



Region 11 CEO Board

Consent Agenda

May 3, 2018

Meeting minutes: February 8, 2018 meeting minutes (to be provided)

March 14, 2018 CEO led Conference call minutes

REPORTS: Children and Families of Iowa Report

IES @ DMACC Report

CIWDB Report

Membership Statistics

**Central Iowa Workforce Development Board
Region 11 CEO Board QUARTERLY BOARD MEETING
Thursday, February 8, 2018- 7:30 a.m. to 9:30 a.m.
Children and Families of Iowa, 1111 University Avenue, DM, IA**

CIWDB Attendees: Sara Bath, Pat Brown (phone), Ben Bruns, Elisabeth Buck, Rob Denson, Donald Fisher, Amy Landas, Paula Martinez, Stacy Sime, Paul Smith, Carrie Theisen, Jeff Vroman (phone), T Waldmann-Williams, Pat Wells.

CIWDB Absent: Hollie Coon, Tom Hayes, Leslie McCarthy, Luke Nelson

Ex-Officio Attendees: Craig Agan (phone), Rosie Thierer

Ex-Officio Absent: Mary Bontrager

CEO Attendees: Craig Agan (phone), Doug Cupples, Rick Sanders, Bill Zinnel

CEO Absent: Steve Van Oort

Board Staff in Attendance: Angie Arthur

Welcome and Call to Order

The quarterly board meeting was called to order at 7:35 a.m. by Rick Sanders, Chair (CEO Board), Quorum was established for the CIWDB.

Consent Agenda

CIWD Board:

T Waldmann Williams moved to approve the CIWIB Board's Consent Agenda, second by Ben Bruns. **Voted and motion carried.**

CEO Board:

Bill Zinnel made motion to approve the CIWIB Board's, seconded by Doug Cupples. **Voted and motion carried.**

New Business and Committee Reports

- **Planning and Operations Committee – Paul Smith**
- **Region 11 Statistics – Angie Arthur**

IWD continues to work on the new WIOA performance measures. Region 11 Statistics dated February 2018, 2 counties are under 2% unemployment rate, and new Performance Measures not shared yet, but can ask for them.

- **Disability Employment Initiative – Ready, Set, Go to Work– Diane Hernandez**

Written report included in packet for review by Board. A lot of benefits planning, more one on one sessions. Held 5th Reverse Job Fair with 76 participants, 31 employed/41% and very favorable remarks from participants. Ready, Set, Go to Work will begin March

12 thru April 20, 2018, the enrollment period opens February 1st, see flyer in Board packet.

- **Local Plan Update – Paul Smith**

Required to replace Priority of Service for Veterans and oppose same sex partners which can't be changed. Paul Smith and Angle explained Action Item 18-1 Region 11 Local Plan Update. Recommendation: Replace the Priority of Service Policy of the Region 11 Local Plan with the proposed language.

CIWD Board:

Elisabeth Buck made motion to approve Action Item 18-1 recommendation, seconded by Rob Denson. Motion passed with 2 members in opposition.

CEO Board

Bill Zinnel made motion to approve Action Item 18-1 recommendation, seconded by Craig Agan. Vote and motion carried.

Finance Committee – Amy Landas

Financial reports and definitions were included in the board packet.

- **Children and Families of Iowa Report – Jodi Spargur-Tate**

Written report included in packet for review by Board. Jodi Spargur-Tate reported that there is 39,3 % of total remaining program funds. 10.1% of total In-School funds spent, 89.9% of total Out-School funds spent, and 37% of Total budget spent has been allocated towards experiential learning (WEP). If have any questions, please feel free to contact Jodi Spargur-Tate.

- **Central Iowa Workforce Development Board – Angie Arthur**

Written report included in packet for review by Board. Angie Arthur reported that the large part of CIWDB budget is spent on salary and fringe benefit expenses. Remaining balance of \$22,593.56. Ticket to Work written report included in packet for review by Board. Remaining balance of \$62,824.29

- **Iowa Employment Solutions @DMACC – Robin Luke**

Written report included in packet for review by Board. Robin Luke reported that the John Deere grant and the Disability Employment Initiative will be ending March 31, 2018. The Rapid Response Sector Partnership has zero funds to spend and the Dislocated Workers has a balance of \$81,305.00.

- **Update on Federal Budget – Angie Arthur**

There is an impact on Wagner-Peyser and State employment service funding. Elisabeth Buck shared there is a \$5.8 bill awaiting in the Senate for Child Care that is a concern, it may not pass. All funding is in a waiting status currently.

- **Action Item 18-2 – Region 11 Fiscal Agent – Angie Arthur**

Angie Arthur explained Action Item 18-2 regarding CIWD Board's Region 11 Fiscal Agent. This must

be completed by April 1, 2018 per letter received. Amy Landas explained allow IWD vs. Region 11 continues as is. Pros and Cons were discussed. Ms Arthur will continue to monitor the discussion and report back to Board.

ICWD Board:

Bob Denson moved to approve that IWD continues to function as the Region 11 fiscal agent for FY2019 beginning

7/1/2018 through 6/30/2019. Additionally, Region 11 will discuss and research the option of functioning as its own fiscal agent to take place for FY2020 beginning 7/1/2019, second by Amy Landas. **Voted and motion carried.**

CEO Board:

Doug Cupples moved to approve that IWD continues to function as the Region 11 fiscal agent for FY2019 beginning 7/1/2018 through 6/30/2019. Additionally, Region 11 will discuss and research the option of functioning as its own fiscal agent to take place for FY2020 beginning 7/1/2019, second by Bill Zinnel. **Voted and motion carried.**

Youth Committee - Paula Martinez

Paula Martinez, Chair reported at the last youth committee meeting met at the new Connect 2 Careers location at 1200 University Avenue, Des Moines. Continue to recruit more youth committee members.

Thank you to Jodi and Angie.

- **Youth Service Provider Update - Jodi Spargur-Tate**

Written report included in packet for review by Board. Jodi Spargur-Tate reported that they are working on outside grants, last 3 months have had 31 walk-ins providing outside programming. 83 attended Open House for Connect 2 Careers (C2C) new location, a 2nd Open House will be in March/ April 2018 will send on invite to all. Lift Off Graduation was a success and well attended. A three-week workshop ends tomorrow with direct hires. Will sponsor a quarterly workshop for Immigrants/Refugees. 119 participants total for the programs. A summer program with 4 tracks for In-School Youth. Working with Polk County Juvenile Court on a Girls Court. Again, will sponsor a Driver's Education Program at SCAVO's. Developing a mentorship program from graduates of C2C with new students. C2C Program Staff involved in approximately 39 committees. Working on a re-entry program, broadening workshops, and will be conducting workshop at IWP Conference. If have questions, please feel free to contact Jodi Spargur-Tate. Thank you, Jodi and staff.

Disability Access Committee – Angie Arthur

Ms Arthur reported physical access review at 1 Stop Center outside review completed and will soon do inside review. Focus group is formed with individuals, companies, and groups/organizations will meet on March 6, 2018. Reports will be provided in May to Board. Diane Hernandez gave a special shout out to Pat Well.

CIWDB Executive Director Report – Angie Arthur (with Jeffrey Vroman on phone)

- **IWD Response Letter to DOL**

Ms Arthur reported the 9 Findings for the State IWD will be addressed in future and Realignment Plan: Establishing WIOA-Compliant Local Areas. Paul White found Finding No. 7 to be interesting.

By Laws review to be tabled until new meeting.

Workforce Innovation and Opportunity Action

- **One Stop Center Certification** – Ms Arthur received call on December 12, 2017, she will reach out to Mr. Humphrey with today's minutes.

- **Realignment Committee** – Robb Denson shared looking at forming 2 regions, tomorrow is next meeting.

Other number of regions are 6 to 8, in May should have recommendation. Director will make decision. Big concern is there is a need for more than 1 comprehensive center, currently, no plans to close any centers. Services are needed, not more administrative costs. What's needed to supply these services. Ms Arthur shared if 3 regions amount of money is the same, CEO Board could have 66 county members. Also, the concern about the Rural and Urban divide, but more similarities than know.

CIWDB Board Member Application – Rick Sanders

Chair Sanders presented the application for Teri Vos to be a new CIWD Board Member. Motion to accept application by Bill Zinnel, seconded by Doug Cupples. Voted and motion carried.

Central Iowa Workforce Development Foundation - Braxton Pulley

Concentrating on funding for Executive Director, Angie Arthur's position now and in future. Working on Fiscal policies for the CIWD Foundation, continued research for funding. There will be a meeting of foundation today after this meeting. Adopt to more regional funding. Need broader mission, which may need to apply for a new 501c.3 or amend current one. Vision Statement is being worked on by T. Waldman-Williams and Angie Arthur.

Announcements - Rick Sanders

Next meeting will be May 3, 2018.

Paul White encourages Board Members to continue contacting Iowa's Congressional members on a personal note regarding funding.

Adjourn – 8:50 a.m.

Respectfully submitted by Paula A. Martinez, Recording Secretary

CIWDB Members in Attendance at Quarterly Board Meetings – Plan Year 2017

Name	August 10, 2017	November 9, 2017	February 8, 2017	May 10, 2017
Voting Board Members				
Pat Brown	X		X	
Ben Bruns		X	X	
Elisabeth Buck	X	X	X	
Hollie Coon	X			
Rob Denson			X	
Donald Fisher	X	X	X	
Tom Hayes	X			
Amy Landas	X		X	
Paula Martinez	X	X	X	
Leslie McCarthy	X	X		
Jim Mueller	X	Resigned		
Luke Nelson	X	X		
Jennifer Reha	X			
Stacy Sime	X	X	X	
Paul Smith	X	X	X	
Carrie Theisen		X	X	
Jeffrey Vroman		X	X	
T. Waldman-Williams	X	X	X	
Pat Wells	X	X	X	
Ex-Officio Non-Voting Members				
Craig Agan		X	X	
Craig Boylan	Retired			
Mary Bontrager				
Rosie Thierer	X	X	X	
Tony Timm				

Chief Elected Official Board Members in Attendance at Board Meeting – Plan Year 2017

Name	Aug. 10, 2017	Nov. 9, 2017	Feb. 8, 2018	May 10, 2018
Craig Agan		X	X	
Doug Cupples	X	X	X	
Rick Sanders	X		X	
Steve VanOort		X		
Bill Zinnel	X	X	X	

**Region 11 CEO Board
Conference Call
3-14-2018
Draft**

CEO Board Members on Conference Call: Craig Agan, Doug Cupples, Rick Sanders, and Bill Zinnel

CEO Board Members Absent: Steve VanOort

Guest in Attendance: Jeff Vroman (CIWDB Chair)

Board Staff in Attendance: Angie Arthur

Call to Order by Rick Sanders at 8:01 a.m.

Realignment of Local Workforce Development Board Regions

Discussed reason why realignment is occurring and the information provided by the realignment committee. Shared comments and questions regarding realignment and its impact for rural as well as urban regions. A draft of a letter from the Region 11 CEO Board Chair to the realignment committee was shared with the CEO Board. Input regarding the letter was discussed.

Motion by Bill Zinnel to approve sending the drafted letter to the Realignment Committee. **Second** by Doug Cupples. **Motion approved.**

Adjournment at 8:15 a.m.

Chief Elected Official Board Members in Attendance at Board Meeting – Plan Year 2017

Name	Aug. 10, 2017	Nov. 9, 2017	Feb. 8, 2018	March 14, 2018 Conference Call	May 10, 2018
Craig Agan		X	X		
Doug Cupples	X	X	X		
Rick Sanders	X		X		
Steve VanOort		X			
Bill Zinnel	X	X	X		

Children & Families of Iowa
 Region 11
 Budget and Financial Report
 For the 9 Months ended March 31, 2018

Workforce Investment Act:	Budget	Actual YTD		Actual YTD Out-School WEP	Actual YTD Total	Commitments	Available To Be Spent
		In-School	In-School WEP				
Administration:							
Personnel	-	-	-	-	-	-	-
Client Services	-	-	-	-	-	-	-
Operating Expenses	48,794	4,993	471	13,800	42,628	-	6,166
	48,794	4,993	471	13,800	42,628	-	6,166
Youth:							
Personnel	373,773	34,974	1,868	102,308	305,117	-	68,656
Client Services	34,600	5,688	-	336	26,965	-	7,635
Operating Expenses	90,784	11,719	521	23,305	70,583	-	20,201
2017 Carryover - Youth	62,027	-	-	15,804	63,022	-	(995)
2017 Carryover - Recap/Redis	14,586	-	-	3,147	14,586	-	-
	575,770	52,382	2,389	144,900	480,273	-	95,497
Total Workforce Investment Act:							
Personnel	373,773	34,974	1,868	102,308	305,117	-	68,656
Client Services	34,600	5,688	-	336	26,965	-	7,635
Operating Costs	139,578	16,712	992	37,105	113,211	-	26,367
2017 Carryover - Youth	62,027	-	-	15,804	63,022	-	(995)
2017 Carryover - Recap/Redis	14,586	-	-	3,147	14,586	-	-
	624,564	57,374	2,860	158,700	522,901	-	101,663
		10.97%	0.55%	30.35%	100.00%		

KEY

Actuals = Actual YTD Expenditures
 Commitments = YTD purchases not billed to IWD

In School Youth (ISY) federal allocation requirements are to meet a **MAXIMUM** of 25%
 Out of School Youth (OSY) allocation requirements are to meet a **MINIMUM** of no less
 In School/Out of School Work Experience Programming (WEP) allocation requirements

.of total program funding dollars spent for FY18
 than 75% of total program funding dollars spent for FY18
 ; are to meet a **MINIMUM** of 25% of total program funding dollars spent for FY18

**IES-Regional Workforce Investment Board
Budget and Financial Report
As of March 31, 2018**

Jeff Chamberlin
Robin Luke
Ben Voaklander

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515-281-9689
515-965-7353
515-964-6375

Program:	FY18 Projected Budget	Actual Expenses	Available To Be Spent	Percentage of Budget/Actual
Administration:				
Personnel	26,958	7,081	19,877	26.27%
Operating Expenses	27,823	27,768	55	99.80%
	54,781	34,849	19,932	63.62%
Adult:				
Personnel	192,431	141,926	50,504	73.75%
Client Services	150,000	43,064	106,936	28.71%
Operating Expenses	46,842	14,735	32,107	31.46%
	389,273	199,725	189,548	51.31%
Dislocated Workers:				
Personnel	189,499	136,812	52,687	72.20%
Client Services	131,682	67,958	63,724	51.61%
Operating Expenses	65,963	12,470	53,493	18.90%
	387,144	217,240	169,904	56.11%
Rapid Response DW				
Program	30,000	29,153	847	97.18%
Administrative	-	-	-	-
	30,000	29,153	847	97.18%
Rapid Response Sector Partnership				
Program	72,000	72,000	-	100.00%
Administrative	8,000	8,000	-	100.00%
	80,000	80,000	-	100.00%
NEG-John Deere Ankeny ending 3/31/18				
Program	540,328	538,527	1,801	99.67%
Administrative	41,159	41,159	-	100.00%
	581,487	579,686	1,801	99.69%
Disability Employment Initiative ending 3/31/19				
Program	487,165	248,669	238,496	51.04%
Flex	71,740	12,251	59,489	17.08%
Administrative	54,129	30,156	23,973	55.71%
	613,034	291,076	321,958	47.48%
Total Iowa Employment Solutions				
Program	1,977,650	1,317,566	660,085	
Administrative	158,069	114,164	43,905	
	2,135,719	1,431,730	703,990	

Administration - portion of funding to pay general administrative costs such as hiring, working with budgets, and procurement
Adult - cost of staff and client services to assist clients with obtaining employment, services include assessment, labor market information, training, education, supportive services (transportation, childcare, etc.), counseling, and career planning

Dislocated Workers - services similar to the adult program, but specifically for workers who have been terminated or received notice of termination, were self-employed but now unemployed, or is a displaced homemaker no longer supported by another family member
Disability Employment Initiative - improve education, training and employment opportunities and outcomes of adults with disabilities who are unemployed, underemployed and/or receiving SSDI/SSI benefits.

Central Iowa Workforce Development Board
March 31, 2018

CIWIB	Account	FY18		CIWIB	TTWWIB	Grants	Total	
		Budget					Expenditures	Remaining
Salary & Fringes	6268	\$83,142.48		\$27,874.89	\$34,790.52	\$0.00	\$62,665.41	\$20,477.07
Legal Fees	6013	880.00		-	-	-	-	880.00
Legal Publication	6050	50.00		-	-	-	-	50.00
Information Services/Ads	6110	100.00		-	-	-	-	100.00
Printing	6120	50.00		-	-	-	-	50.00
Communications	6150	500.00		-	-	-	-	500.00
Insurance	6180	3,750.00		1,533.82	1,540.82	-	3,074.64	675.36
Postage	6230	50.00		-	-	-	-	50.00
Group Meeting/Workshop	6240	200.00		-	-	-	-	200.00
Other Services	6269	1,035.00		365.90	723.74	-	1,089.64	(54.64)
Materials & Supplies	6322	500.00		-	-	-	-	500.00
Travel-Out of State	6470	1,100.00		-	-	-	-	1,100.00
Staff Development-Out of State	6479	400.00		-	-	-	-	400.00
Travel-In State	6480	750.00		-	-	-	-	750.00
Staff Development-In State	6489	250.00		-	-	-	-	250.00
Total		\$92,757.48		\$29,774.61	\$37,055.08	\$0.00	\$66,829.69	\$25,927.79

Ticket to Work	FY18	
	Budget	Remaining
Beginning Balance	\$409,809.01	
Revenue	185,237.20	
Board Expenditures	46,397.00	9,341.92
IES Expenditures	50,000.00	45,848.30
Total	\$ 96,397.00	\$ 55,190.22

Revenue for Board	Projected	Available	Expenditures	Remaining
Adult/Dislocated Worker Admin	\$15,000.00	\$15,000.00	\$14,774.61	\$225.39
Youth Admin	15,000.00	15,000.00	15,000.00	-
Ticket to Work	46,397.00	46,397.00	37,055.08	9,341.92
Grants	16,500.00	-	-	-
Total	\$92,897.00	\$76,397.00	\$66,829.69	\$9,567.31



**Executive Director's Report
March 2018**

Board Membership and Certification

- Due to a resignation, a new application has been secured for a business representative. The application has been submitted to the Governor's offices. Waiting for notification of appointment.
- Several board member terms end 6/30/2018. Discussion with CEO and IWD leadership regarding re-appointments and new appointments. Outreach made to board members.
- Ben Humphrey at IWD was notified of the approved One Stop Center certification

Workforce Innovation and Opportunity Act (WIOA)

- One Stop Operator RFP didn't receive any responses in two rounds. Waiting for direction from IWD and the DOL.
- Following up with Susan O'Brien to add National Able Network to Region 11 MOU.
- Attended re-alignment committee meetings in February. Worked with the Region 11 CEO board to draft a letter to the realignment committee with questions and concerns regarding the realignment process.

Work Groups

- Business Service Core Partner Meeting – Continue to facilitate this regularly meeting group. Group shares employer info with each other and works on outreach on services.
- Meeting with core partner group twice a month. Continue to work on referral process and Smartsheet training. Working with core partner group to create new training experience for the October joint core partner in-service day. Created new Smartsheet for creating life cards for the core partner training.
- Sits on Income Cabinet for United Way. Participates in cabinet meetings.
- Cliff Effect Work Group – Participated in work group that pulled together information, discussed data, reviewed advocacy, and determined next steps for how to best eliminate and address the cliff effect with childcare subsidies. Serving on data and advocacy work groups.
- Attended meetings for the Central Iowa Works Offender Re-entry Task Force. Attended the Opportunity Summit that focused on Re-Entry. Attended OpportUnity Open House.
- Participated in the Polk County Continuum of Care housing committee. Attended meeting regarding Unity Place.
- Working with Life Card group that is creating scenarios for the core partner simulation training.

Iowa Workforce Development

- Attended ribbon cutting for the One Stop Center
- Attended the State Workforce Development Meeting on March 6th.

Mission – To build a quality workforce for today and tomorrow.

Disability Initiatives.

- Shared information with CIWDB about Ticket to Work and Region 11 Ticket to Work results.
- Regularly participated in the Disability Employment Initiative leadership meetings.
- Established the Disability Access Committee for Region 11. Attend the Region 11 focus group for individuals with disabilities.

Central Iowa Workforce Development Foundation

- Opened CIWDF account at the Community Choice Credit Union.
- Wrote and submitted an application for the Prairie Meadow Community Betterment grant program.
- Wrote and submitted a grant application for the Principal Financial Group Foundation.
- Wrote and submitted a letter of support for request to Norwalk.

Networking and Education Opportunities

- Attended the OpportUnity legislative breakfast and attended multiple days on the hill.
- Met with Justin Bogers (Goodwill) to discuss programs and relationships.
- Regularly participated in the Central Iowa Works Funding Collaborative. Part of a small work group to discuss the transportation, distribution, and logistics program.
- Had discussions with several potential youth committee members.
- Met with Rudy Fors with US Bank to discuss the organization and workforce system.
- Attended meeting with the Greater Des Moines Partnership to discuss the community response to Puerto Rican evacuees.
- Met with board members and committee members to discuss questions on programs, etc.
- Regularly attended the Association of Iowa Workforce Partners board meetings. Also serving on the AIWP policy committee.
- Attended Results Based Accountability session held at the United Way.
- Met with Stephanie Chin, the new Community Impact Officer with the United Way.

