



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEOs) Meeting Agenda

Tuesday, April 18, at 2 p.m.

Join Zoom Meeting

https://us02web.zoom.us/j/88074264998?pwd=tMGQcdpziKimsYhWfuE_d3dM0rbl7d.1

Meeting ID: 880 7426 4998 Passcode: 231878

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Call to Order	Jim Irwin
Roll Call	Mandy Tripp
*Approval of Agenda	Jim Irwin
*Approval of Previous Minutes	Jim Irwin
Financial Reports (page 5)	FYI
Board Report (page 24)	Miranda Swafford
Local Grant Recipient (page 26)	Jim Irwin
NEW CEO Training	Miranda Swafford
Annual Audit (page 30)	Miranda Swafford
IWD Monitoring (page 35)	Mandy Tripp
In-person May Full Board meeting	Miranda Swafford
New Year Budget	Miranda Swafford
Other Business	
Public Comment	
Adjournment	Jim Irwin

* Items requiring a vote ** Items Requiring a Roll Call Vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need accommodation, please contact: Andrea Taylor at associate@mississippivalleyworkforce.org or at 1-844-967-5365



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO) Meeting Minutes

February 21, 2023, at 2:00 p.m. via Zoom.

CALLED TO ORDER

Irwin called the meeting to order at 2:07 p.m.

CEO PRESENT

Present: Jim Irwin, Chuck Holmes, Jean Dickson, Don Schwenker, Danny Chick, and Shane McCampbell (Late)

Absent: Chad White (unexcused) and Shawn Maine (unexcused)

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, Mandy Tripp, Executive Assistant

One-Stop Operator: Nick Clayton

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

Holmes made a motion to approve the agenda, seconded by Schwenker, and the motion carried.

APPROVAL OF MINUTES

Holmes made a motion to approve the previous meeting minutes, seconded by Irwin, and the motion carried.

***CO-CLEO ELECTION**

Irwin advised a Co-Cleo is needed and is usually held by someone in the southern counties, Charles Holmes was initially the only southern county representative and graciously accepted the nomination. Dickson made a motion to accept Charles Holmes as the Co-Cleo, seconded by Schwenker and the motion carried.

SUB-RECIPIENT UPDATE

Irwin advised IWD had not given much further input on this topic. Irwin and Swafford met with Muscatine County to see if they will be the sub-recipient as they are currently the employer of record for the board staff. If they decide not to take on that role, Irwin advised he was going to approach Clinton County to take on the role. In the last three weeks, 3 local areas voted to disband their local workforce boards and IWD will be responsible for providing services for the 34 counties affected by the change.

FINANCIAL REPORTS

Swafford advised she always includes these reports for CEOs to stay in touch with the budget and funding for the local area, she offered to provide a condensed version moving forward and the group decided that would be the best option until they have more training.

NEW CEO TRAINING

The State will schedule this onboarding training, but so far no one has been contacted with any information on when it will take place after the training occurs Swafford will provide local onboarding training to assist the new CEOs with being more familiar with their roles in the local area as it pertains to the workforce area.

CEO ALTERNATIVES

Irwin brought this topic for discussion, it was decided that each CEO can select an alternate to vote by proxy for them, if necessary. The name of the chosen Alternate will be sent to Tripp to maintain in the CEO files and to copy them on meeting packets, minutes and meeting invites if they choose to attend. Irwin felt it was better to have the opportunity to have more people attend the meetings since it is hard enough to get a quorum.

REVIEW COMMITTEE ASSIGNMENTS

Swafford advised the newly appointed CEOs will need to choose a committee to sit on and suggested the committees with vacancies be filled first, which are the Operations Committee and the Business Committee. A description of the committees was emailed out on 1/12/2023 in the welcome email. The Youth Committee is currently full with Chad White and Shane McCampbell both sitting on that committee.

BOARD STAFF UPDATE

Swafford advised IWD finished our monitoring, which is like an audit, and found 6 findings, mostly related to case noting, but zero disallowed costs. The local monitoring will begin next week. Statewide training is being planned for the local workforce boards and CEOs across the state, it will be held on June 1, 2023, but the location is being revisited due to the western side of the state disbanding, it would make more sense to have it closer to a central location for those participating, possibly Cedar Rapids or Iowa City as suggested by Irwin, more information will be provided when it is available. The Business Committee recently launched, and a system-wide outreach strategy is being developed to try to remove the stigma of Iowa*WORKS* as only the unemployment office.

JOB QUALITY ACADEMY

Swafford advised this is a new opportunity being put on by the Department of Labor to develop a strategic plan for your local area, it is an application process and they are only accepting 16 teams nationwide. It was brought up in the full board meeting last night and there was some apprehension and questions that were emailed to the DOL last night after the meeting, they have already provided answers to those questions and Irwin advised after seeing the responses he suggests sending more than the 5 people that they cover to gain the knowledge and bring back a strategic plan to hopefully implement to improve job quality in the local workforce area.

OTHER BUSINESS

Tripp advised she has pulled the LMI data for each county and can do so at any time. She offered to send it to each CEO for the county and Irwin suggested also including one of the whole Mississippi Valley Workforce Area. Swafford advised the information will be sent to the economic development partners and offered quarterly if they want to have the data sent for their use in planning for their counties.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Schwenker made a motion to adjourn, seconded by Charles Holmes and the motion carried. The meeting adjourned at 3:00 p.m.

CIJDC

**WIOA Statement of Rev & Exp YTD
For the Month Ending February 28th, 2023**

	Administration	Adult Program	Dislocated Worker Program	NDWG Program	Youth Program Out of School
WIOA Grant Revenues					
WIOA Grant - Administration	\$216,403.43				
WIOA Grant- Adult		\$622,665.47			
WIOA Grant- Dislocated Worker			\$477,787.28		
WIOA Grant- NDWG				\$31,534.30	
WIOA Grant- Youth Out of School					\$663,842.41
WIOA Grant- Youth In School					
TOTAL	\$216,403.43	\$622,665.47	\$477,787.28	\$31,534.30	\$663,842.41
WIOA Expenses					
Board Salaries and Benefits	\$114,769.10	\$23,336.84	\$20,885.92	\$362.83	\$15,993.78
Fiscal Agent Costs	\$51,153.00	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$0.00	\$35,048.53	\$35,048.53	\$0.00	\$27,082.92
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$0.00	\$2,580.00
One Stop Operator	\$0.00	\$20,962.67	\$20,962.67	\$0.00	\$15,721.98
60110-60190 Salaries 60310-60330 & 60610-60560	\$0.00	\$158,139.51	\$156,532.23	\$14,307.24	\$287,091.06
Payroll Taxes, Fringe / Work Comp	\$0.00	\$36,061.02	\$32,997.03	\$3,610.95	\$71,996.02
60850 Mileage & Travel	\$22,585.54	\$6,483.63	\$6,511.42	\$50.00	\$16,178.47
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$236.76	\$3,825.92	\$3,873.30	\$35.00	\$9,689.13
62830, 62860 Outreach & Public Relations / Job Fairs	\$547.58	\$1,604.78	\$1,730.68	\$3,940.22	\$3,682.30
65610 Reimbursable Equipment	\$2,235.07	\$0.00	\$0.00	\$0.00	\$1,749.99
62510-62520 Resource Sharing Allocation	\$0.00	\$4,093.54	\$2,637.13	\$0.00	\$10,284.69
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,226.66	\$11,633.83	\$9,917.05	\$0.00	\$17,912.61
Information Technology	\$4,321.75	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$6,383.50	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$769.80	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$9,640.56	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$534.11	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$23,138.14	\$22,340.93	\$2,056.92	\$43,658.34
Management Fee	\$0.00	\$33,423.84	\$26,609.88	\$2,991.76	\$55,993.41
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00	\$14,913.24
67408 Instructional Training	\$0.00	\$176,192.78	\$45,369.00	\$0.00	\$13,207.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$67,890.38	\$86,493.84	\$0.00	\$24,075.42
67426 Individual Career Services- New Service	\$0.00	\$1,699.00	\$3,649.00	\$0.00	\$0.00
67422 On the Job Training	\$0.00	\$25,251.44	\$21,026.30	\$0.00	\$251.79
67418,67420 Client Awards/Incentives	\$0.00	\$12,285.84	\$0.00	\$4,179.38	\$44,479.07
5% WEX Markup	\$0.00	\$1,262.58	\$1,051.31	\$0.00	\$745.67
Unobligated/Unbudgeted Grant	\$0.00	\$1,293.87	\$1,113.73	\$0.00	\$2,277.50
TOTAL	\$216,403.43	\$622,665.47	\$477,787.28	\$31,534.30	\$663,842.41

CIJDC

**WIOA Statement of Rev & Exp YTD
For the Month Ending February 28th, 2023**

	Youth Program In School	One Stop Operator	Year To Date	Total Annual Budget
WIOA Grant Revenues				
WIOA Grant - Administration		\$0.00	\$216,403.43	\$493,239.03
WIOA Grant- Adult		\$20,962.67	\$643,628.14	\$1,206,299.98
WIOA Grant- Dislocated Worker		\$20,962.67	\$498,749.95	\$851,657.99
WIOA Grant- NDWG		\$0.00	\$31,534.30	\$234,163.40
WIOA Grant- Youth Out of School		\$15,721.98	\$679,564.39	\$1,375,634.61
WIOA Grant- Youth In School	\$192,333.52	\$5,240.68	\$197,574.20	\$553,565.84
TOTAL	\$192,333.52	\$62,888.00	\$2,267,454.41	\$4,714,560.85
WIOA Expenses				
Board Salaries and Benefits	\$5,331.25	\$0.00	\$180,679.72	\$304,440.97
Fiscal Agent Costs	\$0.00	\$0.00	\$51,153.00	\$68,196.31
Subleases	\$9,027.63	\$0.00	\$106,207.61	\$155,006.09
Contractual RFP's	\$860.00	\$0.00	\$3,440.00	\$75,275.01
One Stop Operator	\$5,240.68	\$0.00	\$62,888.00	\$107,391.09
60110-60190 Salaries 60310-60330 & 60610-60560	\$88,664.82	\$38,736.22	\$704,734.86	\$1,128,481.24
Payroll Taxes, Fringe / Work Comp	\$22,285.26	\$8,553.70	\$166,950.28	\$309,655.26
60850 Mileage & Travel	\$4,825.36	\$2,174.73	\$56,634.42	\$123,341.35
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,079.71	\$485.87	\$20,739.82	\$41,202.41
62830, 62860 Outreach & Public Relations / Job Fairs	\$549.09	\$0.00	\$12,054.65	\$74,000.00
65610 Reimbursable Equipment	\$577.04	\$0.00	\$4,562.10	\$123,707.81
62510-62520 Resource Sharing Allocation	\$2,367.06	\$0.00	\$19,382.42	\$29,569.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$5,209.48	\$906.77	\$47,899.63	\$73,370.57
Information Technology	\$0.00	\$0.00	\$4,321.75	\$7,000.00
Dues & Subscriptions	\$0.00	\$0.00	\$6,383.50	\$10,000.00
Meeting Expenses	\$0.00	\$0.00	\$769.80	\$4,000.00
Conferences and Trainings	\$0.00	\$0.00	\$9,640.56	\$15,000.00
Printing	\$0.00	\$0.00	\$534.11	\$4,000.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$15,000.00
Indirect Cost	\$13,304.28	\$5,260.76	\$104,498.61	\$191,476.82
Management Fee	\$15,133.75	\$6,769.95	\$134,152.64	\$202,730.45
65602, 65603 Work Experience	\$7,678.66	\$0.00	\$22,591.90	\$459,092.82
67408 Instructional Training	\$0.00	\$0.00	\$234,768.78	\$374,891.64
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$50,000.00
67412 Customer Support Service	\$4,846.31	\$0.00	\$183,305.95	\$307,287.07
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$5,348.00	\$25,324.40
67422 On the Job Training	\$0.00	\$0.00	\$46,529.53	\$225,746.26
67418,67420 Client Awards/Incentives	\$7,450.00	\$0.00	\$68,394.29	\$72,414.26
5% WEX Markup	\$383.93	\$0.00	\$3,443.49	\$22,954.64
Unobligated/Unbudgeted Grant	\$759.89	\$0.00	\$5,444.99	\$114,005.41
TOTAL	\$192,333.52	\$62,888.00	\$2,267,454.41	\$4,714,560.88

CIJDC

**WIOA Statement of Rev & Exp YTD
For the Month Ending February 28th, 2023**

	<u>Remaining Budget</u>
WIOA Grant Revenues	
WIOA Grant - Administration	\$276,835.60
WIOA Grant- Adult	\$562,671.84
WIOA Grant- Dislocated Worker	\$352,908.04
WIOA Grant- NDWG	\$202,629.10
WIOA Grant- Youth Out of School	\$696,070.22
WIOA Grant- Youth In School	\$355,991.64
TOTAL	<u>\$2,447,106.44</u>
WIOA Expenses	
Board Salaries and Benefits	\$123,761.25
Fiscal Agent Costs	\$17,043.31
Subleases	\$48,798.48
Contractual RFP's	\$71,835.01
One Stop Operator	\$44,503.09
60110-60190 Salaries	\$423,746.38
60310-60330 & 60610-60560	
Payroll Taxes, Fringe / Work Comp	\$142,704.98
60850 Mileage & Travel	\$66,706.93
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$20,462.59
62830, 62860 Outreach & Public Relations / Job Fairs	\$61,945.35
65610 Reimbursable Equipment	\$119,145.71
62510-62520 Resource Sharing Allocation	\$10,186.58
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$25,470.94
Information Technology	\$2,678.25
Dues & Subscriptions	\$3,616.50
Meeting Expenses	\$3,230.20
Conferences and Trainings	\$5,359.44
Printing	\$3,465.89
Special Initiatives	\$15,000.00
Indirect Cost	\$86,978.21
Management Fee	\$68,577.81
65602, 65603 Work Experience	\$436,500.92
67408 Instructional Training	\$140,122.86
Incumbent Worker Training	\$50,000.00
67412 Customer Support Service	\$123,981.12
67426 Individual Career Services- New Service	\$19,976.40
67422 On the Job Training	\$179,216.73
67418,67420 Client Awards/Incentives	\$4,019.97
5% WEX Markup	\$19,511.15
Unobligated/Unbudgeted Grant	<u>\$108,560.42</u>
TOTAL	<u>\$2,447,106.47</u>

CIJDC
WIOA Statement of Revenue and Expenses- Administration YTD
For the Month Ending February 28th, 2023

	Year to Date	Administration Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant - Administration	\$216,403.43	\$493,239.03	\$276,835.60	56.13%
WIOA Expenses				
Board Salaries and Benefits	\$114,769.10	\$210,757.90	\$95,988.80	45.54%
Fiscal Agent Costs	\$51,153.00	\$68,196.31	\$17,043.31	24.99%
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$0.00	\$0.00	\$0.00	#DIV/0!
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$0.00	#DIV/0!
60850 Mileage & Travel	\$22,585.54	\$30,000.00	\$7,414.46	24.71%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$236.76	\$5,000.00	\$4,763.24	95.26%
62830, 62860 Outreach & Public Relations / Job Fairs	\$547.58	\$15,000.00	\$14,452.42	96.35%
65610 Reimbursable Equipment	\$2,235.07	\$5,000.00	\$2,764.93	55.30%
62510-62520 Resource Sharing Allocation	\$0.00		\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$3,226.66	\$8,500.00	\$5,273.34	62.04%
Information Technology	\$4,321.75	\$7,000.00	\$2,678.25	38.26%
Dues & Subscriptions	\$6,383.50	\$10,000.00	\$3,616.50	36.17%
Meeting Expenses	\$769.80	\$4,000.00	\$3,230.20	80.76%
Conferences and Trainings	\$9,640.56	\$15,000.00	\$5,359.44	35.73%
Printing	\$534.11	\$4,000.00	\$3,465.89	86.65%
Special Initiatives	\$0.00	\$15,000.00	\$15,000.00	100.00%
Indirect Cost	\$0.00	\$0.00	\$0.00	#DIV/0!
Management Fee	\$0.00	\$0.00	\$0.00	#DIV/0!
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$95,784.82	\$95,784.82	100.00%
TOTAL	\$216,403.43	\$493,239.03	\$276,835.60	

CIJDC
WIOA Statement of Revenue and Expenses- Adult YTD
For the Month Ending February 28th, 2023

	Year to Date	Adult Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- Adult	\$643,628.14	\$1,206,299.98	\$562,671.84	46.64%
WIOA Expenses				
Board Salaries and Benefits	\$23,336.84	\$30,108.27	\$6,771.43	22.49%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$35,048.53	\$51,152.00	\$16,103.47	31.48%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
60110-60190 Salaries	\$158,139.51	\$300,175.82	\$142,036.31	47.32%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$36,061.02	\$82,368.25	\$46,307.23	56.22%
60850 Mileage & Travel	\$6,483.63	\$30,162.57	\$23,678.94	78.50%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,825.92	\$7,760.00	\$3,934.08	50.70%
62830, 62860 Outreach & Public Relations / Job Fairs	\$1,604.78	\$7,500.00	\$5,895.22	78.60%
65610 Reimbursable Equipment	\$0.00	\$4,500.00	\$4,500.00	100.00%
62510-62520 Resource Sharing Allocation	\$4,093.54	\$8,103.00	\$4,009.46	49.48%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$11,633.83	\$19,312.00	\$7,678.17	39.76%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$23,138.14	\$47,965.65	\$24,827.51	51.76%
Management Fee	\$33,423.84	\$50,784.73	\$17,360.89	34.19%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$176,192.78	\$241,891.64	\$65,698.86	27.16%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$67,890.38	\$100,000.00	\$32,109.62	32.11%
67426 Individual Career Services- New Service	\$1,699.00	\$6,000.00	\$4,301.00	71.68%
65602 Work Based Learning	\$25,251.44	\$96,717.92	\$71,466.48	73.89%
67422 On the Job Training	\$12,285.84	\$25,000.00	\$12,714.16	50.86%
5% WEX Markup	\$1,262.58	\$4,835.90	\$3,573.32	73.89%
Unobligated/Unbudgeted Grant	\$1,293.87	\$6,073.53	\$4,779.66	78.70%
TOTAL	\$643,628.14	\$1,206,299.98	\$562,671.84	

CIJDC
WIOA Statement of Revenue and Expenses- Dislocated Worker YTD
For the Month Ending February 28th, 2023

	Year to Date	Dislocated Worker Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Dislocated Worker	\$498,749.95	\$851,657.99	\$352,908.04	41.44%
WIOA Expenses				
Board Salaries and Benefits	\$20,885.92	\$30,108.27	\$9,222.35	30.63%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$35,048.53	\$51,152.00	\$16,103.47	31.48%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
60110-60190 Salaries	\$156,532.23	\$238,216.57	\$81,684.34	34.29%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$32,997.03	\$65,366.63	\$32,369.60	49.52%
60850 Mileage & Travel	\$6,511.42	\$24,249.00	\$17,737.58	73.15%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,873.30	\$5,793.41	\$1,920.11	33.14%
62830, 62860 Outreach & Public Relations / Job Fairs	\$1,730.68	\$5,000.00	\$3,269.32	65.39%
65610 Reimbursable Equipment	\$0.00	\$3,000.00	\$3,000.00	100.00%
62510-62520 Resource Sharing Allocation	\$2,637.13	\$5,125.00	\$2,487.87	48.54%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$9,917.05	\$15,069.12	\$5,152.07	34.19%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$22,340.93	\$37,737.80	\$15,396.87	40.80%
Management Fee	\$26,609.88	\$39,955.75	\$13,345.87	33.40%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$45,369.00	\$75,000.00	\$29,631.00	39.51%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$86,493.84	\$116,306.64	\$29,812.80	25.63%
67426 Individual Career Services- New Service	\$3,649.00	\$5,000.00	\$1,351.00	27.02%
65602 Work Based Learning	\$21,026.30	\$40,586.26	\$19,559.96	48.19%
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$1,051.31	\$2,029.31	\$978.00	48.19%
Unobligated/Unbudgeted Grant	\$1,113.73	\$6,073.53	\$4,959.80	81.66%
TOTAL	\$498,749.95	\$851,657.99	\$352,908.04	

CIJDC
WIOA Statement of Revenue and Expenses- NDWG YTD
For the Month Ending February 28th, 2023

	Year to Date	NDWG Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- NDWG	\$31,534.30	\$234,163.40	\$202,629.10	86.53%
WIOA Expenses				
Board Salaries and Benefits	\$362.83	\$3,358.26	\$2,995.43	89.20%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
One Stop Operator	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$14,307.24	\$31,311.53	\$17,004.29	54.31%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$3,610.95	\$8,591.88	\$4,980.93	57.97%
60850 Mileage & Travel	\$50.00	\$1,406.25	\$1,356.25	96.44%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$35.00	\$210.00	\$175.00	83.33%
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,940.22	\$4,000.00	\$59.78	1.49%
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$0.00	\$513.45	\$513.45	100.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$2,056.92	\$4,384.05	\$2,327.13	53.08%
Management Fee	\$2,991.76	\$4,641.72	\$1,649.96	35.55%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$4,179.38	\$175,746.26	\$171,566.88	97.62%
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL	\$31,534.30	\$234,163.40	\$176,057.42	

CIJDC
WIOA Statement of Revenue and Expenses- Youth Combined YTD
For the Month Ending February 28th, 2023

	Year to Date	Youth Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Youth	\$877,138.59	\$1,929,200.48	\$1,052,061.89	54.53%
WIOA Expenses				
Board Salaries and Benefits	\$21,325.04	\$30,108.27	\$8,783.23	29.17%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$36,110.55	\$52,702.09	\$16,591.54	31.48%
Contractual RFP's	\$3,440.00	\$25,091.67	\$21,651.67	86.29%
One Stop Operator	\$20,962.66	\$35,797.03	\$14,834.37	41.44%
60110-60190 Salaries	\$375,755.88	\$558,777.32	\$183,021.44	32.75%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$94,281.28	\$153,328.50	\$59,047.22	38.51%
60850 Mileage & Travel	\$21,003.83	\$37,523.53	\$16,519.70	44.02%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$12,768.84	\$22,439.00	\$9,670.16	43.10%
62830, 62860 Outreach & Public Relations / Job Fairs	\$4,231.39	\$42,500.00	\$38,268.61	90.04%
65610 Reimbursable Equipment	\$2,327.03	\$111,207.81	\$108,880.78	97.91%
62510-62520 Resource Sharing Allocation	\$12,651.75	\$16,341.00	\$3,689.25	22.58%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$23,122.09	\$29,976.00	\$6,853.91	22.86%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$56,962.62	\$101,389.32	\$44,426.70	43.82%
Management Fee	\$71,127.15	\$107,348.25	\$36,221.10	33.74%
65602, 65603 Work Experience	\$22,591.90	\$321,788.64	\$299,196.74	92.98%
67408 Instructional Training	\$13,207.00	\$58,000.00	\$44,793.00	77.23%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$28,921.73	\$90,980.43	\$62,058.70	68.21%
67426 Individual Career Services- New Service	\$0.00	\$14,324.40	\$14,324.40	100.00%
67422 On the Job Training	\$251.79	\$25,000.00	\$24,748.21	98.99%
67418, 67420 Client Awards/Incentives	\$51,929.07	\$72,414.26	\$20,485.19	28.29%
5% WEX Markup	\$1,129.60	\$16,089.43	\$14,959.83	92.98%
Unobligated/Unbudgeted Grant	\$3,037.39	\$6,073.53	\$3,036.14	49.99%
TOTAL	\$877,138.59	\$1,929,200.48	\$1,052,061.89	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$1,816.44			
Staff Wages	\$86,533.06			
Client Wage Subsidy	\$20,690.32			
Client Wages Taxes	\$1,901.58			
WEX Markup 5%	\$1,129.60			
On the Job Training	\$0.00			
Client Awards / Incentives	\$26,775.00			
VR Headsets for WBL Training	\$2,327.03			
Total WEP Expenditures	\$141,173.03	\$385,840.10	\$244,667.07	63.41%

CIJDC
WIOA Statement of Revenue and Expenses- Youth Out of School YTD
For the Month Ending February 28th, 2023

	Year to Date	Youth Out of School Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- Youth Out of School	\$679,564.39	\$1,375,634.61	\$696,070.22	50.60%
WIOA Expenses				
Board Salaries and Benefits	\$15,993.78	\$22,581.20	\$6,587.42	29.17%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$27,082.92	\$39,526.57	\$12,443.65	31.48%
Contractual RFP's	\$2,580.00	\$18,818.75	\$16,238.75	86.29%
One Stop Operator	\$15,721.98	\$26,847.77	\$11,125.79	41.44%
60110-60190 Salaries	\$287,091.06	\$440,923.84	\$153,832.78	34.89%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$71,996.02	\$120,989.50	\$48,993.48	40.49%
60850 Mileage & Travel	\$16,178.47	\$28,172.53	\$11,994.06	42.57%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$9,689.13	\$17,371.00	\$7,681.87	44.22%
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,682.30	\$34,000.00	\$30,317.70	89.17%
65610 Reimbursable Equipment	\$1,749.99	\$88,966.25	\$87,216.26	98.03%
62510-62520 Resource Sharing Allocation	\$10,284.69	\$12,061.00	\$1,776.31	14.73%
Professional Services and Business Expenses	\$17,912.61	\$24,230.00	\$6,317.39	26.07%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$43,658.34	\$79,968.28	\$36,309.94	45.41%
Management Fee	\$55,993.41	\$84,668.24	\$28,674.83	33.87%
65602, 65603 Work Experience	\$14,913.24	\$118,740.63	\$103,827.39	87.44%
67408 Instructional Training	\$13,207.00	\$58,000.00	\$44,793.00	77.23%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$24,075.42	\$60,765.12	\$36,689.70	60.38%
67426 Individual Career Services- New Service	\$0.00	\$6,580.47	\$6,580.47	100.00%
67422 On the Job Training	\$251.79	\$25,000.00	\$24,748.21	98.99%
67418,67420 Client Awards/Incentives	\$44,479.07	\$56,931.28	\$12,452.21	21.87%
5% WEX Markup	\$745.67	\$5,937.03	\$5,191.36	87.44%
Unobligated/Unbudgeted Grant	\$2,277.50	\$4,555.15	\$2,277.65	50.00%
TOTAL	\$679,564.39	\$1,375,634.61	\$696,070.22	

WEP- 20% Expected Expenditure

Board Staff Salaries	\$1,362.33			
Staff Wages	\$62,962.72			
Client Wage Subsidy	\$13,659.85			
Client Wages Taxes	\$1,253.39			
WEX Markup 5%	\$745.67			
On the Job Training	\$0.00			
Client Awards / Incentives	\$22,425.00			
VR Headsets for WBL Training	\$1,749.99			
Total WEP Expenditures	\$104,158.95	\$291,020.10	\$186,861.15	64.21%

CIJDC
WIOA Statement of Revenue and Expenses- Youth In School YTD
For the Month Ending February 28th, 2023

	Year to Date	Youth in School Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Youth In School	\$197,574.20	\$553,565.84	\$355,991.64	64.31%
WIOA Expenses				
Board Salaries and Benefits	\$5,331.25	\$7,527.07	\$2,195.82	29.17%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$9,027.63	\$13,175.52	\$4,147.89	31.48%
Contractual RFP's	\$860.00	\$6,272.92	\$5,412.92	86.29%
One Stop Operator	\$5,240.68	\$8,949.26	\$3,708.58	41.44%
60110-60190 Salaries	\$88,664.82	\$117,853.47	\$29,188.65	24.77%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$22,285.26	\$32,338.99	\$10,053.73	31.09%
60850 Mileage & Travel	\$4,825.36	\$9,351.00	\$4,525.64	48.40%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,079.71	\$5,068.00	\$1,988.29	39.23%
62830, 62860 Outreach & Public Relations / Job Fairs	\$549.09	\$8,500.00	\$7,950.91	93.54%
65610 Reimbursable Equipment	\$577.04	\$22,241.56	\$21,664.52	97.41%
62510-62520 Resource Sharing Allocation	\$2,367.06	\$4,280.00	\$1,912.94	44.69%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$5,209.48	\$5,746.00	\$536.52	9.34%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$13,304.28	\$21,421.03	\$8,116.75	37.89%
Management Fee	\$15,133.75	\$22,680.01	\$7,546.26	33.27%
65602, 65603 Work Experience	\$7,678.66	\$203,048.01	\$195,369.35	96.22%
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$4,846.31	\$30,215.31	\$25,369.00	83.96%
67426 Individual Career Services- New Service	\$0.00	\$7,743.93	\$7,743.93	100.00%
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67418,67420 Client Awards/Incentives	\$7,450.00	\$15,482.98	\$8,032.98	51.88%
5% WEX Markup	\$383.93	\$10,152.40	\$9,768.47	96.22%
Unobligated/Unbudgeted Grant	\$759.89	\$1,518.38	\$758.49	49.95%
TOTAL	\$197,574.20	\$553,565.84	\$355,991.64	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$454.11			
Staff Wages	\$23,570.34			
Client Wage Subsidy	\$7,030.47			
Client Wages Taxes	\$648.19			
WEX Markup 5%	\$383.93			
On the Job Training	\$0.00			
Client Awards / Incentives	\$4,350.00			
VR Headsets for WBL Training	\$577.04			
Total WEP Expenditures	\$37,014.08	\$97,006.70	\$59,992.62	61.84%

CIJDC
WIOA Statement of Revenue and Expenses- One Stop Operator YTD
For the Month Ending February 28th, 2023

	Year to Date	OSO Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Adult	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
WIOA Grant- Dislocated Worker	\$20,962.67	\$35,797.03	\$14,834.36	41.44%
WIOA Grant- Youth	\$20,692.66	\$35,797.03	\$15,104.37	42.19%
TOTAL	\$62,618.00	\$107,391.09	\$44,773.09	41.69%
WIOA Expenses				
Board Salaries and Benefits	\$0.00	\$0.00	\$0.00	#DIV/0!
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$38,736.22	\$51,464.97	\$12,728.75	24.73%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$8,553.70	\$12,718.82	\$4,165.12	32.75%
60850 Mileage & Travel	\$2,174.73	\$5,605.00	\$3,430.27	61.20%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$485.87	\$1,045.00	\$559.13	53.51%
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$0.00	#DIV/0!
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
Professional Services and Business Expenses	\$906.77	\$1,109.00	\$202.23	18.24%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$5,260.76	\$7,503.63	\$2,242.87	29.89%
Management Fee	\$6,769.95	\$7,944.64	\$1,174.69	14.79%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL	\$62,888.00	\$87,391.06	\$3,619.79	

Administration:

	PY21 Carryover	FY22 Carryover	PY 22	FY23	Cumulative Totals
Grant	\$22,556.31	\$144,567.72	\$178,978.00	\$147,137.00	\$493,239.03
Unobligated Funds	\$0.00	\$0.00	\$0.00	\$95,784.82	\$95,784.82
Total Obligated Funds	\$22,556.31	\$144,567.72	\$178,978.00	\$51,352.18	\$397,454.21
Expenditures to Date	\$22,556.31	\$144,567.72	\$49,279.40	\$0.00	\$216,403.43
Obligated Balance as of (11/30/22)	\$0.00	\$0.00	\$129,698.60	\$51,352.18	\$181,050.78
Unspent Funds	\$0.00	\$0.00	\$129,698.60	\$51,352.18	\$181,050.78
Funds that can be carried over	\$0.00	\$0.00	\$178,978.00	\$147,137.00	\$326,115.00

Dislocated Workers:

	FY22 Carryover	PY 22	FY 23	Cumulative Totals
Grant	\$180,288.99	\$159,003.00	\$512,366.00	\$851,657.99
Unobligated Funds	\$0.00	\$0.00	\$4,959.80	\$4,959.80
Total Obligated Funds	\$180,288.99	\$159,003.00	\$507,406.20	\$846,698.19
Expenditures to date	\$180,288.99	\$159,003.00	\$159,457.96	\$498,749.95
Obligated Balance as of (11/30/22)	\$0.00	\$0.00	\$352,908.04	\$352,908.04
Unspent funds	\$0.00	\$0.00	\$352,908.04	\$352,908.04
Funds that can be carried over	\$0.00	\$31,800.60	\$102,473.20	\$134,273.80

Adult:

	FY22 Carryover	PY22	FY23	Cumulative Totals
Grant	\$212,751.97	\$181,674.00	\$811,874.00	\$1,206,299.97
Unobligated Funds	\$0.00	\$0.00	\$4,959.80	\$4,959.80
Total Obligated Funds	\$212,751.97	\$181,674.00	\$806,914.20	\$1,201,340.17
Expenditures to date	\$212,751.97	\$181,674.00	\$249,202.17	\$643,628.14
Obligated Balance as of (11/30/22)	\$0.00	\$0.00	\$557,712.03	\$557,712.03
Unspent funds	\$0.00	\$0.00	\$557,712.03	\$557,712.03
Funds that can be carried over	\$0.00	\$0.00	\$162,374.80	\$162,374.80

Youth Combined:

	PY21 Carryover	PY 22	Cumulative Totals
Grant	\$659,066.47	\$1,270,134.00	\$1,929,200.47
Unobligated Funds	\$0.00	\$3,036.14	\$3,036.14
Total Obligated Funds	\$659,066.47	\$1,267,097.86	\$1,926,164.33
Expenditures to date	\$659,066.47	\$218,072.12	\$877,138.59
Obligated Balance as of (10/31/22)	\$0.00	\$1,049,025.74	\$1,049,025.74
Unspent funds	\$0.00	\$1,049,025.74	\$1,049,025.74
Funds that can be carried over	\$0.00	\$254,026.80	\$254,026.80

Youth Work Experience:

	PY21 Carryover	PY 22 Expenses	Cumulative Totals
Drawn Amount to Date	\$659,066.47	\$218,072.12	\$877,138.59
Work Experience Expended	\$131,813.29	\$9,359.74	\$141,173.03
Work Experience Required	\$131,813.29	\$254,026.80	\$385,840.09
Percentage Expended	100%	4%	37%

NDWG:

Grant	\$234,163.40
Unobligated Funds	\$3,125.30
Total Obligated Funds	\$231,038.10
Expenditures to date	\$31,534.30
Obligated Balance as of (10/31/22)	\$199,503.80
Unspent funds	\$199,503.80
Funds that can be carried over	\$0.00

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending January 31st, 2023**

	Administration	SIRPC Administration	Adult Program	SIRPC Adult Program
WIOA Grant Revenues				
WIOA Grant - Administration	\$216,403.43	\$172,411.43		
WIOA Grant- Adult			\$622,665.47	\$642,616.60
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$216,403.43	\$172,411.43	\$622,665.47	\$642,616.60
WIOA Expenses				
Board Salaries and Benefits	\$114,769.10	\$77,681.94	\$23,336.84	\$16,454.88
Fiscal Agent Costs	\$51,153.00	\$48,763.29	\$0.00	\$0.00
Subleases	\$0.00	\$0.00	\$35,048.53	\$26,554.23
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$1,717.84
One Stop Operator	\$0.00	\$0.00	\$20,962.67	\$14,756.06
60110-60190 Salaries	\$0.00	\$0.00	\$158,139.51	\$189,206.64
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$36,061.02	\$49,504.88
60850 Mileage & Travel	\$22,585.54	\$9,932.18	\$6,483.63	\$6,530.69
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$236.76	\$122.36	\$3,825.92	\$4,908.87
62830, 62860 Outreach & Public Relations / Job Fairs	\$547.58	\$13,463.33	\$1,604.78	\$10,869.30
65610 Reimbursable Equipment	\$2,235.07	\$3,194.33	\$0.00	\$8,741.03
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$4,093.54	\$6,778.45
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$3,226.66	\$6,647.13	\$11,633.83	\$2,206.32
Information Technology	\$4,321.75	\$3,209.74	\$0.00	\$0.00
Dues & Subscriptions	\$6,383.50	\$2,710.75	\$0.00	\$0.00
Meeting Expenses	\$769.80	\$748.15	\$0.00	\$0.00
Conferences and Trainings	\$9,640.56	\$5,193.13	\$0.00	\$0.00
Printing	\$534.11	\$745.10	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$23,138.14	\$26,282.22
Management Fee	\$0.00	\$0.00	\$33,423.84	\$28,172.31
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$53,309.05
67408 Instructional Training	\$0.00	\$0.00	\$176,192.78	\$168,720.22
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$67,890.38	\$32,788.86
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$1,699.00	\$0.00
67422 On the Job Training	\$0.00	\$0.00	\$25,251.44	\$7,205.36
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$12,285.84	\$0.00
5% WEX Markup	\$0.00	\$0.00	\$1,262.58	\$2,665.45
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$1,293.87	\$0.00
TOTAL	\$216,403.43	\$172,411.43	\$622,665.47	\$642,616.60

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending January 31st, 2023**

	Dislocated Worker Program	SIRPC Dislocated Worker Program	NDWG Program	SIRPC NDWG Program
WIOA Grant Revenues				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker	\$477,787.28	\$329,014.42		
WIOA Grant- NDWG			\$31,713.49	\$25,139.20
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$477,787.28	\$329,014.42	\$31,713.49	\$25,139.20
WIOA Expenses				
Board Salaries and Benefits	\$20,885.92	\$16,454.88	\$362.83	\$5,177.24
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$35,048.53	\$26,554.23	\$0.00	\$0.00
Contractual RFP's	\$0.00	\$1,734.47	\$0.00	-\$0.03
One Stop Operator	\$20,962.67	\$14,756.06	\$0.00	\$0.00
60110-60190 Salaries	\$156,532.23	\$121,281.55	\$14,307.24	\$7,917.80
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$32,997.03	\$26,323.31	\$3,610.95	\$827.58
60850 Mileage & Travel	\$6,511.42	\$5,083.83	\$50.00	\$6.25
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$3,873.30	\$3,068.20	\$35.00	\$21.91
62830, 62860 Outreach & Public Relations / Job Fairs	\$1,730.68	\$6,954.54	\$3,940.22	\$0.00
65610 Reimbursable Equipment	\$0.00	\$7,633.68	\$0.00	\$0.00
62510-62520 Resource Sharing Allocation	\$2,637.13	\$4,677.39	\$0.00	\$0.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$9,917.05	\$1,927.15	\$0.00	\$0.00
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$22,340.93	\$16,872.56	\$2,056.92	\$857.18
Management Fee	\$26,609.88	\$23,548.85	\$2,991.76	\$3,646.50
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00
67408 Instructional Training	\$45,369.00	\$44,173.79	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$86,493.84	\$22,725.99	\$0.00	\$0.00
67426 Individual Career Services- New Service	\$3,649.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$21,026.30	\$0.00	\$0.00	\$6,684.77
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$4,179.38	\$0.00
5% WEX Markup	\$1,051.31	\$0.00	\$0.00	\$0.00
Unobligated/Unbudgeted Grant	\$1,113.73	\$0.00	\$179.19	\$0.00
TOTAL	\$477,787.28	\$329,014.42	\$31,713.49	\$25,139.20

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending January 31st, 2023**

	Youth Program Out of School	SIRPC Youth Program Out of School	Youth Program In School	SIRPC Youth Program In School
WIOA Grant Revenues				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School	\$663,842.41	\$344,030.32		
WIOA Grant- Youth In School			\$192,333.52	\$91,923.82
TOTAL	\$663,842.41	\$344,030.32	\$192,333.52	\$91,923.82
WIOA Expenses				
Board Salaries and Benefits	\$15,993.78	\$14,345.91	\$5,331.25	\$4,884.16
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$27,082.92	\$19,481.59	\$9,027.63	\$9,099.67
Contractual RFP's	\$2,580.00	\$1,791.18	\$860.00	\$924.17
One Stop Operator	\$15,721.98	\$7,378.04	\$5,240.68	\$7,378.04
60110-60190 Salaries	\$287,091.06	\$148,861.77	\$88,664.82	\$43,342.64
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$71,996.02	\$35,642.21	\$22,285.26	\$8,617.83
60850 Mileage & Travel	\$16,178.47	\$3,682.75	\$4,825.36	\$1,024.76
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$9,689.13	\$4,625.63	\$3,079.71	\$1,267.16
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,682.30	\$120.56	\$549.09	\$16.40
65610 Reimbursable Equipment	\$1,749.99	\$956.32	\$577.04	\$260.64
62510-62520 Resource Sharing Allocation	\$10,284.69	\$1,796.45	\$2,367.06	\$586.72
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$17,912.61	\$7,969.14	\$5,209.48	\$2,550.17
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$43,658.34	\$18,526.05	\$13,304.28	\$5,449.76
Management Fee	\$55,993.41	\$37,629.43	\$15,133.75	\$9,755.77
65602, 65603 Work Experience	\$14,913.24	\$37,004.90	\$7,678.66	\$3,160.92
67408 Instructional Training	\$13,207.00	\$2,715.50	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$24,075.42	\$4,343.96	\$4,846.31	\$650.00
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$251.79	\$882.56	\$0.00	\$0.00
67418,67420 Client Awards/Incentives	\$44,479.07	\$1,815.00	\$7,450.00	\$175.00
5% WEX Markup	\$745.67	\$1,839.41	\$383.93	\$158.05
Unobligated/Unbudgeted Grant	\$2,277.50	\$0.00	\$759.89	\$0.00
TOTAL	\$663,842.41	\$344,030.32	\$192,333.52	\$91,923.82

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending January 31st, 2023**

	One Stop Operator	SIRPC One Stop Operator	Year To Date	SIRPC Year To Date
WIOA Grant Revenues				
WIOA Grant - Administration	\$0.00	\$0.00	\$216,403.43	\$172,411.43
WIOA Grant- Adult	\$20,962.67	\$14,756.06	\$643,628.14	\$657,372.66
WIOA Grant- Dislocated Worker	\$20,962.67	\$14,756.06	\$498,749.95	\$343,770.48
WIOA Grant- NDWG	\$0.00	\$0.00	\$31,713.49	\$25,139.20
WIOA Grant- Youth Out of School	\$15,721.98	\$7,378.04	\$679,564.39	\$351,408.36
WIOA Grant- Youth In School	\$5,240.68	\$7,378.04	\$197,574.20	\$99,301.86
TOTAL	\$62,888.00	\$44,268.20	\$2,267,633.60	\$1,649,403.99
WIOA Expenses				
Board Salaries and Benefits	\$0.00	\$0.00	\$180,679.72	\$134,999.01
Fiscal Agent Costs	\$0.00	\$0.00	\$51,153.00	\$48,763.29
Subleases	\$0.00	\$0.00	\$106,207.61	\$81,689.72
Contractual RFP's	\$0.00	\$76.40	\$3,440.00	\$6,244.03
One Stop Operator	\$0.00	\$0.00	\$62,888.00	\$44,268.20
60110-60190 Salaries	\$38,736.22	\$28,741.34	\$704,734.86	\$539,351.74
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$8,553.70	\$5,570.33	\$166,950.28	\$126,486.14
60850 Mileage & Travel	\$2,174.73	\$1,539.61	\$56,634.42	\$27,800.07
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$485.87	\$399.92	\$20,739.82	\$14,414.05
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$12,054.65	\$31,424.13
65610 Reimbursable Equipment	\$0.00	\$0.00	\$4,562.10	\$20,786.00
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$19,382.42	\$13,839.01
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$906.77	\$209.27	\$47,899.63	\$21,509.18
Information Technology	\$0.00	\$0.00	\$4,321.75	\$3,209.74
Dues & Subscriptions	\$0.00	\$0.00	\$6,383.50	\$2,710.75
Meeting Expenses	\$0.00	\$0.00	\$769.80	\$748.15
Conferences and Trainings	\$0.00	\$0.00	\$9,640.56	\$5,193.13
Printing	\$0.00	\$0.00	\$534.11	\$745.10
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$5,260.76	\$3,569.65	\$104,498.61	\$71,557.42
Management Fee	\$6,769.95	\$4,161.67	\$134,152.64	\$106,914.53
65602, 65603 Work Experience	\$0.00	\$0.00	\$22,591.90	\$93,474.87
67408 Instructional Training	\$0.00	\$0.00	\$234,768.78	\$215,609.51
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$183,305.95	\$60,508.81
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$5,348.00	\$0.00
67422 On the Job Training	\$0.00	\$0.00	\$46,529.53	\$14,772.69
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$68,394.29	\$1,990.00
5% WEX Markup	\$0.00	\$0.00	\$3,443.49	\$4,662.91
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$5,624.18	\$0.00
TOTAL	\$62,888.00	\$44,268.19	\$2,262,009.42	\$1,649,403.98

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending January 31st, 2023**

	Total Annual Budget	SIRPC Total Annual Budget	Remaining Budget	SIRPC Remaining Budget
WIOA Grant Revenues				
WIOA Grant - Administration	\$493,239.03	\$473,726.54	\$276,835.60	\$301,315.11
WIOA Grant- Adult	\$1,206,299.98	\$1,100,967.64	\$562,671.84	\$443,594.98
WIOA Grant- Dislocated Worker	\$851,657.99	\$870,737.27	\$352,908.04	\$526,966.79
WIOA Grant- NDWG	\$234,163.40	\$289,419.00	\$202,449.91	\$264,279.80
WIOA Grant- Youth Out of School	\$1,375,634.61	\$1,341,173.17	\$696,070.22	\$989,764.81
WIOA Grant- Youth In School	\$553,565.84	\$277,245.76	\$355,991.64	\$177,943.90
TOTAL	\$4,714,560.85	\$4,353,269.38	\$2,446,927.25	\$2,703,865.39
WIOA Expenses				
Board Salaries and Benefits	\$304,440.97	\$196,908.77	\$123,761.25	\$61,909.76
Fiscal Agent Costs	\$68,196.31	\$72,500.00	\$17,043.31	\$23,736.71
Subleases	\$155,006.09	\$111,050.00	\$48,798.48	\$29,360.28
Contractual RFP's	\$75,275.01	\$22,851.00	\$71,835.01	\$16,606.97
One Stop Operator	\$107,391.09	\$99,882.00	\$44,503.09	\$55,613.80
60110-60190 Salaries	\$1,128,481.24	\$1,020,952.43	\$423,746.38	\$481,600.69
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$309,655.26	\$243,165.26	\$142,704.98	\$116,679.12
60850 Mileage & Travel	\$123,341.35	\$103,609.00	\$66,706.93	\$75,808.93
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$41,202.41	\$34,409.63	\$20,462.59	\$19,995.58
62830, 62860 Outreach & Public Relations / Job Fairs	\$74,000.00	\$65,729.15	\$61,945.35	\$34,305.02
65610 Reimbursable Equipment	\$123,707.81	\$31,422.24	\$119,145.71	\$10,636.24
62510-62520 Resource Sharing Allocation	\$29,569.00	\$28,735.00	\$10,186.58	\$14,895.99
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$73,370.57	\$35,777.51	\$25,470.94	\$14,268.33
Information Technology	\$7,000.00	\$2,801.99	\$2,678.25	-\$407.75
Dues & Subscriptions	\$10,000.00	\$10,000.00	\$3,616.50	\$7,289.25
Meeting Expenses	\$4,000.00	\$2,500.00	\$3,230.20	\$1,751.85
Conferences and Trainings	\$15,000.00	\$15,371.86	\$5,359.44	\$10,178.73
Printing	\$4,000.00	\$7,007.00	\$3,465.89	\$6,261.90
Special Initiatives	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Indirect Cost	\$191,476.82	\$141,142.77	\$86,978.21	\$69,585.35
Management Fee	\$202,730.45	\$163,509.63	\$68,577.81	\$56,595.10
65602, 65603 Work Experience	\$459,092.82	\$288,851.00	\$436,500.92	\$195,376.13
67408 Instructional Training	\$374,891.64	\$449,449.00	\$140,122.86	\$233,839.49
Incumbent Worker Training	\$50,000.00	\$0.00	\$50,000.00	\$0.00
67412 Customer Support Service	\$307,287.07	\$335,620.00	\$123,981.12	\$275,111.19
67426 Individual Career Services- New Service	\$25,324.40	\$0.00	\$19,976.40	\$0.00
67422 On the Job Training	\$225,746.26	\$394,256.00	\$179,216.73	\$379,483.31
67418,67420 Client Awards/Incentives	\$72,414.26	\$22,503.00	\$4,019.97	\$20,513.00
5% WEX Markup	\$22,954.64	\$14,443.00	\$19,511.15	\$9,780.09
Unobligated/Unbudgeted Grant	\$117,130.71	\$538,704.14	\$111,506.53	\$538,704.14
TOTAL	\$4,717,686.18	\$4,353,269.38	\$2,450,052.58	\$2,703,865.40

Board Report



Mississippi Valley Workforce Development Board

Board Report

Prepared for April 18th, 2023 CEO Meeting

General Updates

- IWD Monitoring concluded and the final monitoring report was provided. There were 6 findings and no disallowed costs. We have submitted our corrective action plan and the plan has been accepted by IWD and PY22 monitoring is closed.
- We completed local monitoring and there were only two findings. We will present the report once the corrective action plan has been submitted and approved.
- The annual Statewide Board Training to be held on June 1st in Ankeny has been postponed until a later date.
- Update on Retrain & Retain Grants awarded.
- Update on Job Quality Academy to be notified on April 14th.

Executive Committee Updates

- A transfer of \$30,000 from the Adult budget to the DW budget was processed and approved.
- Voted to serve as the Local Grant Recipient
- Approved a new Hiring Policy
- One Stop Operator Q2 Key Performance Indicator report was approved in full.
- Modified Retrain & Retain Grant policy to make retail establishments eligible to apply.
- Reviewed Youth Performance
- Approved new youth program logo



Upcoming Activities

- In-person May full board meeting
- Determining local area in-demand industries
- Extend Service Provider and One Stop Operator Contracts
- Board Elections
- Prepare Annual Budgets
- Board Re-Appointments (CEO Responsibility)

Sub-recipient Update

Mandy Tripp

From: Miranda Swafford
Sent: Friday, April 7, 2023 10:56 AM
To: Mandy Tripp
Subject: FW: WIOA TA - Procurement of a Fiscal Agent

Just include this email for the Local Grant Recipient CEO agenda item.

Sincerely,
Miranda Swafford, MPA
Executive Director
Mississippi Valley Workforce Development Board



www.mississippivalleyworkforce.org

www.iowaworks.gov

Phone: 1-844-967-5365

Cell: 319-759-8980

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From: McNertney, Michelle [IWD] <Michelle.McNertney@iwd.iowa.gov>

Sent: Friday, April 7, 2023 10:43 AM

To: Board Support <boardsupport@northeastiafdb.org>; Natalie McGee <timmac@iowatelecom.net>; Bob Yoder <byoder@co.washington.ia.us>; Dan Christensen <christensenmowing@gmail.com>; dseams@waynecountyia.org; Heidi Nederhoff <heidi.nederhoff@grundycountyiowa.gov>; John Beard <john.beard@co.winneshiek.ia.us>; Kyle Stecker <kstecker@kossuthcounty.iowa.gov>; Sandy Loney <sloney@humboldtcountyia.org>; Scott Belt <scott.belt@pottcounty-ia.gov>; Sis Grieman <showcows@comm1net.net>; Steve VanOort <steve.vanoort@polkcountyiowa.gov>; Andrea Taylor, Associate Director <associate@mississippivalleyworkforce.org>; Dr. Jesse Bolinger <jesse@bolinger.org>; Eric Kress <eric.kress@ciwdb.org>; Erika Lippmann <erika@northeastiafdb.org>; Heather Garcia <heather@workforcedevelopmentboards.com>; Krista Tedrow <executivedirector@sciwalwdb.org>; Elizabeth Rodriguez <elizabeth.rodriguez@eciwdb.org>; Jean Logan <jlogan@caasiouxland.org>; Miranda Swafford <director@mississippivalleyworkforce.org>; Taylor Williams <taylor@northeastiafdb.org>; Breezy Struthers-Drake <breezy@modernkitchendesign.com>; Dennis Duke <dduke@carlanelsonco.com>; Jennifer Briester <jennifer@crownpointbuildersinc.com>; Kyle Bangert <bangert.kyle@gmail.com>; Samantha Roth <roths@sunriseretirement.com>; Stefanie Rupert <srupert@collinscu.org>; T. Waldmann-Williams <twwcmw@gmail.com>; turnquist.carrie@bvrmc.org; director@unioncountyiowa.com
Cc: Wendy Greenman <wendy.greenman@iwd.iowa.gov>; Kennedy, Victor [IWD] <victor.kennedy@iwd.iowa.gov>; Axiotis, Brooke [IWD] <Brooke.Axiotis@iwd.iowa.gov>
Subject: WIOA TA - Procurement of a Fiscal Agent

Good morning,

This email is being sent to all CLEOs, Board Chairs, and Board staff. Please distribute locally as you see fit.

As discussed this morning on the Office Hours call, I recently received the following question from one of the local areas:

When the CLEO sends official notification to IWD that he or she has designated an alternate entity to serve as the local grant recipient (subrecipient), does the CLEO designate the Fiscal Agent at the same time, or does the designated local grant recipient have to execute the procurement process for a Fiscal Agent?

The answer is twofold:

The CLEO has to designate the local grant recipient. If the CLEO is going to allow that designated local grant recipient (subrecipient) to enter into a contract with another entity for Fiscal Agent services, the CLEO must expressly permit that in the designation of the local grant recipient. It will then be the designated local grant recipient (subrecipient) who will enter into the contract for fiscal agent services.

If the designated local grant recipient chooses to contract for services (e.g. contracting out fiscal agent duties or employer of record duties), the grant recipient must follow federal, state, and local procurement rules. This applies to all agreements the local grant recipient enters into, including subrecipient agreements with Title I service providers and the one-stop operator.

However, 2 CFR 200.320(c)(4) allows noncompetitive procurement if the pass-through entity (IWD) expressly authorizes a noncompetitive procurement in response to a written request from the non-federal entity. In this situation, the designated local grant recipient is the non-federal entity and can make a written request to IWD to allow for noncompetitive procurement of a fiscal agent and/or employer of record services. Due to the current transition, IWD will allow for noncompetitive procurement of a fiscal agent and/or employer of record services during the transition period of Program Year 2023 (July 1, 2023 - June 30, 2024). The designated local grant recipient request for noncompetitive procurement should provide the reason why competitive procurement cannot be completed (e.g. - not enough time to procure prior to the start of the new Program Year).

While this information does not apply to local areas that are disbanding effective July 1, 2023, I will continue to send all TA and information to all local areas until the transition of local areas is complete.

Please let me know if you have any questions or need any technical assistance through this process.

Thank you

Michelle McNertney

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Annual Audit



ANDERSON, LARKIN & CO., P.C.
Certified Public Accountants
"Your Success Is Our Business."

Kenneth E. Crosser, CPA
April D. Crosser, CPA
Michael J. Podliska, CPA
Alexander T. Barr, CPA

January 19, 2023

To the Board of Directors of the
Southeast Iowa Regional Planning Commission

We have audited the financial statements of the governmental activities and the major fund of Southeast Iowa Regional Planning Commission for the year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and if applicable *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 7, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Southeast Iowa Regional Planning Commission are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year ended June 30, 2022. We noted no transactions entered into by Southeast Iowa Regional Planning Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting Southeast Iowa Regional Planning Commission's financial statements was:

Management's estimate of depreciation is based on past history and other relevant factors. We evaluated the key factors and assumptions used to develop the depreciation estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

To the Board of Directors of the
Southeast Iowa Regional Planning Commission
January 19, 2023
Page Two

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 19, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Southeast Iowa Regional Planning Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Southeast Iowa Regional Planning Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedule of the Commission's proportionate share of the net pension liability and the schedule of Commission contributions, which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of Southeast Iowa Regional Planning Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

ANDERSON, LARKIN & CO., P.C.

Anderson, Larkin & CO., P.C.

IWD Monitoring

Summary of IWD Monitoring Report

A full 14-page IWD monitoring report can be shared upon request. IWD PY22 monitoring is closed, and all corrective action plans have been accepted by IWD.

FINDINGS

Finding #1

During the review of participant files, it was discovered that the Objective Assessment Summary (OBA) and Individual Service Strategy (ISS) were not completed within 30 days of eligibility determination. For program participation, youth must have a completed OBA, ISS, and one of the fourteen youth elements. In addition, the completion of the OBA is important to assess the service needs of the participant, while the creation of the ISS outlines the appropriate service goals and objectives.

Corrective Action Plan

The service provider updated the case management enrollment checklist so that the OBA and ISS are completed within 30 days of enrollment. All new enrollments are reviewed by Operations Supervisors within 20 days of enrollment to ensure this process is completed. Career Navigators trained in this process on 1/24/23.

Finding #2

During the review of participant files, it was discovered that youth goals were not documented as being achieved by their estimated date of completion. While progress reviews were documented, they did not include a review of the specific Individual Service Strategy (ISS) goals, nor were the goals updated to reflect the completion of the goal. This is important, as the ISS serves as the main mechanism for evaluating and tracking participant progress in relation to their goals.

Corrective Action Plan

Staff completed training on the career pathway goal development, keeping goals specific, realistic length, aligning goals with OAS and ISS case notes; benchmark goals opening for less than 1 year, best practices for review dates on goals, and goal reporting; and closing goals and objectives; documenting progress towards goals at the time of review, potential extensions needed, and organizational methods. Operations Supervisors also met individually with Career Navigators to set up IowaWORKS alerts. We request the IowaWORKS youth goals report, in case management program specific, to be researched for usage as this report does not seem to be functioning as of this request.

Finding #3

During the review of participant files, it was discovered that training services were provided in a manner that did not maximize informed consumer choice in selecting an eligible training provider. Informed choice plays a significant role in career planning and ensuring the participant explores all available providers and programs to attend the program that best suits their career objectives.

Corrective Action Plan

The training was held on 1/24/23 regarding the thorough completion of the consumer choice worksheet, ensuring the participant is the one completing it and the accurate review of the ETPL with During the training, the consumer choice worksheet was shown, an example of a completed worksheet with multiple ETPL choices was given and an example of a worksheet with only one certificate from the ETPL was shown. Each situation was demonstrated on how to complete and the importance of completing the LMI data, walking through the tool to completion with participants to demonstrate consumer choice and guidance on their career pathway.

Finding #4

During the review of participant files, there were several observed instances where services were not being accurately delivered or documented according to state and local policy. For effective service delivery, accurate documentation, and sound performance and reporting, it is important service delivery aligns with policies.

Corrective Action Plan

State IDs: 2202685831; 2202878698; & 2202878698 were all confirmed to have correct support services paid case notes. The rest of the cases reviewed have been corrected in case notes. The service provider trained staff on 1/11/23 on entering case notes for paid support services and utilization of case note templates.

Regarding condition #2, the state's response to questions indicates that local policy applies to the condition. The board will update the current local support services policy to clearly identify to staff which local support service payment ties to each option in the Iowa *WORKS* system. Once the policy has been updated appropriate training will be provided to staff.

Regarding condition #3; training was held regarding PVA and OST on 1/24/23 for Career Navigators, those in attendance were Kendra Schaapveld, Logan Akers, Sumita Amrik, Cynthia Anderson, Alicia Domino Keenan, Makenzie Failyer, Leah Haberichter, Robert Hummel, Jamie McLaughlin, Deborah Leatherman, Megan Race, Jennifer Schuster, Brent Schwoebel, Tabytha Seigfried, Cheryl Tipsword, Dashawn Banks, Shannon Weaver, Tyler Weger, and Autumn Fjeld. Taylor Longstreth and Tabytha Seigfried were trained on 1/23/23.

Finding #5

During the review of participant files, it was discovered that the grant outcome was not entered for a participant. The grant outcome is required for reporting purposes specifically related to National Dislocated Worker Grants (NDWG). This is important to ensure accurate performance and reporting.

Corrective Action Plan

Quality Assurance staff completed a review to ensure compliance with the grant outcome was completed on all NDWG files. The training was held on 1/24/23 regarding the NDWG grant outcome ribbon. Quality Assurance staff emailed the desk aid directions to staff and presented the steps in a live demonstration.

Finding #6

During the onsite review, it was observed that specific equal opportunity and nondiscrimination guidelines were not followed. No quarterly complaint logs have been received to date. This was an area of concern during PY21 monitoring.

Corrective Action Plan

Condition #2: Brochures and pamphlets do not include the required tagline or Relay
This condition was removed by IWD as it was not Title I materials lacking this required information.

An SOP has been written for this process and quarterly the Title III Operations Manager will email the logs to the state EOO and copy the local EOO into this communication. The local EOO will file the confirmation of the submission of these logs for documentation purposes.

If the LWDB is going to receive findings for actions taken or not taken by Title III all communication regarding Equal Opportunity policies and procedures should be sent directly to the local EOO and not to the Title III Operations Managers. It is the responsibility of the EOO to keep the relevant parties informed of changes and requirements regarding Equal Opportunity.

AREAS OF CONCERN

Areas of Concern #1

The results of basic skills assessments completed as part of the Objective Assessment Summary were not documented within the Assessments Tab of some of the participant files. Though they were documented in either case notes or the Testing Results Comments section of the Objective Assessment Summary, IWD would like to see the results documented within the Assessments Tab. This will allow for consistency, accurate IowaWORKS reporting, and the ability to better track participant improvements in basic skills development.

Area of Concern #2

State ID: 2203018456 – It was case noted on 7/25/2022 that the participant unsuccessfully completed the summer semester at Southeastern Community College. There was no documentation surrounding the reasons for the unsuccessful completion and no documentation that additional services were offered or provided to assist the participant to get back on track along her career pathway.

State ID: 2202672638 – It was case noted on 7/14/2022 that the participant contacted the Career Planner and informed them she quit her employment due to unfair treatment and age discrimination. The participant reported she filed for unemployment and would like to begin job searching immediately. There was no documentation of any further discussion and no documentation that services were offered or provided. The participant soft exited on 7/14/2022.

Area of Concern #3

While reviewing participant files, it was observed that an Occupational Skills Training (OST) service is entered on the Individual Employment Plan (IEP) for every semester the participant is in training. Along with each service, multiple case notes are documenting the justification for the OST and/or that the participant is entering training. IWD advises that only one OST is documented for the entire length of the training. Additionally, continue to complete an Individual Training Account and confirm the provider remains on the Eligible Training Provider List every semester.

Similarly, there are duplicate support services on the IEP that aren't necessary. The transportation (TRN) support service, for example, appears to be entered for every time and attendance sheet received for the OST service. It is advised that one TRN service is entered for the length of the training, or for each semester to coincide with the ITA timeframe, with one justification case note and a case note for every payment made.