

REGIONAL WORKFORCE INVESTMENT BOARD
Cherokee Mental Health Center – Cherokee, IA
Minutes – November 17, 2011

RWIB Members Present: Cathie Bishop, Marcia Rosacker, Bridgett Hoefling, Dr. Tom Padgett, Janet Hansen, Jim O'Donnell, Neal Adler

RWIB Members Absent: Jeff Simonsen, Judy Peterson, Dr. Robert Rasmus, John Hamm, Rita Frahm

CSP Members Present: Diane Neri-IWD,

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

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

Cathie Bishop, Chair called the meeting to order for the RWIB at 4:05pm.

II. Approval of Agenda – RWIB – Cathie Bishop

Cathie Bishop asked for a motion to approve the RWIB agenda for November 17, 2011; Dr. Tom Padgett made the motion to approve the agenda; Bridgett Hoefling seconded the motion; **the motion was carried.**

III. Approval of September 29, 2011 Minutes – RWIB – Cathie Bishop – Attachment “A”

Janet Hansen made the motion to accept the September 29, 2011 Joint RWIB/CEO Minutes – Attachment A; Marcia Rosacker seconded the motion; **the motion was carried.**

IV. New Business

• **Approval of Additional Adult Carry In – Attachment “B” & “C” (Memo No: 11-11)**

Julie Stoik stated there are two financial items to discuss. One is a “Carry In” of an additional \$9,681.65 into the present fiscal year for the Adult program. As a result of integration and new fiscal processes, some of the regions did not spend 80% of their program funds last year. Because there were so many regions IWD is allowing the regions to either “Carry In” the funds for one more year or turn them back for redistribution within the other regions. However, any region that is not in compliance the next two years for a total of three years will need to find a new fiscal agent for WIA funds. Region 12 had the least money to carry over. Julie Stoik stated the recommendation is to carry this funding over into the new Program Year for the Adult Low Income Program. With integration and the WIA presence at the One-Stop Center and at the WITCC campus, JTP should be able to spend it on participant needs. The RWIB needs to know that if Region 12 is out of compliance two more years, WITCC can't be your fiscal agent. Cathie Bishop stated Julie Stoik and Shawn Fick are responsible for making sure it is recorded and documented correctly. Julie Stoik stated Job Training Partners has put a new process in place where monthly rectification of obligations and expenditures is being done. All of the JTP Case Managers are making sure that they have participant obligations up to date and Shawn Fick has assured that this will not happen again. For the new board members, when Congress appropriates WIA funds, there is usually three years to spend them. When the state gets the funds they come through Iowa Workforce Development to us. IWD gives us two years to spend them and if they are not spent in two years they are reapportion to other regions who still have one more year to spend it. This is the third year of use of these carry in funds and Job Training Partners has to spend them by June 30, 2012.

Cathie Bishop asked for a motion to approve the SDR 12 carryover of PY10 Adult WIA Funds of \$9,681.65 to be spent on participant expenses by June 30, 2012; Marcia Rosacker made the motion to carry over the \$9,681.65 Adult WIA Funds into the new fiscal year; Bridget Hoefling seconded the motion; Julie Stoik stated she has included Attachment “C, the field memo that IWD put out explaining this and the CEO's approved it last week. **The motion was carried.**

- Approval of Transfer of \$40,000 Incentive Funds in Dislocated Worker to Adult Program – **Attachment “D”**

Julie Stoik stated the second item is a new process that was never been done before. When JTP made performance measures in the past we were given an opportunity to earn additional funds called Incentive Funds and usually had two years use of those Incentive Funds. The funds come from a Set Aside of the funding received from Federal level. The Governor could take a % of the funding and set it aside. The Governor chose to incentivize those regions that made their performance measures with these funds in the past. Region 12 has always been fortunate to earn Incentive Funds. Congress has now eliminated the Set Aside so there are no longer Incentive Funds for this program year. IWD allowed us to carry over Incentive Funds that normally would be spent the end of last fiscal year for one more year. This included \$40,000 of Incentive Funds from two years ago. This \$40,000 was put in the Dislocated Worker Program last year thinking they would be needed because of the John Morrell closing. However, additional funds were received to serve these workers in a National Emergency Grant so JTP will have enough funds in the Dislocated Worker Program but will be short in the Adult Low Income Program. JTP also still has \$46,000 from last year’s Incentive Funds. The recommendation is to transfer the \$40,000 of Incentive Funds from the Dislocated Worker Program to the Adult Low Income Program at this time. JTP can bring forward more fund transfers up till March 31, 2012.

Cathie Bishop asked for a motion to approve the transfer of \$40,000 of SDR 12 Incentive Funds from the Dislocated Worker Program to the Adult Low Income Program to be spent by June 30, 2012: Janet Hansen made the motion to transfer the funds; Jim O’Donnell seconded the motion. Bridgett Hoefling asked if JTP is sure about the \$46,000 of Incentive Funds from last year. Julie Stoik stated yes. Shawn Fick stated the present Program Year budgets for Adult Low Income, Dislocated Worker and Administration are still not in contract terms. Julie Stoik stated they are not set because of the continuing resolution. Cathie Bishop asked if the Youth Program was affected by this. Julie Stoik stated the Youth budget is on a totally different schedule and they knew last March what their funding would be. **The motion was carried.** The CEO’s also approved this transfer, stated Julie Stoik.

- Presentation of Iowa’s Workforce and the Economy-2011

Julie Stoik stated each year this booklet is brought to the boards. Iowa Workforce Development does a fabulous job with Labor Market Information. These publications are extremely good. In the past Ann Wagner from IWD prepared a presentation that deals specifically with our region. Ann Wagner will do the presentation at the March meeting and will also do training on how to access this Labor Market Information before the meeting. This training will be opened up to businesses and organizations that are represented on the board. Marcia Rosacker asked if it is possible to get the regional information prior to March. Julie Stoik stated she will ask Ann. Cathie Bishop asked if it was available electronically. Julie Stoik stated it is available online and they will send out the link.

- Wilson Trailer Rapid Response Efforts Update – Shawn Fick – **Carry-In**

Shawn Fick stated in late September Wilson Trailer issued a state WARN Notice that they were planning on dislocating about 68 employees. Fortunately, through some realignment of folks at their facilities the number was dropped to about 60 people in areas of welders, laborers, and machine operators. JTP held three Rapid Response meetings and had about 25 people attend the three meetings. Shawn Fick stated though JTP does not advocate for any one company, all the information on the companies JTP knew about who needed workers was made available to the laid off workers. Cathie Bishop asked if there was still some workers left working. Shawn Fick stated yes.

V. Old Business

- Update on Co-location of Workforce Partners

Shawn Fick stated IowaWORKS opened the doors to the integrated format on October 14. Under this format people are greeted with a handshake. The goal is to get people acquainted to a business environment. After the handshake the center workers find out what brings the people to the center. They can become a member of the

center. If they have a date of birth document then they become automatically enrolled into the Adult Program. JTP will go from seeing numbers of 250 per year to about 4,000 enrollments per year. The people will then have access to all the services such as workshops and more assistance with services such as resume writing which are needed to get back to work. Once they become a member they are directed to three main areas; Employment Express, Career Development or Career Advancement. Promise Jobs is now entirely located at IowaWORKS Greater Siouxland. The building on 4th street has a new sign and represents the region. The Cherokee office is no longer open, stated Shawn Fick. Julie Stoik stated there is a WIA presence on the floor at all times at IowaWORKS Greater Siouxland. The Job Specialists there are Alana Tweet, LaRae Verros and Sandi Colter. The focus is short term training, stated Shawn Fick. Julie Stoik stated within this Integration, Diane Neri and Shawn Fick are the Co-Directors of the Center. The March meeting will be held at IowaWORKS Greater Siouxland, stated Julie Stoik. Diane Neri stated they had one IWD person laid off and another retirement at the end of the calendar year. They have the ability to coordinate activities for the betterment of the customer in a more efficient way with having the WIA staff co-located in the office. Once the IWD staff is trained they will be able to market WIA services and even help with the paperwork but will not be able to obligate funds. They are arranging for staff to attend the WIA 101 "Go to Meeting" training sessions which will be helpful stated Diane Neri. Even though they are joining many of their duties and responsibilities the fiscal piece of this will always remain with the fiscal agent which is Western Iowa Tech Community College, stated Shawn Fick. Jim O'Donnell stated sometimes when you talk about job skills you are looking at a moving target. Shawn Fick stated yes he agrees. Unfortunately, some people who have been long term laid off have become institutionalized to it. It has become a moving target because people are available but matching the skills and matching up the people who are ready to go back work is difficult, stated Shawn Fick. Jim O'Donnell stated it seems there is a ten year cycle. One group of management wants a jack of all trades and then the ten years later they want specialists, stated Jim O'Donnell. Shawn Fick stated to become part of membership you have to enter your personal information on the computer. For anyone who is computer literate it will take about 5 to 7 minutes. For someone who does not like computers and does not have keyboarding skills it can take over one hour but then they know that person needs to go to some basic computer classes. Most jobs require some type of basic computer skills. At this point, they are seeing that companies want generalists because they want employees to have computer skills and do two or three different jobs because it is cheaper to pay one person a little bit more than to have three or four specialists, stated Shawn Fick.

- Update on the John Morrell NEG

Shawn Fick stated that the second increment of the John Morrell National Emergency Grant was awarded by the Department of Labor about the middle of October for \$815,740. This will take IWD from the 3.7 million that was received in the first increment up to 4.5 million through the life of the grant to March 31, 2012. If additional funds are needed JTP could potentially ask for more but at this point this amount should take care of all the responsibilities and assist the participants JTP is working with. On the last quarterly report which went in last week, JTP was right at 800 people served, stated Shawn Fick. Julie Stoik stated more and more are getting jobs and finishing their training. On October 27, Shawn Fick was honored to attend the ESL and GED graduation and award ceremony. Shawn Fick stated there were about 70 awards and certificates presented and he got to shake all their hands which was very memorable.

VI. Region 12 Summary of WIA Customer Service Plan-Submitted to IWD for the State Board – Dr. Julie Stoik – Attachment “E”

Julie Stoik stated the Region 12 Customer Service Plan summary is Attachment E in the packet. This was a report that was requested by IWD Director, Teresa Wahlert. Teresa Wahlert needed a summary of each of the region's Customer Service Plans stating the policies and procedures used for programs. Teresa Wahlert wanted to take these summaries to the State Board to give them an idea of how the regions differ and what services are offered. Teresa Wahlert wanted the summary to be no longer than two pages even though Region 12's Customer Service Plan is over 80 pages. Julie Stoik stated she thought it would be nice for the RWIB to have this summary of the services JTP offers, the board responsibilities, budget amounts, and regional trends.

VII. IWD Co-Director Report – Diane Neri – Carry In

Diane Neri stated the unemployment rate from August to September has gone down overall for all five counties. People who were out of work due to the flooding have gone back to work which has helped. Also, some employers have geared up and are hiring people on a temporary basis. On the flip side this does not tell about the people who have gotten discouraged and are no longer looking for work who are still unemployed but not included in these numbers. It also does not include the people who are underemployed that took any job because they need a job. IWD is working very hard at setting up additional Virtual Access Points within the five counties. Jon Murad is the Business Specialist and is helping Diane with this task. During September and October they have added 9 more Virtual Access Points for a total of 20 locations in the five counties. There are services on the Access Points for job seekers, veterans, employers, and students. Students can go to the Access Point computers to access practice tests for GED, ACT, and SAT as well as other assessment opportunities. IWD is trying to reach more people by providing more access to services through these computers, stated Diane Neri. Cathie Bishop asked what kind of statistics they would have available to show how many people are being reached as compared to before. Diane Neri stated they are just at the point where they can start pulling statistics off the computers. The IWD IT is working on programming so that they can be able to tell what types of services are being used. Diane Neri stated she was not sure if they would be able to tell the number of people because they don't ask for any identifying information when a person signs in but can find out what kind of services and at what location the services are being used. The IWD director is very interested in the statistics and they are working towards that. At this time there are 370 live Virtual Access Points throughout the state of Iowa. Dr. Tom Padgett asked about the people who don't even have basic computer skills and that one of the fears a few meetings ago was that we are going to have people who are really inaccessible and no way of counting them. Diane Neri stated if a person does not have basic computer skills at this time they will need to drive to the nearest location if they want personal one on one services. Cathie Bishop asked if there is anyone at the Cherokee Veteran's office or the library that might be able to assist. Diane Neri stated if they have time. As the agreements are set up with Access Point locations they are not requiring the Access Points to provide man power to assist people on the computers. If people have the basic skills and can point and click then they can navigate through it and get the information. There is always the phone too, stated Diane Neri. Dr. Tom Padgett asked if there is anything to direct them to Sioux City or some other area if they get frustrated. Diane Neri stated there is a toll free phone number that is answered from 8:00am to 8:00pm Monday thru Friday and 10:00am to 2:00pm on Saturday. Cathie Bishop asked if there is a card or flyer next to those Access Points. Diane Neri stated they leave one manual at each location. The computer screen has the toll free number and also an instant messaging number that people can use. Cathie Bishop asked if it would be possible to have a business card by the computers. Diane Neri stated she would pass on the suggestion. Neal Adler asked what the Access Points in Plymouth County were. Diane Neri stated the Access Points in Plymouth County are the LeMars Library, Kingsley Library, and the Plymouth County Armory in LeMars.

VIII. RWIB Chair Report – Cathie Bishop

Cathie Bishop stated both she and Jeff Simonsen received communication from IWD in the end of October. It stated that IWD did receive the Customer Service Plan modification that was submitted in September and it was approved.

IX. Reports from Individual RWIB Members on Local Issues

Janet Hansen stated that they are holding steady and hired a few new people. Cusco just hung six new postings for Psychiatric Security Specialists, stated Janet Hansen. Cathie Bishop thanked Janet Hansen for hosting the meeting. Dr. Tom Padgett stated the City of Sioux City is continuing to work with several large employers. They had a couple recent ribbon cuttings. There are several businesses looking at expansions. The Irish Pub has added a party room. IDFI has gone from 35 to 75 workers, stated Dr. Tom Padgett. Bridgett Hoefling stated the trends of the needs for healthcare has gone up in the last 45 to 60 days. They have been doing a lot of hiring and still have not filled every shift given. They also had a lot of classes, stated Bridgett Hoefling. Jim O'Donnell stated MidAmerican Energy is building scrubbers for emissions to take more contaminants out of the air. Before the end of these projects there will be more work for people in the community, stated Jim O'Donnell. Marcia Rosacker stated one thing they are seeing at Well's is that it has traditionally been

December or January that they start their hiring process but Well's had a Job Fair last weekend for mostly temporary positions which is positive. Even at Corporate at the professional level Well's is doing a lot of hiring, stated Marcia Rosacker. Shawn Fick stated he was excited to see an article in the paper that Well's wants to be number one in ice cream in the world. Marcia Rosacker stated that is part of the strategy for positioning Well's for continued growth. There are some great new products such as Ice Cream Cadbury Bars, stated Marcia Rosacker. Cathie Bishop stated at Great West and in the trucking industry they are seeing continual growth and their customers are adding trucks back on. Great West is starting to see more activity and they will probably do some more hiring in the next year. Great West did not layoff but they did not replace everybody that had left, stated Cathie Bishop.

X. Adjournment

Cathie Bishop asked for a motion to adjourn; Dr. Tom Padgett made the motion to adjourn; Jim O'Donnell seconded the motion; **the motion was carried.** The meeting was adjourned at 5:04pm.

The next RWIB/CEO meeting will be a joint meeting with the Youth Advisory Council (YAC) on Thursday, January 26, 2011 at Western Iowa Tech Community College in the board rooms A506 & A507 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.”