



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEOs) Meeting Agenda

Tuesday, June 20, 2023, at 2 p.m.

Join Zoom Meeting

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

Meeting ID: 880 7426 4998 Passcode: 231878

One tap mobile US: [+13126266799](tel:+13126266799), [88074264998#](tel:+13126266799) or [+13017158592](tel:+13017158592), [88074264998#](tel:+13017158592)

| | |
|---|------------------|
| Call to Order | Jim Irwin |
| Roll Call | Mandy Tripp |
| *Approval of Agenda | Jim Irwin |
| *Approval of Previous Minutes | Jim Irwin |
| Financial Reports | FYI |
| CEO Training Questions | Miranda Swafford |
| *Revisions to the CEO Agreement (Page 26) | Miranda Swafford |
| *Annual Monitoring Report (Page 38) | Mandy Tripp |
| Review Attendance (Page 62) | Andrea Taylor |
| *Board Re-Appointments (Page 67) | Andrea Taylor |
| *New Board Member Appointments (Page 76) | Andrea Taylor |
| *Contract Extensions (Page 79) | Miranda Swafford |
| *Approve Fiscal Agent Budget (Page 84) | Miranda Swafford |
| *PY23 Budgets (Page 86) | Miranda Swafford |
| Business Services Update (Page 90) | Andrea Taylor |
| Board Report (Page 92) | 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 (CEOs) Meeting Agenda

Tuesday, April 18, at 2 p.m. via Zoom

CALLED TO ORDER

Irwin called the meeting to order at 2:03 p.m.

CEO PRESENT

Present: Jim Irwin, Chuck Holmes, Jean Dickson, Don Schwenker, Danny Chick, and Chad White

Absent: Shawn Maine, Shane McCampbell

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

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

APPROVAL OF MINUTES

Schwenker made a motion to approve the previous meeting minutes, seconded by Dickson, and the motion carried.

FINANCIAL REPORTS

Irwin asked if anyone had any questions regarding the financial reports that were included in the packet. There were no questions.

BOARD REPORT

The annual Statewide Board Training that was to be held in Ankeny on June 1st has been postponed at this time. Taylor reported that there has been a revision to the Retrain and Retain grant to allow for those in retail to be eligible to apply due to leadership and IT training having been requested from businesses considered retail which had been ineligible. There have been several businesses that have expressed interest, three that have applied, and one approved last week.

LOCAL GRANT RECIPIENT

Irwin reported that the Mississippi Valley Workforce Board has been chosen to be the grant recipient. Discussion about the employer of record, grant recipient, and fiscal agent. Holmes asked if a summary of how all of this work could be sent out to everyone to help make it clearer, Swafford advised she could send something out.



Mississippi Valley Workforce Development Board

NEW CEO TRAINING

New local area CEO training has been created. Swafford asked if they wanted to have this in person or virtual. Discussion about the length of time the training will take, it should be approximately 1-1.5 hours. Swafford stated that a PowerPoint has been created, it just needs the voiceover. This will be completed and sent out next week for CEOs to watch and a follow-up meeting will be scheduled to review and ask questions.

ANNUAL AUDIT

Swafford reported the annual audit was completed, there were no findings that required any reimbursements to be owed back.

IWD MONITORING

Swafford reported that IWD monitoring concluded and there were six findings with no disallowed costs. The corrective action plan has been submitted and accepted. Local monitoring was also completed with two findings, the report will be presented when the corrective action is submitted and approved.

IN-PERSON MAY FULL BOARD MEETING

Swafford stated the in-person full board meeting is scheduled for May 15th and that CEOs are not required to attend but are welcome to do so. This will be held at Hon Headquarters in Muscatine from 1:00 p.m.-2:30 p.m.

NEW YEAR BUDGET

Swafford stated there is nothing to report at this time. The state has not received any allocations from the feds therefore we do not have a PY23 budget at this time to report on.

OTHER BUSINESS

Swafford suggested keeping people in mind that would be an asset as members of the board/committees as there are terms that will be expiring and need to be filled. And also, if there are any new CEOs that have not been assigned to a committee to please let the board staff know which one is preferred. Irwin stated there will be some discussion regarding IWD and LWDB in August at the ISAC meeting.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Schwenker made a motion to adjourn. No second requested Irwin adjourned the meeting at 3:00 p.m.

Financial Reports

CIJDC

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

| | Administration | Adult Program | Dislocated Worker Program | NDWG Program | Youth Program Out of School |
|---|---------------------|---------------------|---------------------------------|--------------------|--------------------------------|
| WIOA Grant Revenues | | | | | |
| WIOA Grant - Administration | \$293,558.16 | | | | |
| WIOA Grant- Adult | | \$826,789.65 | | | |
| WIOA Grant- Dislocated Worker | | | \$627,529.85 | | |
| WIOA Grant- NDWG | | | | \$50,984.35 | |
| WIOA Grant- Youth Out of School | | | | | \$991,263.89 |
| WIOA Grant- Youth In School | | | | | |
| TOTAL | \$293,558.16 | \$826,789.65 | \$627,529.85 | \$50,984.35 | \$991,263.89 |
| WIOA Expenses | | | | | |
| Board Salaries and Benefits | \$158,087.89 | \$30,108.27 | \$29,602.91 | \$419.75 | \$22,581.20 |
| Fiscal Agent Costs | \$64,045.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subleases | \$0.00 | \$48,422.41 | \$48,422.41 | \$0.00 | \$37,417.29 |
| Contractual RFP's | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,580.00 |
| One Stop Operator | \$0.00 | \$30,903.09 | \$30,903.09 | \$0.00 | \$23,177.30 |
| 60110-60190 Salaries 60310-60330 & 60610-60560 | \$0.00 | \$221,970.22 | \$196,144.11 | \$27,470.41 | \$410,247.47 |
| Payroll Taxes, Fringe / Work Comp | \$0.00 | \$53,225.30 | \$44,080.32 | \$6,526.28 | \$104,193.12 |
| 60850 Mileage & Travel | \$36,511.12 | \$13,435.80 | \$11,849.32 | \$339.42 | \$23,956.94 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$852.42 | \$5,636.90 | \$5,051.17 | \$70.00 | \$15,658.69 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$2,092.16 | \$7,840.07 | \$5,588.60 | \$3,940.22 | \$20,282.33 |
| 65610 Reimbursable Equipment | \$2,251.11 | \$1,254.15 | \$628.43 | \$0.00 | \$3,541.84 |
| 62510-62520 Resource Sharing Allocation | \$0.00 | \$8,146.89 | \$4,623.97 | \$0.00 | \$16,346.67 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$5,493.23 | \$16,145.52 | \$12,893.97 | \$37.94 | \$24,844.28 |
| Information Technology | \$5,290.76 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Dues & Subscriptions | \$6,648.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Meeting Expenses | \$1,487.16 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Conferences and Trainings | \$10,049.56 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Printing | \$749.25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Special Initiatives | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Indirect Cost | \$0.00 | \$34,174.40 | \$29,293.68 | \$3,771.69 | \$64,569.14 |
| Management Fee | \$0.00 | \$45,080.88 | \$37,982.93 | \$4,229.26 | \$77,499.52 |
| 65602, 65603 Work Experience | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30,176.44 |
| 67408 Instructional Training | \$0.00 | \$188,564.78 | \$49,710.00 | \$0.00 | \$21,860.00 |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 67412 Customer Support Service | \$0.00 | \$77,732.14 | \$125,007.50 | \$0.00 | \$29,814.04 |
| 67426 Individual Career Services- New Service | \$0.00 | \$2,766.00 | \$2,045.00 | \$0.00 | \$1,441.00 |
| 67422 On the Job Training | \$0.00 | \$54,779.95 | \$22,373.15 | \$0.00 | \$1,654.98 |
| 67418,67420 Client Awards/Incentives | \$0.00 | \$13,473.09 | \$0.00 | \$4,179.38 | \$78,812.61 |
| 5% WEX Markup | \$0.00 | \$2,739.01 | \$1,118.65 | \$0.00 | \$1,508.83 |
| Unobligated/Unbudgeted Grant | \$0.00 | \$1,293.87 | \$1,113.73 | \$0.00 | \$2,277.50 |
| TOTAL | \$293,558.16 | \$826,789.65 | \$627,529.85 | \$50,984.35 | \$991,263.89 |

CIJDC

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

| | Youth Program In School | One Stop Operator | Year To Date | Total Annual Budget |
|---|------------------------------------|------------------------------|-----------------------|--------------------------------|
| WIOA Grant Revenues | | | | |
| WIOA Grant - Administration | | \$0.00 | \$293,558.16 | \$493,239.03 |
| WIOA Grant- Adult | | \$30,903.09 | \$857,692.74 | \$1,176,299.98 |
| WIOA Grant- Dislocated Worker | | \$30,903.09 | \$658,432.94 | \$881,657.99 |
| WIOA Grant- NDWG | | \$0.00 | \$50,984.35 | \$234,163.40 |
| WIOA Grant- Youth Out of School | | \$23,177.30 | \$1,014,441.19 | \$1,375,634.61 |
| WIOA Grant- Youth In School | \$253,513.24 | \$7,725.78 | \$261,239.02 | \$553,565.84 |
| TOTAL | \$253,513.24 | \$92,709.26 | \$3,136,348.40 | \$4,714,560.85 |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$7,527.07 | \$0.00 | \$248,327.09 | \$304,440.97 |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$64,045.00 | \$68,196.31 |
| Subleases | \$12,472.41 | \$0.00 | \$146,734.52 | \$155,006.09 |
| Contractual RFP's | \$860.00 | \$0.00 | \$3,440.00 | \$75,275.01 |
| One Stop Operator | \$7,725.78 | \$0.00 | \$92,709.26 | \$107,391.09 |
| 60110-60190 Salaries 60310-60330 & 60610-60560 | \$110,788.41 | \$40,016.54 | \$966,620.62 | \$1,128,481.24 |
| Payroll Taxes, Fringe / Work Comp | \$28,051.99 | \$9,304.90 | \$236,077.01 | \$309,655.26 |
| 60850 Mileage & Travel | \$6,579.31 | \$7,103.36 | \$92,671.91 | \$120,341.35 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$4,214.27 | \$668.70 | \$31,483.45 | \$41,702.41 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$3,335.10 | \$0.00 | \$43,078.48 | \$69,600.00 |
| 65610 Reimbursable Equipment | \$880.91 | \$0.00 | \$8,556.44 | \$123,707.81 |
| 62510-62520 Resource Sharing Allocation | \$3,411.85 | \$0.00 | \$32,529.38 | \$34,569.00 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$6,633.39 | \$2,195.73 | \$66,048.33 | \$75,270.57 |
| Information Technology | \$0.00 | \$0.00 | \$5,290.76 | \$7,000.00 |
| Dues & Subscriptions | \$0.00 | \$0.00 | \$6,648.50 | \$10,000.00 |
| Meeting Expenses | \$0.00 | \$0.00 | \$1,487.16 | \$4,000.00 |
| Conferences and Trainings | \$0.00 | \$0.00 | \$10,049.56 | \$15,000.00 |
| Printing | \$0.00 | \$0.00 | \$749.25 | \$4,000.00 |
| Special Initiatives | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 |
| Indirect Cost | \$17,094.27 | \$6,183.87 | \$148,903.18 | \$191,476.82 |
| Management Fee | \$20,793.43 | \$7,178.07 | \$185,586.02 | \$202,730.45 |
| 65602, 65603 Work Experience | \$9,116.43 | \$0.00 | \$39,292.87 | \$459,092.82 |
| 67408 Instructional Training | \$0.00 | \$0.00 | \$260,134.78 | \$336,891.64 |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | \$50,000.00 |
| 67412 Customer Support Service | \$4,846.31 | \$0.00 | \$237,399.99 | \$328,242.07 |
| 67426 Individual Career Services- New Service | \$0.00 | \$0.00 | \$6,252.00 | \$17,239.40 |
| 67422 On the Job Training | \$1,312.38 | \$0.00 | \$80,120.46 | \$228,876.26 |
| 67418,67420 Client Awards/Incentives | \$14,380.00 | \$0.00 | \$110,845.08 | \$94,414.26 |
| 5% WEX Markup | \$455.82 | \$0.00 | \$5,822.31 | \$22,954.64 |
| Unobligated/Unbudgeted Grant | \$759.89 | \$0.00 | \$5,444.99 | \$114,005.41 |
| TOTAL | \$253,513.24 | \$72,651.17 | \$3,136,348.40 | \$4,714,560.88 |

CIJDC
WIOA Statement of Rev & Exp YTD
For the Month Ending May 31st, 2023

| | <u>Remaining Budget</u> |
|--|-------------------------|
| WIOA Grant Revenues | |
| WIOA Grant - Administration | \$199,680.87 |
| WIOA Grant- Adult | \$318,607.24 |
| WIOA Grant- Dislocated Worker | \$223,225.05 |
| WIOA Grant- NDWG | \$183,179.05 |
| WIOA Grant- Youth Out of School | \$361,193.42 |
| WIOA Grant- Youth In School | \$292,326.82 |
| TOTAL | <u>\$1,578,212.45</u> |
| | |
| WIOA Expenses | |
| Board Salaries and Benefits | \$56,113.88 |
| Fiscal Agent Costs | \$4,151.31 |
| Subleases | \$8,271.57 |
| Contractual RFP's | \$71,835.01 |
| One Stop Operator | \$14,681.83 |
| 60110-60190 Salaries | \$161,860.62 |
| 60310-60330 & 60610-60560 | |
| Payroll Taxes, Fringe / Work Comp | \$73,578.25 |
| 60850 Mileage & Travel | \$27,669.44 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$10,218.96 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$26,521.52 |
| 65610 Reimbursable Equipment | \$115,151.37 |
| 62510-62520 Resource Sharing Allocation | \$2,039.62 |
| 61745,64120,65120,65544,65520,65530,65125,65128, | |
| 65130 Professional Services and Business Expenses | \$9,222.24 |
| Information Technology | \$1,709.24 |
| Dues & Subscriptions | \$3,351.50 |
| Meeting Expenses | \$2,512.84 |
| Conferences and Trainings | \$4,950.44 |
| Printing | \$3,250.75 |
| Special Initiatives | \$15,000.00 |
| Indirect Cost | \$42,573.64 |
| Management Fee | \$17,144.43 |
| 65602, 65603 Work Experience | \$419,799.95 |
| 67408 Instructional Training | \$76,756.86 |
| Incumbent Worker Training | \$50,000.00 |
| 67412 Customer Support Service | \$90,842.08 |
| 67426 Individual Career Services- New Service | \$10,987.40 |
| 67422 On the Job Training | \$148,755.80 |
| 67418,67420 Client Awards/Incentives | -\$16,430.82 |
| 5% WEX Markup | \$17,132.33 |
| Unobligated/Unbudgeted Grant | <u>\$108,560.42</u> |
| TOTAL | <u>\$1,578,212.48</u> |

CIJDC
WIOA Statement of Revenue and Expenses- Administration YTD
For the Month Ending May 31st, 2023

| | Year to Date | Administration Budget | Remaining Budget | |
|---|---------------------|--------------------------|---------------------|---------|
| WIOA Grant Revenue | | | | |
| WIOA Grant - Administration | \$293,558.16 | \$493,239.03 | \$199,680.87 | 40.48% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$158,087.89 | \$210,757.90 | \$52,670.01 | 24.99% |
| Fiscal Agent Costs | \$64,045.00 | \$68,196.31 | \$4,151.31 | 6.09% |
| 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 | \$36,511.12 | \$30,000.00 | -\$6,511.12 | -21.70% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$852.42 | \$5,000.00 | \$4,147.58 | 82.95% |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$2,092.16 | \$15,000.00 | \$12,907.84 | 86.05% |
| 65610 Reimbursable Equipment | \$2,251.11 | \$5,000.00 | \$2,748.89 | 54.98% |
| 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 | \$5,493.23 | \$8,500.00 | \$3,006.77 | 35.37% |
| Information Technology | \$5,290.76 | \$7,000.00 | \$1,709.24 | 24.42% |
| Dues & Subscriptions | \$6,648.50 | \$10,000.00 | \$3,351.50 | 33.52% |
| Meeting Expenses | \$1,487.16 | \$4,000.00 | \$2,512.84 | 62.82% |
| Conferences and Trainings | \$10,049.56 | \$15,000.00 | \$4,950.44 | 33.00% |
| Printing | \$749.25 | \$4,000.00 | \$3,250.75 | 81.27% |
| 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 | \$293,558.16 | \$493,239.03 | \$199,680.87 | |

CIJDC
WIOA Statement of Revenue and Expenses- Adult YTD
For the Month Ending May 31st, 2023

| | Year to Date | Adult Budget | Remaining Budget | |
|---|---------------------|-----------------------|---------------------|---------|
| WIOA Grant Revenue | | | | |
| WIOA Grant- Adult | \$857,692.74 | \$1,176,299.98 | \$318,607.24 | 27.09% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$30,108.27 | \$30,108.27 | \$0.00 | 0.00% |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| Subleases | \$48,422.41 | \$51,152.00 | \$2,729.59 | 5.34% |
| Contractual RFP's | \$0.00 | \$25,091.67 | \$25,091.67 | 100.00% |
| One Stop Operator | \$30,903.09 | \$35,797.03 | \$4,893.94 | 13.67% |
| 60110-60190 Salaries | \$221,970.22 | \$275,175.82 | \$53,205.60 | 19.34% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$53,225.30 | \$77,368.25 | \$24,142.95 | 31.21% |
| 60850 Mileage & Travel | \$13,435.80 | \$32,662.57 | \$19,226.77 | 58.86% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$5,636.90 | \$8,760.00 | \$3,123.10 | 35.65% |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$7,840.07 | \$8,500.00 | \$659.93 | 7.76% |
| 65610 Reimbursable Equipment | \$1,254.15 | \$4,500.00 | \$3,245.85 | 72.13% |
| 62510-62520 Resource Sharing Allocation | \$8,146.89 | \$8,603.00 | \$456.11 | 5.30% |
| 61745,64120,65120,65544,65520,65530,65125,65128,65130 | | | | |
| Professional Services and Business Expenses | \$16,145.52 | \$19,615.15 | \$3,469.63 | 17.69% |
| 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 | \$34,174.40 | \$45,389.77 | \$11,215.37 | 24.71% |
| Management Fee | \$45,080.88 | \$48,057.46 | \$2,976.58 | 6.19% |
| 65602, 65603 Work Experience | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| 67408 Instructional Training | \$188,564.78 | \$241,891.64 | \$53,326.86 | 22.05% |
| Incumbent Worker Training | \$0.00 | \$25,000.00 | \$25,000.00 | 100.00% |
| 67412 Customer Support Service | \$77,732.14 | \$100,000.00 | \$22,267.86 | 22.27% |
| 67426 Individual Career Services- New Service | \$2,766.00 | \$6,000.00 | \$3,234.00 | 53.90% |
| 65602 Work Based Learning | \$54,779.95 | \$96,717.92 | \$41,937.97 | 43.36% |
| 67422 On the Job Training | \$13,473.09 | \$25,000.00 | \$11,526.91 | 46.11% |
| 5% WEX Markup | \$2,739.01 | \$4,835.90 | \$2,096.89 | 43.36% |
| Unobligated/Unbudgeted Grant | \$1,293.87 | \$6,073.53 | \$4,779.66 | 78.70% |
| TOTAL | \$857,692.74 | \$1,176,299.98 | \$318,607.24 | |

CIJDC
WIOA Statement of Revenue and Expenses- Dislocated Worker YTD
For the Month Ending May 31st, 2023

| | Year to Date | Dislocated Worker Budget | Remaining Budget | |
|---|---------------------|-----------------------------|---------------------|---------|
| WIOA Grant Revenues | | | | |
| WIOA Grant- Dislocated Worker | \$658,432.94 | \$881,657.99 | \$223,225.05 | 25.32% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$29,602.91 | \$30,108.27 | \$505.36 | 1.68% |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| Subleases | \$48,422.41 | \$51,152.00 | \$2,729.59 | 5.34% |
| Contractual RFP's | \$0.00 | \$25,091.67 | \$25,091.67 | 100.00% |
| One Stop Operator | \$30,903.09 | \$35,797.03 | \$4,893.94 | 13.67% |
| 60110-60190 Salaries | \$196,144.11 | \$263,216.57 | \$67,072.46 | 25.48% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$44,080.32 | \$70,366.63 | \$26,286.31 | 37.36% |
| 60850 Mileage & Travel | \$11,849.32 | \$18,749.00 | \$6,899.68 | 36.80% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$5,051.17 | \$5,293.41 | \$242.24 | 4.58% |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$5,588.60 | \$6,000.00 | \$411.40 | 6.86% |
| 65610 Reimbursable Equipment | \$628.43 | \$3,000.00 | \$2,371.57 | 79.05% |
| 62510-62520 Resource Sharing Allocation | \$4,623.97 | \$5,125.00 | \$501.03 | 9.78% |
| 61745,64120,65120,65544,65520,65530,65125,65128,65130 | | | | |
| Professional Services and Business Expenses | \$12,893.97 | \$14,765.97 | \$1,872.00 | 12.68% |
| 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 | \$29,293.68 | \$40,313.68 | \$11,020.00 | 27.34% |
| Management Fee | \$37,982.93 | \$42,683.02 | \$4,700.09 | 11.01% |
| 65602, 65603 Work Experience | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| 67408 Instructional Training | \$49,710.00 | \$62,000.00 | \$12,290.00 | 19.82% |
| Incumbent Worker Training | \$0.00 | \$25,000.00 | \$25,000.00 | 100.00% |
| 67412 Customer Support Service | \$125,007.50 | \$132,261.64 | \$7,254.14 | 5.48% |
| 67426 Individual Career Services- New Service | \$2,045.00 | \$2,045.00 | \$0.00 | 0.00% |
| 65602 Work Based Learning | \$22,373.15 | \$40,586.26 | \$18,213.11 | 44.88% |
| 67422 On the Job Training | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| 5% WEX Markup | \$1,118.65 | \$2,029.31 | \$910.66 | 44.88% |
| Unobligated/Unbudgeted Grant | \$1,113.73 | \$6,073.53 | \$4,959.80 | 81.66% |
| TOTAL | \$658,432.94 | \$881,657.99 | \$223,225.05 | |

CIJDC
WIOA Statement of Revenue and Expenses- NDWG YTD
For the Month Ending May 31st, 2023

| | Year to Date | NDWG Budget | Remaining Budget | |
|---|--------------------|---------------------|---------------------|---------|
| WIOA Grant Revenue | | | | |
| WIOA Grant- NDWG | \$50,984.35 | \$234,163.40 | \$183,179.05 | 78.23% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$419.75 | \$3,358.26 | \$2,938.51 | 87.50% |
| 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 | \$27,470.41 | \$31,311.53 | \$3,841.12 | 12.27% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$6,526.28 | \$8,591.88 | \$2,065.60 | 24.04% |
| 60850 Mileage & Travel | \$339.42 | \$1,406.25 | \$1,066.83 | 75.86% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$70.00 | \$210.00 | \$140.00 | 66.67% |
| 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 | \$37.94 | \$513.45 | \$475.51 | 92.61% |
| 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 | \$3,771.69 | \$4,384.05 | \$612.36 | 13.97% |
| Management Fee | \$4,229.26 | \$4,641.72 | \$412.46 | 8.89% |
| 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 | \$50,984.35 | \$234,163.40 | \$173,067.21 | |

CIJDC
WIOA Statement of Revenue and Expenses- Youth Combined YTD
For the Month Ending May 31st, 2023

| | Year to Date | Youth Budget | Remaining Budget | |
|---|-----------------------|-----------------------|---------------------|---------------|
| WIOA Grant Revenues | | | | |
| WIOA Grant- Youth | \$1,275,682.18 | \$1,929,200.48 | \$653,518.30 | 33.88% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$30,108.27 | \$30,108.27 | \$0.00 | 0.00% |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| Subleases | \$49,891.70 | \$52,702.09 | \$2,810.39 | 5.33% |
| Contractual RFP's | \$3,440.00 | \$25,091.67 | \$21,651.67 | 86.29% |
| One Stop Operator | \$30,903.08 | \$35,797.03 | \$4,893.95 | 13.67% |
| 60110-60190 Salaries | \$521,035.88 | \$558,777.32 | \$37,741.44 | 6.75% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$132,245.11 | \$153,328.50 | \$21,083.39 | 13.75% |
| 60850 Mileage & Travel | \$30,536.25 | \$37,523.53 | \$6,987.28 | 18.62% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$19,872.96 | \$22,439.00 | \$2,566.04 | 11.44% |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$23,617.43 | \$36,100.00 | \$12,482.57 | 34.58% |
| 65610 Reimbursable Equipment | \$4,422.75 | \$111,207.81 | \$106,785.06 | 96.02% |
| 62510-62520 Resource Sharing Allocation | \$19,758.52 | \$20,841.00 | \$1,082.48 | 5.19% |
| 61745,64120,65120,65544,65520,65530,65125,65128,65130 | | | | |
| Professional Services and Business Expenses | \$31,477.67 | \$31,876.00 | \$398.33 | 1.25% |
| 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 | \$81,663.41 | \$101,389.32 | \$19,725.91 | 19.46% |
| Management Fee | \$98,292.92 | \$107,348.25 | \$9,055.33 | 8.44% |
| 65602, 65603 Work Experience | \$39,292.87 | \$321,788.64 | \$282,495.77 | 87.79% |
| 67408 Instructional Training | \$21,860.00 | \$33,000.00 | \$11,140.00 | 33.76% |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| 67412 Customer Support Service | \$34,660.35 | \$95,980.43 | \$61,320.08 | 63.89% |
| 67426 Individual Career Services- New Service | \$1,441.00 | \$9,194.40 | \$7,753.40 | 84.33% |
| 67422 On the Job Training | \$2,967.36 | \$28,130.00 | \$25,162.64 | 89.45% |
| 67418, 67420 Client Awards/Incentives | \$93,192.61 | \$94,414.26 | \$1,221.65 | 1.29% |
| 5% WEX Markup | \$1,964.65 | \$16,089.43 | \$14,124.78 | 87.79% |
| Unobligated/Unbudgeted Grant | \$3,037.39 | \$6,073.53 | \$3,036.14 | 49.99% |
| TOTAL | \$1,275,682.18 | \$1,929,200.48 | \$653,518.30 | |
| WEP- 20% Expected Expenditure | | | | |
| Board Staff Salaries | \$2,030.58 | | | |
| Staff Wages | \$137,968.09 | | | |
| Client Wage Subsidy | \$35,969.05 | | | |
| Client Wages Taxes | \$3,323.82 | | | |
| WEX Markup 5% | \$1,964.65 | | | |
| On the Job Training | \$0.00 | | | |
| Client Awards / Incentives | \$32,025.00 | | | |
| Customer Support Service | \$482.93 | | | |
| VR Headsets for WBL Training | \$2,327.03 | | | |
| Total WEP Expenditures | \$216,091.15 | \$385,840.10 | \$169,748.95 | 43.99% |

CIJDC
WIOA Statement of Revenue and Expenses- Youth Out of School YTD
For the Month Ending May 31st, 2023

| | Year to Date | Youth Out of School Budget | Remaining Budget | |
|---|-----------------------|-------------------------------|---------------------|---------------|
| WIOA Grant Revenue | | | | |
| WIOA Grant- Youth Out of School | \$1,014,441.19 | \$1,375,634.61 | \$361,193.42 | 26.26% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$22,581.20 | \$22,581.20 | \$0.00 | 0.00% |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| Subleases | \$37,417.29 | \$39,526.57 | \$2,109.28 | 5.34% |
| Contractual RFP's | \$2,580.00 | \$18,818.75 | \$16,238.75 | 86.29% |
| One Stop Operator | \$23,177.30 | \$26,847.77 | \$3,670.47 | 13.67% |
| 60110-60190 Salaries | \$410,247.47 | \$440,923.84 | \$30,676.37 | 6.96% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$104,193.12 | \$120,989.50 | \$16,796.38 | 13.88% |
| 60850 Mileage & Travel | \$23,956.94 | \$28,172.53 | \$4,215.59 | 14.96% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$15,658.69 | \$17,371.00 | \$1,712.31 | 9.86% |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$20,282.33 | \$28,500.00 | \$8,217.67 | 28.83% |
| 65610 Reimbursable Equipment | \$3,541.84 | \$88,966.25 | \$85,424.41 | 96.02% |
| 62510-62520 Resource Sharing Allocation | \$16,346.67 | \$16,561.00 | \$214.33 | 1.29% |
| Professional Services and Business Expenses | \$24,844.28 | \$25,230.00 | \$385.72 | 1.53% |
| 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 | \$64,569.14 | \$79,968.28 | \$15,399.14 | 19.26% |
| Management Fee | \$77,499.52 | \$84,668.24 | \$7,168.72 | 8.47% |
| 65602, 65603 Work Experience | \$30,176.44 | \$118,740.63 | \$88,564.19 | 74.59% |
| 67408 Instructional Training | \$21,860.00 | \$33,000.00 | \$11,140.00 | 33.76% |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| 67412 Customer Support Service | \$29,814.04 | \$70,765.12 | \$40,951.08 | 57.87% |
| 67426 Individual Career Services- New Service | \$1,441.00 | \$6,580.47 | \$5,139.47 | 78.10% |
| 67422 On the Job Training | \$1,654.98 | \$18,000.00 | \$16,345.02 | 90.81% |
| 67418,67420 Client Awards/Incentives | \$78,812.61 | \$78,931.28 | \$118.67 | 0.15% |
| 5% WEX Markup | \$1,508.83 | \$5,937.03 | \$4,428.20 | 74.59% |
| Unobligated/Unbudgeted Grant | \$2,277.50 | \$4,555.15 | \$2,277.65 | 50.00% |
| TOTAL | \$1,014,441.19 | \$1,375,634.61 | \$361,193.42 | |
| WEP- 20% Expected Expenditure | | | | |
| Board Staff Salaries | \$1,469.40 | | | |
| Staff Wages | \$107,333.01 | | | |
| Client Wage Subsidy | \$27,621.62 | | | |
| Client Wages Taxes | \$2,554.82 | | | |
| WEX Markup 5% | \$1,508.83 | | | |
| On the Job Training | \$0.00 | | | |
| Client Awards / Incentives | \$26,675.00 | | | |
| Customer Support Service | \$482.93 | | | |
| VR Headsets for WBL Training | \$1,749.99 | | | |
| Total WEP Expenditures | \$168,912.67 | \$291,020.10 | \$122,107.43 | 41.96% |

CIJDC
WIOA Statement of Revenue and Expenses- Youth In School YTD
For the Month Ending May 31st, 2023

| | Year to Date | Youth in School Budget | Remaining Budget | |
|---|---------------------|---------------------------|---------------------|---------------|
| WIOA Grant Revenues | | | | |
| WIOA Grant- Youth In School | \$261,239.02 | \$553,565.84 | \$292,326.82 | 52.81% |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$7,527.07 | \$7,527.07 | \$0.00 | 0.00% |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| Subleases | \$12,472.41 | \$13,175.52 | \$703.11 | 5.34% |
| Contractual RFP's | \$860.00 | \$6,272.92 | \$5,412.92 | 86.29% |
| One Stop Operator | \$7,725.78 | \$8,949.26 | \$1,223.48 | 13.67% |
| 60110-60190 Salaries | \$110,788.41 | \$117,853.47 | \$7,065.06 | 5.99% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$28,051.99 | \$32,338.99 | \$4,287.00 | 13.26% |
| 60850 Mileage & Travel | \$6,579.31 | \$9,351.00 | \$2,771.69 | 29.64% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$4,214.27 | \$5,068.00 | \$853.73 | 16.85% |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$3,335.10 | \$7,600.00 | \$4,264.90 | 56.12% |
| 65610 Reimbursable Equipment | \$880.91 | \$22,241.56 | \$21,360.65 | 96.04% |
| 62510-62520 Resource Sharing Allocation | \$3,411.85 | \$4,280.00 | \$868.15 | 20.28% |
| 61745,64120,65120,65544,65520,65530,65125,65128,65130 | | | | |
| Professional Services and Business Expenses | \$6,633.39 | \$6,646.00 | \$12.61 | 0.19% |
| 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 | \$17,094.27 | \$21,421.03 | \$4,326.76 | 20.20% |
| Management Fee | \$20,793.43 | \$22,680.01 | \$1,886.58 | 8.32% |
| 65602, 65603 Work Experience | \$9,116.43 | \$203,048.01 | \$193,931.58 | 95.51% |
| 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 | \$25,215.31 | \$20,369.00 | 80.78% |
| 67426 Individual Career Services- New Service | \$0.00 | \$2,613.93 | \$2,613.93 | 100.00% |
| 67422 On the Job Training | \$1,312.38 | \$10,130.00 | \$8,817.62 | 87.04% |
| 67418,67420 Client Awards/Incentives | \$14,380.00 | \$15,482.98 | \$1,102.98 | 7.12% |
| 5% WEX Markup | \$455.82 | \$10,152.40 | \$9,696.58 | 95.51% |
| Unobligated/Unbudgeted Grant | \$759.89 | \$1,518.38 | \$758.49 | 49.95% |
| TOTAL | \$261,239.02 | \$553,565.84 | \$292,326.82 | |
| WEP- 20% Expected Expenditure | | | | |
| Board Staff Salaries | \$454.11 | | | |
| Staff Wages | \$30,635.08 | | | |
| Client Wage Subsidy | \$8,347.43 | | | |
| Client Wages Taxes | \$769.00 | | | |
| WEX Markup 5% | \$455.82 | | | |
| On the Job Training | \$0.00 | | | |
| Client Awards / Incentives | \$5,350.00 | | | |
| VR Headsets for WBL Training | \$577.04 | | | |
| Total WEP Expenditures | \$46,588.48 | \$97,006.70 | \$50,418.22 | 51.97% |

CIJDC
WIOA Statement of Revenue and Expenses- One Stop Operator YTD
For the Month Ending May 31st, 2023

| | Year to Date | OSO Budget | Remaining Budget | |
|---|--------------------|---------------------|---------------------|---------------|
| WIOA Grant Revenues | | | | |
| WIOA Grant- Adult | \$30,903.09 | \$35,797.03 | \$4,893.94 | 13.67% |
| WIOA Grant- Dislocated Worker | \$30,903.09 | \$35,797.03 | \$4,893.94 | 13.67% |
| WIOA Grant- Youth | \$30,903.08 | \$35,797.03 | \$4,893.95 | 13.67% |
| TOTAL | \$92,709.26 | \$107,391.09 | \$14,681.83 | 13.67% |
| 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 | \$40,016.54 | \$48,214.97 | \$8,198.43 | 17.00% |
| 60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp | \$9,304.90 | \$12,718.82 | \$3,413.92 | 26.84% |
| 60850 Mileage & Travel | \$7,103.36 | \$7,705.00 | \$601.64 | 7.81% |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$668.70 | \$1,045.00 | \$376.30 | 36.01% |
| 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 | \$2,195.73 | \$2,259.00 | \$63.27 | 2.80% |
| 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 | \$6,183.87 | \$7,503.63 | \$1,319.76 | 17.59% |
| Management Fee | \$7,178.07 | \$7,944.64 | \$766.57 | 9.65% |
| 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 | \$72,651.17 | \$87,391.06 | \$14,739.89 | |

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 | \$126,434.13 | \$0.00 | \$293,558.16 |
| Obligated Balance as of (04/30/23) | \$0.00 | \$0.00 | \$52,543.87 | \$51,352.18 | \$103,896.05 |
| Unspent Funds | \$0.00 | \$0.00 | \$52,543.87 | \$51,352.18 | \$103,896.05 |
| 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 | \$319,140.95 | \$658,432.94 |
| Obligated Balance as of (04/30/23) | \$0.00 | \$0.00 | \$193,225.05 | \$193,225.05 |
| Unspent funds | \$0.00 | \$0.00 | \$193,225.05 | \$193,225.05 |
| 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 | \$463,266.77 | \$857,692.74 |
| Obligated Balance as of (04/30/23) | \$0.00 | \$0.00 | \$343,647.43 | \$343,647.43 |
| Unspent funds | \$0.00 | \$0.00 | \$343,647.43 | \$343,647.43 |
| 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 | \$616,615.71 | \$1,275,682.18 |
| Obligated Balance as of (04/30/23) | \$0.00 | \$650,482.15 | \$650,482.15 |
| Unspent funds | \$0.00 | \$650,482.15 | \$650,482.15 |
| 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 | \$616,615.71 | \$1,275,682.18 |
| Work Experience Expended | \$131,813.29 | \$84,277.86 | \$216,091.15 |
| Work Experience Required | \$131,813.29 | \$254,026.80 | \$385,840.09 |
| Percentage Expended | 100% | 33% | 56% |

NDWG:

| | |
|------------------------------------|--------------|
| Grant | \$234,163.40 |
| Unobligated Funds | \$3,125.30 |
| Total Obligated Funds | \$231,038.10 |
| Expenditures to date | \$50,984.35 |
| Obligated Balance as of (04/30/23) | \$180,053.75 |
| Unspent funds | \$180,053.75 |
| Funds that can be carried over | \$0.00 |

CIJDC

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

| | Administration | SIRPC Administration | Adult Program | SIRPC Adult Program |
|---|---------------------|-------------------------|---------------------|------------------------|
| WIOA Grant Revenues | | | | |
| WIOA Grant - Administration | \$293,558.16 | \$246,894.78 | | |
| WIOA Grant- Adult | | | \$826,789.65 | \$900,189.93 |
| WIOA Grant- Dislocated Worker | | | | |
| WIOA Grant- NDWG | | | | |
| WIOA Grant- Youth Out of School | | | | |
| WIOA Grant- Youth In School | | | | |
| TOTAL | \$293,558.16 | \$246,894.78 | \$826,789.65 | \$900,189.93 |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$158,087.89 | \$118,630.13 | \$30,108.27 | \$24,361.83 |
| Fiscal Agent Costs | \$64,045.00 | \$66,005.27 | \$0.00 | \$0.00 |
| Subleases | \$0.00 | \$880.26 | \$48,422.41 | \$39,559.02 |
| Contractual RFP's | \$0.00 | \$1,856.25 | \$0.00 | \$2,625.37 |
| One Stop Operator | \$0.00 | \$0.00 | \$30,903.09 | \$22,612.12 |
| 60110-60190 Salaries | \$0.00 | \$0.00 | \$221,970.22 | \$257,145.07 |
| 60310-60330 & 60610-60560 | | | | |
| Payroll Taxes, Fringe / Work Comp | \$0.00 | \$0.00 | \$53,225.30 | \$66,575.73 |
| 60850 Mileage & Travel | \$36,511.12 | \$17,121.68 | \$13,435.80 | \$10,028.58 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$852.42 | \$167.14 | \$5,636.90 | \$7,563.60 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$2,092.16 | \$13,782.53 | \$7,840.07 | \$8,502.86 |
| 65610 Reimbursable Equipment | \$2,251.11 | \$3,194.33 | \$1,254.15 | \$7,128.91 |
| 62510-62520 Resource Sharing Allocation | \$0.00 | \$0.00 | \$8,146.89 | \$6,953.66 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$5,493.23 | \$10,700.78 | \$16,145.52 | \$2,771.77 |
| Information Technology | \$5,290.76 | \$4,091.59 | \$0.00 | \$0.00 |
| Dues & Subscriptions | \$6,648.50 | \$2,910.75 | \$0.00 | \$0.00 |
| Meeting Expenses | \$1,487.16 | \$1,685.42 | \$0.00 | \$0.00 |
| Conferences and Trainings | \$10,049.56 | \$4,983.13 | \$0.00 | \$0.00 |
| Printing | \$749.25 | \$885.52 | \$0.00 | \$0.00 |
| Special Initiatives | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Indirect Cost | \$0.00 | \$0.00 | \$34,174.40 | \$34,961.06 |
| Management Fee | \$0.00 | \$0.00 | \$45,080.88 | \$45,708.06 |
| 65602, 65603 Work Experience | \$0.00 | \$0.00 | \$0.00 | \$72,509.75 |
| 67408 Instructional Training | \$0.00 | \$0.00 | \$188,564.78 | \$250,600.22 |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 67412 Customer Support Service | \$0.00 | \$0.00 | \$77,732.14 | \$50,678.60 |
| 67426 Individual Career Services- New Service | \$0.00 | \$0.00 | \$2,766.00 | \$1,685.00 |
| 67422 On the Job Training | \$0.00 | \$0.00 | \$54,779.95 | \$7,205.36 |
| 67418,67420 Client Awards/Incentives | \$0.00 | \$0.00 | \$13,473.09 | \$0.00 |
| 5% WEX Markup | \$0.00 | \$0.00 | \$2,739.01 | \$3,625.48 |
| Unobligated/Unbudgeted Grant | \$0.00 | \$0.00 | \$1,293.87 | \$0.00 |
| TOTAL | \$293,558.16 | \$246,894.78 | \$826,789.65 | \$900,189.93 |

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending May 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 | \$627,529.85 | \$465,285.97 | | |
| WIOA Grant- NDWG | | | \$51,163.54 | \$45,622.25 |
| WIOA Grant- Youth Out of School | | | | |
| WIOA Grant- Youth In School | | | | |
| TOTAL | \$627,529.85 | \$465,285.97 | \$51,163.54 | \$45,622.25 |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$29,602.91 | \$24,156.26 | \$419.75 | \$5,213.88 |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subleases | \$48,422.41 | \$39,559.02 | \$0.00 | \$0.00 |
| Contractual RFP's | \$0.00 | \$2,190.77 | \$0.00 | -\$0.03 |
| One Stop Operator | \$30,903.09 | \$22,612.12 | \$0.00 | \$0.00 |
| 60110-60190 Salaries | \$196,144.11 | \$170,603.65 | \$27,470.41 | \$23,775.84 |
| 60310-60330 & 60610-60560 | | | | |
| Payroll Taxes, Fringe / Work Comp | \$44,080.32 | \$38,145.67 | \$6,526.28 | \$2,690.15 |
| 60850 Mileage & Travel | \$11,849.32 | \$8,737.19 | \$339.42 | \$6.25 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$5,051.17 | \$4,532.52 | \$70.00 | \$21.91 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$5,588.60 | \$4,507.56 | \$3,940.22 | \$0.00 |
| 65610 Reimbursable Equipment | \$628.43 | \$5,984.33 | \$0.00 | \$0.00 |
| 62510-62520 Resource Sharing Allocation | \$4,623.97 | \$4,305.89 | \$0.00 | \$0.00 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$12,893.97 | \$2,277.92 | \$37.94 | \$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 | \$29,293.68 | \$22,988.71 | \$3,771.69 | \$2,588.48 |
| Management Fee | \$37,982.93 | \$34,122.56 | \$4,229.26 | \$4,641.00 |
| 65602, 65603 Work Experience | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 67408 Instructional Training | \$49,710.00 | \$58,665.79 | \$0.00 | \$0.00 |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 67412 Customer Support Service | \$125,007.50 | \$42,577.13 | \$0.00 | \$0.00 |
| 67426 Individual Career Services- New Service | \$2,045.00 | \$1,931.00 | \$0.00 | \$0.00 |
| 67422 On the Job Training | \$22,373.15 | \$0.00 | \$0.00 | \$6,684.77 |
| 67418,67420 Client Awards/Incentives | \$0.00 | \$0.00 | \$4,179.38 | \$0.00 |
| 5% WEX Markup | \$1,118.65 | \$0.00 | \$0.00 | \$0.00 |
| Unobligated/Unbudgeted Grant | \$1,113.73 | \$0.00 | \$179.19 | \$0.00 |
| TOTAL | \$627,529.85 | \$465,285.97 | \$51,163.54 | \$45,622.25 |

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending May 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 | \$991,263.89 | \$559,209.86 | | |
| WIOA Grant- Youth In School | | | \$253,513.24 | \$157,900.39 |
| TOTAL | \$991,263.89 | \$559,209.86 | \$253,513.24 | \$157,900.39 |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$22,581.20 | \$20,338.02 | \$7,527.07 | \$6,876.59 |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subleases | \$37,417.29 | \$29,530.72 | \$12,472.41 | \$12,449.38 |
| Contractual RFP's | \$2,580.00 | \$2,685.75 | \$860.00 | \$1,179.45 |
| One Stop Operator | \$23,177.30 | \$16,959.11 | \$7,725.78 | \$5,656.04 |
| 60110-60190 Salaries | \$410,247.47 | \$246,442.69 | \$110,788.41 | \$76,724.02 |
| 60310-60330 & 60610-60560 | | | | |
| Payroll Taxes, Fringe / Work Comp | \$104,193.12 | \$60,848.40 | \$28,051.99 | \$16,955.42 |
| 60850 Mileage & Travel | \$23,956.94 | \$8,817.85 | \$6,579.31 | \$2,748.51 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$15,658.69 | \$8,960.70 | \$4,214.27 | \$2,994.09 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$20,282.33 | \$3,987.01 | \$3,335.10 | \$1,243.07 |
| 65610 Reimbursable Equipment | \$3,541.84 | \$3,967.28 | \$880.91 | \$1,310.34 |
| 62510-62520 Resource Sharing Allocation | \$16,346.67 | \$6,078.09 | \$3,411.85 | \$1,967.61 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$24,844.28 | \$9,953.33 | \$6,633.39 | \$3,217.09 |
| 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 | \$64,569.14 | \$32,819.08 | \$17,094.27 | \$10,310.25 |
| Management Fee | \$77,499.52 | \$55,690.54 | \$20,793.43 | \$15,190.60 |
| 65602, 65603 Work Experience | \$30,176.44 | \$44,162.71 | \$9,116.43 | \$3,160.92 |
| 67408 Instructional Training | \$21,860.00 | \$6,205.50 | \$0.00 | \$0.00 |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 67412 Customer Support Service | \$29,814.04 | \$11,887.33 | \$4,846.31 | \$1,240.00 |
| 67426 Individual Career Services- New Service | \$1,441.00 | \$0.00 | \$0.00 | \$0.00 |
| 67422 On the Job Training | \$1,654.98 | \$882.56 | \$1,312.38 | \$0.00 |
| 67418,67420 Client Awards/Incentives | \$78,812.61 | \$3,755.00 | \$14,380.00 | \$175.00 |
| 5% WEX Markup | \$1,508.83 | \$2,197.30 | \$455.82 | \$158.05 |
| Unobligated/Unbudgeted Grant | \$2,277.50 | \$0.00 | \$759.89 | \$0.00 |
| TOTAL | \$991,263.89 | \$559,209.86 | \$253,513.24 | \$157,900.39 |

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending May 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 | \$293,558.16 | \$246,894.78 |
| WIOA Grant- Adult | \$30,903.09 | \$22,612.12 | \$857,692.74 | \$922,802.05 |
| WIOA Grant- Dislocated Worker | \$30,903.09 | \$22,612.12 | \$658,432.94 | \$487,898.09 |
| WIOA Grant- NDWG | \$0.00 | \$0.00 | \$51,163.54 | \$45,622.25 |
| WIOA Grant- Youth Out of School | \$23,177.30 | \$16,959.11 | \$1,014,441.19 | \$576,168.97 |
| WIOA Grant- Youth In School | \$7,725.78 | \$5,656.04 | \$261,239.02 | \$163,556.43 |
| TOTAL | \$92,709.26 | \$67,839.39 | \$3,136,527.59 | \$2,442,942.57 |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$0.00 | \$0.00 | \$248,327.09 | \$199,576.71 |
| Fiscal Agent Costs | \$0.00 | \$0.00 | \$64,045.00 | \$66,005.27 |
| Subleases | \$0.00 | \$0.00 | \$146,734.52 | \$121,978.40 |
| Contractual RFP's | \$0.00 | \$88.34 | \$3,440.00 | \$10,625.90 |
| One Stop Operator | \$0.00 | \$0.00 | \$92,709.26 | \$67,839.39 |
| 60110-60190 Salaries | \$40,016.54 | \$44,004.85 | \$966,620.62 | \$818,696.12 |
| 60310-60330 & 60610-60560 | | | | |
| Payroll Taxes, Fringe / Work Comp | \$9,304.90 | \$8,722.68 | \$236,077.01 | \$193,938.05 |
| 60850 Mileage & Travel | \$7,103.36 | \$2,047.77 | \$92,671.91 | \$49,507.83 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$668.70 | \$720.48 | \$31,483.45 | \$24,960.44 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$0.00 | \$0.00 | \$43,078.48 | \$32,023.03 |
| 65610 Reimbursable Equipment | \$0.00 | \$0.00 | \$8,556.44 | \$21,585.19 |
| 62510-62520 Resource Sharing Allocation | \$0.00 | \$0.00 | \$32,529.38 | \$19,305.25 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$2,195.73 | \$355.31 | \$66,048.33 | \$29,276.20 |
| Information Technology | \$0.00 | \$0.00 | \$5,290.76 | \$4,091.59 |
| Dues & Subscriptions | \$0.00 | \$0.00 | \$6,648.50 | \$2,910.75 |
| Meeting Expenses | \$0.00 | \$0.00 | \$1,487.16 | \$1,685.42 |
| Conferences and Trainings | \$0.00 | \$0.00 | \$10,049.56 | \$4,983.13 |
| Printing | \$0.00 | \$0.00 | \$749.25 | \$885.52 |
| Special Initiatives | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Indirect Cost | \$6,183.87 | \$5,465.28 | \$148,903.18 | \$109,132.86 |
| Management Fee | \$7,178.07 | \$6,431.68 | \$185,586.02 | \$161,784.44 |
| 65602, 65603 Work Experience | \$0.00 | \$0.00 | \$39,292.87 | \$119,833.38 |
| 67408 Instructional Training | \$0.00 | \$0.00 | \$260,134.78 | \$315,471.51 |
| Incumbent Worker Training | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 67412 Customer Support Service | \$0.00 | \$0.00 | \$237,399.99 | \$106,383.06 |
| 67426 Individual Career Services- New Service | \$0.00 | \$0.00 | \$6,252.00 | \$3,616.00 |
| 67422 On the Job Training | \$0.00 | \$0.00 | \$80,120.46 | \$14,772.69 |
| 67418,67420 Client Awards/Incentives | \$0.00 | \$0.00 | \$110,845.08 | \$3,930.00 |
| 5% WEX Markup | \$0.00 | \$0.00 | \$5,822.31 | \$5,980.83 |
| Unobligated/Unbudgeted Grant | \$0.00 | \$0.00 | \$5,624.18 | \$0.00 |
| TOTAL | \$72,651.17 | \$67,836.39 | \$3,130,903.41 | \$2,442,939.57 |

CIJDC

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

| | Total Annual Budget | SIRPC Total Annual Budget | Remaining Budget | SIRPC Remaining Budget |
|---|--------------------------------|--------------------------------------|-----------------------------|-----------------------------------|
| WIOA Grant Revenues | | | | |
| WIOA Grant - Administration | \$493,239.03 | \$476,448.36 | \$199,680.87 | \$229,553.58 |
| WIOA Grant- Adult | \$1,176,299.98 | \$1,260,967.64 | \$318,607.24 | \$338,165.59 |
| WIOA Grant- Dislocated Worker | \$881,657.99 | \$710,737.24 | \$223,225.05 | \$222,839.15 |
| WIOA Grant- NDWG | \$234,163.40 | \$289,419.00 | \$182,999.86 | \$243,796.75 |
| WIOA Grant- Youth Out of School | \$1,375,634.61 | \$1,298,239.45 | \$361,193.42 | \$722,070.48 |
| WIOA Grant- Youth In School | \$553,565.84 | \$320,179.48 | \$292,326.82 | \$156,623.05 |
| TOTAL | \$4,714,560.85 | \$4,355,991.17 | \$1,578,033.26 | \$1,913,048.60 |
| WIOA Expenses | | | | |
| Board Salaries and Benefits | \$304,440.97 | \$196,908.77 | \$56,113.88 | -\$2,667.94 |
| Fiscal Agent Costs | \$68,196.31 | \$72,500.00 | \$4,151.31 | \$6,494.73 |
| Subleases | \$155,006.09 | \$111,050.00 | \$8,271.57 | -\$10,928.40 |
| Contractual RFP's | \$75,275.01 | \$22,851.00 | \$71,835.01 | \$12,225.10 |
| One Stop Operator | \$107,391.09 | \$99,882.00 | \$14,681.83 | \$32,042.61 |
| 60110-60190 Salaries 60310-60330 & 60610-60560 | \$1,128,481.24 | \$1,020,952.43 | \$161,860.62 | \$202,256.31 |
| Payroll Taxes, Fringe / Work Comp | \$309,655.26 | \$243,165.26 | \$73,578.25 | \$49,227.21 |
| 60850 Mileage & Travel | \$120,341.35 | \$103,609.00 | \$27,669.44 | \$54,101.17 |
| 62115, 65570, 63100-63130 Telephone, Postage, Supplies | \$41,702.41 | \$34,409.63 | \$10,218.96 | \$9,449.19 |
| 62830, 62860 Outreach & Public Relations / Job Fairs | \$69,600.00 | \$65,729.15 | \$26,521.52 | \$33,706.12 |
| 65610 Reimbursable Equipment | \$123,707.81 | \$31,422.24 | \$115,151.37 | \$9,837.05 |
| 62510-62520 Resource Sharing Allocation | \$34,569.00 | \$28,735.00 | \$2,039.62 | \$9,429.75 |
| 61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses | \$75,270.57 | \$35,777.51 | \$9,222.24 | \$6,501.31 |
| Information Technology | \$7,000.00 | \$2,801.99 | \$1,709.24 | -\$1,289.60 |
| Dues & Subscriptions | \$10,000.00 | \$10,000.00 | \$3,351.50 | \$7,089.25 |
| Meeting Expenses | \$4,000.00 | \$2,500.00 | \$2,512.84 | \$814.58 |
| Conferences and Trainings | \$15,000.00 | \$15,371.86 | \$4,950.44 | \$10,388.73 |
| Printing | \$4,000.00 | \$7,007.00 | \$3,250.75 | \$6,121.48 |
| Special Initiatives | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 |
| Indirect Cost | \$191,476.82 | \$141,142.77 | \$42,573.64 | \$32,009.91 |
| Management Fee | \$202,730.45 | \$163,509.63 | \$17,144.43 | \$1,725.19 |
| 65602, 65603 Work Experience | \$459,092.82 | \$288,851.00 | \$419,799.95 | \$169,017.62 |
| 67408 Instructional Training | \$336,891.64 | \$449,449.00 | \$76,756.86 | \$133,977.49 |
| Incumbent Worker Training | \$50,000.00 | \$0.00 | \$50,000.00 | \$0.00 |
| 67412 Customer Support Service | \$328,242.07 | \$335,620.00 | \$90,842.08 | \$229,236.94 |
| 67426 Individual Career Services- New Service | \$17,239.40 | \$0.00 | \$10,987.40 | -\$3,616.00 |
| 67422 On the Job Training | \$228,876.26 | \$394,256.00 | \$148,755.80 | \$379,483.31 |
| 67418,67420 Client Awards/Incentives | \$94,414.26 | \$22,503.00 | -\$16,430.82 | \$18,573.00 |
| 5% WEX Markup | \$22,954.64 | \$14,443.00 | \$17,132.33 | \$8,462.17 |
| Unobligated/Unbudgeted Grant | \$117,130.71 | \$538,704.14 | \$111,506.53 | \$538,704.14 |
| TOTAL | \$4,717,686.18 | \$4,353,269.38 | \$1,581,158.59 | \$1,910,329.81 |

CIJDC
Non-WIOA Statement of Revenue and Expenses- Ticket to Work YTD
For the Month Ending May 31st, 2023

| | Year to Date | TTW Budget | Remaining Budget | |
|------------------------------------|-------------------|--------------------|---------------------|---------------|
| Ticket to Work Revenues | | | | |
| Ticket to Work | \$5,544.30 | \$45,647.40 | \$40,103.10 | 87.85% |
| TOTAL | \$5,544.30 | \$45,647.40 | \$40,103.10 | 87.85% |
| Ticket to Work Expenses | | | | |
| Support Services | \$533.19 | \$2,000.00 | \$1,466.81 | 73.34% |
| Center Incentives | \$0.00 | \$5,000.00 | \$5,000.00 | 100.00% |
| Outreach for Incentives | \$0.00 | \$5,500.00 | \$5,500.00 | 100.00% |
| Food | \$2,297.23 | \$2,500.00 | \$202.77 | 8.11% |
| Sponsorships | \$685.00 | \$2,000.00 | \$1,315.00 | 65.75% |
| Professional Development | \$0.00 | \$3,000.00 | \$3,000.00 | 100.00% |
| Center Supplies | \$1,399.51 | \$2,500.00 | \$1,100.49 | 44.02% |
| General Transportation | \$0.00 | \$2,000.00 | \$2,000.00 | 100.00% |
| Lee County Project | \$0.00 | \$5,000.00 | \$5,000.00 | 100.00% |
| Assistive Technology | \$629.37 | \$2,500.00 | \$1,870.63 | 74.83% |
| Unobligated/Unbudgeted Grant | \$0.00 | \$13,647.40 | \$13,647.40 | 100.00% |
| TOTAL | \$5,544.30 | \$45,647.40 | \$40,103.10 | |

| Date | Ticket to Work Funds | Deposit | Withdrawal | Balance | Date | Other Funds | Deposit | Withdrawal | Balance |
|------------|--|-------------|------------|-------------|-----------|--|------------|------------|------------|
| 8/23/2022 | IMV | \$24,740.40 | | \$24,740.40 | 8/23/2022 | | \$1,000.00 | | \$1,000.00 |
| 9/8/2022 | IWD | \$17,907.00 | | \$42,647.40 | 1/17/2023 | CIJDC (Credit Card) Clinton County Gift Cards | | \$759.99 | \$240.01 |
| 9/16/2022 | Bob Ryan (Popcorn Machine Rental) | | \$71.05 | \$42,576.35 | | | | | \$240.01 |
| 9/20/2022 | Bob Ryan (Cookie Reim) | | \$51.00 | \$42,525.35 | | | | | \$240.01 |
| 10/12/2022 | CIJDC (Credit Card) Center Supplies (Open House) (Food) | | \$518.68 | \$42,006.67 | | | | | \$240.01 |
| 12/12/2022 | Bob Ryan (Steel Toe Work Boots) | | \$176.50 | \$41,830.17 | | | | | |
| 12/13/2022 | CIJDC (Credit Card) | | \$83.40 | \$41,746.77 | | | | | |
| 11/23/2022 | Mandy Tripp (Food Reim) | | \$16.63 | \$41,730.14 | | | | | |
| 1/3/2023 | Bob Ryan (Tire Repair) | | \$102.58 | \$41,627.56 | | | | | |
| 1/17/2023 | CIJDC (Credit Card) Food, Support Services (Work Boots) | | \$1,143.87 | \$40,483.69 | | | | | |
| 2/7/2023 | Dewitt Chamber (Inv 3908 & 3909) | | \$475.00 | \$40,008.69 | | | | | |
| 2/14/2023 | CIJDC (Credit Card) Center Supplies (Owl) | | \$1,111.94 | \$38,896.75 | | | | | |
| 2/14/2023 | Central IWD | \$750.00 | | \$39,646.75 | | | | | |
| 3/14/2023 | Blain's Farm & Fleet | | \$79.99 | \$39,566.76 | | | | | |
| 3/15/2023 | CIJDC (Credit Card) Center Supplies (bean counter) | | \$322.40 | \$39,244.36 | | | | | |
| 4/14/2023 | CIJDC (Credit Card) Assistive Technology (Braille Keyboards) | | \$597.28 | \$38,647.08 | | | | | |
| 4/14/2023 | CIJDC (Credit Card) Food (WBL Event Bettendorf) | | \$93.99 | \$38,553.09 | | | | | |
| 4/14/2023 | CIJDC (Credit Card) Center Supplies (Backdrop for Headshots) | | \$17.11 | \$38,535.98 | | | | | |
| 4/14/2023 | CIJDC (Credit Card) Food (Refugee Employer Event) | | \$87.71 | \$38,448.27 | | | | | |
| 4/14/2023 | CIJDC (Credit Card) Food (WBL Event Clinton) | | \$166.76 | \$38,281.51 | | | | | |
| 4/14/2023 | Central IWD | \$750.00 | | \$39,031.51 | | | | | |
| 4/5/2023 | Nick Clayton (Workboots) | | \$58.83 | \$38,972.68 | | | | | |
| 5/5/2023 | CIJDC (Credit Card) Support Services | | \$23.00 | \$38,949.68 | | | | | |
| 5/5/2023 | CIJDC (Credit Card) Food (Rentry Breakfast | | \$104.49 | \$38,845.19 | | | | | |
| 5/5/2023 | Central IWD | \$1,500.00 | | \$40,345.19 | | | | | |
| 5/10/2023 | Maquoketa Area Chamber | | \$150.00 | \$40,195.19 | | | | | |
| 6/9/2023 | CIJDC (Trackball Mouse Burlington Center) | | \$32.09 | \$40,163.10 | | | | | |
| 6/9/2023 | CIJDC (North Scott Sponsorship | | \$60.00 | \$40,103.10 | | | | | |

***Revisions to the CEO Agreement**

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

MISSISSIPPI VALLEY WORKFORCE AREA

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

This Agreement is entered into by the County Elected Officials of Des Moines, Lee, Henry, Louisa, Clinton, Jackson, Scott and Muscatine counties, hereinafter collectively referred to as Chief Elected Officials (CEOs). The purpose of this Agreement is to describe how CEOs will organize themselves and act to fulfill their responsibilities for Workforce Innovation and Opportunity Act (WIOA) services provided in the Mississippi Valley Workforce Area (MVWA) a Local Workforce Development Area approved by Iowa Workforce Development under WIOA.

A. GENERAL PROVISIONS

1. The name of the Agreement shall be the Mississippi Valley Workforce Area Chief Elected Officials Shared Liability Agreement.
2. This Agreement reflects the unanimous decisions of all eight county CEOs holding office at the time of signing.

B. CEO DESIGNATION AND ORGANIZATION

1. Each CEO signing this Agreement shall assume the roles and responsibilities assigned collectively to the CEOs under WIOA.
2. Each CEO may appoint a member of the county board of that county to act in his or her place under this Agreement.
3. Should any member of the Agreement have a conflict of interest pertaining to any issue coming before the CEOs, or if there is an appearance of a conflict of interest, that member shall declare any such conflict prior to any discussion on the issue and shall refrain from voting on said issue.
4. The CEOs shall comply with the Iowa Open Meetings Act and shall operate under Robert's Rules of Order.
5. It is the intent of all CEOs that WIOA services be provided to all counties within this Local Area on an equitable and fair basis, taking into account the total funds available and the proportional need for services of each county.

C. PROCESS FOR SELECTION OF CLEO AND CEO REQUIREMENTS

1. The CEOs shall select by majority vote from among their members a Chief Lead Elected Official (CLEO), and Vice-CLEO to be elected annually at the first meeting of each calendar year. The CLEO has signatory authority for CEOs as may be required to provide for the continuous provision of WIOA services in MVWA. The CLEO will collaborate

Commented [MS1]: Do you still want to have a vice CLEO?

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

with the Vice-CLEO on WIOA services and shall grant the Vice-CLEO signing authority in the CLEO's absence. The CLEO and Vice-CLEO shall be elected at the first meeting of each calendar year upon the approval of this Agreement and shall serve for a term of one year and may serve multiple terms by a majority vote of the CEOs. An election of the CLEO and Vice-CLEO shall be held annually thereafter.

2. The CLEO shall preside over each meeting.
3. The CLEO shall provide an agenda prior to each meeting. Any member may request an item be added to the agenda.
4. The CEOs shall meet on a regular basis to conduct the business required of them under WIOA. These meetings shall be held not less frequently than bi-monthly.
5. Five members or more shall represent a quorum at meetings.
6. Following the last meeting of each calendar year a letter will be sent to each County Board of Supervisors reporting the CEOs attendance for that calendar year.
7. CEOs who have three (3) consecutive unexcused absences will be contacted by the CLEO and a letter will be written to that CEOs County Board of Supervisors. An absence will be deemed to be excused if prior notice is given to the CLEO or board staff that the individual is unable to attend a meeting prior to the start time of the meeting.
8. ³The CLEO will not for the term as CLEO serve as the highest-ranking officer on any board or other entity that governs the fiscal agent or a direct service provider.
9. The CLEO will serve as the signatory for the group of CEOs when needed. The CLEO will act on behalf of the CEOs and will collaborate with the Mississippi Valley Workforce Development Board (MVWDB) chair on a number of issues and tasks.

Commented [MS2]: Do you want to change the frequency of meetings?

Commented [MS3]: Continue with attendance requirement?

D. NOMINATION AND APPOINTMENTS TO THE MVWDB

The CEOs have the exclusive responsibility to appoint members to the MVWDB from individuals recommended or nominated by each class of membership.

1. The CEOs shall insure that private sector MVWDB members are nominated timely to expedite approval of these nominees by the state.
2. The CLEO will contact appropriate businesses, workforce or educational entities, including chambers of commerce, labor representatives and local educational entities serving the local service delivery area, to request nominations for MVWDB membership.
3. The CEOs shall appoint members to ensure that at all times a majority of MVWDB membership (minimum 51%) are business representatives which represent business

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

owners, chief executive officers, and other executives with optimum policy making or hiring authority and provide employment in in-demand industry sectors or occupations in the Local Area. At least two of the business representatives must represent small businesses as defined by the Small Business Administration. CEOs shall seek business nominations from local business organizations and trade associations.

4. The CEOs shall appoint members to ensure that at all times not less than 20% of the MVWDB membership are workforce representatives which represent labor organizations, joint labor-management or union affiliated registered apprenticeship programs, nominated by labor organizations by local labor federations or by other representatives of employees. Other additional positions can be filled by community-based organizations that have demonstrated experience and expertise addressing the employment, training or education needs of veterans or individuals with disabilities, and representatives of organizations that have demonstrated experience and expertise in addressing the employment, training and education needs of eligible youth, including out-of-school youth.
5. The CEOs shall appoint members to ensure that at all times there is a representative from adult education and a representative from higher education providing workforce investment activities including community colleges. Additional positions may include representatives of local educational agencies and community-based organizations with expertise in serving individuals with barriers to employment
6. When there is more than one local area provider of adult education services or multiple higher education institutions providing workforce activities, nominations will be solicited from those providers and institutions. This requirement provides for a representative selection process for these membership categories.
7. The CEOs shall appoint members to ensure that at all times there is a representative from economic and community development entities, a member from the state employment service under the Wagner-Peyser Act, and a representative from Vocational Rehabilitation. Additional positions may include a member from agencies running transportation, housing, or public assistance programs or members from philanthropic organizations.
8. CEOs will ensure that overall members of the MVWDB, excluding the Wagner Peyser Act and Vocational Rehabilitation representatives, will be balanced by gender and political affiliation. After applying the exclusions, no more than one half plus one of the remaining board members will be composed of any one gender or political party.
9. An individual may be appointed as a representative of more than one entity if the individual meets all the criteria for representation, including the criteria described above.
10. Each CEO, or designee, is responsible for appointing private sector members from the CEO's county. These members must reside or work within the county of appointment.

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

11. A CEO may appoint a member who lives or works in a different county if that appointee meets all the requirements and is approved by the CEO from which the appointment would normally come.
12. The CEOs will determine if any additional members shall be appointed beyond those minimally required by WIOA or the state. If any such appointments are made, the 51% business representative membership and 20% labor representative membership requirement shall be maintained.
13. The CEOs shall have a majority vote to appoint nominations to the MVWDB.
14. Appointments shall be for three-year terms with one-third of the membership to be appointed each year.
15. When nominating an individual to serve on the MVWDB, all nominating organizations will complete and submit the following nomination documentation to the CLEO for member selection and appointment.
 - a. Signed Conflict of Interest Form
 - b. Signed Member Nomination Form
16. Completed appointment documentation for MVWDB membership will be submitted to IWD for review, and the appointee will not be appointed to the MVWDB until the CLEO has received confirmation from IWD that the appointment has been affirmed.
17. CEOs shall perform an annual assessment of the Board's membership and performance to ensure that the Board is performing adequately and in accordance with the direction and guidance CEOs provide.

E. REAPPOINTMENT OF MEMBERS

1. The CLEO is responsible for all reappointments. New nominations are required for all appointments from nominating organizations.
2. The CLEO must process reappointments within sixty (60) business days from the effective date of the term expiration. During the sixty (60) day period, the MVWDB will be able to legally act as a board and conduct business. If the CLEO fails to reappoint a MVWDB member in a required category within sixty (60) business days, the MVWDB will be out of compliance with membership composition requirements, and any business conducted shall not be considered legal, unless the MVWDB has a waiver in place in accordance with Vacancies.
3. The CLEO must indicate both the official beginning date of the reappointment and the official term expiration date on the nomination form.

F. CHANGE IN STATUS

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

1. Members may continue to serve on the MVWDB until:
 - a. Their term of office expires; however, the member may continue to serve until the replacement nominees' required documents are approved and confirmed in writing by the state
 - b. The classification under which they were appointed changes
 - c. The appointment is revoked by the appointing CEO
 - d. The member becomes incapacitated or otherwise unable to complete their term of office
 - e. The member resigns.
2. MVWDB members who no longer hold the position or status that made them eligible to represent a specific sector on the MVWDB must resign or be removed by the CLEO immediately as a representative of that entity. A resignation is not effective until it has been accepted by the CLEO.
3. Any changes to the membership of the MVWDB must be reported to IWD within ten (10) business days from the date of the change. Notification shall include.
 - a. The name of the MVWDB member
 - b. The nature of the change (addition, removal, etc.)
 - c. The organization represented
 - d. Job title
 - e. Category of inclusion (business, workforce, education & training, government/economic, and community development, other)

G. VACANCIES

CEOs will ensure that MVWDB vacancies are filled within sixty (60) business days from the time the vacancy was created, or a written request for a waiver has been completed and submitted to IWD.

H. MID-TERM APPOINTMENT

MVWDB members replacing outgoing members mid-term will serve the remainder of the outgoing member's term.

I. REMOVAL

1. The CLEO will remove MVWDB members in the event any of the following occurs:
 - a. Documented violation of conflict of interest
 - b. Failure to meet MVWDB member representation requirements, as defined in WIOA and in accordance with Local Board Membership Requirements
 - c. Documented proof of fraud and/or abuse
 - d. MVWDB members may be removed for other factors outlined in the board by-laws

J. DESIGNATION OF LOCAL GRANT RECIPIENT/FISCAL AGENT

WIOA requires the CEOs to serve as the grant recipient for all WIOA Title I funds and to enter into a grant relationship with the State. Under a unanimous decision CEOs may also elect to designate a fiscal agent to administer these funds and to fulfill the role of grant recipient. Even if CEOs designate a grant recipient and fiscal agent, they remain liable for any misused funds and for expenditures that are determined unallowable under WIOA.

In accordance with the flexibility of CEOs under WIOA, the CEOs:

1. The CEOs process for selecting the fiscal agent-Local grant recipient will consist of an in-depth analysis of the qualified organizations to perform the required fiscal agent roles and responsibilities outlined under WIOA. The fiscal agent-local grant recipient will be selected by a majority vote of the CEOs. CEOs can base the selection on a variety of factors including but not limited to cost, the organizations experience, staff availability and qualifications, and past performance for handling federal funds. The CEOs may select the fiscal agent-local grant recipient through any means including appointment as identified under WIOA or any type of procurement option approved by the CEOs.

2. The CEOs expect the fiscal agent-local grant recipient to comply with all federal and state rules and regulations pertaining to the responsibilities of grant recipient/fiscal agent, as defined under WIOA law, regulations, and State of Iowa policy.

K. A local grant recipient operates as a supporting organization to equip the local WDB to fulfill its rightful role by filling the gap that exists between the board’s vision and executing strategy. In its role, the local grant recipient provides an administrative structure either in house or by contracting out certain services to support the work of the board. The entity serving as the local grant recipient has several duties, both programmatic and fiscal in nature. They include but are not limited to the following:

1. Human resources management
2. Information technology support
3. Grant management
4. Fiscal and accounting operations
5. Executing contracts
6. Monitoring service providers and one-stop operators
7. Procuring services and contracts at the direction of the WDB.
8. Determine eligibility of program participants
9. Managing performance measures
10. Programmatic decision making
11. Adherence to program requirements
12. □ Fulfilling fiscal responsibilities, either directly or through a contracted fiscal agent. These responsibilities include:

~~2.~~13. The fiscal agent is responsible for the following functions:

- a. Receive funds
- b. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with the Office of Management and Budget circulars, the Workforce Innovation and Opportunity Act and the corresponding Federal Regulations and State policies
- c. Respond to audit financial findings
- d. Maintain proper accounting records and adequate documentation

Commented [MS4]: WIOA requires the CLEO to serve as the local grant recipient for all WIOA Title I funds unless CEOs designate an alternative entity to serve in this capacity. The local grant recipient enters into a grant relationship with the State on behalf of the CEOs. Under a majority decision CEOs may also elect to authorize the local grant recipient to subcontract fiscal agent services to administer these funds. Even if CEOs designate a grant recipient and fiscal agent, they remain liable for any misused funds and for expenditures that are determined unallowable under WIOA.

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

- e. Prepare financial reports
- f. Provide technical assistance to subrecipients regarding fiscal issues
- g. At the direction of the MVWDB, the fiscal agent may also:
 - i. Procure contracts or obtain written agreements
 - ii. Conduct financial monitoring on service providers and
 - iii. Ensure independent audit of all employment and training programs

K.L. MISSPENT FUNDS OR DISALLOWED COSTS

- 1. The CEOs expect the fiscal agent to assume primary liability for any disallowed costs associated with the provision of fiscal agent services and shall be held liable for any disallowed costs by the CEOs.
- 2. The CEOs recognize that the designation of a local grant recipient and fiscal agent does not absolve CEOs of their collective liability for misspent WIOA funds. In the event WIOA expenditures are disallowed and CEOs are unsuccessful at obtaining repayment from the fiscal agent each county shall be responsible for a portion of any such liability. The apportionment will be divided equally between the eight counties in the LWDA.
- 3. The CEOs recognize that the required payment of disallowed costs must be made from non-federal funding sources.

Commented [MS5]: Clause is not allowed and would be considered a monitoring finding

L.M. CEO PARTNERSHIP WITH THE LOCAL WORKFORCE DEVELOPMENT BOARD

- 1. The CEOs and MVWDB shall develop and submit a local plan to IWD that meets local workforce development needs and the requirements of WIOA. The completed local plan shall be approved by CEOs at a scheduled CEO meeting. The CEOs and MVWDB must be in agreement on the local plan before the plan can be submitted to IWD. The local plan must be consistent with the state plan.
- 2. In partnership with the MVWDB, the CEOs shall conduct oversight for WIOA Title I programs and the American Job Center (AJC) in the local area. They will ensure the appropriate use and management of the funds provided in the local area and ensure the appropriate use and management, and investment of funds to maximize performance outcomes.
- 3. To fulfill our oversight responsibilities under WIOA, the CEOs shall receive from its designated local grant recipient and fiscal agent (if applicable) the following information for review prior to each meeting:
 - a. Reports and other documents that summarize the current financial conditions of all WIOA grants awarded to MVWA, including income, expenditures, fund balances, comparison to approved budget and other financial metrics the CEOs may identify in conjunction with the execution of their responsibilities under this Agreement.
 - b. Reports and other documents that summarize known compliance issues or concerns along with an explanation of any out-of-compliance notices received for any program for which the CEOs retain ultimate financial liability.

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

4. The MVWDB, with the approval of the CEOs shall designate a one stop operator through a competitive process and may terminate for cause the eligibility of such operators pursuant to WIOA section 107(d)(10).
5. The MVWDB shall develop a board budget, with the approval from the CEOs. The MVWDB shall develop a budget consistent with the local plan for its activities and submit the budget to the CEOs for their approval. The local grant recipient⁴ and/or fiscal agent must distribute grant funds as approved by the CEOs provided that the disbursement does not violate WIOA or any other applicable law.
6. The CEOs shall approve additional one-stop partners as deemed appropriate and necessary to provide quality services.
7. The MVWDB, with approval from the CEOs, shall develop and enter into a Memorandum of Understanding (MOU) concerning the operation of the one-stop delivery system in the local area with the One-Stop Partners. The completed MOUs shall be subject to CEO approval and shall be reviewed and approved by the CEOs at scheduled meetings.

M.N. CONSULTATION WITH IOWA WORKFORCE DEVELOPMENT

1. The MVWDB, the CEOs, and IWD shall negotiate and reach agreement on local performance accountability measures.
2. The CEOs will consult with IWD in the development of a reorganization plan, following decertification of the MVWDB for fraud, abuse, failure to carry out functions, or non-performance.
3. In conjunction with IWD the CEOs will carry out statewide Rapid Response activities using funds reserved by IWD, including additional assistance to local service delivery areas that experience disasters, mass layoffs, or plant closings, or other events that precipitate substantial increases in the number of unemployed individuals.
4. The CEOs, in coordination with IWD, and the MVWDB, shall establish and operate a fiscal and management accountability information system based on guidelines established by the Secretary after consultation with IWD, CEOs and the one-stop partners (such guidelines shall promote efficient collection and use of fiscal and management information for reports and monitoring the use of funds made available and for preparing the annual report).
5. The CEOs will consult with the Secretary of Labor or IWD regarding any federal or state-funded activity in the Local Area.

N.O. CEO DISPUTES

It is agreed that CEO decisions required under this Agreement shall be made in a democratic manner and that each CEO shall have an equal vote in all deliberations. A simple majority vote shall be required to approve or deny any action required to fulfill the CEO

CHIEF ELECTED OFFICIAL SHARED LIABILITY AGREEMENT

responsibilities covered by this Agreement.

P.P. AMENDEMENTS

This Agreement may be amended or modified at any time by the affirmative vote of 75% of (6 members) of the eight county CEOs holding office at the time of modification.

P.Q. SELECTION OF NEW CLEO

When a new CLEO is selected in accordance with the CEO Agreement, the newly selected CLEO must submit to the MVWDB and IWD a written statement acknowledging that he/she has read, understands, and will comply with the current CEO Agreement, and will apprise IWD of the change in CLEO designation.

P.R. ELECTION OF NEW CEO

When a new CEO is elected within the MVWA, the newly elected official must submit to the MVWDB a written statement acknowledging that he or she has read, understands, and will comply with the current CEO Agreement and reserves the option to request negotiations to amend the CEO Agreement at any time during the official's tenure as a CEO.

P.S. CEOS INFORMATION

| County | Name | Email |
|------------|------------------|------------------------------------|
| Jackson | Jaek Willey | jebos@co.jackson-ia.us |
| Clinton | Jim Irwin | jirwin@clintoncounty-ia.gov |
| Scott | Brinson Kinzer | brinson.kinzer@scottcountyiowa.com |
| Muscatine | Nathan Mather | Nathan.Mather@co.muscatine.ia.us |
| Louisa | Chris Ball | CBall@louisacountyia.gov |
| Lee | Riek Larkin | riekleolarkin@gmail.com |
| Des Moines | Shane McCampbell | mccampbells@dmcounty.com |
| Henry | Chad White | cwhite@henrycountyiowa.us |

P.T. DURATION

This Agreement shall be effective upon the approval of the Board of Supervisors of each of the member counties. The Agreement shall continue until WIOA is rescinded or MVWDB as currently designated is changed by the Governor or upon the CEOs request to amend this Agreement at any regularly scheduled meeting.

SIGNATURE PAGE

By signing below, I acknowledge that I have read and agree to the MVWA Chief Elected Official Shared Liability Agreement as amended at the ~~March 2~~ June 20th, 2022 ~~2023~~, CEO meeting. Multiple signature pages will constitute a fully executed MVWA CEO Shared Liability Agreement. Upon receipt of all signature pages this Agreement will become effective.

| Signature | County | Date |
|------------------|-------------------|-------------|
| | Clinton County | |
| | Jackson County | |
| | Muscatine County | |
| | Scott County | |
| | Louisa County | |
| | Lee County | |
| | Des Moines County | |
| | Henry County | |

*Annual Monitoring Report

Annual Monitoring Report PY 2022



Innovate



Collaborate



Integrate



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Program & Financial Monitoring Report

Monitoring Report

Contract: Title I

Program: Adult/DW/Youth/NDWG

Date of Desk Review: March 6-20, 2023

Date and Location of On-Site Review: March 23rd, Burlington Iowa *WORKS*

Monitors: Miranda Swafford, Andrea Taylor, and Mandy Tripp,

Files Reviewed: 2203080177, 2202316111, 203045149, 2203017639, 2202972550, 2202619516, 2200627446, 2201362086, 2203009808, 2200868130, 2 203073580, 2203106083, 2202905546, 2203045534, 2203089304, 2203089911, 1559792

MONITORING REPORT DEFINITIONS

Promising Practices - Promising practices are practices or outcomes identified during the review that are observed as being effective, innovative, or best practices. These are practices that go above and beyond standard service delivery expectations and/or practices.

Findings - Findings are identified as issues or practices non-compliant with federal, state, and/or local statutes, regulations, terms and conditions of an award or contract, policies, and directives. Each finding has a corresponding required corrective action identifying what action must be taken, or documentation provided, in order for the finding to be resolved. Please use the “Contractor Response” box within the monitoring report to detail the actions taken by the service provider to resolve the Finding. MVWDB will utilize the “MVWDB Response” box within the report to acknowledge when a finding is resolved or if additional action is required to resolve the finding.

Areas of Concern - Areas of concern are issues, policies, or practices observed during the review that may negatively impact the ability to effectively manage the grant or provide services to participants. They may also include red flags or risk areas that, if not addressed and corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern will have a corresponding recommendation for correcting the issue or practice. Responses are not required for an area of concern but are welcome.

PROMISING PRACTICES

Monthly peer monitoring of files and having the adult career navigators review the youth files and vice versa is a great way to familiarize all staff with the documents and case notes required.

FINDING #1 Work-Based Learning Contracts

During the review of work-based learning contracts, it was discovered that the current contracts used do not comply with local policies:

Instance #1 WEP Assurance missing - A WEP agreement will assure that participants enrolled in a paid WEP shall not be compensated at a rate that is higher than the employer’s entry-level wage for an equivalent position.

Instance #2 WEP Assurance missing - the employer will assure that all overtime will be offered to current employees before being covered by a WEP.

Instance #3 WEP Assurance missing - placement of a participant will not result in and/or infringement upon the promotional opportunities of current employees.

Instance #4 WEP Assurance missing - WEP participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place youth in work experiences where mandatory overtime is required.

Instance #6 No form or process in place to determine the employer's eligibility nor are all addressed in the WEP contract. No confirmation of the following was found:

- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, or age; WIOA Sec. 188(a)(2)
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a WEP participant or as the result of having a WEP participant; 20 CFR 683.270
- Shall not allow the WEP activity to result in the infringement of promotional opportunities of their current employees; 20 CFR 683.270
- Shall not allow the participant to be involved in the construction, operation, or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship; WIOA Sec. 188(a)(3)
- The employer must not currently be involved in a labor dispute or have workers currently in layoff status. 20 CFR 680.840

Citation

MVWA Work Experience Policy

Corrective Action Plan

The service provider must develop a corrective action plan to ensure all work-based learning contracts are reviewed and updated. A form or process must be in place to determine the employer's eligibility for WEP contracts. The corrective action plan must include verification of the above criteria and documentation of a formal WEP employer eligibility process. Updated contracts should be submitted as part of the corrective action plan.

Contractor Response

We concur with this finding. WEX/Transitional Jobs Contract was updated and sent to the MVWD board. The board sent the contract back to us on 4/19/23 indicating the updates were approved. On 4/20/23, the contract was given to the business services consultants for immediate implementation. On 4/17/23, Project Director sent an email to the board asking if all active WEX contracts need to be updated and reissued, Executive Director responded that no, they did not, that the updated contract needed to be implemented immediately upon updates. The updated

contract is at the end of this monitoring response report.

MVWDB Response

Resolved - Equus’s corrective action plan addressing the work-based learning contracts is approved. Finding #1 is officially resolved.

FINDING #2 Performance

During the review of common measures data, it was discovered that the youth program is underperforming in multiple common measure categories.

| Indicator | PY21 | | | PY22 | | |
|-------------------------|----------|---------|---------|----------|---------|---------|
| | Required | Q3 | Q4 | Required | Q1 | Q2 |
| Employment 2nd Qtr | 73.0% | 72.4% | 72.7% | 73.0% | 71.9% | 68.90% |
| Employment 4th Qtr | 72.0% | 100.0% | 93.3% | 73.0% | 80.0% | 80% |
| Median Earnings 2nd Qtr | \$3,600 | \$3,198 | \$3,886 | \$3,700 | \$3,454 | \$3,376 |
| Credential Attainment | 59.0% | 40.0% | 22.2% | 52.0% | 41.2% | 44 |
| Measurable Skills Gain | 41.0% | 22.0% | 17.9% | 35.0% | 24.3% | 27.30% |

Instance #1 Employment 2nd Qtr after exit, Credential Attainment, and Measurable Skills Gain have underperformed in the past 4 Qtrs.

Instance #2 Median earnings 2nd Qtr after exit has underperformed in the last 3 out of the 4 Qtrs.

Citation

Master Contract Sections 21 & 22

Corrective Action Plan

The service provider must submit a detailed corrective action plan to address these deficiencies. Including strategies, timelines and steps to be taken to ensure performance is met in future quarters.

Contractor Response

We concur with this finding. The leadership team brought the full youth team together in Muscatine on April 14 for training on common measures and suitability, those in attendance were Kendra Schaapveld, Taylor Longstreth, Shannon Weaver, Kenzie Failyer, Robert Hummel, DaShawn Banks, Barbie Havener, Leah Haberichter, and Autumn Fjeld. Shannon Weaver has been in communication with Iowa Workforce Development regarding 2 cases that are pulling into the denominator for measurable skills gain against state policy and they are looking into system issues for resolution.

Additional Strategies to improve youth performance are as follows:

- Supervisors Shannon Weaver and Taylor Longstreth have weekly supervision with Career Navigators. Each supervisor reviews the IowaWORKS reports to identify who on

the caseload is close to measurable skills gain that Navigators can schedule appointments with for skill development and TABE test to increase MSG.

- Beginning 5/1/23, Career Navigators will utilize Kahn Academy, a no-cost, online resource that prepares participants for TABE testing to improve TABE scores.
- Beginning 5/1/23 Weekly proctored TABE testing will be offered in each American Job Center for participants to come in and test for attempts at measurable skills gains. Operations Supervisors will work with Career Navigators to monitor caseload to ensure that we are capitalizing on regularly scheduled TABE testing.
- By June 30, each Career Navigator will be connecting with HiSED instructors to obtain the most recent CASAS scores on co-enrolled participants to identify measurable skills gains.
- 14 Youth elements classes are offered on Wednesdays by designated Career Navigators as each Career Navigator is responsible for teaching a workshop. Each Wednesday there is a different class. These classes are offered in person and virtually so that participants have options to attend. There is a \$50 incentive for attending. These youth elements classes are intended to instill employability skills to achieve 2nd/4th quarter after exit wages.
- Our project has access to The Work Number. Each quarter, Shannon Weaver and Tabytha Seigfried will access The Work Number database to obtain wage information for employment information for exited participants that are not responding to our contact attempts. This information will be utilized for 2nd/4th quarter after exit documentation to support employment common measure performance.

MVWDB Response

Provisionally accepted with requested changes

Addition of addressing the placement of individuals in employment leading to \$3,700 in wages from employment to meet median earnings 2nd Qtr. The wage check is a reactive approach to median earnings, and we would like to see a proactive approach identified. Please submit a strategy to address this portion of the finding in your corrective action plan.

Contractors Response

Two of the 14 Elements classes specifically address Labor Market Information and Financial Literacy. These classes address researching wages, understanding how much it costs to live, and how wages impact budgeting. By taking these classes, a participant will have an opportunity to choose employment post-exit to continue their career pathway above minimum wage. The classes also discuss in-demand occupations such as welding and logistics and how their higher wages lead to self-sufficient standards of living.

The next approach for increasing median earnings post-exit is to promote work-experience opportunities for all enrolled youth. Work experiences and internships boost resumes, provide transferable skills, and improve employability which will lead to an increase in wages post-exit. Business Services Consultants and Career Navigators will work with the participants to identify the careers the youth are passionate about and connect them with related work experiences so that the youth stay in jobs they enjoy. Business Services Consultants will work to develop job sites for on-the-job training opportunities of in-demand occupations that related to the youth's

individual service strategy that has identified the youth's career pathway they are most interested in, so they are more apt to staying employed long term. Business Services Consultants will also work with Career Navigators and participants as participants complete their post-secondary credential to identify a work-based learning opportunity that relates to their achieved credential. By completing the work-based learning, they will be able to find employment opportunities that will make them employable long-term, find higher wages, and more confident in their career pathways.

The project is also more skilled in hiring and training Career Navigators. Many lessons were learned through the first 2 years of the implementation of the youth program. Career Navigators meet one-on-one weekly with Operations Supervisors to staff cases, they receive a mentor upon hire, and they receive more intensive training. By providing the support and training for Career Navigators upon hire through reflective supervision practices, they model and provide support in turn to their participants on their caseloads. They build faster relationships, enroll participants at a higher rate upon referral, and keep in contact with them post-exit through the follow-up process thus ensuring we receive the documentation necessary for common measures.

MVWDB Response

Resolved - Equus's corrective action plan addressing the common measures is approved. Finding #2 is officially resolved.

AREA OF CONCERN #1 Business Services

Direct business outreach appears to be lacking. In Burlington, there are no business services documented in the IowaWORKS case management system for January and only 4 for October. Business contacts are tracked in Word documents and notebooks. Outreach is not strategic or based on a pre-determined approach. Business Services Consultants are not provided ongoing professional development opportunities related directly to Business Services beyond their initial onboarding, only a peer-to-peer learning community.

Recommendation

- Ensure all Business Services are entered in the IowaWORKS case management system.
- Develop a standardized system or tool for tracking all business contacts.
- Identify specific Business Services related training for continuous improvement.
- Have a strategic business services outreach plan in place.

Contractor Response (Optional)

In February, the IWD trained the center staff on entering marketing contacts for businesses who are not registered in IowaWORKS. Project Director and Quality Assurance Specialist will monitor IowaWORKS reports for business services countable services entries for tracking purposes.

For continuous learning and professional development, Business Services staff that are Equus staff have the opportunity to complete the Certification for Workforce Development Professional, attend the National Association for Workforce Development Professionals

conference, and they also attended the Dislocated Worker and Rapid Response conference that Iowa Workforce Development hosted in December in Des Moines. They also have access to the Equus Learning Platform and LinkedIn Learning for additional training and professional development.

For program outreach, the Individual Service Strategy and the Individual Employment Plan drives the outreach plan for the Business Services Consultants. They reach out to employers based on the employment goals in the ISS and IEPs, call small businesses to connect for work-based learning opportunity development. Per leadership meeting with board staff and project director on 4/26/23, the Title I business services strategy will be a part of the larger American Job Center strategic planning.

AREAS OF CONCERN

During the review of payroll records for the months of October and January data, it was discovered that there were several errors in payroll calculations.

Instance #1 October-

- 93.34 needed to be allocated from Adult to YIS
- 148.53 needed to be allocated from DW to YOS
- 42.72 was allocated to DW instead of Youth
- Part of staff DL was allocated to Adult and DW that should have been allocate to YIS WBL; Staff stated this was corrected in February (\$242.72)
- 44.70 was allocated to DW instead of Youth; Staff stated correction would be made in March.
- Correcting entries for staff WBL for \$242.72 for October 2022 in February 2023.
- Staff salary correcting entries for October 2022 in February 2023.
- Staff \$44.70 WBL October 2022 in March 2023.

Recommendation

All errors must be corrected and submitted to the fiscal agent. A process should be developed to ensure the correct categorization of expenditures occurs moving forward.

Contractor Response (Optional)

Equus has made the necessary corrections in the February and March general ledger. The corrections then were included in the March and April invoices to your agency. Moving forward the Project Director and Operation Supervisor will work with Human Resources and the Project Accountant to ensure individuals are onboarded to the appropriate funding stream upon hire. The project accountant will perform a review of the payroll coding during month-end close to address any miscoding and reclass to the appropriate funding stream. There was a formula error in the worksheet for WBL In School and Out of Youth. We have corrected the formula error to ensure appropriate payroll calculations moving forward.



Work-Based Learning Agreement

Authorized under program Choose an item. of the Workforce Innovation and Opportunity Act

Section 1: Contact Information

Complete the contact information for the Contractor and the Worksite.

| | | |
|-------------------|-----------------|--------------------|
| Participant Name: | | LAST FOUR OF SSN: |
| Contractor: | CONTACT PERSON: | TELEPHONE #: |
| ADDRESS: | EMAIL: | FAX #: |
| WORKSITE NAME: | | ACCOUNT # OR FEIN: |
| WORKSITE ADDRESS: | CONTACT PERSON: | EMAIL: |
| | TELEPHONE #: | FAX #: |

Section 2: Work-Based Learning Agreement

This Work-Based Learning Agreement is between Equus Workforce Solutions/ Workforce Innovation and Opportunity Act, hereinafter called the Contractor, and (Name of Worksite), herein after called Worksite. Both parties agree to the terms and conditions set forth within this contract. The contract term commences on (enter start date here) and terminates on (enter end date here). The participant will be paid a rate of (enter pay rate) for a maximum of (enter max hours here)

Section 3: General Terms and Conditions

CONTRACT PURPOSE

The purpose of this contract is to establish the general terms and conditions under which the Contractor may refer individual WIOA participants (“the Trainee”) to the Worksite to enable the Workforce Innovation and Opportunity Act (WIOA) participants to take part in a WORK-BASED LEARNING as that term is defined under the Workforce Innovation and Opportunity Act.

WORK-BASED LEARNING DEFINITION

The purpose of Work-Based Learning is to provide a participant with short-term or part-time subsidized or unsubsidized work assignments to enhance their employability through the development of good work habits and basic work skills. Work-Based Learning also provides participants with exposure to work and the requirements for successful job retention that are needed to enhance long-term employability. Work-based Learning should help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Work-Based Learning may be used to provide:

- Instructions concerning work habits and employer and employee relationships in a work environment;
- An improved work history and work references;

- An opportunity to actively participate in a specific work field; and
- An opportunity to progressively master more complex tasks.

This training will:

- a) Follow a training outline to include criteria for determining the successful completion of the training;
- a) Allow participants to work no more than the maximum hour limitation;
- b) Provide the opportunity for participants to be compensated for time spent in the Work-Based Learning activity, wages must be no less than higher of the Federal or State minimum wage.; and
- c) Not exceed 520 hours per activity for a Work Experience (WEP) or Transitional Job (TJB), or 500 hours per enrollment for an Internship (INT).

CONTRACTOR ASSURANCES

1. The Contractor agrees to notify the Worksite of all WIOA participants enrolled under this agreement.
2. Through the Contractor, the participant(s) will receive wages of at least the federal minimum wage rate for actual hours spent in work experience. The participant will not be compensated at a rate that is higher than the employer's entry-level wage for an equivalent position. FICA and Worker's Compensation will also be provided through the Contractor. The employer of record for the participant(s) will be Equus Workforce Solutions.
3. The Contractor will provide worker's compensation coverage for the Work-Based Learning participant during the training.
4. Unemployment Insurance will not be paid on wages paid of Work-Based Learning participants.
5. The Contractor will not receive any payment as a result of this agreement.
6. The Contractor shall provide orientation to Work-Based Learning participants and Worksite supervisors on program purposes, policies, and procedures.
7. The Contractor agrees to ensure that participants are eligible for the program and to work in the United States.
8. The Contractor shall provide labor market information, career exposure activities, counseling, and supportive services to participants as needed to enhance the Work-Based Learning activity for the participant.

WORKSITE ASSURANCES

9. Worksite will submit time and attendance reports on a bi-weekly basis to the Contractor on forms provided by the WIOA representative. Worksite will assure that timesheets do not list unexcused absences, lunch breaks, hours not worked, or recreational activities as worked hours to be paid. Worksite will provide participants with appropriate breaks.
10. Worksite agrees that records which are directly related to the Work-Based Learning contract are subject to review, monitoring, and audit by the Contractor, the local workforce area, the State, and/or the federal government, at any time and without prior notice to the Worksite.
11. Worksite agrees that youth participants will not be mandated to work overtime. The Worksite further ensures that any voluntary overtime (maximum 10 hours per week) will be offered to current employees before being offered to work-based learning participants.
12. The Worksite will not receive any payment as a result of this Work-Based Learning activity.
13. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws, or health and safety laws). 29 CFR 37.38(b)
14. Worksite will notify the Contractor in the event of an injury or accident involving the participants performing work under this Contractor. Such notification must be made within twenty-four hours of occurrence.
15. Worksite agrees to maintain adequate time and attendance and other records for a minimum of four years following the conclusion of the contract.

16. Worksite agrees to provide adequate supervision to participants at all times. When the regular worksite supervisor is unavailable, an alternative supervisor will be designated. There will be adequate full-time supervision of each trainee by qualified supervisors.
17. The Worksite will provide work activity that will enable the participant(s) to develop their employment potential in the areas of job skills, work attitude, and work habits.
18. Worksite will provide all tools, materials, and other equipment as necessary.
19. Worksite certifies that the Work-Based Learning will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of a Work-Based Learning, or it has no collective bargaining agreement with a labor organization that covers the Work-Based Learning position.
20. Worksite assures that the Work-Based Learning Trainee has not been placed into any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position.
21. Worksite assures that the placement of participants at the worksite will not terminate the employment of any of its current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a work-based learning participant or as the result of a work-based learning participant. Worksite further assures that placement of work-based learning participants will not result in infringement upon the promotional opportunities of current employees.
22. Worksite assures that its organization does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, or age.
23. Worksite assures that it is not currently involved in a labor dispute or has workers in layoff status.
24. Worksite assures that it will not allow the participant to be involved in the construction, operation, or maintenance of any part of any facility that is used or is to be used, for religious instruction or as a place for religious worship.

ADDITIONAL TERMS

25. Any modification initiated by the Contractor to this contract shall be made in writing and signed by both parties.
26. Work-Based Learning contract is subject to modification or termination due to actions taken by the Federal, State, or Local governing bodies that result in a frustration of contract purpose. Such actions include but are not limited to, the withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to reauthorize WIOA program activities.

See attached Job Description/ Training Plan.

Section 4: Signatures

I hereby agree to all the terms and conditions in this WORK-BASED LEARNING Agreement.

Authorized Signatures

DATE:

DATE:

WORKSITE SIGNATURE:

CONTRACTOR SIGNATURE:

TYPE/PRINT NAME:

TYPE/PRINT NAME:

TITLE:

TITLE:

Section 5: Concurrence of the Collective Bargaining Agent

Complete this information in regard to if the employment and training are subject to a collective bargaining

agreement.

1. Does this company have a collective bargaining agreement with a labor organization?

YES

NO

2. Please indicate the name, title, and union affiliation of the appropriate bargaining representative.

BARGAINING REPRESENTATIVE'S NAME:

SIGNATURE:

BARGAINING REPRESENTATIVE'S TITLE:

UNION AFFILIATION:

Fiscal Monitoring Report



Mississippi Valley Workforce Development Board

PY22 Monitoring Report

Date of Report: April 17th, 2023

Contract: Fiscal Agent Services – Central Iowa Juvenile Detention Center

Date of Desk Review: April 1 – April 15, 2022

Monitors: Miranda Swafford - Executive Director

Documents Requested

1. Check disbursement copies for the months of November and December
2. Draw down documents for the months of November and December
3. Monthly bank statement and reconciliation documentation for November and December transactions.
4. November and December Timesheets for all staff time billed to WIOA.

Systems Monitored

1. Time Tracking Systems - Reconciliation of actual staff to billed staff time in the months of November and December.
2. Drawdown Processes – Review of all copies of checks written for November and December, compared to CIJDC monthly report, and cross-referenced to draw down documents from the Iowa Workforce Development TM1 system.
3. Bank Statement Reconciliations – Comparison of all drawdown documents to deposits and copies of checks reconciled with withdrawals on bank statements for the months of November and December.

MONITORING REPORT DEFINITIONS

Findings - Findings are identified as issues or practices non-compliant with federal, state, and/or local statutes, regulations, terms and conditions of an award or contract, policies, and directives. Each finding has a corresponding required corrective action identifying what action must be taken, or documentation provided, in order for the finding to be resolved. Please use the “Contractor Response” box within the monitoring report to detail the actions taken by the Fiscal Agent to resolve the Finding. MVWDB will utilize the “MVWDB Response” box within the report to acknowledge when a finding is resolved or if additional action is required to resolve the finding.

Areas of Concern - Areas of concern are issues, policies, or practices observed during the review that may negatively impact the ability to effectively manage the grant or provide services to participants. They may also include red flags or risk areas that, if not addressed and corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern will have a corresponding recommendation for correcting the issue or practice. Responses are not

required for an area of concern but are welcome.

There were no Findings

AREAS OF CONCERN

Staff do not use activity-based timesheets and only track hours billed to the MVWA WIOA grant. Timecards do not provide detailed tasks of staff that are billed to WIOA. They track their time for Mississippi Valley on the time tracking sheet that is attached to the bill submitted to the Finance Committee and it is not pulled from any other tracking system. Other contracts that they provide services are straight fee based and they do not track their time.

Recommendation

Use detailed activity-based timesheet tracking to link to allowable grant activities to ensure transparency for customers, oversight agencies, and monitors for all grants.

Fiscal Agent Response (Optional)

One Stop Operator Report

One-Stop Operator Monitoring Report

Contract: One-Stop Operator

Date of Desk Review 4/14/23

Monitors: Mandy Tripp & Miranda Swafford

MONITORING REPORT DEFINITIONS

Findings - Findings are identified as issues or practices non-compliant with federal, state, and/or local statutes, regulations, terms and conditions of an award or contract, policies, and directives. Each finding has a corresponding required corrective action identifying what action must be taken, or documentation provided, in order for the finding to be resolved. Please use the “Contractor Response” box within the monitoring report to detail the actions taken by the service provider to resolve the Finding. MVWDB will utilize the “MVWDB Response” box within the report to acknowledge when a finding is resolved or if additional action is required to resolve the finding.

Areas of Concern - Areas of concern are issues, policies, or practices observed during the review that may negatively impact the ability to effectively manage the grant or provide services to participants. They may also include red flags or risk areas that, if not addressed and corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern will have a corresponding recommendation for correcting the issue or practice. Responses are not required for an area of concern but are welcome.

FINDING #1

During the review of documentation, it was discovered that the outreach plan document has not been completed.

Instance #1 – MVWA Draft Outreach is the same document from the previous One-Stop Operator from the Fall of 2022.

Citation

Contract Terms & Conditions - KPI: Participate in the board’s social media strategy by gathering information from partners, scheduling meetings, posting for partners without access to the platforms, and develop outreach strategy for center partners as outlined in the MOU and MVWDB Branding Guide once developed.

MVWA Memorandum of Understanding Attachment F

Corrective Action Plan

The One Stop Operator should complete the Iowa *WORKS* outreach plan for PY23 by July 1 and submit the plan to the MVWDB. The contractor’s response should explain how this will be completed by the deadline.

Contractor Response

The following steps will be taken to ensure that a universal Outreach Plan for PY23 will be

completed by July 1:

- **OSO will use the May 9th and May 23rd partner meetings to address how partners are conducting outreach activities and will discuss if a tool can be developed to track outreach efforts by each partner as outlined in MOU Attachment F.**
- **Prior to May 23rd meeting, core partners will be asked to review MOU Attachment F so discussion can be had with regards to outreach expectations.**
- **Partners will discuss coordinated outreach strategies at the May 23rd core partner meeting. OSO will note outreach activities of each partner and will create a continuous improvement plan regarding outreach strategies, specifically in regards to decreasing duplication of outreach to specific businesses, organizations, and geographic areas.**
- **OSO will develop a shared document amongst partners to track outreach events. Reminders to update the outreach event document will be sent monthly so the OSO can assess for any duplication in outreach efforts. If duplication is observed, the OSO will make this an agenda item for monthly partner meetings.**
- **OSO will have JobEQ environmental scan ran to identify areas and populations in need as well as businesses with hiring/training needs.**
- **OSO will work with core partners and staff to ensure integrated outreach materials are developed and outreach is being conducted regularly and per the MOU.**
- **OSO will review local plan to make sure targeted populations are being reached out to by partners.**
- **Outreach plan will include outreach goals of each partner, underserved populations such as disconnected youth, individuals with disabilities, individuals with LEP, etc., and will highlight geographic areas with high concentrations of underserved populations. Outreach plan will also include community-based organizations that may assist in providing services to underserved geographic areas, which may include recommendations for satellite locations.**
- **Outreach plan will include LMI that outlines business needs based on hard/soft skills, education/credentials, etc.**

MVWD Response

The Outreach plan should include goals that system partners can agree upon, and not broken down by each partner. July 1 the plan should be submitted to MVWDB. The Outreach plan should focus on combined efforts instead of individual program activities. It is understood that a baseline needs to be developed and the continuous improvement steps identified will lead to a better overall Outreach plan in the future. With these conditions the corrective action plan addressing the Outreach plan is approved. Finding #1 is officially resolved.

FINDING #2

During the review of documentation submitted for KPI10, it was discovered that the WINTAC document has not been updated or reviewed since September 2022.

Instance #1 – No updated documentation provided.

Citation

Contract Terms & Conditions - KPI: Recommend and implement continuous improvement activities as it relates to biannual One Stop Certification processes.

Corrective Action Plan

The One Stop Operator should review the WINTAC with the Core Partners and develop a strategy for implementation of the next steps document created and provide documentation in the corrective action plan that this has been conducted.

Contractor Response

The following steps have/will be taken to utilize the WINTAC assessment results to ensure continuous improvement efforts are made to continue to integrate the One-Stop System Partners.

- **OSO has reviewed the WINTAC documents and identified that the “next steps” document needs to be completed with partners to continue improving upon system integration.**
- **OSO will ensure all partners who participated in the WINTAC self-assessment are aware of its purpose and importance.**
- **OSO will review WINTAC self-assessment results with partners, including current integration status and priority level of each item.**
- **OSO will schedule a meeting(s) with partner leadership to complete the “Next Steps” document based on WINTAC self-assessment results.**
- **OSO will submit “Next Steps” document to MVWA Director for review by July 1, 2023, which will include a continuous improvement plan surrounding partner integration.**
- **OSO will develop a standard operating procedure to routinely assess and reassess partner integration levels.**
- **One-stop system integration will be a regular agenda item for Partner Meetings.**

MVWD Response

The continuous improvement tool identified to track status updates of the WINTAC for each activity ensures regular review of the “Next Steps” document and will ensure the system is moving forward. Equus’s corrective action plan addressing the WINTAC is approved. Finding #2 is officially resolved.

FINDING #3

In reviewing the assistive technology available at the Burlington Center, it was determined that not all standards were being met.

Instance #1: There was no trackball mouse on the skills floor.

Instance #2 There were no materials in alternative formats.

Citation

MVWA Accessibility Plan Section H.

MVWA Accessibility Plan - Section Administration of Plan- One-Stop Operator (OSO). The MVWDB has a One Stop Operator (OSO) whose responsibility is to coordinate service delivery in a way that supports compliance with this Accessibility plan.

Corrective Action Plan Required

Response

The following steps will be taken to ensure that service delivery will be coordinated in a way that supports the Accessibility Plan:

- The One Stop Operator has added a trackball mouse to the accessibility equipment and has made staff aware of the addition and how it is used.
- OSO will work with partners to provide materials in alternative forms and will work with Iowa Department for the Blind to identify appropriate braille and enhanced sized/printed material. Materials will be determined and ordered for both centers by July 1, 2023.
- OSO has developed a checklist to ensure Assistive Technology is fully equipped and working appropriately and will utilize this checklist quarterly to ensure all equipment is working effectively and all devices are present.

MVWD Response

Equus's corrective action plan addressing the assistive technology requirements is approved. Finding #3 is officially resolved.

FINDING #4

In reviewing if the Iowa *WORKS* center compares demographic information (race, ethnicity, gender, age, and English proficiency) to data that represents demographic information for the individuals we are serving when developing their outreach plan it was determined that this has not been completed.

Instance #1: LMI data was presented in July 2022, but there has been no follow-up since.

Citation

MVWA LEP Plan – Section Administration of Plan – One-Stop Operator (OSO). The MVWDB has a One Stop Operator (OSO) whose responsibility is to coordinate service delivery in a way that supports compliance with this LEP individual plan.

Corrective Action Plan Required

Response

The following steps will be taken to ensure that service delivery is coordinated in a way that supports compliance with the LEP Individual Plan.

- Labor market information will be posted in a visible place every month and will also be discussed with partners during core and mandated partner meetings.
- Labor market information that will be shared will include information about the job seekers being served in Mississippi Valley including data about race, ethnicity, gender, and English proficiency.
- Labor market information will also be posted and shared to include information about business needs, including skills needed, number of current vacancies, in-demand employers, and credential/degree needs.
- Labor Market Information will be reviewed to see the prominent languages in the area and which languages materials should be provided on hand by July 1.

MVWD Response

Equus's corrective action plan addressing LMI data is approved. Finding #4 is officially resolved.

AREAS OF CONCERN #1

During the One-Stop Certification process, it was identified that effectiveness standard 5: “through coordination by the OSO, leadership staff of on-site partners collaborating to manage the functions of the Center was not being done effectively”. During the review of agendas, this does not appear to be occurring.

Recommendation

This should be added to the monthly core partner meeting agendas to ensure this standard will be met in future certifications. Additionally, coordinating monthly center-specific management meetings could increase effectiveness.

Contractor Response

The following steps will be taken to ensure that partners are collaborating to discuss the management of the American Job Center(s):

- A standard operating procedure will be developed outlining the collective leadership responsibilities of each partner within the American Job Center.
- OSO will meet with center partner leadership monthly and discuss the management of the American Job Center(s).
- Meeting minutes will reflect discussion regarding the “shared responsibility” of core partners to manage the American Job Center(s).
- OSO and partners will review TEGL 16-16 (One-Stop Operations Guidance for the American Job Center Network), which provides guidance on “shared responsibility” amongst partners in managing the American Job Center(s).

- **OSO will utilize guidance from TEGL 16-16 to drive conversation at center partner leadership meetings to address “shared responsibilities” regarding the management of the American Job Center, which includes integrated partnerships, universal operational policies, maximizing the benefit of technology, organizing the American Job Center by function versus program, cross-training, etc.**

AREA OF CONCERN #2

During staff interviews, it was determined that not all skills floor staff know how to request accommodations not provided in the center.

Several staff interviewed were not aware of how to utilize the language line.

During staff interviews, it was determined that not all staff know which program to refer LEP individuals to.

Recommendation

- Develop a written process for staff to request accommodations and share that process with all center staff. To include individuals with LEP, visual and or hearing impairments, etc.
- Quarterly trainings on assistive technology equipment will be completed for new staff. Trainings will include how to effectively navigate:

Increase training on assistive technology and cross-training opportunities.

Response (Optional)

The One-Stop Operator will develop written operating procedures that outline how staff should appropriately manage all reasonable accommodation requests. The written procedures will be regularly reviewed with partner management staff and training opportunities will be done quarterly. Training verification forms will be signed by all staff who are trained, and training will address:

- **Section 188 of WIOA**
- **Tools to serve individuals appropriately and efficiently with LEP, including language identification cards, how to appropriately interact with and utilize interpreters, and how to access Language Line.**
- **Regularly scheduled training on all assistive technology equipment that addresses appropriate and effective ways of serving individuals with visual impairments.**
- **Regularly scheduled training on all assistive technology equipment that addresses appropriate and effective ways of serving individuals with hearing impairments.**

The One-Stop Operator will further assess what assistive technology is available and will note any gaps in technology. The One-Stop Operator will also update the resource guide annually, outlining all the assistive technology available.

AREAS OF OPPORTUNITY

The MOU Partner Activity Tool should continue to be used and improved upon to pull out action items from the MOU for continuous improvement.

Explore technology solutions for increasing daily communication between center programs and a process for the distribution of center updates to all staff to track communications to ensure all partners and staff are included.

During the review, it was determined there is no process or policy to outline the procedure or POC for reserving meeting spaces.

Review Attendance

PY22 CEO Meeting Attendance

| Name | 8/16/22 | 10/18/22 | 12/1/22 | 12/21/22 | 2/21/23 | 4/18/23 | 6/20/23 | Total Meetings Attended |
|------------------|------------|----------|---------|----------|------------|---------|---------|-------------------------|
| Jack Willey | 1 | 1 | 1 | 1 | [REDACTED] | | | 4 |
| Jim Irwin (CLEO) | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Brinson Kinzer | 1 | U | 1 | U | [REDACTED] | | | 2 |
| Nathan Mather | 0 | 1 | 0 | 1 | [REDACTED] | | | 2 |
| Chris Ball | U | U | E | U | [REDACTED] | | | 0 |
| Chad White | 1 | 1 | 1 | 1 | U | 1 | | |
| Shane McCampbell | 1 | 1 | 1 | 1 | 1 | U | | |
| Chuck Holmes | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Shawn Maine | [REDACTED] | | | | U | U | | |
| Jean Dickson | [REDACTED] | | | | 1 | 1 | | |
| Don Schwencker | [REDACTED] | | | | 1 | 1 | | |
| Danny Chick | [REDACTED] | | | | 1 | 1 | | |

PY22 Board Meeting Attendance

| Name | 8/15/22 | 11/21/22 | 2/20/23 | 5/15/23 | Total Meetings Attended |
|------------------|---------|----------|---------|----------|-------------------------|
| Dennis Duke | 1 | 1 | 1 | 1 | 4 |
| Kirby Phillips | 1 | 1 | 1 | 1 | 4 |
| Matthew Nichol | 1 | 1 | 1 | 1 | 4 |
| Joyce Stimpson | 1 | 1 | 1 | 1 | 4 |
| Lori Bassow | 1 | 1 | 1 | 1 | 4 |
| Heather Halbrook | 1 | 1 | 1 | 1 | 4 |
| Cory Bergfeld | 1 | U | U | E | 1 |
| Patrick Stock | 1 | U | 1 | RESIGNED | 2 |
| Andy Sokolovich | 1 | 1 | 1 | 1 | 4 |
| Martha Bell | 1 | 1 | 1 | 1 | 4 |
| Regina Matheson | 1 | 1 | 1 | 1 | 4 |
| Carol Reynolds | 1 | 1 | 1 | 1 | 4 |
| Mandy Parchert | 1 | 1 | 1 | 1 | 4 |
| Tim Brown | 1 | 1 | U | RESIGNED | 2 |
| Brad Quigley | 1 | 1 | U | U | 2 |
| Jacob Nye | E | 1 | 1 | 1 | 3 |
| Cynthia Whalen | E | 1 | E | 1 | 2 |
| Ryan Drew | E | 1 | 1 | 1 | 3 |
| Jana Wittenberg | | E | 1 | 1 | 2 |

PY22 Committee Attendance

Executive Committee

| <u>Name</u> | 7/12/2022 | 9/13/2022 | 9/23/2022 | 10/11/2022 | 12/6/2022 | 1/10/2023 | 3/7/2023 | 4/4/2023 | 6/6/2023 | Total |
|----------------|-----------|-----------|-----------|------------|-----------|-----------|----------|----------|----------|-------|
| Dennis Duke | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| Mathew Nicol | 1 | 1 | 1 | 1 | E | 1 | 1 | 1 | 1 | 8 |
| Lori Bassow | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| Kirby Phillips | 1 | 1 | 1 | 1 | E | 1 | 1 | 1 | E | 7 |
| Cindy Whalen | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
| Jacob Nye | 1 | 1 | 1 | E | 1 | 1 | 1 | 1 | 1 | 8 |

Operations Committee

| <u>Name</u> | 7/13/2022 | 9/14/2022 | 10/12/2022 | 11/9/2022 | 12/14/2022 | 1/11/2023 | 2/8/2023 | 3/8/2023 | 4/12/2023 | 5/10/2023 | 6/14/2023 | Total |
|-----------------|-----------|-----------|------------|-----------|------------|-----------|----------|----------|-----------|-----------|-----------|-------|
| Mathew Nichol | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 10 |
| Kirby Phillips | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 10 |
| Scott Schneider | 1 | 1 | E | 1 | U | 1 | E | 1 | 1 | E | | 6 |
| Tim Gobble | 1 | U | 1 | 1 | 1 | E | 1 | u | 1 | E | | 6 |
| Ryan Drew | 1 | 1 | 1 | U | 1 | E | 1 | 1 | E | U | | 6 |
| Jana Wittenberg | 1 | 1 | 1 | 1 | 1 | E | 1 | 1 | 1 | 1 | | 9 |
| Mandy Partchet | 1 | E | 1 | 1 | 1 | 1 | | | | | | |

Finance Committee

| <u>Name</u> | 7/27/2022 | 8/30/2022 | 9/28/2022 | 10/26/2022 | 11/30/2022 | 1/4/2023 | 1/25/2023 | 2/22/2023 | 3/22/2023 | 4/26/2023 | 5/24/2023 | 6/28/2023 | Total |
|------------------|-----------|-----------|-----------|------------|------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|
| Lori Bassow | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | E | 1 | | 10 |
| Cory Bergfeld | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 11 |
| Angela Rheingans | 1 | E | E | 1 | 1 | 1 | 1 | U | E | 1 | 1 | | 7 |
| Joyce Stimpson | 1 | 1 | E | 1 | U | E | 1 | 1 | 1 | 1 | 1 | | 8 |
| Kelley Brown | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 10 |
| Jack Willey | | | | | | | 1 | 1 | 1 | U | 1 | | 4 |
| Brad Quigley | 1 | 1 | 1 | 1 | U | U | | | | | | | |

Youth Committee

| <u>Name</u> | 7/11/2022 | 8/8/2022 | 9/12/2022 | 10/10/2022 | 11/14/2022 | 1/9/2023 | 2/13/2023 | 3/13/2023 | 4/10/2023 | 5/8/2023 | 6/12/2023 | Total |
|------------------|-----------|----------|-----------|------------|------------|----------|-----------|-----------|-----------|----------|-----------|-------|
| Jacob Nye | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 10 |
| Heather Halbrook | 1 | 1 | 1 | 1 | U | 1 | 1 | 1 | 1 | 1 | | 9 |
| Regina Matheson | 1 | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | 9 |
| Carol Reynolds | 1 | 1 | E | E | 1 | E | U | 1 | 1 | 1 | | 6 |
| Andy Sokolovich | 1 | U | 1 | E | 1 | 1 | E | 1 | 1 | 1 | | 7 |

| | | | | | | | | | | | | |
|----------------|---|---|---|---|---|---|---|---|---|---|---|---|
| Rebecca Ruberg | E | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 9 |
|----------------|---|---|---|---|---|---|---|---|---|---|---|---|

Business Committee

| <u>Name</u> | 1/12/2023 | 2/9/2023 | 3/9/2023 | 4/13/2023 | 5/11/2023 | 6/8/2023 | Total |
|--------------------|------------|----------|----------|-----------|-----------|----------|-------|
| Mandy Parchert | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| Brad Quigley | U | U | U | U | U | u | 0 |
| Chris Caves | 1 | 1 | 1 | E | 1 | 1 | 5 |
| Dennis Fraise | 1 | 1 | 1 | 1 | 1 | E | 5 |
| Kelley Brown | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| Hannah Howard | 1 | 1 | U | 1 | 1 | 1 | 5 |
| Stephanie Torrance | [REDACTED] | | | 1 | E | 1 | 2 |
| Stacy Borgeson | [REDACTED] | | | | 1 | 1 | 2 |

Disability Access Committee

| <u>Name</u> | 7/25/2022 | 10/17/2022 | 1/23/2023 | Total |
|-----------------|-----------|------------|-----------|-------|
| Cynthia Whalen | 1 | 1 | 1 | 3 |
| Chad Pratz | E | 1 | 1 | 2 |
| James Stout | 1 | 1 | E | 2 |
| Joy Szewczyk | 1 | 1 | 1 | 3 |
| Erica Clark | 1 | 1 | 1 | 3 |
| Martha Bell | 1 | 1 | 1 | 3 |
| Maria Gonzales | 1 | 1 | 1 | 3 |
| Eva Castillo | 1 | E | U | 1 |
| Travis Robinson | 1 | U | 1 | 2 |

*Board Re-Appointments



**PY23 Board Member Re-Appointments
Effective July 1, 2023**

Dennis Duke
Kirby Phillips
Jacob Nye
Carol Reynolds

**PY23 New Board Member Appointments
Effective July 1, 2023**

Chris Caves
Nick Flogel

**PY23 Board Member Removal
Effective July 1, 2023**

Brad Quigley



Mississippi Valley Workforce Development Board

BOARD MEMBER REMOVAL ACTION

Background

Brad Quigley was appointed to the Business Committee on 1/12/23, which he was not present for, has not attended any Business Committee meetings or the last two Board meetings, and has not requested an excused absence for any meetings.

| | | | | | |
|-------------------------------|-----------|----------|----------|-----------|---------|
| Business Committee Attendance | 1/12/2023 | 2/9/2023 | 3/9/2023 | 4/13/2023 | 5/11/23 |
| | U | U | U | U | U |
| Board Meeting Attendance | 8/15/22 | 11/21/22 | 2/20/22 | 5/15/23 | |
| | 1 | 1 | U | U | |

After 3 unexcused absences, Brad was sent a letter on 4/28/23.

MVWDB Bylaws

ARTICLE XIII REMOVAL

The CLEO will remove MVWDB members in the event any of the following occurs:

- A. Documented violation of conflict of interest.
- B. Failure to meet MVWDB member representation requirements, as defined in the WIOA and in accordance with Iowa Local Board Membership Requirements.
- C. Documented proof of fraud and/or abuse.
- D. A member of the board or committee has 4 or more unexcused absences in a one-year period.
 - a. If a member is unable to attend a board or committee meeting, they must notify the board executive director or board chair prior to the meeting in writing via email to receive an excused absence.
 - b. Each meeting will have an agenda item to approve absences and is at the discretion of the board or committee to approve.
 - c. When the member has 3 unexcused absences, they will be notified by the board executive director in writing via email.
 - d. When a member reaches four (4) unexcused absences the executive committee shall review the circumstances and recommend termination or retention of a member to the CEOs.
 - e. A member can protest the removal to the CEOs at the meeting where the removal is on the agenda or submit a written protest to be reviewed at that same meeting.
- E. MVWDB members may be removed for other factors that are deemed to have a negative impact on the board.
- F.

Action Needed

The executive committee shall review the circumstances and recommend termination or retention to the CEOs.



IOWA State Workforce Development Board

Local Workforce Development Board Member Nomination Form

Nominee (Applicant Information): Name: __Dennis Duke_____

Local Workforce Development Area Representing: Mississippi Valley Workforce Area_____

Position/Title: __Project Manager_____

Address: __1815 Des Moines Ave_____ City/Zip Code: __Burlington 51601 _____

Phone Number: 319-759-6826_____

E-mail Address: __dennis.d.duke@gmail.com or dduke@carlanelsonco.com_____

Gender: X Male Female

Local Workforce Development Board category the nominee represents (check only one):

X Business Labor Organization Adult Education and Literacy Higher Education

Organization Representing: __Carl A. Nelson & Company_____

Please describe briefly why you would like to serve on the Local Workforce Development Board: __To assist in developing a sustainable workforce in our area and the entire state of Iowa along with providing services to help people find a career path.

Nominating Organization Information:

Organization: Greater Burlington Partnership_____

Number of Employees: 12_____

Name: Jeremy Hess_____

Position/Title: Director of Economic Development_____

Address: River Park Place 610 N 4th St, Ste 200_____

City/Zip Code: Burlington, IA 52601_____

Phone Number: 319-752-6365_____

E-mail Address: jhess@greaterburlington.com_____

Legal References [WIOA sec. 107\(h\)](#)

I hereby recommend and nominate the above-named person for membership on the Local

Workforce Development Board.

DocuSigned by:
Jeremy Hess
64BC80D536CC40C...

2023-Jun-08 | 09:06:53 CDT

Nominator's Signature

Date

Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____

Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official

Date

Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative

Date

Legal References

- [WIOA sec. 107\(h\)](#)

Local Workforce Development Board Member Nomination Form

Section 1: Nominee Information

Local Workforce Development Area: Mississippi Valley

Nominee Name: Jacob Nye Gender: Male Female

Nominees Business/Organization: IBEW LOCAL 13

Business Address: 1205 N. Central Ave. County: Des Moines

Industry Sector: _____

Nominee Position/Title: Business Manager/Financial Sec. # of Employees: _____

Nominee Email: jacob@ibewlocal13.com Business Phone: 319-752-0452 / 319-759-0106

Local Workforce Development Board category the nominee represents (check only one):

Business Workforce (Labor Organizations) Employment & Training Government

Section 2: Nominator Information

Nominating Organization Name: Des Moines/Henry County Labor Alliance / AFL-CIO

Nominator Name and Title: Ryan Drew - President

Nominator Email: rdrew@local130.org Business Phone: 319-759-3188

The nominee must serve as either owner, chief executive or operative officer, other type of executive officer, or a person with optimum policymaking or hiring authority within the entity they represent. Must be an individual with demonstrated experience and expertise who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents to commit that entity to a chosen course of action. Does the nominee qualify? Yes No

I hereby recommend and nominate the above-named person for membership on the Local Workforce Development Board.



5-19-23

Nominator's Signature

Date

Section 3: Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____ Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official: _____ Date: _____

Section 4: Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative: _____ Date: _____

Legal References

- [WIOA sec. 107\(h\)](#)



IOWA State Workforce Development Board

Local Workforce Development Board Member Nomination Form

Nominee (Applicant Information): Name: __ Kirby Phillips

Local Workforce Development Area Representing: Mississippi Valley Workforce Area

Position/Title: __ Manager, Human Resources

Address: __ 3205 Cedar St City/Zip Code: __ Muscatine 52761

Phone Number: __ 563-562-3447

E-mail Address: __ kphillips@mpw.org

Gender: Male Female

Local Workforce Development Board category the nominee represents (check only one):

Business Labor Organization Adult Education and Literacy Higher Education

Organization Representing: __ Muscatine Power and Water

Please describe briefly why you would like to serve on the Local Workforce Development Board: My passion lies in workforce development and my 20+ years of human resources experience and knowledge have helped me develop a unique perspective about the workforce system, how it operates and how it has evolved over the years. Serving on the MVWA Board would allow me to use my human resources expertise to give back and fulfill my community responsibility by helping to ensure the programs, training, education, and general workforce services continue to be available for all Iowans.

Nominating Organization Information: Organization: Greater Muscatine Chamber of Commerce & Industry

Number of Employees: 7

Name: Dr. Brad Bark

Position/Title: President & CEO

Address: 100 West 2nd Street City/Zip Code: Muscatine, IA 52761

Phone Number: 563-506-3161

E-mail Address: bbark@muscatine.com

I hereby recommend and nominate the above-named person for membership on the Local Workforce Development Board.



6-12-23

Nominator's Signature

Date

Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____

Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official

Date

Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative

Date

Legal References

- [WIOA sec. 107\(h\)](#)

Local Workforce Development Board Member Nomination Form

Section 1: Nominee Information

Local Workforce Development Area: Mississippi Valley
Nominee Name: CAROL A. Reynolds Gender Male Female
Nominee's Business/Organization: Kent Corporation
Business Address: 2905 N Hwy 61 - Muscatine, IA County: Muscatine
Industry Sector: Manufacturing (Food, Beverage, Ag, Pet)
Nominee Position/Title: VP Human Resources of Employees: 2000
Nominee Email: Carol.reynolds@kent-corp.com Business Phone: 563-244-4532

Local Workforce Development Board category the nominee represents (check only one):

Business Workforce (Labor Organizations) Employment & Training Government

Section 2: Nominator Information

Nominating Organization Name: Muscatine Chamber
Nominator Name and Title: Dr. Brad Bark, GMCCS President + CEO
Nominator Email: bbark@muscatine.com Business Phone: 563-263-8895

The nominee must serve as either owner, chief executive or operative officer, other type of executive officer, or a person with optimum policymaking or hiring authority within the entity they represent. Must be an individual with demonstrated experience and expertise who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents to commit that entity to a chosen course of action. Does the nominee qualify? Yes No

I hereby recommend and nominate the above-named person for membership on the Local Workforce Development Board.

Nominator's Signature

Date 5-26-23

Section 3: Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____ Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official: _____ Date: _____

Section 4: Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative: _____ Date: _____

Legal References

- * WIOA sec. 107(b)

*New Board Member Appointments

Local Workforce Development Board Member Nomination Form

Section 1: Nominee Information

Local Workforce Development Area: _____

Nominee Name: _____ Gender: Male Female

Nominees Business/Organization: _____

Business Address: _____ County: _____

Industry Sector: _____

Nominee Position/Title: _____ # of Employees: _____

Nominee Email: _____ Business Phone: _____

Local Workforce Development Board category the nominee represents (check only one):

Business Workforce (Labor Organizations) Employment & Training Government

Section 2: Nominator Information

Nominating Organization Name: _____

Nomintor Name and Title: _____

Nominator Email: _____ Business Phone: _____

The nominee must serve as either owner, chief executive or operative officer, other type of executive officer, or a person with optimum policymaking or hiring authority within the entity they represent. Must be an individual with demonstrated experience and expertise who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents to commit that entity to a chosen course of action. Does the nominee qualify? Yes No

I hereby recommend and nominate the above-named person for membership on the Local Workforce Development Board.

Nominator's Signature

Date

Section 3: Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____ Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official: _____ Date: _____

Section 4: Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative: _____ Date: _____

Legal References

- [WIOA sec. 107\(h\)](#)

Local Workforce Development Board Member Nomination Form

Section 1: Nominee Information

Local Workforce Development Area: Mississippi Valley Workforce Development Board
Nominee Name: Nick Flogel Gender: Male Female
Nominees Business/Organization: Carpenters Local 4
Business Address: 6623 W Kimberly Rd County: Scott
Industry Sector: Carpenter
Nominee Position/Title: Business Representative # of Employees: 850
Nominee Email: nflogel@carpentersunion.org Business Phone: 815-499-0991

Local Workforce Development Board category the nominee represents (check only one):

Business Workforce (Labor Organizations) Employment & Training Government

Section 2: Nominator Information

Nominating Organization Name: Mid-America Carpenters Regional Council
Nomintor Name and Title: Dan O'Connell - Regional Director
Nominator Email: doconnell@carpentersunion.org Business Phone: 815-626-2177

The nominee must serve as either owner, chief executive or operative officer, other type of executive officer, or a person with optimum policymaking or hiring authority within the entity they represent. Must be an individual with demonstrated experience and expertise who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents to commit that entity to a chosen course of action. Does the nominee qualify? Yes No

I hereby recommend and nominate the above-named person for membership on the Local Workforce Development Board.

Dan O'Connell

Digitally signed by Dan O'Connell
Date: 2023.05.04 11:11:44 -05'00'

May 4, 2023

Nominator's Signature

Date

Section 3: Action by the Chief Lead Elected Official

Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 1.4.1.1 Submission of Nominations, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Lead Elected Official.

Political Affiliation: _____ Term of Appointment: From _____ To _____

Signature of Chief Lead Elected Official: _____ Date: _____

Section 4: Action by Iowa Workforce Development

Appointment is: Affirmed Denied

Signature of IWD Representative: _____ Date: _____

Legal References

- [WIOA sec. 107\(h\)](#)

*Contract Extensions



Mississippi Valley Workforce Development Board

Contract Extensions

Action Required:

The board must determine whether to:

- extend all contracts (Adult/DW, Youth, and One-Stop Operator) for 1 additional year
- or extend contracts for a timeframe of less than one year.
- terminate contracts and procure new service providers

Background

- The Adult/DW and Youth contracts were executed in 2020 through 2021, with 3 possible 1-year extensions through June 30, 2024. In 2024, a Request for Proposals competitive procurement process is required to be completed for both of these contracts.
- The One-Stop Operator's current contract extension ends on June 30, 2023. The One Stop Operator is not required to be competitively procured again until 2025.

Related Policies

Contract Section 2. TIME OF PERFORMANCE B. Option to Extend. Funding will be made available on a year-to-year basis, dependent upon congressional action which appropriates funds for these programs. There will be an option to renew the contract under the same terms and conditions for three (3) successive one-year periods by mutual agreement of both parties to the contract should funding be available. If any extension renewal is deemed to be desirable by the LWDB and the CONTRACTOR, such extension shall be executed by formal contract amendment. In the event the contract is extended, all terms, conditions, and provisions of the original contract shall remain the same and apply during the extension period, except that any changes to improve the program be made to the "Scope of Services", approved budget, and approved performance goals as specified in the contract.



Mississippi Valley Workforce Development Board

Adult/DW Contract Deliverables

Program Year 2022 YTD (July 1, 2022 – May 31, 2023)

| Current Deliverables | Goal/Deliverable | Performance YTD |
|---|------------------|-----------------|
| Work Based Learning (WBL) | 30 | 25 |
| Occupational Skills training (Scholarships) | 125 | 144 |
| Enrollments | 125 | 131 |

Program Year 2021 (July 1, 2021 – June 30, 2022)

| Current Deliverables | Goal/Deliverable | Performance YTD |
|---|------------------|-----------------|
| Work Based Learning (WBL) | 30 | 27 |
| Occupational Skills training (Scholarships) | 90 | 243 |
| Enrollments | No Goal Set | 183 |

Program Year 2020 (July 1, 2020 – June 30, 2021)

| Current Deliverables | Goal/Deliverable | Performance YTD |
|---|------------------|-----------------|
| Registered Apprenticeship (RA) | 5 | 0 |
| Transitional Job Placements (TJB) | 20 | 5 |
| On-the-job Training (OJT) | 30 | 10 |
| Occupational Skills Training (Scholarships) | 90 | 176 |
| Enrollments | No Goal Set | 173 |

Work Based Learning (WBL) is the broad category that covers pre-apprenticeships, Registered Apprenticeships, Transitional Jobs, Work Experience, and On-the-Job Training



Mississippi Valley Workforce Development Board

Youth Contract Deliverables

Program Year 2022 (July 1, 2022 – May 31, 2023)

| Current Deliverables | Goal/Deliverable | Performance |
|---|------------------|----------------|
| Work Experience Expenditure Requirement | 20% | PY21 Goal met) |
| Occupational Skills Training (Scholarships) | 15 | 28 |
| Enrollments | 60 | 108 |

Program Year 2021 (July 1, 2021 – June 30, 2022)

| Deliverables | Goal/Deliverable | Performance |
|---|------------------|-------------|
| Work Experience Expenditure Requirement | 20% | 20% |
| Occupational Skills Training (Scholarships) | 15 | 17 |
| Enrollments | 60 | 70 |

Program Year 2020 (July 1, 2020 – June 30, 2021)

| Deliverables | Goal/Deliverable | Performance |
|---|------------------|-------------|
| Work Experience Expenditure Requirement | 20% | 13.3% |
| Occupational Skills Training (Scholarships) | 15 | 12 |
| Enrollments | 60 | 47 |

Work Based Learning (WBL) is the broad category that covers pre-apprenticeships, Registered Apprenticeships, Transitional Jobs, Work Experiences, and On-the-Job Training

MVWA Performance Data

Adult Program

| Indicator | PY21 | | | | PY22 | | | | |
|-------------------------|----------|---------|---------|--|----------|---------|--------|---------|----|
| | Required | Q3 | Q4 | | Required | Q1 | Q2 | Q3 | Q4 |
| Employment 2nd Qtr | 73.0% | 84.6% | 84.2% | | 72.5% | 82.9% | 80% | 79.60% | |
| Employment 4th Qtr | 70.0% | 80.0% | 83.3% | | 66.0% | 78.5% | 78.90% | 78.30% | |
| Median Earnings 2nd Qtr | \$5,400 | \$6,948 | \$6,775 | | \$6,100 | \$6,473 | 6,589 | \$6,589 | |
| Credential Attainment | 67.0% | 70.0% | 78.9% | | 65.0% | 77.1% | 76.60% | 79.20% | |
| Measurable Skills Gain | 44.0% | 46.9% | 56.3% | | 44.0% | 46.7% | 60% | 67.70% | |

Dislocated Worker

| Indicator | PY21 | | | | PY22 | | | | |
|-------------------------|----------|---------|---------|--|----------|---------|----------|--------|----|
| | Required | Q3 | Q4 | | Required | Q1 | Q2 | Q3 | Q4 |
| Employment 2nd Qtr | 85.0% | 88.0% | 86.0% | | 85.0% | 83.7% | 85.70% | 82.50% | |
| Employment 4th Qtr | 83.0% | 100.0% | 94.1% | | 85.0% | 88.0% | 83.70% | 79.60% | |
| Median Earnings 2nd Qtr | \$8,400 | \$8,418 | \$8,633 | | \$8,900 | \$8,744 | \$10,038 | 9,327 | |
| Credential Attainment | 68.0% | 83.3% | 73.3% | | 69.0% | 81.8% | 78.80% | 79.40% | |
| Measurable Skills Gain | 31.0% | 64.8% | 62.6% | | 44.0% | 53.8% | 63.40% | 63.90% | |

Youth

| Indicator | PY21 | | | | PY22 | | | | |
|-------------------------|----------|---------|---------|--|----------|---------|---------|---------|----|
| | Required | Q3 | Q4 | | Required | Q1 | Q2 | Q3 | Q4 |
| Employment 2nd Qtr | 73.0% | 72.4% | 72.7% | | 73.0% | 71.9% | 68.90% | 70.60% | |
| Employment 4th Qtr | 72.0% | 100.0% | 93.3% | | 73.0% | 80.0% | 80% | 63.20% | |
| Median Earnings 2nd Qtr | \$3,600 | \$3,198 | \$3,886 | | \$3,700 | \$3,454 | \$3,376 | \$3,696 | |
| Credential Attainment | 59.0% | 40.0% | 22.2% | | 52.0% | 41.2% | 44 | 39.30% | |
| Measurable Skills Gain | 41.0% | 22.0% | 17.9% | | 35.0% | 24.3% | 27.30% | 44% | |

***Approve Fiscal Agent Budget**

Central Iowa Detention FY 24 Budget Detail & Narrative Mississippi Valley Fiscal Bid

| | Kassie Ruth | Tony Reed | Justin Cornish | Travis Walker | 12 MONTHS per month |
|-----------------------|----------------|--------------|-------------------|------------------|------------------------|
| Estimated Hrly= | 44.36 | 93.04 | 52.80 | 62.02 | |
| Hrs/Week= | 9.75 | 1.00 | 0.95 | 0.50 | |
| Hrs/Month= | 42.22 | 4.33 | 4.11 | 2.17 | |
| # of Months= | 12 | 12 | 12 | 12 | |
| ANNUAL AMOUNTS | | | | | |
| Wages= | \$ 22,475 | \$ 4,834 | \$ 2,604 | \$ 1,615 | 2,627.33 |
| Health & Life Ins.= | \$ 6,262 | \$ 642 | \$ 610 | \$ 322 | 653.00 |
| IPERS= | \$ 2,713 | \$ 517 | \$ 303 | \$ 183 | 309.67 |
| Medicare= | \$ 417 | \$ 79 | \$ 47 | \$ 28 | 47.58 |
| Social Security= | \$ 1,782 | \$ 340 | \$ 199 | \$ 120 | 203.42 |
| Work Comp.= | \$ 483 | \$ 92 | \$ 54 | \$ 33 | 55.17 |
| Unemployment= | \$ 707 | \$ 135 | \$ 79 | \$ 48 | 80.75 |
| Liability Insurance= | \$ 845 | \$ 161 | \$ 94 | \$ 57 | 96.42 |
| Legal= | \$720 | | | | 60.00 |
| Audit Prep & Audit= | \$2,448 | | | | 204.00 |
| Supplies= | \$2,460 | | | | 205.00 |
| Indirect Costs= | \$9,600 | | | | 800.00 |
| Annual Cost= | 59,956 | | | | 4,996.33 |

BUDGET DETAIL & NARRATIVE

- 1) Wages and Benefit and Other are split out above for transparency
- 2) Audit Prep & Audit covers all monthly audit processes, annual audit prep and cost of audit services.
- 3) Indirect Costs include: Office Space, Utilities, Information Services, Training and Travel.
- 4) Central Iowa will bill actual hours of employees for this service monthly at the actual rate of pay.
- 5) All other costs listed above will also be billed monthly at the current amount.
- 6) Fiscal Monitoring included, billed at actual time.

***PY23 Budget**

Draft Admin Budget

| PY22 Funding | Amount | | PY23 |
|---------------------|-------------------|--------------|-------------------|
| Carryover | 167,124.02 | Carryover | 175,000.00 |
| New Funding | 326,115.00 | New Funding | \$305,628.30 |
| Total | 493,239.02 | Total | 480,628.30 |

| Expense | PY22 | Actual Expenses to Date 5/31/2023 | PY23 Proposed |
|----------------|-------------|--|----------------------|
|----------------|-------------|--|----------------------|

| | | | | |
|---------------------------------|-------------------|-------------------|------------------|---|
| Board Salaries | 210,757.90 | 160,000.00 | 248,141.3 | Adding an additional staff |
| Fiscal Agent | 68,196.31 | 64,045.00 | 59,956.00 | FA Budget needs approved |
| Mileage and Travel | 30,000.00 | 36,511.12 | 50,000 | Increased presence at centers/adding additional staff |
| Telephone, Postage, Supplies | 5,000.00 | 852.42 | 3,000 | |
| Outreach & Public Relations | 15,000.00 | 2,092.16 | 15,000 | |
| Equipment | 5,000.00 | 2,251.11 | 5,000 | Adding staff |
| Professional Services and Busin | 8,500.00 | 5,493.23 | 8,000 | |
| Information Technology | 7,000.00 | 5,290.76 | 8,000 | Adding additional staff |
| Dues and Subscriptions | 10,000.00 | 6,648.50 | 9,000 | |
| Meeting Expenses | 4,000.00 | 1,487.16 | 5,000 | All quarterly meetings in-person |
| Conferences and Trainings | 15,000.00 | 10,049.56 | 15,000 | |
| Printing | 4,000.00 | 749.25 | 3,000 | |
| Special Initiatives | 15,000.00 | 0.00 | 15,000 | Sector Initiatives |
| Unobligated Funds | 95,784.81 | 0.00 | 36,531 | |
| Total | 493,239.02 | 295,470.27 | 480,628.3 | |

PY23 Estimates

| Youth | | | Adult | | |
|------------------------------|---------------------|---------------------|------------------------------|---------------------|---------------------|
| | PY23 Amount | Prior Year | | PY23 Amount | Prior Year |
| Carryover | 400,000.00 | 659,066.47 | Carryover | 175,000.00 | 212,751.97 |
| Current Year Funding | 1,154,453.40 | 1,270,134.00 | Current Year Funding | 924,950.70 | 993,548.00 |
| Total | 1,554,453.40 | 1,929,200.47 | Total | 1,099,950.70 | 1,206,299.97 |
| Expenses | | | Expenses | | |
| PY23 OSO Contract | 33,333.00 | 35,797.00 | PY23 OSO Contract | 33,333.00 | 35,797.00 |
| Sublease | 60,000.00 | 52,702.09 | Sublease | 55,000.00 | 51,152.00 |
| Board Staff | 45,952.08 | 30,108.27 | Board Staff | 45,952.08 | 30,108.27 |
| Outreach Activities | 100,000.00 | 15,091.67 | Outreach Activities | 5,000.00 | 15,091.67 |
| Sector Strategy/Job Quality | 10,000.00 | 10,000.00 | Sector Strategy/Job Quality | 10,000.00 | 10,000.00 |
| Youth System Strategy RFP | 30,000.00 | 0.00 | Incumbent Worker Training | 37,205.00 | 25,000.00 |
| Equus Program Contract | 1,265,168.32 | 1,779,427.88 | Equus Program Contract | 908,460.62 | 1,033,077.47 |
| Unobligated Funds | 10,000.00 | 6,073.53 | Unobligated Funds | 5,000.00 | 6,073.53 |
| Total Expenses | 1,554,453.40 | 1,929,200.44 | Total Expenses | 1,099,950.70 | 1,206,299.94 |
| % of Equus Contract To Total | 81.39% | 92.24% | % of Equus Contract To Total | 82.59% | 85.64% |

| Admin | PY23 Amount | Prior Year |
|----------------------|--------------------|-------------------|
| Carryover | 175,000.00 | 167,124.02 |
| Current Year Funding | 305,628.30 | 326,115.00 |
| Total | 480,628.30 | 493,239.02 |

Requests

Incumbent Worker - \$37205 carryover with a request of adding \$25,000

| DW | PY23 Amount | Prior Year |
|------------------------------|--------------|------------|
| Carryover | \$115,000.00 | 180,288.99 |
| Current Year Funding | \$617,000.00 | 671,369.00 |
| Total | \$732,000.00 | 851,657.99 |
| Expenses | | |
| PY23 OSO Contract | 33,333.00 | 35,797.00 |
| Sublease | 55,000.00 | 51,152.00 |
| Board Staff | 45,952.08 | 30,108.27 |
| Outreach Activities | 0.00 | 15,091.67 |
| Sector Strategy/Job Quality | 5,000.00 | 10,000.00 |
| Incumbent Worker Training | 25,000.00 | 25,000.00 |
| Equus Program Contract | 562,714.92 | 678,435.49 |
| Unobligated Funds | 5,000.00 | 6,073.53 |
| Total Expenses | 732,000.00 | 851,657.96 |
| % of Equus Contract To Total | 76.87% | 79.66% |

0 for PY23.

Business Services Update



Mississippi Valley Workforce Development Board

Business Service Updates

- Both Burlington and Davenport Business Service Teams met in person on May 22nd to review the Strategic Plan to begin implementation.
 - The Strategic Plan will be what helps guide and direct the Business Engagement Specialists and the Business Service Team with specific goals and objectives. Such as tracking new business connections, business assessments, referrals made, and follow-up.
 - This meeting will also be the first of quarterly in-person meetings to work on working together as a whole team, utilizing members' strengths and opportunities to build a stronger team.
 - The next in-person meeting will be held on August 16th at the Davenport center from 10a-3p.
- Jen Schuster from the Burlington Center shared the OJT success story of her participant that quit school, got her HiSED, and started working for an insurance agent who is now assisting with getting her started on obtaining her certificate in insurance sales.
- Martha Garcia-Tappa and Jana Wittenberg from the Davenport center are working with the QC Chamber on the needs of the Amazon distribution center that is opening.
- Burlington held a Veterans job fair that had eight employers and 22 job seekers. Two Veterans had signed up for the mock interviews and completed those prior to talking to the employers at the fair. Some employers were bringing potential candidates into the center to utilize the privacy rooms for interviews.

Board Report



Mississippi Valley Workforce Development Board

Board Report **Prepared for June 20th, 2023, CEO Meeting**

General Updates

- MVWDB was one of 16 teams selected nationally to participate in the Job Quality Academy. The first summit will be June 27-30 in DC.
- The MVWDB was one of 20 boards nationally selected to participate in the Jobs for the Future Workforce Communities of Action. The focus will be on developing strategies to improve outreach to out-of-school youth and strengthen the work-based learning program.
- The board was awarded the North Scott Rotary grant on 5/16/23 in the amount of \$2,500. The money will be used to enhance the Accelerate Iowa youth space, provide food when there is youth present testing or doing workshops, clothing options for men for interviews, and a hygiene closet that could be used by anyone who needs it that comes into the center.
- Social Media Strategy Update

Executive Committee and Full Board Updates

- Approved new board staff restructuring and the addition of a Compliance Officer position for the board.
- Recommends the removal of Brad Quigley as a board member due to violation of board attendance requirements.
- Approved annual inventory report.
- Annual elections were held, officers will continue as the previous year. Dennis Duke – Chair, Kirby Phillips – Vice Chair, Matthew Nicol – Secretary, Lori Bassow – Treasurer.
- Voted to extend all service provider contracts for one year.
- Amended youth work experience policy per new federal guidance received.
- Approved new Records Retention policy.
- Quarterly board meetings will move to in-person and be moved to 1:00-2:30 p.m. for PY23 are August 21, 2023, in Davenport, November 20, 2023, in Muscatine, February 19, 2024, in Burlington and May 20, 2024, in Muscatine.

Upcoming Activities

- Annual local board training on November 30th in Burlington. The main focus will be on workforce strategic planning.
- Determining local area in-demand industries at the August full board meeting.
- July 1 start working on Infrastructure Funding Agreements