, 2011

RWIB Members Present: Cathie Bishop, Marcia Rosacker, Bridgett Hoefling, Dr. Tom Padgett, Jeff Simonsen, Dr. Robert Rasmus, Judy Peterson, Janet Hansen, John Hamm

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

RWIB Members Absent: Tom Zeman, Neal Adler, Jim O'Donnell, Rita Frahm

CEO Members Absent: Bob Paulsrud

CSP Members Present: Diane Neri-IWD, Ted Harms-IWD, Doug Keast-IWD, Dean Williams-Goodwill, Briget Solomon-Goodwill, A. Kari Hildring-Goodwill, Tammy Crouch-Goodwill

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

3:00 P.M. RWIB/CEO Training for Newer Board Members in the Dr. Kiser Building, Room A310

4:00 P.M. There were no public comments on the following Public Notice: The Regional Workforce Investment Board, Region 12, has designated Western Iowa Tech Community College as the Program Service Provider for the Workforce Investment Act (WIA) Adult and Dislocated Worker Programs for July 1, 2011 through June 30, 2012. The Region 12 Workforce Investment Board, Region 12, has designated a consortium of agencies made up of Iowa Workforce Development, Job Training Partners, Western Iowa Tech Community College, Goodwill Industries, Proteus, and Community Action Agency of Siouxland as the Coordinating Service Provider which will be designated as the One-Stop operator for the local workforce investment region for July 1, 2011 through June 30, 2012. These appointments may be extended for an additional period of time by a vote of the RWIB and CEO Boards if allowed.

Cathie Bishop presented Dr. LuAnn Haase with a paperweight for her years of service to the RWIB from 2004 to 2011.

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

Cathie Bishop, Chair called the meeting to order for the RWIB at 4:07pm.

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

Jeff Simonsen, Chair called the meeting to order for the CEO's at 4:08pm.

II. Approval of Agenda – RWIB – Cathie Bishop

Julie Stoik stated there are two changes to the agenda. The first change would be in the programs for approval. There are three programs that JTP was advised that can't be brought forward to the RWIB because there are no participants tied to them. These are Attachments F, G, and L. Ted Harms stated that back when WIA was first instituted, to expedite the approval of training programs, the state of Iowa requested a waiver where community colleges such as Western Iowa Tech could submit their catalog and the whole catalog could be approved. Ted Harms stated it is his understanding that part of the waiver said any new programs could only be approved if participants were directly tied to those programs. This waiver is currently in effect and it is a state policy. Ted Harms stated he knows that the RWIB addressed this issue at one of the RWIB meetings. Unfortunately, it is a policy that has been dictated to us through the waiver program so that is why the three programs that do not

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have participants tied to them can't be approved, stated Ted Harms. Cathie Bishop stated she has a procedure question since the RWIB voted on this on August 19, 2010 does the RWIB need to do anything to rescind that motion. Ted Harms stated he did not know. Julie Stoik stated the RWIB had voted that for Northeast Community College and Western Iowa Tech Community College as new programs came forward the RWIB would approve the programs so they would not have to meet so many times. Then the training program applications would be sent into the state with the approvals as JTP had interested participants, stated Julie Stoik. Doug Keast asked if they are added to the state provider list. Julie Stoik stated the programs are not added to the state provider list until Job Training Partners has a participant which means the board does not have to get together ASAP so that JTP can serve the participant. Cathie Bishop stated it is a preapproval by the RWIB and then submitted to the state when JTP has a participant. Ted Harms stated he contacted some of the leadership in Des Moines on this issue and the way it is written in the minutes it would not work that way. The new programs tied to participants and the programs with changes can be brought forward to the RWIB but will need to leave the issue of the programs that don't have participants until it is clarified, stated Ted Harms.

Julie Stoik stated they will take Attachments F, G and L off the agenda. The other additional agenda modification is to add the CEO approval to the Regional Customer Service Plan Modification (Attachment U).

Cathie Bishop asked for a motion to approve the amended joint RWIB/CEO agenda for September 29, 2011 to exclude the approval of the WITCC Animation program (Attachment F), WITCC Arts Management program (Attachment G) and WITCC Independent Filmmaking program (Attachment L) along with the addition of CEO approval for the Regional Customer Service Plan Modification (Attachment U); Judy Peterson made the motion to approve the amended agenda; Dr. Tom Padgett seconded the motion; **the motion was carried.**

Approval of Agenda – CEO – Jeff Simonsen

Jeff Simonsen asked for a motion to approve the amended joint RWIB/CEO agenda for September 29, 2011 to exclude the approval of the WITCC Animation program (Attachment F), WITCC Arts Management program (Attachment G) and WITCC Independent Filmmaking program (Attachment L) along with the addition of CEO approval for the Regional Customer Service Plan Modification (Attachment U); Jackie Smith made the motion to approve the amended agenda; Craig Anderson seconded the motion; **the motion was carried.**

III. Approval of May 19, 2011 Minutes – RWIB – Cathie Bishop – Attachment “A”

Dr. Robert Rasmus made the motion to accept the May 19, 2011 joint RWIB/CEO Minutes – Attachment A; Janet Hansen seconded the motion; **the motion was carried.**

Approval of May 19, 2011 Minutes – CEO – Jeff Simonsen – Attachment “A”

John Fitch made the motion to accept the May 19, 2011 joint RWIB/CEO Minutes – Attachment A; Tim Jessen seconded the motion; **the motion was carried.**

IV. New Business

- Approval of WIA Adult and Dislocated Program Service Provider for Program Year 2011 – RWIB – Cathie Bishop & CEO – Jeff Simonsen

Julie Stoik stated the RWIB/CEO's need to approve what was put out for public comment which is that Western Iowa Tech Community College has been the service provider and the approval would extend WITCC as the service provider through June 30, 2012. The appointment of WITCC as service provider may be extended an additional period of time by a vote of the RWIB and CEO Boards if allowed.

Cathie Bishop asked for a motion to approve Western Iowa Tech Community College as the WIA Adult and Dislocated Service Provider for Program Year 2011 and the appointment of WITCC as service provider may be extended for an additional period of time by a vote of the RWIB and CEO boards, if allowed; Janet Hansen made the motion to approve WITCC as the Service Provider for Program Year 2011 and the extension of the appointment for an additional period of time; Marcia Rosacker seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve Western Iowa Tech Community College as the WIA Adult and Dislocated Service Provider for Program Year 2011 and the appointment of WITCC as service provider may be extended for an additional period of time by a vote of the RWIB and CEO boards, if allowed; Craig Anderson made the motion to approve WITCC as the Service Provider for Program Year 2011 and the extension of the appointment for an additional period of time; Tim Jessen seconded the motion; **the motion was carried.**

- Approval of Coordinating Service Providers for the One-Stop Operation for Program Year 2011 – RWIB – Cathie Bishop & CEO – Jeff Simonsen

Julie Stoik stated these organizations have been Coordinating Service Providers for a while and work well together.

Cathie Bishop asked for a motion to approve the Coordinating Service Providers for the One-Stop Operation for Program Year 2011 and the appointment of the Coordinating Service Providers for the One-Stop Operation may be extended for an additional period of time by a vote of the RWIB and CEO boards, if allowed; Jeff Simonsen made the motion to approve the Coordinating Service Providers; Janet Hansen seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the Coordinating Service Providers for the One-Stop Operation for Program Year 2011 and the appointment of the Coordinating Service Providers for the One-Stop Operation may be extended for an additional period of time by a vote of the RWIB and CEO boards, if allowed; Tim Jessen made the motion to approve the Coordinating Service Providers; Craig Anderson seconded the motion; **the motion was carried.**

- Approval of the Extension of the WIA Youth Program Service Provider – RWIB – Cathie Bishop & CEO – Jeff Simonsen

Julie Stoik stated Western Iowa Tech Community College is the present WIA Youth Service Provider. Several years ago the RWIB and CEO boards went out for a competitive Request For Proposal (RFP) for others that might want to be the Youth Service Provider. On July 1, 2009 Western Iowa Tech Community College was again reaffirmed as the Youth Service Provider. At that time the RWIB and CEO's reserved the right to extend the designation for an additional four years through June 30, 2014. Because of that the boards are not mandated to go out for a formal RFP again this spring. There were only two regions that had recently done the RFP. All the other regions had not done the RFP so they will be required this year to go out for a formal competitive request. If the boards want Region 12 to go out for a formal request again it can be done but will need to be done before March 30, 2012. Since Region 12 recently did the RFP, the RWIB and CEO's may continue the designation and honor the formal motion from last time to extend WITCC as the Youth Service Provider. This is the result of not having the Workforce Investment Act (WIA) reauthorized. Judy Peterson asked if there was a record on how many had applied at the last RFP. During the RFP process they had technical assistance meetings where all potential bidders were welcome to come. There were two other agencies that attended those meetings but through the process subsequently did not submit, stated Ted Harms. Only Western Iowa Tech Community college submitted a final proposal.

Cathie Bishop stated it is up to the boards to determine whether or not to go out for another RFP or to extend the current arrangement. Jeff Simonsen made the motion to approve the current arrangement which is the extension of WITCC as the Youth Service Provider through June 30, 2014; Dr. Tom Padgett seconded the motion; Judy Peterson stated judging from the opening statement and the fact that no one came forward there seems to be no interest from the community to change it; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the extension of WITCC as the WIA Youth Program Service Provider through June 30, 2014; John Fitch made the motion to approve the extension of WITCC as the Youth Service Provider; Jackie Smith seconded the motion; **the motion was carried.**

Julie Stoik stated the designation will need to be published for public comment for 30 days. If public comment is received this will come back to the boards. The boards would then still have the option to open it up for a formal bid. This designation through June 30, 2014 will become final on November 7 if there is no public comment, stated Julie Stoik.

- Approval of the Lease for Co-Location of WIA & Promise Jobs with IowaWORKS Greater Siouxland – RWIB – Cathie Bishop & CEO – Jeff Simonsen – **Attachment “B”**

Cathie Bishop stated Attachment B is the sublease for the current location that has been redesigned for co-location and integration. The WITCC board has approved it but the RWIB and CEO’s need to approve it as well, stated Cathie Bishop. Julie Stoik stated the Mayfair Plaza met most of the criteria when they went out for a formal bid. However, it came in at 18 dollars a square foot and was not affordable. Then everyone started cutting down their square footage to be able to afford to use the space. This created a discrepancy from what was bid and what they could afford that they would have to either go out for another RFP or they could work with the current landlord to fit the needs and square footage. They started opening up comments with the landlord and it came down to just a little over \$14 a square foot. The sublease, Attachment B would be the space to move the three Promise Jobs workers and two offices for WIA. The lease would be for five offices and the use of the conference rooms and classrooms. The goal would be to have the RWIB meeting in March for the board members to see the new changes. The co-location will probably be done by the end of November. The new location is open and bright. The lights have been changed and it has been painted. It is more affordable. It will cost about \$1,000 a month for the WIA budget and \$1,000 for the PJ budget, stated Julie Stoik.

Cathie Bishop asked for a motion to approve the Lease for Co-Location of WIA & Promise Jobs with IowaWORKS Greater Siouxland – Attachment B; Marcia Rosacker made the motion to approve the co-location lease; Bridgett Hoefling seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the Lease for Co-Location of WIA & Promise Jobs with IowaWORKS Greater Siouxland – Attachment B; Craig Anderson made the motion to approve the co-location lease; John Fitch seconded the motion; **the motion was carried.**

- Approval of WIA Program Year 2011 Budget – RWIB – Cathie Bishop & CEO – Jeff Simonsen – **Attachment “C”**

Julie Stoik stated the budget is incomplete but since both Boards were voting on the lease she wanted the boards to know what new WIA funds JTP would be getting this year. However, they still do not know the amount of the Carry In Funds that JTP has left from last year. The Dislocated Worker program did have an increase in the funding that was received mainly because of the John Morrell layoff. The number of layoffs is figured into the next year’s program funds and because of last year layoffs JTP received more funds this year. The Youth Program funds are about the same as last year. After JTP receives the amount of the Carry In Funds from last year the budget will be brought back for the boards’ approvals of total funds, stated Julie Stoik. Cathie Bishop stated this is a two step process for the approval of the budget. Today, the boards will approve the new funds. Then the budget will come back for approvals when the Carry In Funds are known, stated Cathie Bishop. Julie Stoik stated when JTP receives the contract they will bring the total budgets forward for the boards’ approvals.

Cathie Bishop asked for a motion to approve the WIA Program Year 2011 Budget – Attachment C; Janet Hansen made the motion to approve the 2011 WIA Budget; Judy Peterson seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the WIA Program Year 2011 Budget – Attachment C; Jackie Smith made the motion to approve the 2011 WIA Budget; John Fitch seconded the motion; **the motion was carried.**

- Approval of WIA Region 12 Annual Report to Iowa Workforce Development Department – RWIB – Cathie Bishop & CEO – Jeff Simonsen – **Attachment “D”**

Julie Stoik stated every year each state has to do a State Annual Report and submit it to the Department of Labor. The regions are asked to submit a report of activities from their region. Attachment D is the report from Region 12 for last program year. This report will be compiled with all the other regions' reports in Iowa with additional data that IWD puts forward and then submitted to the Department of Labor. Julie Stoik stated the report talks about some of the initiatives and innovative things done in Region 12. One of the initiatives that this board has supported is the Pathways Out of Poverty grant that is now Project Prosper at WITCC. The Project Prosper grant has allowed the College to open a Career Resource Lab and provide additional funding for what the Department of Labor calls "Green Training". Many of the JTP participants are co-enrolled in Project Prosper. The John Morrell National Emergency Grant has allowed JTP to provide many additional resources for 800 of the 1,450 people laid off. Another thing that sets Region 12 apart is the continued participation in the YouthBuild grant. This is a grant that is administered through Goodwill. The JTP Youth program co-enrolls some of the YouthBuild participants. Another partner in the YouthBuild grant is WITCC who provides a GED instructor for the youth. Some of the challenges were the John Morrell layoffs as well as planning for co-location. Also, in the report are some of Region 12's success stories which are very impressive, stated Julie Stoik. Cathie Bishop stated this report was already submitted but still need motions of approval from the boards.

Cathie Bishop asked for a motion to approve the WIA Region 12 Annual Report to Iowa Workforce Development Department – Attachment D; Janet Hansen made the motion to approve the Annual Report; Dr. Robert Rasmus seconded the motion; **the motion was carried.**

Jeff Simonsen asked for a motion to approve the WIA Region 12 Annual Report to Iowa Workforce Development Department – Attachment D; Craig Anderson made the motion to approve the Annual Report; Tim Jessen seconded the motion; **the motion was carried.**

- Approval of new WITCC Programs – RWIB only
 - Administrative Office Support – **Attachment "E"**
 - ~~Animation – Attachment "F"~~
 - ~~Arts Management – Attachment "G"~~
 - Audio Engineering Technician – **Attachment "H"**
 - Boiler Operator – **Attachment "I"**
 - Boiler Technician – **Attachment "J"**
 - Emergency Medical Responder – **Attachment "K"**
 - ~~Independent Filmmaking – Attachment "L"~~
 - Information Systems – **Attachment "M"**
 - Legal Office Aide – **Attachment "N"**
 - Professional Photography – **Attachment "O"**
 - Renewable Fuels Technician – **Attachment "P"**
 - Video Game Audio Production – **Attachment "Q"**
 - Police Science-Forensics Investigation – **Attachment "R"**

Cathie Bishop stated this is the group of programs that needs to be separated out. The new programs with interested participants include Audio Engineering Technician (Attachment H), Information Systems (Attachment M), Professional Photography (Attachment O), and Police Science-Forensics Investigation (Attachment R). The next group is the previously approved programs with revisions and participants associated with the programs which include Administrative Office Support (Attachment E), Boiler Operator (Attachment I), Boiler Technician (Attachment J), Emergency Medical Responder (Attachment K), Legal Office Aide (Attachment N), Renewable Fuels Technician (Attachment P), and Video Game Audio Production (Attachment Q).

Cathie Bishop asked for a motion to approve the WITCC Training Programs – **Attachments H, M, O, R, E, I, J, K, N, P, Q** excluding **Animation (Attachment F), Arts Management (Attachment G), Independent**
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Filmmaking (Attachment L); Bridgett Hoefling made the motion to approve the WITCC training programs; Dr. Robert Rasmus seconded the motion; **the motion was carried.**

- Approval of Bellevue University – Bachelor of Science in Behavioral Science – RWIB only – **Attachment “S”**

Cathie Bishop stated JTP has a participant interested in the Bellevue University Bachelor of Science in Behavioral Science program. Shawn Fick stated this is an accelerated program that allows the participant to complete in 36 weeks. The participants usually already have an Associate’s Degree. The starting salary is \$20 to \$24 an hour and the labor market information is good, stated Shawn Fick. Dr. Tom Padgett asked what jobs would be available for this person. Jeff Simonsen asked if schools would hire someone like this. Julie Stoik stated there would probably be jobs in hospitals or agencies such as Boys and Girls home. Schools normally need to have a counselor so probably not K12 schools. Community colleges could look at this degree for some of their student services, stated Julie Stoik. Janet Hansen asked if this could be like a Psych Assistant. Julie Stoik stated yes. Shawn Fick stated he recommends the approval of this program.

Cathie Bishop asked for a motion to approve the Bellevue University Behavioral Science Training Program – Attachment S; Jeff Simonsen made the motion to approve the Bellevue Training Program; Dr. Robert Rasmus seconded the motion; **the motion was carried.**

- Approval of new YAC (Youth Advisory Council) member-Patricia Redmond – RWIB only – **Attachment “T”**

Jo Fokken stated Patti Redmond is currently the Woodbury County AMP (Achieving Maximum Potential) Facilitator. Patti also has experience with Juvenile Court Services. Patti Redmond would be excellent addition to the YAC and she is willing to serve, stated Jo Fokken. Cathie Bishop asked if there is room for her on the YAC. Jo Fokken stated yes.

Cathie Bishop asked for a motion to approve Patricia Redmond as a Youth Advisory Council (YAC) member – Attachment T; Jeff Simonsen made the motion to approve Patricia Redmond as a YAC member; Marcia Rosacker seconded the motion; **the motion was carried.**

- Approval of Regional Customer Service Plan Modification — **Attachment “U”**

Shawn Fick stated as part of the ongoing monitoring process JTP is monitored twice a year by the state for file accuracy and participant eligibility. JTP is also fiscally monitored twice a year. With the Federal monitoring and the additional college monitoring, JTP had six monitoring visits during the past program year. During one of those monitoring visits (see Attachment V) it was noted that the Regional Customer Service Plan currently has a definition of self sufficiency of 90% of the previous wages at the time of dislocation. JTP had one incident particularly where an individual was making \$65,000 a year. The individual had been with the company for approximately thirty years and worked their way up but the skills were not transferrable to another business in the area. The individual was not interested in moving and because of the dislocation decided to pursue a degree in nursing. On Observation #8 the average wage for a Registered Nurse (RN) is \$48,000. The problem was that \$48,000 was not 90% of what they were previously earning. The wage would have to be approximately \$59,000. In an effort to be more in line the change to the RCSP of “100% of the Lower Living Standard Income Level” is suggested. This is a level that allows the participants to work towards self sufficiency and also allows JTP to be in compliance, stated Shawn Fick. Julie Stoik stated they did do a survey statewide and most of the regions use the 100%.

Cathie Bishop asked for a motion to approve the Regional Customer Service Plan Modification (RCSP) – Attachment U; Jeff Simonsen made the motion to approve RCSP Modification; Bridgett Hoefling seconded the motion; **the motion was carried.**

Doug Keast stated the JTP participant had a very good goal but was not meeting the RCSP standard. Shawn Fick talked with the staff and decided to bring the change to the boards. Doug Keast stated it is good to be
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consistent with the guidance. Cathie Bishop stated this change sets us up more in line with the economic situation and with the rest of the state.

Jeff Simonsen asked for a motion to approve the Regional Customer Service Plan Modification (RCSP) – Attachment U; John Fitch made the motion to approve RCSP Modification; Tim Jessen seconded the motion; **the motion was carried.**

V. WIA Director Report – Dr. Julie Stoik

- RWIB Nomination Process Update

Julie Stoik stated the RWIB lost one of its members due to resignation and change of assignment. The CEO's will meet after this meeting and will start the process of filling that seat. Every two years the RWIB needs to be recertified as a board and unless we keep all the positions filled and have good attendance there is the possibility that the board might not be recertified at the end of the year. The CEO's try to keep up on this by looking at the attendance of RWIB members and if there is a possibility that when it gets close to certification that the Governor might not certify the board because some of the members are not attending meetings, the CEO's deal with that.

- Promise Jobs Program Update

Julie Stoik stated that there may be some changes in the Promise Jobs program. Traditionally, the Promise Jobs program funding has come through the Department of Human Services to Iowa Workforce Development and then down to the region and been shared evenly by Iowa Workforce Development and also the WIA fiscal agent. This may change next program year based on an efficiency study now being conducted by Iowa Workforce Development. It is not known at this point how PJ will be administered next year but we are co-locating all of the Promise Jobs staff within the workforce development system, stated Julie Stoik.

VI. IWD Director Report – Diane Neri – Carry In

- Co-Location & Access Point Update

Diane Neri passed out the IowaWORKS Greater Siouxland report. Diane Neri reviewed the unemployment figures in the area. Diane Neri stated last meeting the boards talked about the closing of the rural IWD offices. In our region they have completed the closing of the Cherokee office. The Workforce Development Centers are providing Virtual Access Points to help provide services for people. There have been about 215 Virtual Access Points established within the State of Iowa and within Region 12 there are 14. There are several Virtual Access Points in each county. In Cherokee there is the library and the Cherokee County Veteran's Affairs office. The Virtual Access Points are being used. As of the week of September 23 over 16,000 people have used the Virtual Access Points across the state. IWD is trying to advertise through signage, word of mouth and pamphlets. The remodeling of the Workforce Development office is moving along. The interior of the building has been completely painted and new fluorescent lights installed. They have redesigned the way the cubicles sit and have a large customer service area with about 40 computers. The staff sits around all of those computers to have better contact with the customers. They have started training for the Integrated Service Model way of serving their customers. With the Integrated Service Model customers will be receiving a greater depth of services. This is a more thorough way of addressing customers' needs as they are trying to become reemployed within the workforce and also connect them with partners for services. It is a good change to help the populous get back to work. October 14 will be the first day they will be open to the public working within the Integrated Service Model and they will have an open house possibly in early November. Shawn Fick and Diane will be Co-Regional Directors of the IowaWORKS Greater Siouxland, stated Diane Neri. Jeff Simonsen asked which JTP employees will move. Julie Stoik stated Shawn Fick will have an office there. Then Alana Tweet and LaRae Verros will share an office and change off days because JTP still needs to have a presence at WITCC. The three Promise Jobs workers will also move which are Linda Clausen, Julie Scott and Mary Ivener-Hansen. Jeff Simonsen asked if the JTP facility that was remodeled a couple years ago was still being used. Julie Stoik stated it is still being used for the John Morrell staff along with Alana and LaRae. Julie Stoik stated JTP has a lot of participants in classes at WITCC. It is easier for the participants to meet with their case managers at WITCC so services will be offered at both places. Jeff Simonsen asked what happens when the John Morrell grant goes

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away. Julie Stoik stated that this year there is enough funding to have a presence at both places but will need to address this issue next year when they know what the funding will be. Julie Stoik stated hopefully, they can have staff where it is most convenient for the participants to meet with their case managers.

VII. RWIB Chair Report – Cathie Bishop

- a. Case Management Audit Report of April 12-13, 2011 – **Attachment “V”**
- b. Financial Monitoring Report of Spring 2011 – **Attachment “W”**
- c. Federal John Morrell and Company National Emergency Grant Monitoring Report – **Attachment “X”**

Cathie Bishop stated Attachments V, W, X are the Monitoring Reports. The first, Attachment V, was done in April. There were 25 case files reviewed. There were some promising practices noted and observations with recommendations. Cathie Bishop stated the corrective actions were addressed. Julie Stoik stated it is out of these Monitoring Reports that changes to the Customer Service Plan are brought to boards. JTP is monitored twice a year on Case Management, twice a year on Fiscal Management and this year they were also monitored by the Federal government on the John Morrell grant. The guidelines are stringent but the reports give the boards an idea of the good job the JTP staff is doing, stated Julie Stoik. Shawn Fick stated in a usual year JTP has 200 to 300 active case files. With the John Morrell NEG, JTP now has 700 to 800 cases, stated Shawn Fick. Doug Keast stated they saw things that they really liked that Region 12 was doing. Findings tend to happen with the level of engagement and can be challenging with all new staff, stated Doug Keast. Cathie Bishop stated Attachment W was financial monitoring report that was received in August based on the spring 2011 monitoring. There were some findings and corrective actions were taken. Attachment X is the Federal Report on the monitoring of the John Morrell NEG. It is similar with the findings and the corrective actions, stated Cathie Bishop. Julie Stoik stated there are three partners within the John Morrell Grant. The Iowa Workforce Investment Act partner is Job Training Partners. The state of Nebraska Department of Labor is the Nebraska Workforce Investment Act. The John Morrell Transition Center is operated by the Community Action Agency of Siouxland. The comments in this report go back to all three partners jointly. This report came back to the state of Iowa because Iowa subcontracted with the partners, stated Julie Stoik. Shawn Fick reviewed Finding 1 and the fact that they will fail this because the Feds only accept income tax records. The Feds understand this and accept it but still site them for it. We can't do any better because of the lag of information, stated Shawn Fick. Ted Harms stated there is a quarter ending September 30 but the placement data from the John Morrell grant will not be collected until April 1 so it is hard to document. Shawn Fick stated as of June 30, 2011 which is the fifth quarter of the grant, enrollments were 798 and the goal was 800. Doug Keast stated IWD will be struggling over the next couple years with accountability with integration and the number of agencies offering services. Everyone who goes into the IowaWORKS Greater Siouxland office will be enrolled in the Adult WIA program and these will go into performance measures. It will not just be the community college staff that share the responsibility for performance but all the staff at the One-Stop Center. As Diane and Shawn's staff work together on those service teams they will need to figure out how as a team to deploy the resources as well as they can to serve the people. The reason is in the past they always looked at these monitoring reports as a magnifying glass for performance. Now that they are integrating it will be a responsibility that all programs need to share, stated Doug Keast.

VIII. State IWD Representatives Report – Ted Harms & Doug Keast

- Transparency & Integrity in Workforce Investment Board Decisions – TEG#35-10 – **Attachment “Y”**

Cathie Bishop stated the board appreciated Doug Keast's support and they welcome back Ted Harms as the Region 12 representative. Ted Harms stated the Transparency and Integrity in Workforce Investment Board Decisions was a TEG# issued by the Department of Labor. It is an FYI and what is important is on page 2 which is the Guiding Statues and Regulations. This region does not have any issues with this, stated Ted Harms. Julie Stoik thanked Doug Keast and Ted Harms for coming early and doing board training which Judy Peterson and John Fitch participated in. The additional board training materials that were brought were passed out to all the board members. Doug Keast stated some of the board training materials relate to the TEG# and also the open meeting laws are addressed in the materials. The staff of this board does an excellent job of making the meeting minutes public on the website along with the activities of the board. Only 3 out of the 15 regions are using websites to post board materials, stated Doug Keast.

Lori Knight 9-29-11

IX. Reports from Individual RWIB/CEO on Local Issues

Cathie Bishop stated it has been an interesting summer based on the economy and jobs. Dr. Robert Rasmus stated that WITCC was very excited and grateful that the plant fund levy passed in six counties by 70 plus percent. At this time when everyone is looking at their taxes to have that confidence from the people was really appreciated. Cathie Bishop stated due to the flood Great West Casualty had to move their computers to make sure they did not get wet. WITCC Security Institute is hosting the computer system for Great West Casualty. Marcia Rosacker stated Well's Dairy has hired full-time a significant number of temporary employees. Commodities are always an issue such as fuel impacting the cost. There is a new ice cream parlor in downtown LeMars which has kiosks on the history, stated Marcia Rosacker. Bridgett Hoefling stated they are working on accreditation for the Learning Center for the Certified Nursing Assistant, Medical Billing and Coding, Pharmacy Technician and Renal Dialysis Technician programs. They should know by December or January on the accreditation. Tri-State Nursing classes have been full, stated Bridgett Hoefling. John Hamm stated some good news is that Peter Kiewitt got their trailer set up at Port Neal and they will be employing about 400 building trade's people for 2 to 4 years. The majority of people will be hired after the first of the year, stated John Hamm. Dr. Robert Rasmus stated WITCC's enrollment is up. Janet Hansen stated the Cherokee Mental Health Institute has been interviewing and hiring some people. Jackie Smith stated the county has reviewed every position where someone has retired. Hopefully, the economy will turn around because the County could use more employees for better customer service. There are many roads and bridges that need repairs, stated Jackie Smith. John Fitch stated the city shares much of the same budget concerns as the county. The city with their capital improvement programs and construction projects has created a lot of jobs. Jeff Simonsen stated there is an industrial corporation possibly locating to Cherokee. Craig Anderson stated Plymouth County has been able to work on road surfacing and bridges this summer. The beans are good but the corn is spotty depending on where you are at. We are really blessed in this Northwest Iowa region with strong agriculture, stated Craig Anderson. Tim Jessen stated that in April Mapleton was hit with a tornado and with the flooding he is booked up since he is a contractor. There are some roads and bridges that need repairs. No one wants to raise the gas tax but that is the funding to repair these roads. If the legislature requires farmers to have a CDL to drive a tractor this would cripple the economy around here. Casinos are opening back up and people are going back to work in Monona County, stated Tim Jessen. Dr. Tom Padgett stated fortunately they have been able to add small numbers of jobs from corporations around town. The Security Institute spent 35 days fighting the floods. It was tremendous cooperation between Woodbury County, Sioux City, Monona County, and counties in Nebraska and South Dakota. It was a regional fight and they were lucky the levies held. People came in from the state and federal agencies and could not believe how much cooperation there was and how well the Security Institute ran, stated Dr. Tom Padgett.

X. Adjournment

Cathie Bishop asked for a motion to adjourn; Dr. Tom Padgett made the motion to adjourn; John Fitch seconded the motion; **the motion was carried.** The meeting was adjourned at 5:45pm.

Jeff Simonsen adjourned the CEO meeting at 5:45 pm.

The next RWIB meeting will be on Thursday, November 17, 2011 at the Cherokee Mental Health Institute, 1251 West Cedar Loop, Cherokee, IA 51012 at 4:00pm.

"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."

ATTACHMENT "C"

October 12, 2011

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 11-11

TOPIC: WIA Reallocation Policy

1. **Purpose:** To provide the policy for regions that do not expend and obligate the required 80% of the annual formula allocation.
2. **Background:** The Workforce Investment Act (WIA) authorizes reallocation of formula funds within the State for regions that do not meet the required expenditure and obligation levels in the program year. This policy is in accordance with the provisions of sections 128(c) and 133(c) of the Act and TEGL 28-10, Federal Financial Management and Reporting Definitions. Section 667.160 of the regulations further identifies the strategy for reallocation and which regions are eligible to receive the reallocation.
3. **Substance:** Following is the policy for the State's method of determining the point of reallocation. In order to ensure that all participants in the WIA program receive the optimum service delivery with no interruption, the following three steps will be used in determining the point and circumstances of reallocation.

For clarification purposes, the only IST obligations that may be included in the 80% figures are plans in which the participant has registered for Fall classes in June. This registration must be printed, signed and dated by the counselor and the participant and placed in the participant files. This will be monitored by the Financial Management staff in their biannual monitoring.

The policy is as follows and applies to all three programs – adult, dislocated worker and youth:

A. First Year of Non-Compliance

Option 1

By program, any funds in excess of the 20% carryover allowed "may" remain with that region in the subsequent fiscal year. However, all funds that exceed 20% in carryover if retained by the region, shall be used only on intensive and training services including any supportive services for the activities that are provided directly to participants. The Service Provider will maintain books of account to track separately the expenditure of funds that were in excess of the carryover allowed. In addition, the percentage of current year formula and

20% carryover accrued expenses for staffing/overhead, July – September, shall not be exceeded for the balance of the State fiscal year.

Example: Region “X”

Adult grant = \$100,000

Adult expenditures = \$70,000

80% Requirement = \$80,000

Excess of 20% carryover = \$10,000 (80,000 – 70,000)

Regular carryover funds = \$20,000 ($\$100,000 \times 80\% = 80,000$, $100,000 - 80,000 = 20,000$)

Amount to be tracked separately would then be the \$10,000 that was in excess of the 20% carryover.

Note: A waiver may be allowed to the staffing requirement by submitting a justification to the current program coordinator for the region providing the following information.

- Explain why using July to September as the basis for arriving at the staffing/overhead percentage is not an accurate assessment;
- What would take place from October to June that would increase the staffing percentage;
- What benefit would allowing a waiver provide to the region; and
- What staffing percentage is being requested for the fiscal year?

This waiver would be submitted to the program coordinator within 14 days of receipt of the final budget figures for the year from Financial Management. This will also require that the decision be shared with and approved by the Regional Workforce Board. If the Board is not meeting within that timeframe this will precipitate a conference call for approval of the waiver and the decision to keep or allow recapturing of the funds.

Option 2

The service provider may choose to have the funds in excess of 20% recaptured by the State. These funds will be redistributed by the State to the regional providers that met the 80% expenditure/obligation requirement. If the funds are not used for regional special projects the WIA allocation formula will be used for redistribution of the funds.

The selection of either Option 1 or 2 will require approval by the Regional Workforce Investment Board.

B. Second Consecutive Year of Non-Compliance

All funds in excess of the 20% carryover for adult, dislocated worker and youth will be recaptured by the State. These funds will be redistributed to the regional service providers that met the 80% expenditure/obligation requirement. If the funds are not used for regional special projects the WIA allocation formula will be used for redistribution of the funds. During the third program year the region will receive technical assistance for the planning and development of local policy to ensure the expenditure of funds.

C. Third Consecutive Year of Non-Compliance

The funds in excess of the 20% carryover for adult, dislocated worker and youth will be recaptured by the State. These funds will be redistributed to the regional service providers that met the 80% expenditure/obligation requirement. If the funds are not used for regional special projects the WIA allocation formula will be used for redistribution of the funds. In addition, the Regional Workforce Investment Board will be notified that a re-designation of the service provider will be required and a new service provider for these programs must be in place on July 1st of the following year.

4. **Action:** This information must be shared with RWIB and CEO Board members as well as appropriate WIA staff.
5. **Effective Date:** October 1, 2011
6. **Contact:** If there are any questions related to the information in this issuance, please contact your WIA Regional Representative.

Lori Adams, Division Administrator
Workforce Development Center Administration

ATTACHMENT "D"

Customer Service Plan Modification Transmittal Form

To Be Completed by Region: Region Number: SDR 12 Date Submitted: Planned Effective Date:	For State Use Only: Date Received: / / Date Approved/Disapproved: / / Effective Date: / /
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Provide a brief description of the CSP changes below:

- I. This is to document the transfer of \$40,000 of SDR 12 Incentive Funds from the Dislocated Worker Program to the Adult Program. These funds must be spent by June 30, 2012.

"Per State and Federal regulations, each year the RCSP must be modified to show changes for performance, enrollments, or any other directives received. This modification is to bring the RCSP in line with Workforce Development Field Information Memo No: 11-WIA Reallocation Policy.

Regional Customer Service Plan Certification

I certify that the attached has been reviewed and approved by the Regional Workforce Investment Board and the Chief Elected Officials Board, and that I am authorized to sign on behalf of the group I represent.

RWIB Chair Signature / Date

CEO Chair Signature / Date

Region 12 Summary of WIA Customer Service Plan Submitted by Dr. Julie Stoik

RWIB/CEO Oversight Responsibilities for the Region

The RWIB and CEO groups have oversight responsibilities for WIA services and financial resources for special needs populations, low income and dislocated workers, and disadvantaged youth who need to enter or reenter the workforce. They continue to support the sharing of a Disability Navigator in SDR 12 to assist the disability community to enter the workforce. RWIB/CEO continue to promote projects such as Project Prosper (Pathways out of Poverty) and YouthBuild for low income Adults and Youth to become trained and employed. The John Morrell National Emergency Grant is an example of services to a large plant closing in the region. This serves a well-established population of non-English speaking adults desiring GED, English Language Learner and career training services offered through joint efforts of the One-Stop Center, the John Morrell Transition Center and Western Iowa Tech Community College. Training opportunities that meet the demands of business for a skilled workforce are promoted. These demands include but are not limited to: Health Care; Industrial Maintenance; Licensed Truckers; Advance Manufacturing; and Building Trades.

The RWIB/CEO set procedures and policy that encourages training of workers in business and industries that are in demand for skilled workers in the region. Focus groups with area businesses are held on a regular basis to gain updated information. They continue to encourage the promotion of partnerships among agencies so that financial resources may be leveraged in a manner that helps stretch limited dollars which are available for skill training, job placement and supportive services. They recognize the value and quality of training provided by Registered Apprenticeship Programs.

WIA PY11 Budget Amounts—(Program Year 2011 contracts are not yet finalized) Region 12 is guided by a budget ratio of 50% program delivery and 50% participant expenditure.

WIA Administration-\$69,451

WIA Adult Program-\$101,497

WIA Dislocated Worker Program-\$336,905

WIA Youth-\$186,660

Service Levels for WIA Activities

Adult and Dislocated Workers

Individuals begin the process by using Self-Service Core services. If the person is not able to gain employment, or is in need of a higher level of service they may be considered for Staff-Assisted Core services. At this time program eligibility is determined, services are identified and an enrollment decision is made. The person may progress through Staff-Assisted Core to Intensive and Training services depending on individual need and suitability for services. If a person requests Training Services, WIA financial resources must be approved by the Contracted Service Provider. Support Services may be provided at any point after enrollment, depending on need. Once a person has entered employment or is no longer participating he/she is exited from the program. A person may receive Post Program services after exit, if those services will help to maintain or gain employment.

Self-Service Core services—Self-service and informational-core services are available to any individual desiring to use the services without need to demonstrate eligibility. The majority of the services can be accessed without making an appointment with the exception of the workshops. They include the following: Outreach; Orientation to the Workforce System; Initial Assessment; Labor Market Information; Filing Unemployment Insurance claim; Resource Room Usage; Workshops such as Resume Writing, Interview Skills, Budgeting, Stress Management, Career Planning, and Job Search.

Staff-Assisted Core services— Individuals who are not able to obtain employment after using self-service and informational core services may wish to access staff assisted core services. Following is a list of staff assisted core services: Career counseling; Staff-assisted Job Search; Screened Job Referral; Job Club; Staff-assisted Workshops; Staff-assisted Job Development Services.

Intensive services—Intensive services may be provided only after the completion of an initial assessment and it is determined the participant is not able to obtain employment that leads to self-sufficiency. The participant must have utilized one self-service or informational core service and one staff-assisted core service before they can access intensive services. The following intensive services are available to adult and dislocated workers who have met the selection criteria in SDR 12: Objective Assessment; Development of the Individual Employment Plan; Case Management; Skill Upgrading; Work Experience; Relocation.

Training services— Training services may be made available to employed and unemployed adults and dislocated workers who meet the necessary criteria. The following types of activities and services are considered to be training services: Customized Training; Entrepreneurial Training; Institutional Skills Training; On-the-Job Training; Remedial & Basic Skill Training; Secondary Education Certification (GED); English as a Second Language (ESL).

Support Services—Support with Clothing; Dependent Care; Financial Planning; Health Care; Relocation; Disability Services; Supported Employment & Training; Transportation.

Youth Services and Activities

There are no specified levels of service through which a youth must progress to access services. All youth must be eligible and enrolled before they can receive services. In Region 12, the following Workforce Investment Act youth services are available to eligible youth throughout the region. Those services are:

Remedial and Basic Skills; Secondary Education Certification; Vocational Exploration, Work Experience, Limited Internship; On-the-Job Training, Customized Training, Institutional Skill Training; Leadership Development; Supportive Services; Mentoring; Post-Program Services; Guidance & Counseling. Entrepreneurial Training; Job Club; Pre Employment Training; Skill Upgrade may also be used to support the ten required youth services:

Regional Trends

The two most significant environmental factors affecting the Siouxland region are (1) growth of business activity, and (2) job shock events. The first factor, growth of business activity, measures the region's ability to sustain economic growth based on the number of active business establishments. Data on an annual basis for the region as a whole shows the number of active business establishments declined since calendar year 2000 when the region peaked at 7,346 active business establishments. The number of active businesses is critical to the employment of residents. Limited growth and decreases in the number of active businesses makes it harder for the region to absorb major job shocks and offer replacement or new employment opportunities for residents. As a result, the job shocks (business layoffs or closings) create enormous challenges by setting the region up with a smaller base of employers. Many of the Siouxland counties and their rural communities which are within the Service Delivery Area served by Region 12 WIA have been hit particularly hard by job loss events and plant closings since 2000, which is fueling the fundamental structural changes that are taking place in this region's economy. The recent closing of John Morrell and Co. in April 2010 in Sioux City illustrates a loss of 1,450 employees. This closing affected 129 secondary companies as well.

A concern among employers has been the readiness of the available labor force to enter employment. Basic math and reading skills, in addition to many of the "soft skills" necessary to be successful, are lacking. Also noted was a lack of availability of a ready labor force in the areas of health service, advance manufacturing, industrial maintenance, transportation and skilled trades.

Customer Service Plan recommendations to address the workforce needs of area employers:

1. Identify ways to improve literacy skills, basic math and "ruler" skills of entry-level workers, particularly among youth.
2. Identify and establish a means to improve the soft skills of entry-level workers - especially in tune with the preparation for under-utilized populations in the region.
3. Increase the availability of entry-level health care workers.
4. Increase the knowledge of employers in services that can prepare them in employing people in under-utilized populations.
5. Increase the availability of workers in technical areas, including manufacturing maintenance, refrigeration, welding, and building trades. Continue to work to develop a greater variety and number of short term training programs available to jobseekers.
6. Work with economic developers from the counties and cities in SDR 12 to identify skill gaps and increase employment opportunities for new and expanding businesses.
7. Encourage the use of the IWD business service registration to identify businesses that can be addressed by the workforce system.
8. Continue to work on increasing the availability of workforce products and services in convenient locations. Electronic or computer connection should be an important part of this connectivity.
9. Continue to find ways to address the needs of an ever growing diversity of workforce.
10. Compile and publicize an inventory of available apprenticeship training programs in the region.