Regional Workforce Development Board
And
Chief Elected Officials
Meeting

October 27, 2016

Upper Classroom of IowaWORKS
At

5:00 p.m.

Workforce Development Partnership
600 South Pierce
Mason City, Iowa 50401

Phone: 641.422.1524 ext. 44536
Fax: 641.422.1505

1.0 Welcome

2.0 Director's Announcements

2.1 PY15 Final Performance

2.2 PY16 & PY17 Performance Standards

2.3 Board Support Electronic Access Purchase update

2.4 MOU process finalized

3.0 Action Items

3.1 RWDB/CEO Approval of October 27, 2016 Agenda and August 4, 2016 meeting minutes

3.2 RWDB approval to Transition to WIOA Compliant Structure

3.3 RWDB approval of new and/or expanded membership

3.4 CEO approval of new RWDB members

4.0 AIWP Updates

4.1 Title 1 and Core Partners are invited to the AIWP conference on March 22-24, 2017. Meeting is to be held at the Ramada Inn, in Des Moines. More detail to come in the future months.

5.0 Adult Education/Literacy Update

5.1 Intensive HSED Class held at IowaWORKS September 27 – October 21, 2016

6.0 Iowa Vocational Rehab. Update

6.1 NDEAM Event October 25, 2016

7.0 Wagner-Peyser Update

7.1 August 2016 UI Data

7.2 Veteran Appreciation and Resource fair held on September 16, 2016 at Mason City YMCA

8.0 Sector Board Update - Terry Schumaker, NIACC

8.1 Healthcare-

8.2 Advanced Manufacturing-NIACC Explore event held on October 6, 2016.

9.0 Informational Items

9.1 JD-NEG Apprenticeships –Update

10.1.1. Apprenticeship Day at Economic Development-Chamber November 15, 2016

9.2 Partners Meeting Minutes of September 27,2016

9.3 Youth Steering Committee Minutes of September 29,2016 and Membership List

10.0 Schedule Upcoming Meeting

11.0 Adjournment

9/19/2016

DRAFT

WIA Adult Performance levels -- PY2015

Annual

Region	Entered Employment Rate				Employment Retention Rate				Average Earnings 6 Mos.				Region
	Actual	Negotiated	90% of Neg	80% of Neg	Actual	Negotiated	90% of Neg	80% of Neg	Actual	Negotiated	90% of Neg	80% of Neg	
1	71.2%	63%	56.7%	50.4%	88.6%	82%	73.8%	65.6%	$13,244	$11,700	$10,530	$9,360	1
2	66.6%	63%	56.7%	50.4%	87.2%	82%	73.8%	65.6%	$12,226	$11,700	$10,530	$9,360	2
3 & 4	68.3%	63%	56.7%	50.4%	88.8%	82%	73.8%	65.6%	$13,067	$11,700	$10,530	$9,360	3
5	62.1%	63%	56.7%	50.4%	87.9%	82%	73.8%	65.6%	$12,703	$11,700	$10,530	$9,360	5
6	65.5%	63%	56.7%	50.4%	81.6%	82%	73.8%	65.6%	$12,183	$11,700	$10,530	$9,360	6
7	66.2%	63%	56.7%	50.4%	85.0%	82%	73.8%	65.6%	$11,832	$11,700	$10,530	$9,360	7
8	67.1%	63%	56.7%	50.4%	87.4%	82%	73.8%	65.6%	$12,354	$11,700	$10,530	$9,360	8
9	63.8%	63%	56.7%	50.4%	84.0%	82%	73.8%	65.6%	$11,249	$11,700	$10,530	$9,360	9
10	66.4%	63%	56.7%	50.4%	86.5%	82%	73.8%	65.6%	$12,729	$11,700	$10,530	$9,360	10
11	53.9%	63%	56.7%	50.4%	81.5%	82%	73.8%	65.6%	$11,189	$11,700	$10,530	$9,360	11
12	66.9%	63%	56.7%	50.4%	85.2%	82%	73.8%	65.6%	$12,760	$11,700	$10,530	$9,360	12
13	63.0%	63%	56.7%	50.4%	85.6%	82%	73.8%	65.6%	$12,222	$11,700	$10,530	$9,360	13
14	67.0%	63%	56.7%	50.4%	86.2%	82%	73.8%	65.6%	$12,687	$11,700	$10,530	$9,360	14
15	57.1%	63%	56.7%	50.4%	84.3%	82%	73.8%	65.6%	$12,263	$11,700	$10,530	$9,360	15
16	71.2%	63%	56.7%	50.4%	87.2%	82%	73.8%	65.6%	$12,702	$11,700	$10,530	$9,360	16
State	**63.4%**	63%	56.7%	50.4%	**85.1%**	82%	73.8%	65.6%	**$12,225**	$11,700	$10,530	$9,360	State

All regions integrated service delivery reflecting in performance beginning Fall PY15.

9/19/2016 DRAFT

WIA Dislocated Worker Performance Levels -- PY2015

Annual

Region	Entered Employment Rate				Employment Retention Rate				Average Earnings 6 Mos.				Region
	Actual	Negotiated	90% of Neg	80% of Neg	Actual	Negotiated	90% of Neg	80% of Neg	Actual	Negotiated	90% of Neg	80% of Neg	
1	77.3%	70.0%	63.0%	56.0%	91.4%	93.0%	83.7%	74.4%	$15,548	$ 15,000	$13,500	$12,000	1
2	73.9%	70.0%	63.0%	56.0%	89.4%	93.0%	83.7%	74.4%	$13,575	$ 15,000	$13,500	$12,000	2
3 & 4	75.0%	70.0%	63.0%	56.0%	90.0%	93.0%	83.7%	74.4%	$15,342	$ 15,000	$13,500	$12,000	3
5	71.7%	70.0%	63.0%	56.0%	91.5%	93.0%	83.7%	74.4%	$15,683	$ 15,000	$13,500	$12,000	5
6	64.1%	70.0%	63.0%	56.0%	88.4%	93.0%	83.7%	74.4%	$13,851	$ 15,000	$13,500	$12,000	6
7	76.2%	70.0%	63.0%	56.0%	87.6%	93.0%	83.7%	74.4%	$15,063	$ 15,000	$13,500	$12,000	7
8	69.7%	70.0%	63.0%	56.0%	88.8%	93.0%	83.7%	74.4%	$15,354	$ 15,000	$13,500	$12,000	8
9	73.1%	70.0%	63.0%	56.0%	86.1%	93.0%	83.7%	74.4%	$14,144	$ 15,000	$13,500	$12,000	9
10	74.2%	70.0%	63.0%	56.0%	90.6%	93.0%	83.7%	74.4%	$15,466	$ 15,000	$13,500	$12,000	10
11	66.8%	70.0%	63.0%	56.0%	85.2%	93.0%	83.7%	74.4%	$13,583	$ 15,000	$13,500	$12,000	11
12	73.6%	70.0%	63.0%	56.0%	88.4%	93.0%	83.7%	74.4%	$16,231	$ 15,000	$13,500	$12,000	12
13	71.5%	70.0%	63.0%	56.0%	89.8%	93.0%	83.7%	74.4%	$16,241	$ 15,000	$13,500	$12,000	13
14	75.3%	70.0%	63.0%	56.0%	84.5%	93.0%	83.7%	74.4%	$15,438	$ 15,000	$13,500	$12,000	14
15	61.8%	70.0%	63.0%	56.0%	90.5%	93.0%	83.7%	74.4%	$16,697	$ 15,000	$13,500	$12,000	15
16	78.4%	70.0%	63.0%	56.0%	89.1%	93.0%	83.7%	74.4%	$15,368	$ 15,000	$13,500	$12,000	16
State	**72.5%**	70.0%	63.0%	56.0%	**88.6%**	93.0%	83.7%	74.4%	**$15,056**	$ 15,000	$13,500	$12,000	State

**DW EER goal Renegotiated to 70%/Feb 2015

All regions integrated service delivery reflecting in performance beginning Fall PY15.

9/19/2016 DRAFT

WIA Youth Performance Levels -- PY2015

(Common Measures)

Annual

Region	Placement in Employment/Education Rate				Attainment of Degree or Certificate				Literacy/Numeracy			
	Actual	Negotiated	90% of Neg	80% of Neg	Actual	Negotiated	90% of Neg	80% of Neg	Actual	Negotiated	90% of Neg	80% of Neg
1	75.0%	73.0%	65.7%	58.4%	75.0%	65.0%	58.5%	52.0%	64.0%	42.0%	37.8%	33.6%
2	84.2%	73.0%	65.7%	58.4%	61.5%	65.0%	58.5%	52.0%	0.0%	42.0%	37.8%	33.6%
3&4	100.0%	73.0%	65.7%	58.4%	66.7%	65.0%	58.5%	52.0%	60.0%	42.0%	37.8%	33.6%
5	85.7%	73.0%	65.7%	58.4%	100.0%	65.0%	58.5%	52.0%	73.0%	42.0%	37.8%	33.6%
6	100.0%	73.0%	65.7%	58.4%	66.7%	65.0%	58.5%	52.0%	0.0%	42.0%	37.8%	33.6%
7	73.3%	73.0%	65.7%	58.4%	81.8%	65.0%	58.5%	52.0%	50.0%	42.0%	37.8%	33.6%
8	66.7%	73.0%	65.7%	58.4%	25.0%	65.0%	58.5%	52.0%	0.0%	42.0%	37.8%	33.6%
9	57.1%	73.0%	65.7%	58.4%	77.8%	65.0%	58.5%	52.0%	17.0%	42.0%	37.8%	33.6%
10	90.5%	73.0%	65.7%	58.4%	63.3%	65.0%	58.5%	52.0%	38.0%	42.0%	37.8%	33.6%
11	72.7%	73.0%	65.7%	58.4%	63.9%	65.0%	58.5%	52.0%	38.0%	42.0%	37.8%	33.6%
12	50.0%	73.0%	65.7%	58.4%	66.7%	65.0%	58.5%	52.0%	33.0%	42.0%	37.8%	33.6%
13	25.0%	73.0%	65.7%	58.4%	83.3%	65.0%	58.5%	52.0%	0.0%	42.0%	37.8%	33.6%
14	87.5%	73.0%	65.7%	58.4%	64.3%	65.0%	58.5%	52.0%	33.0%	42.0%	37.8%	33.6%
15	71.0%	73.0%	65.7%	58.4%	73.1%	65.0%	58.5%	52.0%	59.0%	42.0%	37.8%	33.6%
16	77.8%	73.0%	65.7%	58.4%	52.9%	65.0%	58.5%	52.0%	18.0%	42.0%	37.8%	33.6%
State	**76.4%**	73.0%	65.7%	58.4%	**59.6%**	65.0%	58.5%	52.0%	**43.8%**	42.0%	37.8%	33.6%

**Regional Lit/Num quarterly performance = Rolling 4 qtrs/DOL*

2.2

U.S. Department of Labor

Employment and Training Administration
REGION V
John C. Kluczynski Building
230 South Dearborn Street, 6th Floor
Chicago, IL 60604-1505

http://www.doleta.gov/regions/reg05

August 12, 2016

Ms. Beth Townsend, Director
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319-0209

Dear Ms. Townsend:

Thank you for the submittal of the Program Years (PY) 2016 and 2017 expected levels of performance for the Workforce Development Activities under Title I of the Workforce Innovation and Opportunity Act (WIOA) and the Wagner Peyser Act, as amended under Title III of WIOA, and for the State's participation in the formal performance negotiations which took place on August 9, 2016.

This letter serves as official notification advising Iowa of the agreed-upon PY 2016 and 2017 negotiated levels of performance. A copy of the negotiated performance levels is enclosed with this letter.

This official notice also constitutes a modification to the Unified State Plan. The State must ensure that the PY 2016 and 2017 negotiated levels of performance are included in the State's official copy of its Unified Plan. Any published copy of the Unified Plan on the State's Website must also include these negotiated levels of performance. ETA will incorporate these negotiated performance levels into the Regional and National Office copies of the Unified State Plan. Lastly, the State must enter these negotiated levels of performance into the State Plan Portal.

We look forward to working with you and your staff as Iowa continues to implement its Unified Plan. If you have any questions, please contact me or Arlene Charbonneau, the Iowa Federal Project Officer, at 312-596-5491 or Charbonneau.Arlene@dol.gov.

Sincerely,

Christine Quinn
Regional Administrator

Enclosure – PY 2016 and 2017 Negotiated Levels of Performance

cc: Marketa Oliver, Division Administrator

Workforce Development Activities (Title I of WIOA)

Wagner Peyser Act (as amended by Title III of WIOA)

Negotiated Levels of Performance for PY 2016 and 2017

Iowa

Workforce Development Activities

Adult	PY 2016	PY 2017
Employment Rate 2nd Quarter after Exit	64.0%	65.0%
Employment Rate 4th Quarter after Exit	63.0%	64.0%
Median Earnings 2nd Quarter after Exit	$4,000	$4,100
Credential Attainment within 4 Quarters after Exit	65.0%	65.0%
Dislocated Worker		
Employment Rate 2nd Quarter after Exit	65.0%	66.0%
Employment Rate 4th Quarter after Exit	65.0%	66.0%
Median Earnings 2nd Quarter after Exit	$5,500	$5,600
Credential Attainment within 4 Quarters after Exit	63.0%	63.0%
Youth		
Employment or Placement Rate 2nd Quarter after Exit	70.0%	70.0%
Employment or Placement Rate 4th Quarter after Exit	67.0%	67.0%
Credential Attainment within 4 Quarters after Exit	58.0%	58.0%

Wagner Peyser Act

Wagner Peyser		
Employment Rate 2nd Quarter after Exit	63.0%	63.0%
Employment Rate 4th Quarter after Exit	64.0%	65.0%
Median Earnings 2nd Quarter after Exit	$4,500	$4,600

Regional Workforce Development Board/

Chief Elected Officials Meeting

August 4, 2016

5:00 p.m.

RWDB Present: Julie Pralle, Kelly Hansen, James Erb, Sis Grieman, Arthur Jones, Terri Ewers, James Ackley

RWDB Absent: Patsy Largent, Cindy Harris

CEOs Present: Mike Stensrud, Dave Haugen (phone), Corey Eberling, Joel Voaklander, Jay Urdahl

CEOs Absent: Roy Schwickerath

Staff: Chris Hannan (Google Chrome), Terry Schumaker, Mila Baier

Ex Officio Members Present: Sandra Leake, Steve Faulkner, Hunter Callanan

Guests: Ben Humphrey (Google Chrome), David Mitchell (Google Chrome)

1.0 Welcome

2.0 Director's Announcements

2.1 ABE Math Course at Iowa*WORKS* July 25-Aug 25, 2016
Three days a week-Purpose is to upscale individuals in our community that have low Math scores with the purpose of getting them high enough Math scores so they can be successfully placed in electrical apprenticeships-by the end of August we will hopefully have four additional individuals that can be placed in the area

2.2 CNC Mill and Lathe Operator At NIACC August 2-September 20, 2016
Had to get cancelled due to low enrollment-another one in October-Anything we can do to help get enrollment up? Get together and brainstorm ideas as it gets closer...

3.0 RWDB/CEO Approval of August 4, 2016 Agenda and June 9, 2016 meeting minutes
RWDB Motion: Arthur Jones 2nd: JR Ackley Vote: Unanimous
RWDB Motion: Sis Grieman 2nd James Erb Vote: Unanimous
CEO Motion (joint motion): Joel Voaklander 2nd Corey Eberling Vote: Unanimous

4.0 Action Items

RWDB Action Item

4.1 Region 2 Local Service Plan Modification approval-edits so it was easier to read and for program consistency.
RWDB Motion: Arthur Jones 2nd: Sis Grieman Vote: Unanimous

CEO Motion: Joel Voaklander 2nd: Mike Stensrud Vote: Unanimous

4.2 RWDB Chair and Vice Chair Nomination and Vote

RWDB Motion to nominate Kelly Hansen as Chair: Sis Grieman 2nd: James Erb Vote: Unanimous

RWDB Motion to nominate Julie Pralle as Vice Chair: Arthur Jones 2nd: James Ackley Vote: Unanimous

4.3 Executive Committee election-Mayor Erb, Terri Ewers, Chair and Vice Chair

RWDB Motion: Sis Grieman 2nd: Terri Ewers Vote: Unanimous

4.4 Youth Standing Committee transition-tabled at last meeting

WIOA Youth Standing Committee

RWDB Motion: Arthur Jones 2nd; Sis Grieman Vote: Unanimous

4.5 Board Support Electronic Access Purchase

Board requested up to $500.00 in admin funds from WIOA Title I to purchase equipment for board support

RWDB Motion: Sis Grieman 2nd: JR Ackley Vote: Unanimous

5.0 RWDB/CEO Discussion Item-Board Support Wages-NIACC Allocation of Funding Completed

Contractual agreement with Kelly Services-$5,000

6.0 AIWP Updates-Title 1 funds-dislocated worker formula might change for next year-layoff information that gets put into the formula might affect the dislocated worker money that NIACC receives next year to provide services-Let Chris know of ANY layoffs...

7.0 Ben Humphrey, IWD

June 29th letter-fewest requested revisions-rejected state request-Grandfathered-so we are going from Grandfathered to WIOA structure-requirements of membership discussion-board will grow (around 18-21) CEO Board makes nomination-locally driven-help recruiting membership-requiring boards to be more active-additional community members from Chris' list and others with hopes that if approved we will work together to bring some of these people in and have consensus... What kind of quorum requirements will we have? Majority of voting members

8.0 Adult Education/Literacy Update

AEL program update:

2015-2016 performance

- Met 9 of 11 educational functioning level benchmarks (measureable skill gains)
- 67 high school equivalency diplomas earned

2016-2017 funding update

- Federal funding (WIOA Title II): 105, 727
- State funding: Adult Basic Education--$194,376, ESL--$34,372

Other

- ABE math class at Iowa*WORKS* scheduled for July 25—Aug. 25
- Possible ESL class for Charles City employer's staff

9.0 Iowa Vocational Rehab. Update

Steve Faulkner spoke about special training for staff on core areas of specialized services-benefit to local employers-how to make the workplace accessible-skills available here and free of charge to local employers

Update State Level-David Mitchell spoke about partnership and what a great job Chris and Steve have been doing-State Board consists of twelve individuals-David is Chairing-State Board helping Regional Board-services and supports needed to improve physical access for people with disabilities-looking at physical accessibility of our centers...Take a look at center parking...

10.0 Wagner-Peyser Update

10.1 One-Stop Center Performance

Performance measures-office our size we cover 365 services every month and people are coming in and getting the services they need and that is saying a lot- we cover 7 counties

11.0 Sector Board Update- Terry Schumaker, NIACC

11.1 Healthcare

Finishing up their Pathways Map-two different pathway on the same map-direct patient care and not direct patient care

11.2 Advanced Manufacturing

Continue to work in small groups-reach out to schools and parents as school is getting ready to start-3rd Tuesday of the month

12.0 Informational Items:

12.1 JD-NEG Apprenticeships

12.1.1 Monitoring Report & Current Apprenticeship status in Region 2

Dislocated worker funding has been monitored by the state no findings-observations listed in Board Packet and implemented into our processes

Have not converted any new employers to sponsor apprenticeships-have an electrician placed and working on second one as an HVAC

Contact Chris to set up an apprenticeship

12.2 SP-NEG Grant Funding for Region 2

12.3 Title 1 Program Performance Report for PY15 3rd Qtr.

Included in packet-no issues

13.0 Schedule Upcoming Meeting

October 27th, 2016 @5:00 p.m.

14.0 Adjournment

RWDB Motion: JR Ackley 2nd: Sis Grieman Vote: Unanimous

Interest in serving on a Regional Workforce Investment Board

Jennifer Breister

9/29/16

Dear Sir/Madam,

I have been searching for a community organization to volunteer with for some time, so I was very excited about the opportunity to serve on the Regional Workforce Investment Board. Growing up in a family business, I learned early the benefits of community involvement. As a young kid I joined my parents in various community programs, organizations, and volunteer events. I saw, even then, how rewarding it was to contribute to the community while meeting neighbors and strangers alike. As I got older, I recognized the value in networking with similar minded individuals and keeping a finger to the pulse of the surrounding area.

For the past several years, I have been volunteering regularly with our local Habitat for Humanity. Particularly, as a Team Leader for their Lady Build Day events. I love nothing more than getting women pumped up about construction, so needless to say, they didn't have to twist my arm. I have met over a hundred incredibly skilled, dedicated, and generous ladies through this program. I leave each event wishing I could hire every single one of them away from their current employers. At Habitat and around North Iowa I see such promising talent and I want to be a part in keeping them in our communities and attracting more just like them.

Currently, as the head of our company's human resources activities, I am highly attuned to the state of North Iowa's workforce and I have a vested interest in maintaining, and improving the numbers and quality of such. Housing and the workforce will always be intertwined and I am excited about the chance to have a real impact in drawing more people to our community and spurring growth in the great community where I grew up.

Thank you for your consideration.

Sincerely,

Jennifer Breister

Appointment Resume for Regional Workforce Development Board

PLEASE TYPE OR PRINT CLEARLY. USE ADDITIONAL SHEETS AS NECESSARY.

Entire form must be completed for consideration by the Governor's Office. Additional information on Regional Boards and the appointment process are available in the Iowa Administrative Code (877 IAC 6.1-11).

PERSONAL DATA

First Name Jennifer MI M Last Name Breister Mr/Mrs/Miss/other Ms.

Legal Residence 1465 Allen Ave

City Garner State IA Zip 50438 County Hancock

Home Phone 641-860-1058 Email Address jenniferbreister@gmail.com

Employer or Business Name Crown Point Builders, Inc.

Address 700 W US HWY 18

City Garner State IA Zip 50438 County Hancock

Occupation Project Manager

Business Phone 641-923-3750 Fax 641-923-4822 Cell Phone 641-860-1058

e-Mail Address crownpointbuildersinc@gmail.com

To assist us in providing balance and to meet our goal of increased diversity within the membership of boards and commissions, we appreciate your response to these questions. Under state and federal law, this information may not be used to discriminate against you.

Of what race or ethnicity do you consider yourself to be?

- ☐ Black/African-American
- ☑ White/Caucasian
- ☐ Latino/Hispano
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaska Native
- ☐ Other _____ (please specify)

Birthdate: 03/12/88 ☑ Female ☐ Male Are you a citizen of the United States? ☑ Yes ☐ No

Are you registered to vote in Iowa? Yes Indicate political affiliation: ____ Democrat ____ Republican ✓ No Party

Last 4 SSN # 4434

EDUCATION

List schools attended, include high school. ***A current resume may be substituted for this section.***

School	City & State of Iowa	Dates	Degree/Major
Iowa State University	Ames, IA	8/06 - 5/10	Business Mgmt.
Garner Hayfield	Garner, IA	8/02 - 6/06	Diploma

Elected Offices, State Appointed Positions or Membership on Workforce Related Boards or Councils:

Signature Jennifer Breister Date: 09/29/16

(OVER)

EMPLOYMENT & EXPERIENCE **List major paid employment & significant volunteer activities. List chronologically beginning with most recent experience.** ***A Current resume may be submitted for this section.***

Dates (from-to)	Employer/Organization	City & State	Title/Position
*See resume			

INTEREST IN APPOINTMENT **Describe in detail why you are interested in serving on a Regional Workforce Investment Board. Provide information about your background including your involvement in community organizations, religious and civic groups, or other associations.**
. ***You may complete this section on a separate sheet.***

*See attachment

Signature Jennifer Breeitte Date: 09 / 29 / 16

**********To be filled out by person referring candidate**********

Referred by: _____ **(print name)** **Signature** _____

Organization: _____

Title: _____

Reason for nomination (what specific qualities does this person possess which would make them a good member of the Regional Workforce Investment Board):

**********To be filled out by Chief Elected Officials of the Region**********

Please indicate what sector(s) the nominee represents:

___ **Business**	___ **Labor**	___ **Community College**
___ **School District**	___ **City Official**	___ **Other** _____
___ **College**	___ **County Elected Official**	

Additional information to be considered by the Governor:

Signature of CEO Chair or designee _____ **Print name:** _____

3.4

Jennifer M. Breister

jenniferbreister@gmail.com (641)860-1058

1465 Alien Ave.

Garner, IA 50438

Education

Iowa State University, Ames, IA

B.S. Business Management, 2010

Related Experience

Crown Point Builders, Inc. — Garner, Iowa

Project Manager — December 2015-Present

- Perform sales and business development duties
- Manage crews of employees, subcontractors, and vendors on multiple sites
- Draw, review, and verify blueprints and drawings
- Manage the customer, employee, and subcontractor experience
- Bear responsibility for financial success and timeliness of multiple projects
- Oversee/Perform all human resources duties
- Oversee all construction production and scheduling
- Complete regular reports
- Create, manage, and update standard operating procedures company wide

Operations Supervisor — December 2014-December 2015

- Managed crews of employees, subcontractors, and vendors on multiple sites
- Performed human resources duties
- Managed multiple jobsites from start to completion
- Customer experience management
- Quality management company wide
- Purchasing and inventory management duties
- Performed general carpentry, framing, etc...

Project Coordinator — July 2012-December 2014

- Customer experience management
- Warranty management
- Coordinated between sales staff and field operations staff
- Responsible for schedules and timely completion of projects
- Performed carpentry duties including demolition, framing, siding, roofing, landscaping, concrete finishing, window/door installation, drywall, finish carpentry, flooring, cabinetry, plumbing, electrical, and cleaning
- Operated and maintained equipment

Monson and Sons, Inc. — Britt, Iowa

Operations/Human Resources — November 2011-August 2012

- Created and implemented companywide fuel efficiency program
- Created, implemented, and oversaw driver training
- Produced and distributed company newsletter
- Selected, implemented, and oversaw fleet management program including hardware and software

Operations/Human Resources (cont.)

- Recruited, hired, and onboarded over 150 new drivers
- Assisted safety department with monitoring driver logs
- Performed regular safety and D.O.T. training

JB Hunt Transport Services, Inc. — Chicago, Illinois

Fleet Manager — October 2010-November 2011

- Dispatched up to 300 drivers simultaneously
- Preformed general payroll duties
- Oversaw safety training for board of 75 drivers
- Performed regular reviews for board of 75 drivers
- Created and implemented monthly and yearly goals
- Managed driver licensing and endorsements for up to 300 drivers
- Oversaw maintenance of entire fleet of trucks and trailers

North Iowa Kitchens — Garner, Iowa

Assistant Marketing Director — May 2009-October 2010

- Assisted in constructing business plan
- Performed detailed market and product research
- Assisted in creating employee manual
- Established marketing budget and strategy
- Designed and created marketing materials
- Planned and gave presentations to business professionals and customers
- Created and implemented operational procedures

Crown Point Builders, Inc — Garner, Iowa

Marketing/Branding Coordinator — June2003-August 2009

- Instrumental in home design and finish selection
- Provided sales expertise in showroom and tradeshow events
- Designed and oversaw marketing strategies
- Created advertising materials
- Collaborated with vendors to create marketing plan
- Managed/executed social media marketing plan

Assistant Field Supervisor — June2000-December 2009

- Supervised employees, sub-contractors
- Assisted in planning, coordinating, and managing multiple projects at once
- Trained new employees
- Handled customer inquiries/complaints
- Managed materials and equipment
- Mid-level purchasing and scheduling

The Modern Fireplace and More — Garner, Iowa

Initial Marketing Team Member — January 2007- August 2007

- Conducted market, product, and demographic research
- Completed detailed marketing analysis for business plan
- Designed and created advertising materials (print and multi-media)
- Led team meetings and gave presentations to business professionals and customers
- Participated in trade shows and corporate conferences
- Created and executed surveys and focus group

Additional Experience

Real Estate Development — Kanawha, Iowa

Project Manager — May 2008-August 2009

- Discovered/purchased property
- Assigned/oversaw budget
- Scheduled project
- Coordinated vendors/subcontractors
- Maintained financial records
- Completed all renovations
- Staged property
- Negotiated and sold property

Honors

President's Award for Competitive Excellence Recipient: 2006, 2007, 2008, 2009

Leadership Activities

- National Association of Professional Women
- Habitat for Humanity Volunteer
- National Society of Leadership and Success
- Design Build Institute of America Club
- Associated General Contractors Club
- Marketing Club

Technical/Computer Skills

- Microsoft Office: Word, Excel, PowerPoint, and Access
- Adobe Design Suite
- Chief Architect
- 3D Home Architect
- Peach Tree Accounting
- Builder Advantage Estimating

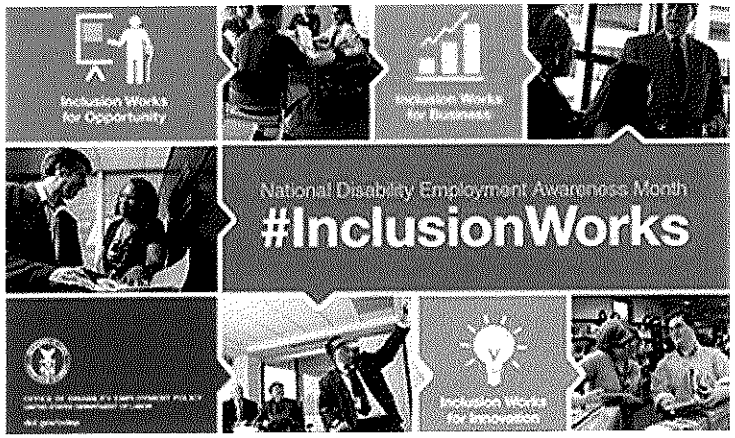
Additional Related Training

- FastTrac New Venture Entrepreneurship Program graduate (Through N.I.A.C.C.)
- Customer service/sales program graduate (Through Wausau Homes dealer training)
- Cambria Dealer Sales Training (Cambria University)

Hear from successful employees and businesses as well as explore resources to expand your workforce.

National Disability Employment Awareness Month (NDEAM)

Come to celebrate this National event and recognize our local champions.



Chamber of Commerce, 9 N Federal, Mason City, IA

October 25th, 2016 8:30 AM – 10:30 AM

Light Breakfast will be served

IowaWORKS North Iowa

Iowa Vocational Rehabilitation Services

NIVC Services, Inc. Helping People Work

North Iowa Area Community College

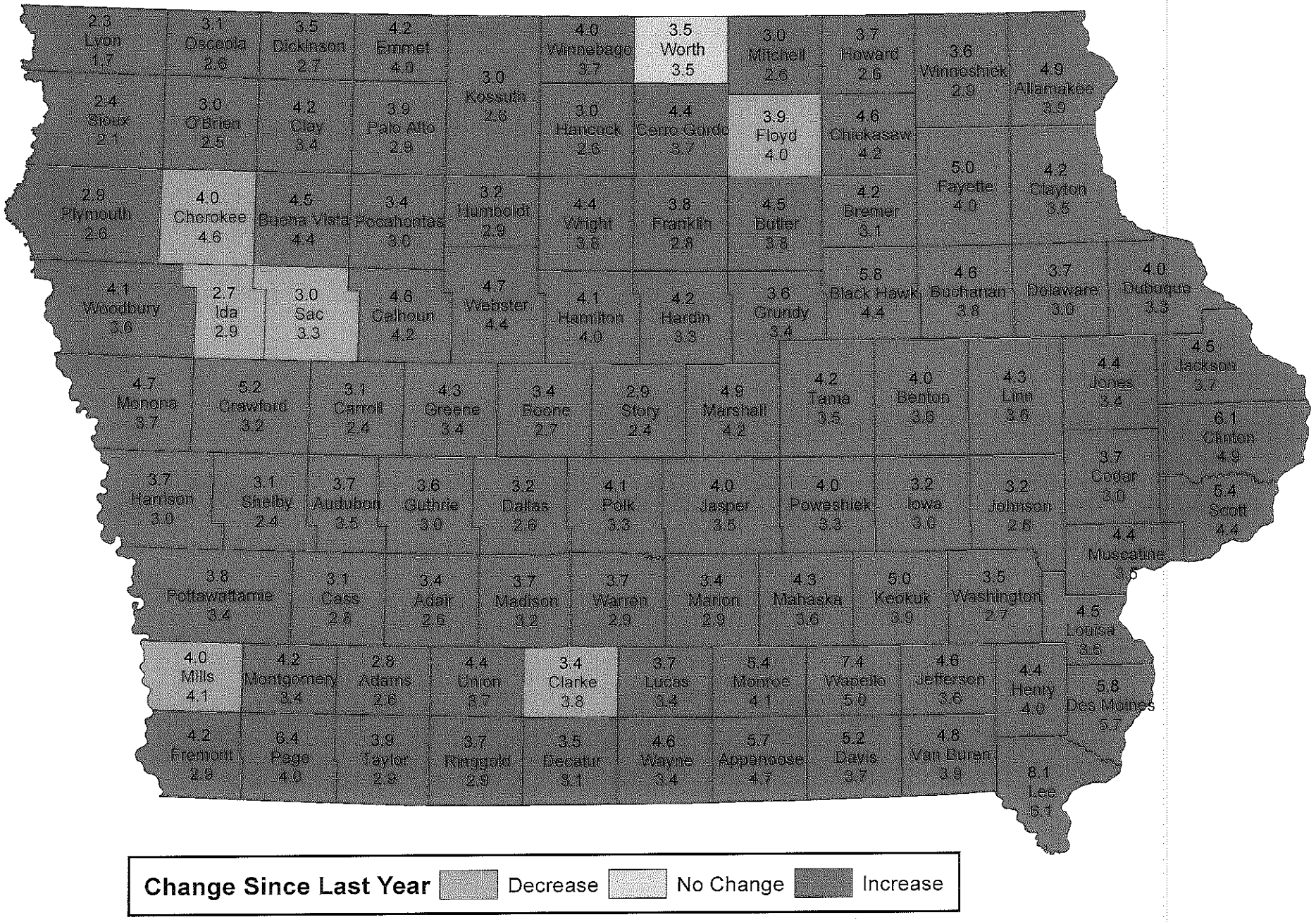
Iowa Department for the Blind

Opportunity Village Success at Home, at Work, and in the Community

Mason City Chamber of Commerce

Unemployment Rates for Iowa Counties in August

August 2016 (Rate Above) and August 2015 (Rate Below)



Veterans, Guard, Reserve & Families

Join us for a

VETERAN APPRECIATION AND RESOURCE FAIR

Friday, September 16, 2016 7:30 am—11:00 am

Mason City Family YMCA
1840 S Monroe, Mason City, IA 50401

The Vocational Rehabilitation Service

IowaWORKS North Iowa

the YMCA

Partner's meeting held at IowaWORKS

September 27th at 1:30 pm in the Upper Classroom.

Attendance: **Proteus-Rachel Thompson**
United Way-Jodee O Brien
DHS- Terri Kuntz
Terry Schumaker-NIACC
Sandra Leake-AEL Coordinator NIACC
Chris Hannan-Title1 WIOA Regional Director
Kris Dunn-IowaWORKS Office Manager

- **HSED Intensive Class; September 26-October 21, 2016**
  Class is filling up quickly! Only 4 seats remaining. Please pre-register by calling Sandra Leake at 641-422-4176 or IowaWORKS at 641-422-1524 select prompt 2

  Class started yesterday with 3 students

- **Sector Partnership Updates**
  Healthcare Pathway map handed out to members in attendance
  Advanced Mfg. Map handed out to members in attendance
  Advanced mnf further along in their process but the Healthcare one just finished up their map in sept 2016. Talking abou t revisiting the goals that they started out with-
  How do we reach those folks interested in the Healthcare careers and advise them as the career pathways
  Advanced Mng;
  Perceptions are different as to what the mnfg jobs are actually like; identify misperceptions and then share the real story as to what it's really like.
  Westfork schools are planning an event as part of their parent conferences to educate both students and parents as to what Advanced mnfg is really like
  Niacc.edu website for electronically avail career pathways maps
  Hyperlinks are live on the math of the website

  Explore NIACC October 6th –Annual event
  Volunteers needed
- **Advanced Manufacturing Day; "Explore!" to be held on October 6, 2016**

  http://www.mfgday.com/events?country=US&state=IA&city=Mason%20City#filter

  AEL
  Intensive HSED ---3 out of 11 of the folks signed up are in class; last intensive class 6 people signed up and 3 finished and graduated.

- **Apprenticeship Expansion –National Apprenticeship week is November 14-20. We will have National Apprenticeship Day Event on November 15, 2016 at**

NIACC. Limited seating available so please RSVP your attendance in advance to Chris. 641-422-1524 ext. 44536. More details to follow.
Career Pathway maps and Apprenticeship opportunities; traditionally/historically has been in the construction, electricial and plunbing fields. We are working with employers to develop non traditional apprenticeships in;
Culinary
Bio sciences
IT

- **Start Smart Workshop to be held at IowaWORKS—flyer attached**
  IowaWORKS North Iowa, in partnership with NIACC Pappajohn Center and Small Business Development Center are offering Start Smart
  December 14, 2016; March 18, 2017; May 10, 2017
  Brook will go out into the region to give these workshops; NIACC Centers and local libraryof starting, maintaining or ending a business.
  It's a good opportunity for people to learn the ins and outs

Check out our new blog at www.iowaworksnorthiowa.wordpress.com and don't forget to "Like" us on Facebook www.facebook.com/IowaWORKSNorthIowa for the latest news on hiring events, hot jobs, training opportunities and more!

United Way

Jodee- "Wheels for Work" program partnering with Mason City Motors, Community Action and United way. Community action will do the paperwork application process…United Way Board will meet on Thursday to approve it possibly
These will be safe basic car for someone to be able to utilize to get to work~

Compiling data sources into one location so that people can go to one spot to retrieve data on what they are looking for. Starting with Mason City proper first.

NIACC-Terry

Volunteer fair today, 42 exhibitors
Blues Zones, Cannonball, RSVP good attendance!

DHS-Terry

MCO work continues, making good progress

Proteus-Rachel

4 year grant was received!

AEL-Sandra

Now in the Middle of 8 week sessions now instead of 6 week
Implemented an 8 hour a week attendance requirement to meet performance goals set forth by the Dept. of Ed

Youth Standing Committee Minutes
Thursday September 28, 2016
IowaWORKS North Iowa – 3pm

Those in attendance:
Ashley Dalluge, Cindy Davis, Terri Ewers, DeAnn Halligan, Chris Hannan, Mistie Johnson, Barb Kellogg, Melinda McGregor, Jordon Monahan, Jane Nelson, Brian Pauly, Amy Ring, Brittany Sickels, Brian Warner, Lisa Worden

Those absent:
Amber Allen, Melissa Cooper, Heather DeGroote, Tracey Jennings, Kaitlyn Matzen

AGENDA

Welcome
Chris provided an overview of the healthcare and advanced manufacturing sector boards. Provided copies of the career pathway maps and where they can be found locally and online.
Web link is here: http://www.niacc.edu/student-life/career-maps/
All YSC members in attendance did introductions

Introductions/Icebreaker
Drawing a pumpkin exercise

Approval of April 28, 2016 Minutes
Barb Kellogg motioned, Mistie Johnson 2nd
Minutes unanimously approved

Update Chris Hannan, WIOA Title I Director
Transition from Youth Advisory Committee to Youth Standing Committee provided. Chris outlined the desire to integrate all youth and young adult services in north Iowa into one central location. Time was allowed for Q&A.

Call to Action DeAnn Halligan, Young Adult Employment Specialist
WIOA Title I Young Adult Program was reviewed in detail. Handout was provided for all integrated youth and young adult services provided in north Iowa.
Co-enrollment and sharing referrals was highlighted as extremely important.
Discussed barriers of young adults in our area and the resources available to them

Upcoming Classes/Events
HSED – Jordon provided an update.. Next session starts an 8 week cycle on 10/24/2016
Chicago Youth Symposium - YSC Members requested notes/information be shared
State Youth Advisory Council – Overview provided for the state of Iowa

Partner Updates
DOC – Reentry program meeting on October 12th. Flyer attached
WIPA – some changes of counselor responsibilities since Cathy Gibbs came on board.
WIOA Title III – Melinda – North Iowa has plenty of jobs for our young adults.
WIOA Title IV – IVRS Lisa/Brian – Shared their renewed focus on the K-12 system
Adult Probation and JCS – shared updates and tax saving their drug court initiatives in north Iowa are having

Next meeting date January 26, 2017 at 3pm

YOUTH STANDING COMMITTEE

First	*Last*	*Phone*	*Email*	*Organization*	*Title*
Amber	Allen	641-423-3301	ambera@nivcservices.org	NIVC	Transition Coordinator
Melissa	Cooper	641-422-1524	melissa.cooper@iwd.iowa.gov	PROMISE JOBS	Workforce Development Specialist
Ashley	Dalluge	641-423-8624	Ashley.Dalluge@iowacourts.gov	Juvenile Court Services	Juvenile Drug Court Officer
Cindy	Davis	641-494-1891	cdavis@nicao-online.org	North Iowa Community Action	Planning and Community Liaison
Heather	DeGroote	641-422-1524	heather.degroote@iwd.iowa.gov	IowaWORKS	Young Adult Employment Specialist
Terri	Ewers	641-422-4106	ewerster@niacc.edu	NIACC	Vice President - Student Development & Success
DeAnn	Halligan	641 422-1524	deann.halligan@iwd.iowa.gov	Iowa*WORKS*	Young Adult Employment Specialist
Chris	Hannan	641-422-1524	Chris.Hannan@iwd.iowa.gov	Iowa*WORKS*	WIOA Director
Tracey	Jennings	641-423-7362	tjennings@yss.org	YSS	Director of Client Services
Mistie	Johnson	641-529-6010	mjohnson@driowa.org	Work Incentives Planning and Assistance	Project Director
Barb	Kellogg	641-530-5859	kelloggbjk@gmail.com	Retired	Retired
Kaitlyn	Matzen	641-585-6623	kmatzen@winnebagoind.com	Winnebago	HR Administator
Melinda	McGregor	641-422-1524	Melinda.McGregor@iwd.iowa.gov	Iowa*WORKS*	Business Services Representative
Jordon	Monahan	641-422-4330	monahjor@niacc.edu	NIACC	HSED Instructor
Jane	Nelson	641-422-3844	Jane.Nelson@iowa.gov	Adult Probation and Parole Office	Probation/Parole Officer II
Brian	Pauly	641-421-3673	bpauly@masoncity.net	City of Mason City	Superintendent of Recreation & Golf
Amy	Ring	641-243-7220	aring@prairieridge.net	Prairie Ridge Integrated Behavioral Healthcare	Gambling & Substance Abuse Prevention Specialist
Brittany	Sickels	641-257-1004	Brittany.Sickels@cambrex.com	Cambrex	HR Director
Brian	Warner	641-530-4279	Brian.Warner@iowa.gov	Iowa Vocational Rehabilitation Services	Counselor
Lisa	Worden	641-422-1551	Lisa.Worden@iowa.gov	Iowa Vocational Rehabilitation Services	Counselor