



Mississippi Valley Workforce Development Board

Disability Access Committee Agenda

Monday, October 16, 2023, at 3:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/88972473539?pwd=dUg5OUdVNDZmWkNFM3UyU1dTNnBCQT09>

Meeting ID: 889 7247 3539

Passcode: 966037

One tap mobile: 13052241968,,88972473539#

Called to Order	Cynthia Whalen
Roll Call	Tyler Lanz
*Consent Agenda	Cynthia Whalen
Excused Absences	
Approval of Agenda	
Approval of Previous Minutes	
*MOU Accessibility Attachment (Page 4)	Cindy Whalen
Disability Access Survey Results (Page 9)	Tyler Lanz
NDEAM Event (Page 15)	Cindy Whalen
Other Business	
Public Comment	
*Adjourn	Cynthia Whalen

*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 Mandy Tripp at assistant@mississippivalleyworkforce.org or at 1-844-967-5365 option 3.



Mississippi Valley Workforce Development Board

Disability Access Committee (DAC) Meeting Minutes

Monday, July 17, 2023, at 3:00 p.m.

Members Present: Cynthia Whalen, Chad Pratz, Joy Szewczyk, Erika Clark, Travis Robinson, Maria Gonzales, James Stout, and Eva Castillo

Members Absent: none

Staff Present: Miranda Swafford, Executive Director, and Mandy Tripp, Compliance Officer

One-stop Operator: Nick Clayton

Equus Staff: Shannon Weaver, Operations Manager Taylor Longstreth, Operations Manager

Guest: none

CALL TO ORDER

Whalen called the meeting to order at 3:00 p.m.

QUORUM

The committee had a quorum to conduct business.

CONSENT AGENDA

The consent agenda included approval of the agenda and previous meeting minutes, Stout made a motion to approve the agenda items, seconded by Clark, and the motion carried.

DISABILITY ACCESS CAMPAIGN

After much discussion, it was decided to utilize the windmills training and develop a survey to use at the QC Success Fair on August 14 to gauge what employers need in regard to assistance with disability services. Clark advised she could send through some questions by Friday, July 21 to the group. Stout, Clark, Whalen, Tripp, Pratz, and Clayton will meet next week to review questions and come up with a short survey for employers and then determine how to distribute it best at the success fair. Whalen volunteered to come assist at the success fair and a board staff will also be onsite to assist with speaking with employers. Weaver suggested a postcard with a QR code to link to an online survey option. Stout advised the best time would be from 11:30-12 p.m. to have the employer's direct attention.

DISABILITY AWARENESS MONTH

Whalen asked if anyone had any ideas on bringing awareness, she suggested success stories and employer spotlights if they are willing. Tripp advised those were very popular on social media in March with Women in the Workplace.

OCTOBER INSERVICE

Whalen advised she had sent the information to Randy Turner from Texas Disability Rights, who did a presentation at the ADA Conference on Disability Disclosure, Randy is willing to do a virtual presentation and that information was forwarded to Clayton.

COMMITTEE MEMBERSHIP/ELECTIONS

Tripp reviewed the committee membership and the time of the meetings. Clark made a motion to keep Whalen as the chairman and Pratz as the vice chair, seconded by Stout, and the motion carried.

OTHER BUSINESS

Whalen advised the Virtual Lobby training as presented on June 30, 2023. Weaver advised the virtual lobby had a lot of very interesting apps including one called “be my eyes” which allowed people to volunteer to be an assister or sign up to be a user and if they need help, they send a message through the app and someone who was an assister can take the call and help out.

PUBLIC COMMENTS

Castillo advised Hope Haven was awarded ARPA dollars to use towards a resource fair for assistive technology. She did not have a firm date yet but advised the money has to be spent by March 2024.

ADJOURNED

Clark made a motion to adjourn, seconded by Szewczyk, the motion carried, and Whalen adjourned the meeting at 3:47 p.m.

*MOU Accessibility Plan

Reason: Required attachment for MOU

Action Requested: Approve the attachment

Documents Included: Accessibility Plan from current MOU, Draft plan for next MOU

CURRENT PLAN

Attachment E: Accessibility Plan

Mississippi Valley Workforce Area

Iowa*WORKS* System Partners Accessibility Plan

Background

An essential element of the workforce development system is its accessibility to everyone, also known as “Universal Access”. The U.S. Department of Labor’s Civil Rights Center is tasked with ensuring all people can access the programs, services, and benefits that the system provides, equally and free from unlawful discrimination.

WIOA Section 188 ensures equal opportunity for individuals with disabilities. Specifically, Section 188 prohibits discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

WIOA American Job Centers (AJCs) are also subject to the requirements of: (1) Section 504 of the Rehabilitation Act prohibiting discrimination against individuals with disabilities by recipients of Federal financial assistance,⁶ (2) Title I of the Americans with Disabilities Act (ADA), as amended, prohibiting discrimination in employment based on disability, and (3) Title II of the ADA prohibiting public entities, including State and local governments and their departments, agencies, and instrumentalities, from discriminating on the basis of disability.

All Partners will ensure that all WIOA Title I programs and activities are programmatically accessible, which includes:

- Providing reasonable accommodations for individuals with disabilities.
- Making reasonable modifications to policies, practices, and procedures.
- Administering programs in the most integrated setting appropriate.
- Communicating with persons with disabilities as effectively as with others.
- Providing appropriate auxiliary aids or services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of the program or activity.

Policy

Accessibility to the services provided by the Iowa*WORKS* Centers and all Partner agencies in the Mississippi Valley Workforce Area (MVWA) will be achieved through the following plan. Job seekers and businesses will be able to access all information relevant to them via visits to physical locations as well as in virtual spaces. The accessibility plan will be overseen and carried out by the Mississippi Valley Workforce Development Board (MVWDB). The local Disability

Access committee (DAC) will be in charge of developing trainings, evaluating Iowa *WORKS* Center and Partner programs and assisting all Partners with accessibility issues and concerns.

1. The first step in our accessibility plan is to develop a checklist that will include required accommodations for programmatic, physical, communication and virtual accessibility. In consultation with the LWDB, CEOs, the state Disability Access Committee, and DOL guidance this checklist will be developed. Once developed this checklist will be used to evaluate the Iowa *WORKS* Center and Partner programs on an annual basis. If deficiencies are found a plan will be put in place to correct any issues. The plan will detail issues found, corrective action plans, and timeline for implementation.
2. The One Stop Operator will hold quarterly meetings for all required Partners and will offer accessibility trainings through these meetings once developed by the DAC. Content will cover required accommodations, ways to improve accessibility, and how to best serve customers with disabilities. Training will be continuous, and offered on an annual basis.
3. Staff at the centers will also participate in training on how to use assistive technology twice annually during their in-service days. Equal access is ensuring that staff are trained on how to assist individuals with disabilities and also on how to use the necessary accommodations.
4. A resource guide will be created with a list of assistive technology available and brief instructions on how to use each item will be provided at each center. This resource guide will be updated annually.
5. All Partners will be invited to and encouraged to participate in regular DAC meetings.
6. If a Partner program runs into an accessibility challenge, they will contact the DAC for assistance.

DRAFT PLAN

MOU Attachment E Accessibility Plan

Mississippi Valley Workforce Area

Iowa*WORKS* System Partners Accessibility Plan

I. Introduction

This WIOA MOU Accessibility Plan outlines our commitment to ensuring access to services provided by the IowaWORKS Centers and Partner agencies within the Mississippi Valley Workforce Area (MVWA). We are dedicated to making information and resources equally accessible to all, whether through physical locations or virtual spaces. The Mississippi Valley Workforce Development Board (MVWDB) will oversee and implement this accessibility plan in partnership with the local Disability Access Committee (DAC) and the Equal Opportunity Officer.

II. Accessibility Commitment

All partners commit to providing accessibility in various forms, including physical, programmatic, virtual, and communication. The commitment includes:

- **Reasonable Accommodations:** Providing timely and reasonable accommodations for individuals with disabilities.
- **Policy Modifications:** Making reasonable modifications to policies, practices, and procedures to ensure inclusivity.
- **Integration:** Administering programs in the most integrated setting appropriate for all individuals.
- **Effective Communication:** Ensuring effective communication with persons with disabilities, equivalent to that with others.
- **Accessible Locations:** Offering services in convenient, high-traffic, and accessible locations, with consideration for proximity to public transportation and parking availability.
- **Section 508 Compliance:** Ensuring that information is clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code.
- **Plain Writing:** Complying with the Plain Writing Act of 2010 to enhance the clarity of information.
- **Regular Virtual Updates:** Updating virtual information regularly to ensure the dissemination of accurate and current details.
- **Communication Accommodations:** Providing accommodations for individuals with communication challenges, including those who are deaf or hard of hearing, have vision impairments, or speech-language impairments.
- **Inclusiveness Culture:** Maintaining a culture of inclusiveness among all partners.
- **Non-Discrimination:** Committing to non-discrimination in employment practices and services, with policies and procedures in place to address these issues.

- **Compliance Assurance:** Assuring compliance with all applicable state and federal laws and regulations regarding accessibility.
- **Monitoring Cooperation:** Cooperating with compliance monitoring at the local level to ensure physical and programmatic accessibility of IowaWORKS Center programs, services, technology, and materials.

III. Accessibility Implementation Plan

- **Assistive Technology Standards:** MVWDB has established minimum assistive technology standards for IowaWORKS Centers, annually evaluated by the Equal Opportunity Officer. Corrective action plans with timelines will be implemented if deficiencies are identified.
- **Quarterly Meetings and Training:** The One Stop Operator will conduct quarterly meetings for all required partners, offering accessibility training coordinated with the DAC. Training will cover required accommodations, accessibility improvements, and serving customers with disabilities, with continuous annual offerings.
- **Staff Training:** Staff at the centers will participate in biannual training on the use of assistive technology during in-service days. Staff will be trained on assisting individuals with disabilities and using necessary accommodations.
- **ADA Assessment:** An annual ADA assessment will be conducted at each center to ensure physical accessibility, led by the Equal Opportunity Officer in partnership with the Disability Access Committee.
- **Disability Employment Awareness Month:** Each IowaWORKS Center will host a National Disability Employment Awareness Month event or activity in October.
- **Resource Guide Update:** The IowaWORKS Center resource guide will be updated annually by the One Stop Operator to include a list of available assistive technology and brief instructions, readily accessible to staff.
- **DAC Participation:** All partners will be invited and encouraged to participate in regular DAC meetings.
- **Accessibility Challenges:** If a Partner program encounters accessibility challenges, they will contact the DAC for assistance.
- **Online Access:** MVWDB will collaborate with the State Workforce Development Board (SWDB) to ensure that job seekers and businesses have online access to the same information available in physical facilities.

This comprehensive plan demonstrates the Mississippi valley Workforce Area's WIOA partners commitment to accessibility and inclusivity, ensuring that all individuals, regardless of disabilities, can access and benefit from our workforce development services.

Disability Access Survey Results

Employer Survey: Disability Access

42

Responses

06:55

Average time to complete

Active

Status

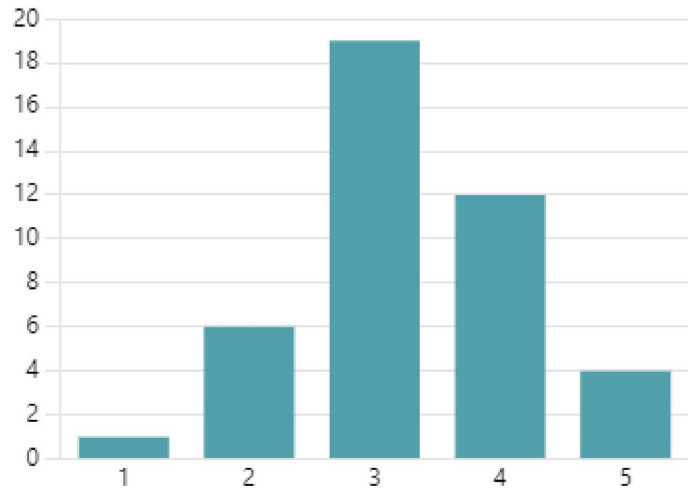
1. Does your company experience specific challenges hiring and retaining employees who have disabilities?

- Yes 15
- No 21
- Unsure 6



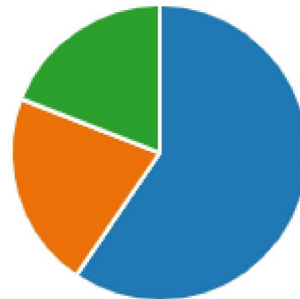
2. On a scale of 1 to 5, how actively do you recruit and refer qualified applicants with disabilities for job openings in your company?

3.29
Average Rating



3. Does your company provide disability awareness training annually?

Yes	25
No	9
Unsure	8



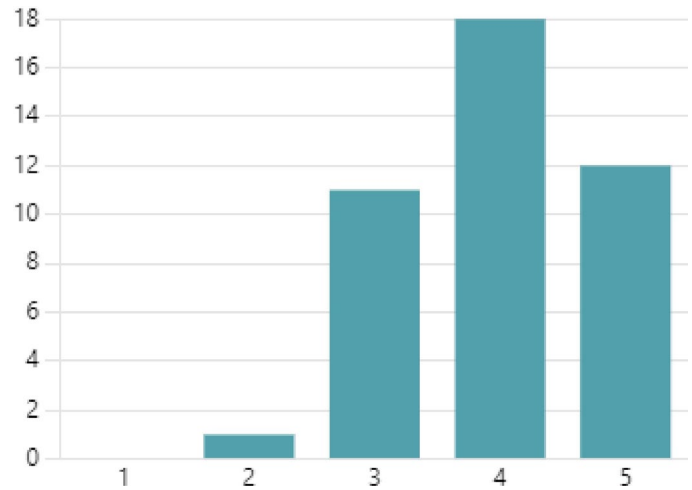
4. Does your company have diversity strategies implemented to support the inclusion of people with disabilities?

Yes	31
No	5
Unsure	6



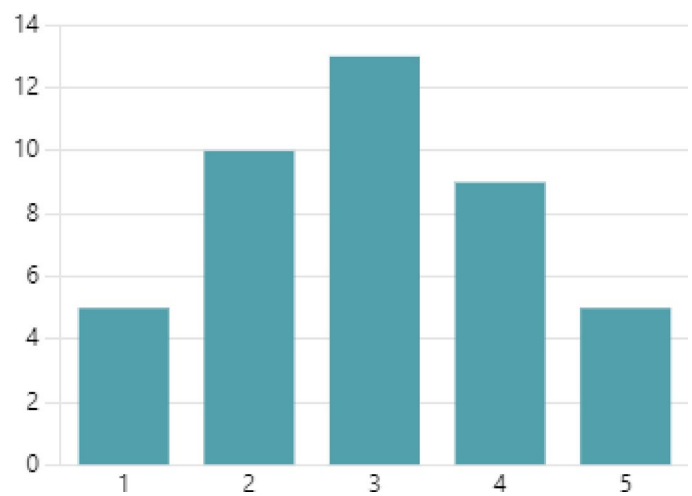
5. How well does your company provide support and accommodations to retain employees who have reported, acquired, or developed a disability? Rate from 1 to 5.

3.98
Average Rating



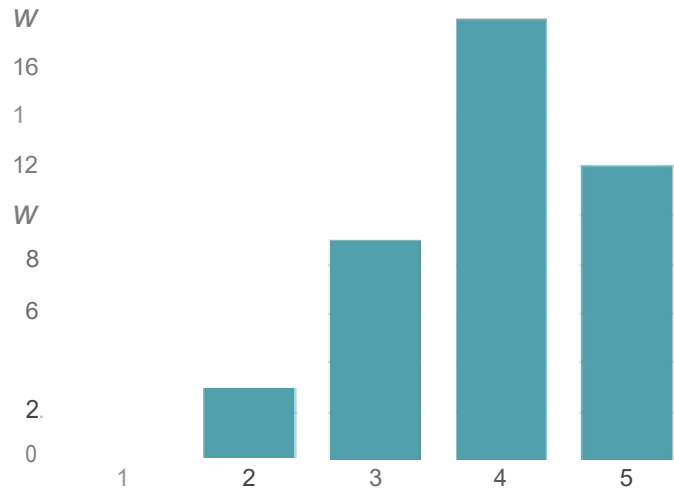
6. On a scale of 1 to 5, how knowledgeable are you about the financial support available for hiring and accommodating people with disabilities?

2.98
Average Rating



7. How well-informed are you about the Americans with Disabilities Act (ADA)? Rate from 1 to 5.

3.93
Average Rating



8. Are you interested in participating in an interactive disability awareness workshop provided by IowaWORKS?

- Yes 10
- No 7
- Maybe 25



9. Would you like to receive information or brief training on any of the topics mentioned?

- Strategies for inclusion of peopl... 18
- Accommodations for people wit... 17
- Financial support for hiring peo... 16
- Americans with Disabilities Act (... 15
- I am not interested in receiving ... 17



National Disability Employment
Awareness Month Event

National Disability Employment Awareness Open House

📍 550 S. Gear Ave, West Burlington, Iowa
Tuesday, October 31, 2023 | 11:00 - 1:00

Windmills
Disability Sensitivity Training



Changing the Perception
Of Ability



SCAN HERE
TO REGISTER

Q & A Session
Business Panel



Accommodations in the
Workplace

“MAKE AN IMPACT IN DISABILITY INCLUSION”

Lunch Provided with RSVP.

Scan the QR Code to register or visit <https://tinyurl.com/tjpepfvx>

Resource Tables Available:

Center Services -- Social Security and Working -- Individual Placement and Support Program (IPS) -- Veterans -- Strategies for Inclusion -- Americans with Disabilities Act -- Accommodations and Tax Credits

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