



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Monday, December 20th, 2021, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/84928207884?pwd=TFVaYnppWitDYzFQQnZl1aEkxYTdOUT09>

Meeting ID: 849 2820 7884

Passcode: 001326

One tap mobile: +13017158592,,84928207884#

Called to Order	Dennis Duke
Roll Call	Phyllis Wood
*Excused Absences	Dennis Duke
*Approval of Agenda	Dennis Duke
*Approval of Previous Minutes	Dennis Duke

Standing Reports

Operations Committee Report	Matthew Nicol
*PII Policy	Matthew Nicol
Finance Committee Report	Lori Bassow

New Business

*May Financial Monitoring	Miranda Swafford
*Ticket to Work Funds	Miranda Swafford
*Assistant Director Position	Dennis Duke
*Contracting Additional Funds	Miranda Swafford
CDL Letter	Miranda Swafford
IWD Monitoring Report	Miranda Swafford
Plaque for Businesses	Miranda Swafford
Board Operations Training Survey	Miranda Swafford
Outreach Summary	Miranda Swafford
IWD Committee Memo	Miranda Swafford
Meeting Time Review	Miranda Swafford
Other Business	
Public Comment	
Adjourn	Dennis Duke

*Items Requiring a Vote ** Items Requiring a Roll Call Vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact: Miranda Swafford director@mississippivalleyworkforce.org or at 319-759-8980



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, October 25th, 2021 at 5:00 p.m.

Members Present: Dennis Duke, Mathew Nicol, Lori Bassow, Kirby Phillips, and Jacob Nye

Members Absent: Cindy Whalen

CEOs Present: Jack Willey and Brad Quigley

Staff Present: Miranda Swafford, Executive Director and Phyllis Wood, Executive Assistant

Service Provider Staff Present: None

One-Stop Operator: Robert Ryan

CALLED TO ORDER

Duke called the meeting to order at 5:03 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Nye made a motion for Whalen to be excused, seconded by Nicol, motion carried.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda with no additions, seconded by Nye, motion carried.

APPROVAL OF MINUTES

Nicol made a motion to approve the previous meeting minutes, seconded by Nye, motion carried.

Standing Reports

OPERATIONS COMMITTEE

Nicol talked about seeking information from Title III staff about numbers for joblessness rate and how part-time employees are figured into the unemployment rates. The Rapid Response policy was approved by the Operations committee. Nicol had requested information about the feasibility studies discussed in the policy. Swafford was able to put him in touch with Lacie Westendorf with IWD. Westendorf reported feasibility studies have not been done in Iowa in the past but could be used to determine a business's viability before investing in aversion activities. Swafford also reached out to GLETA with regard to aversion strategies which summarized the federal guidelines for the rapid response policy is an effort to create proactive rather than reactive measures. Phillips made a motion to approve the Rapid Response policy as presented, seconded by Nye, motion carried.

YOUTH COMMITTEE

Nye reported Youth Services for September as reported by Equus included 206 contact with potential participants; \$890 spent through incentives; 1 ISY and 4 OSY enrollments in September; due to open staff positions, average caseload was 32. Nye reported the Youth committee had voted to approve the Objective Assessment policy. Nicol made a motion to approve the Objective Assessment policy as presented, seconded by Bassow, motion carried.

FINANCE COMMITTEE

The Finance committee has not had a meeting since the last Executive committee meeting but will be meeting October 27. Swafford reported she, Equus, and SEIRPC had met to discuss invoices and settled that they would meet after the invoices are submitted but before the committee meeting to ensure the committee is presented with accurate invoices and a memo of any corrections required. Nicol asked if a root cause had been determined. Swafford said there are issues on both sides; SEIRPC not understanding Equus's flexibility to move funds in line items within an aggregate category per their contract or the calculation of the indirect rate; Equus has had spreadsheet calculation errors and their previous accountant has been let go. The new project accountant is onboarding.

DAC COMMITTEE

Swafford reviewed the new responsibilities of the DAC as outlined in the MOU and reported there was no quorum at the last DAC meeting scheduled on October 18. Swafford and Whalen met to discuss the composition of the DAC committee. Previously the DACs in each area would conduct business without a quorum but if DAC is a standing committee then it would need to have quorum and follow Robert's Rules. Nye expressed reluctance to have Title I staff as members of the committee, and other members agreed this could potentially lead to a conflict of interest in the future. However, they still encourage Title I staff to participate in the meetings. Nye made a motion to approve the DAC Committee as a standing committee of the board, and the current membership roster minus Title I staff, seconded by Nicol, motion carried.

New Business

EXECUTIVE ASSISTANT 90-DAY REVIEW

Duke presented the 90-Day Review form completed by Swafford and Wood and reported overall he is pleased with Wood's performance and Wood is receptive to areas of concern. Willey added he thinks Wood is doing a good job and is an asset to Swafford. Nye made a motion to approve the review as presented, seconded by Nicol, motion carried.

NONPROFIT FILING FEE

Swafford reported a need to approve how to pay for the filing fee. IWD has previously stated it was not an allowable expense of WIOA Admin dollars and there are Ticket to Work funds available that have no restrictions. Duke stated it is a legal fee and the budgeted Admin should be used but if there was a reason not to then Ticket to Work funds could be used. Nye said it should be within the budget of the Admin Legal and the Admin budget seemed most appropriate. Nicol also concurred the expense belongs in the Admin budget. Nicol made a motion to use Admin Legal Fee budgeted money to pay for the 501c3 non-profit filing fee, seconded by Nye, motion carried.

MODIFIED ED JOB DESCRIPTION

Swafford presented a modified Executive Director job description to include language voted on to require board chair approval of expenses over \$2,000. Nye made a motion to approve the job description as presented, seconded by Nicol, motion carried.

OSO AGREEMENT

Swafford presented the One-stop Operator Agreement. Nye made a motion to approve the agreement as presented, seconded by Phillips, motion carried.

ANNUAL REPORT

Swafford presented the Annual Report and sought concerns or feedback. After hearing only affirmations of a well-produced document, Nye made a motion to approve the annual report, seconded by Nicol, motion carried.

BUSINESS NEEDS SURVEY REPORT

Swafford suggested in the interest of time the report could be reviewed at next months meeting. The committee members concurred to postpone review until next month.

ONE STOP OPERATOR REVIEW

Ryan summarized his role and responsibilities of the One-stop Operator and relayed his priorities are coordinating all partner meetings and referral process.

DRAFT MANUAL APPROVAL

Swafford presented the manual. Nye offered his role should be updated to Labor; Nicol has a new title of Senior Talent Acquisition Manager; and Phillips new title is HR Manager. Wood noted some other minor grammatical and formatting changes that had been corrected. Corrections will be made before publication is sent for printing.

OTHER BUSINESS

Swafford announced the registration for the December 2nd in-person training would be opening on November 1. Willey announced a new person had filled the vacancy left by Nic Hockenberry at the Jackson County Economic Alliance and that he would forward Swafford the contact information.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Nicol made a motion to adjourn, seconded by Phillips, Duke adjourned the meeting at 6:05 p.m.



Mississippi Valley Workforce Development Board

Operations Meeting Report for Executive Committee Prepared December 14, 2021

Highlights

Title I Updates

- November there were 250 participant contacts.
- There was \$9,324 spent on transitional job wages (TJB).
- \$38,686 was written for ITA school tuition.
- Enrollments for November included 11 Adults, 9 DW and 9 NDWG.
- The average case load was 44 for Adult and 27 for DW.
- Outcomes include three participants entered unsubsidized employment, four earned their CDL, and five start OST.
- Legacy in Action customer satisfaction rate was 92.91%.

Title III Updates

- October unemployment rates are declining for the counties in MVWA.
 - Des Moines County highest at 4.7%.
 - No information on jobless rate of individuals who voluntarily left the workforce.
 - Unemployment based on individuals receiving UI benefits and a survey sent out by IWD, however, UI beneficiaries who report income during a weekly claim are not counted.
- Enrolled individuals at 100 for Davenport and a total of 42 for Burlington.

One-stop Operator Updates (October & November)

- Three job fairs serving 79 job seekers.
- Burlington hosted 8 hiring events.
- Davenport hosted 14 hiring events.
- Burlington's 8 different workshops served 93 individuals
- Davenport's 7 different workshops served 100 individuals
- Burlington IowaWORKS served 795 individuals or approximately 20/workday
- Davenport IowaWORKS served 1,196 individuals or approximately 30/workday

Approvals

- PII Policy
 - Who administers the form, stores the forms, and where are they stored?



Mississippi Valley Workforce Development Board

Personally Identifiable Information (PII) Policy

Approved:

Effective Date:

Resources: TEGL 39-11

Purpose

This policy applies to and provides guidance for Mississippi Valley Workforce Development Board (MVWDB) staff, contractor staff, grantees, sub-grantees, partner staff, and staff of any co-located partner in the workforce centers (collectively “Parties”) involved in the handling and protecting of Personally Identifiable Information (“PII”) as a result of WIOA activities in The Mississippi Valley Workforce Area (MVWA), including wage and education records, will protect PII in accordance with the law. FERPA (as amended), WIOA, and applicable Departmental regulations will be followed. As well as any governing guidelines including federal law, OMB guidance, United States Department of Labor, Employment and Training Administration policies (see Training and Employment Guidance Letter No. 39-11), as well as any relevant state and local requirements.

Overview

As part of its workforce development activities, Parties may have in their possession PII relating to their organization and staff, sub grantee and partner organizations and staff and individual program participants. This information is generally found in personnel files, participant data sets, performance reports, program evaluations, grant and contract files and other sources. Federal law, OMB guidance, federal, state, and local policies require that PII and other sensitive information be protected. To ensure compliance with these policies/regulations, PII and sensitive data developed, obtained, or otherwise associated with federal and state funding must be secured and protected at all times. Per the MVWDB MOU the following apply:

- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in the UI wage records must be protected in accordance with the requirements set forth in 20 CFR 603.

- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the IowaWORKS Center network only after written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended. 29 CFR 794(d).

Definitions

Personally Identifiable Information (PII) - OMB defines PII as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Sensitive Information - Any unclassified information whose loss, misuse, or unauthorized access to or modification of could adversely affect the interest or the conduct of federal programs or the privacy to which individuals are entitled under the Privacy Act.

Protected PII and Non-Sensitive PII - The Department of Labor has defined two types of PII, protected PII and non-sensitive PII. The differences between protected PII and non-sensitive PII are primarily based on an analysis regarding the "risk of harm" that could result from the release of the PII.

1. Protected PII is information that if disclosed could result in harm to the individual whose name or identity is linked to that information. Examples of protected PII include, but are not limited to, social security numbers (SSNs), credit card numbers, bank account numbers, home telephone numbers, ages, birthdates, marital status, spouse names, educational history, biometric identifiers (fingerprints, voiceprints, iris scans, etc.), medical history, financial information, and computer passwords.
2. Non-sensitive PII, on the other hand, is information that if disclosed, by itself, could not reasonably be expected to result in personal harm. Essentially, it is stand-alone information that is not linked or closely associated with any protected or unprotected PII. Examples of non-sensitive PII include information such as first and last names, e-mail addresses, business addresses, business telephone numbers, general educational credentials, gender, or race. However, depending on the circumstances, a combination of these items could potentially be categorized as protected or sensitive PII.

To illustrate the connection between non-sensitive PII and protected PII, the disclosure of a name, business email address or business address most likely will not result in a high degree of

harm to an individual. However, a name linked to a social security number, a date of birth and mother's maiden name could result in identity theft. This demonstrates why protecting the information of our program participants is so important.

Training and Policies

Parties shall ensure that all of their staff are trained in the use of PII upon hire and at least annually thereafter, including any training necessary to access the Iowa *WORKS* database system. Each local program representative will sign an acknowledgement form that their staff have been provided training on confidentiality internally through their respective organization. Parties should have standard operating procedures in place to address the protection of PII.

Parties' Awareness and Acknowledgment

All Parties with access to PII must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards within the Federal and state laws. All parties who have access to PII are required to annually sign a PII Policy Acknowledgment Form (attached) acknowledging the confidential nature of the data and their responsibility to comply with safe and secure management of the data according to this policy and applicable law. These forms shall be kept on file with the respective Parties' personnel files and shall be available for monitoring review at the request of the MVWDB.

Collection of PII

Before collecting PII or sensitive information from participants, Parties shall ensure participants sign releases acknowledging the use of PII for program services only. Whenever possible, Parties shall use unique identifiers for participant tracking instead of SSNs. While SSNs may initially be required for performance tracking purposes, a unique identifier could be linked to each individual record. Once the SSN is entered for performance tracking, the unique identifier should be used in place of the SSN for tracking purposes. If SSNs must be used for tracking purposes, they must be stored or displayed in a way that is not attributable to a particular individual, such as using a truncated SSN.

Ensure Privacy and Restriction of Use

All Parties must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure and must ensure that PII used during the performance of their duties has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information. Access to any PII shall be restricted to only those Parties who require it in their official capacity to perform duties in connection with the scope of their services.

Physical and Remote Access

All parties shall ensure that all PII data obtained through their program services is stored in an area that is physically safe from access by unauthorized persons at all times and is managed with appropriate information technology (IT) services and designated locations. Parties shall store paper documents containing PII in locked cabinets when not in use. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may only be accessed from secure locations. To ensure that PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via email or stored on CDs, DVDs, thumb drives, etc., must be encrypted. If special procedures are required to handle PII during the provision of mobile rapid response services, the one-stop operator shall develop and implement procedures to ensure compliance with this policy. The procedure will be reviewed as needed by the one stop operator and LWDB staff. Parties shall never leave records containing PII open and unattended.

Use of Personal Mobile Devices

No employee may access Iowa Workforce Development (IWD) email through a personal mobile device without the approval from IWD and/or the MVWDB executive director. If such approval to access the network and/or company email through a personal device is granted, the employee agrees to the following:

1. All personal mobile devices must be password protected at all times.
2. In order to protect PII, MVWDB/IWD retains the right to delete data and/or applications from any device that contains company information.
3. Personal mobile devices will require the installation of various applications, as determined by IWD based on the mobile device.

Please note that in certain situations a device may be completely wiped in order to ensure that MVWDB/IWD can protect its interests. If given sufficient notice, MVWDB/IWD can work with the Parties to avoid such action. If a Party's device has been compromised, lost, or stolen, such person shall reach out immediately to MVWDB/IWD.

Retention and Destruction

All PII data must be retained to satisfy all required record retention requirements. Thereafter, all PII data must be destroyed using appropriate methods for destroying sensitive PII in paper files (i.e., shredding) and securely deleting sensitive electronic PII.

Reporting

Parties shall immediately report any breach or suspected breach of PII to the MVWDB/IWD (in the case of electronic data) or to such Party's supervisor (in all other cases).

PII Policy Acknowledgment Form

I have reviewed and acknowledge understanding of the MVWDB Personally Identifiable Information” Policy and agree that all necessary steps will be taken to ensure the privacy and confidential nature of all personally identifiable information (PII) to protect the PII from unauthorized disclosure.

I further agree that all personally identifiable information will be stored in an area that is physically safe from access by unauthorized persons and will be managed with appropriate information technology (IT) services at all times.

All collection and use of any information, systems or records that contain personally identifiable information (PII) will be limited to purposes that support the programs and activities conducted with WIOA funding through the One Stop system in the MVWA.

Access to software systems and files under my control containing PII will be limited to use in my responsibilities as an authorized staff person within the system. This includes the safe guarding of computer passwords and access to any/all computer information systems. I will not share my Iowa*WORKS* ID with or allow anyone to use my Iowa*WORKS* access. (Doing so will cause me to forfeit my access).

I agree to abide by regulations that govern the access, use and disposal of PII in accordance with WIOA and the MVWDB.

Printed Name

Signature

Agency Name

Date

**Financial Report
Expenditures Through 10/30/2021**

Funding Stream	Expended	% of Total Available	Total Available	Remaining Balance	Required to be Spent by 6/30/2022	% of 6/30/2022 Requirement
Adult	323,296.53	29.36%	1,100,967.64	777,671.11	903,843.84	35.77%
Dislocated Worker	131,884.18	15.15%	870,737.27	738,853.09	734,632.27	17.95%
Youth	185,347.61	11.45%	1,618,418.93	1,433,071.32	1,377,611.59	13.45%
Nat. DW Grant	21,167.11	7.62%	277,946.94	256,779.83	277,946.94	7.62%
Admin	68,653.61	14.41%	476,448.36	407,794.75	156,397.36	43.90%
					Must be Spent by 12/31/2021	
Rapid Response	60,539.19	84.08%	72,000.00	11,460.81	14,866.20	
Transition	504.63	24.50%	2,059.66	1,555.03	2,059.66	
		Total Available	4,418,578.80			



Memo

To: Miranda Swafford
From: Susan Coffey *SC* and Lori Gilpin
Date: 10/6/2021
Re: WIOA Monitoring on Equus April 2021 Payroll

SEIRPC requested Payrolls to monitor for the month of April 2021 from Kendra at Equus on May 27, 2021.

Equus provided these payrolls to us on June 11, 2021. We reviewed the payrolls and requested for additional information from Kendra that would help us monitor these payrolls.

On August 12, 2021, we reviewed the payroll information and needed additional information and requested the Payroll Recon for the April 2021 Payroll. I attached what I was needing that was sent to me in October for that monitoring to help Kendra understand what I was requesting. Kendra responded back to me on August 12, 2021 and stated that they were in the process of training their new accountant and with the due date of the invoice fast approaching and training, they will have this information to us in the next week.

On August 19, 2021, Kendra sent me the information I requested to complete the Monitoring for the April Payrolls. After reviewing this information, we requested from Kendra on August 26, 2021, the Payroll Tax Analysis for the April Payroll so we had those numbers to match. On August 27, 2021, Kendra requested that we send to her what we received from the last payroll, so I sent that information to her. I had not received the information, so on September 8, 2021, I requested from Kendra the same information. On September 17, Kendra sent me the information I requested.

On October 5, 2021, we finally were able to sit down and review all the payroll information and everything reconciled.

The monitoring is complete and there is nothing Equus needs to provide us.

If you have any questions, please do not hesitate to contact Susan Coffey at (319) 753-4302 or by e-mail at scoffey@seirpc.com, or Lori Gilpin at (319) 753-4303 or by e-mail at lgilpin@seirpc.com.

Possible Expenditures for TTW

TTW funds are received annually around October 1st. Current bank balance is \$24,745.40 (including PY20 and PY21 funding)

Option 1: Develop policies and budget for TTW funds

Option 2: Save funding to use for future matching funds for external grant opportunities.

Core partners ideas for TTW funding expenditures:

- Lifeguard training for youth
- Two center in-service days each year
- Assistive technology for centers
- Bus tokens for each center and Residential Correctional Facilities
- Haircut gift certificates, interview clothing vouchers
- Childcare vouchers, Internet assistance, or school/personal supplies for AEL students in need
- Incentives for people to go to the centers (example being food vouchers)
- Costs for board trainings not covered under WIOA
- Expenses related to business education and outreach events
- Sponsorships for events

Draft Assistant Director Responsibilities

Proposed Salary Range: \$55,000 - \$65,000

Primary Duties: Seek external funding, monitoring, board recruitment, oversee the Incumbent Worker Grant Program, develop sector strategies, and analyze LMI data.

Associate Director Job Description

- Assist the executive director and the Chief Elected Officials (CEOs) to coordinate and generate board of directors' involvement and commitment and ensure staff support to MVWDB, its executive committee, and all standing and ad hoc committees including recruitment, orientation, and continuous training of workforce board directors.
- Assist the executive director to serve as the voice of MVWDB at the local, state, and national level.
- Represents MVWDB in the community to recognize, assess, and respond to community needs and concerns; coordinates efforts with various service providers, government officials, economic development, to resolve issues of mutual concern; prepares reports noting trends or escalating issues.
- Assist the executive director to conduct oversight and monitoring of all workforce development related policy and programs per state and federal regulations.
- Directs data quality assurance to address findings, trends, and data related activities.
- Directs the implementation and monitoring of corrective action plans.
- Research other funding opportunities and identify non-Federal expertise and resources to leverage and support activities.
- Write grant applications and respond to Requests for Proposals and other competitive solicitations.
- Develop procedures and protocols to support the award of additional dollars.
- Oversees the development and implementation of new programs created by those funds that benefit the One-Stop Delivery System as a whole.
- Gather and understand and communicate Labor Market Information to drive workforce system decisions
- Develop a partnership scope to guide decision making on groups to approach for new partnerships (e.g., based on needs of customers or a gap in existing service delivery).
- Based on needs of local area and data, propose innovative programming to the board and Chief Elected Officials.
- Research trends and best practices in industry sectors, promote and support education of area employers and business advocates.
- Through community conversations, focus groups, engage existing partners, and build relationships with new businesses, educational institutions and community-based organizations related to sector strategies.
- Support development of career ladder strategies and emerging job opportunities in industry sectors.
- Attend all relevant workforce board committee meetings and have appropriate staff provide administrative support to include minutes.
- Other duties as assigned.

PY21 MVWA Budget

Youth	
PY20 Carryover	404,083.93
PY21	1,214,335.00
Total	1,618,418.93
Carryover+80%	1,375,551.93
20% Carryover Option	242,867.00

Adult	
FY21 Carryover	115,348.64
PY21	172,519.00
FY22	813,100.00
Total	1,100,967.64
Carryover+80%	903,843.84
20% Carryover Option	197,123.80

Dislocated Worker	
FY21 Carryover	190,212.27
PY21	154,524.00
FY22	526,001.00
Total	870,737.27
Carryover+80%	734,632.27
20% Carryover Option	136,105.00

Expenses	
Contracted To Equus	1,294,735.00
One Stop Operator	33,294.00
Sub-Leases	44,000.00
Board Staff	19,327.53
Total Expenses	1,391,356.53

Expenses	
Contracted To Equus	880,744.00
One Stop Operator	33,294.00
Sub-Leases	43,000.00
Board Staff	19,327.53
Total Expenses	976,365.53

Expenses	
Contracted To Equus	696,589.00
One Stop Operator	33,294.00
Sub-Leases	43,000.00
Board Staff	19,327.53
Total Expenses	792,210.53

Remaining Balance 227,062.40

Remaining Balance 124,602.11

Remaining Balance 78,526.74

Recommended to Contract 200,000.00

Recommended to Contract 100,000.00

Recommended to Contract 50,000.00



Mississippi Valley Workforce Development Board

December 20, 2021

To Iowa ETPL,

The Mississippi Valley Workforce Development Board (MVWDB) has concerns regarding one of the training providers on the Eligible Training Provider List (ETPL). 160 Driving Academy provides CDL classes, and we believe that they are not fulfilling their obligations regarding the screening and selection of participants prior to enrollment.

The normal process for obtaining a CDL is passing a physical and drug test, and then obtaining a Commercial Learners Permit (CLP). In Iowa, one has to have a CLP for at least two weeks before taking the CDL exam through the state DOT. 160 Driving Academy offers the complete package (instruction for both CLP and CDL) in their training package, which is \$4,395. The issue we are having is that 160 refuses to screen applicants for appropriateness prior to accepting them as students. In contrast, other training providers require a potential student to bring their certified Motor Vehicle Report (MVR) from the DOT prior to enrollment in the class so the instructor can examine it and interview the student. If the student's driving record is such that their prospects for getting employment in the field are poor, other training providers do not accept them as students. Since WIOA participants have consumer choice, if they choose 160, we currently do not have any way to screen their driving records.

Recently two of our WIOA participants attempted to complete their CLPs and they found out they have suspended driver's licenses and cannot obtain the CLP. Since the participants have attended classes already, we will now have to pay the entire \$4,395 for both of them. They will be negative numbers in terms of credential attainment for WIOA performance reporting purposes and the student now has no career path that they have dedicated time to completing.

Karolina Wielgos, the Central Region General Manager for 160 Driving Academy stated "We do not require from the student to provide us with their background nor their MVR's. It is up to the student to disclose this information when prompted."

According to the Federal Motor Carrier Safety Administration (FMCSA) a driver's overall driving record must be taken into consideration to comply with the requirements of §391.25 "The motor carrier must consider as much information about the driver's experience as is reasonably available. This would include all known violations, whether or not they are part of an official record maintained by a State, as well as any other information that would indicate the driver has shown a lack of due regard for the safety of the public. Violations of traffic and criminal laws, as well as the driver's involvement in motor vehicle accidents, are such indications and must be considered."

Additionally, 49 CFR § 383.25 Commercial learner's permit states "The CLP holder holds a valid driver's license issued by the same jurisdiction that issued the CLP". Also, 49 CFR § 391.11 General qualifications of drivers states "Has a currently valid commercial motor vehicle operator's license issued only by one State or jurisdiction; Has prepared and furnished the motor carrier that employs him/her with the list of violations or the certificate as required by § 391.27; and Is not disqualified to drive a commercial motor vehicle under the rules in § 391.15;."

The fact that 160 Driving Academy does not review participants MVR's prior to enrollment we believe violates the FMCSA and the CFR. MVWDB does not believe that this training provider is meeting their legal or ethical obligations. We request that this training providers performance and practices be thoroughly monitored as soon as possible to determine their eligibility for the ETPL moving forward. To discuss this issue further please contact the MVWD executive director Miranda Swafford at director@mississippivalleyworkforce.org or 319-759-8980.

Sincerely,

Dennis Duke
Board Chair
Mississippi Valley Workforce Development Board
DDuke@carlanelsonco.com

SUMMARY

Local Workforce Development Area	LWDB Executive Director
Mississippi Valley Local Workforce Development Area	Miranda Swafford
Dates of Desk Review	Dates and Location of On-Site Monitoring
September 13, 2021 - October 1, 2021	October 6, 2021 - October 7, 2021
Files Reviewed	
Program	State ID
Adult	2202868554 / 2201458304 / 2202962210 / 2200615419 2202971211 / 2202992174
Dislocated Worker	2202842156 / 2202967756 / 2202988893 / 2202807741 2201419857
National Dislocated Worker Grant	2202988893 / 2202807741 / 2201419857
Youth	2202398629 / 2202974848 / 2202862293 / 2202966258 2202878926
Number of Findings	Corrective Action Plan Due Date
3	December 22, 2021

MONITORING REPORT SECTION DEFINITIONS

Promising Practices
Promising practices are practices or outcomes identified during the review that are observed as being effective, innovative or best practice. 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 "LWDA Response" box within the monitoring report to detail the actions taken by the local area to resolve the Finding. IWD will utilize the "IWD 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

Several promising practices were observed throughout the period of monitoring, of which, two practices stood out.

The IowaWORKS Center has two privacy rooms intended to be used when providing services to customers that are sensitive in nature. This is important when building rapport and trust with individuals and discussing personal and confidential information, especially with those who have significant barriers to employment. The rooms are also utilized for employers to hold open interviews and job fairs which provides them with their own working space in the center.

An Income Maintenance worker from the Department of Human services is staffed in the center, and is readily available to provide services to individuals in need. This makes for a beneficial referral source to address the immediate low-income needs of individuals who come into the center.

FINDING #1: INACCURATE VERIFICATION OF APPLICATION ITEMS

During the review of participant files, it was discovered that items requiring verification within the application were either left blank or had incorrect or no documentation uploaded into the participant file.

All items must be accurately identified and uploaded into the participant file for data validation and reporting purposes.

Instance #1: Inaccurate verification of required data elements.

State ID: 2201419857 – For Veteran Status, “Yes, Eligible Veteran” was selected and “Not enrolling under Veteran” was noted as Other Applicable Documentation. This is not acceptable for data validation.

Instance #2: No verification of required data elements.

State ID: 2202807741 – For UC Eligibility Status, “Claimant” was selected and there was no verification for “UC Status Verify.” When this item is not verified, an error message appears that reads, “UC Status Verify is a required field.” This item would have had to be skipped in order to move onto the next section of the application. It should be noted the reviewer was able to verify UC status via unemployment records uploaded in the participant file; however, leaving this item blank is unacceptable for data validation requirements.

State ID: 2201419857 - For UC Eligibility Status, “Claimant” was selected and there was no verification for “UC Status Verify.” When this item is not verified, an error message appears that reads, “UC Status Verify is a required field.” This item would have had to be skipped in order to move onto the next section of the application. It should be noted the reviewer was able to verify UC status via unemployment records uploaded in the participant file; however, leaving this item blank is unacceptable for data validation requirements.

Citations

- Workforce Development Field Information Memo NO: 21-02: *Pursuant to TEGL 23-19, IWD is required to develop procedures for ensuring the data submitted for performance reporting are valid and reliable. Data validation is a series of internal controls or quality assurance techniques established to verify the accuracy, validity, and reliability of said data.*
- Appendix A: Allowable Source Documentation Title I, Title III and Trade Programs: *The following data elements have been defined in TEGL 23-19 Attachment II as allowable forms of source documentation for WIOA Titles I and III and Trade program data validation requirements. Also identified are acceptable forms of source documentations for the statutory eligibility requirements for these programs. Career planners must ensure the document used for both processes proves the criteria and that all other enrollment and eligibility requirements have been met. All documentation must be maintained in the data management system, IowaWORKS.gov.*

Corrective Action

The LWDB must ensure that documentation in IowaWORKS is accurate and complete according to policy. The LWDB must develop a corrective action plan that addresses verification of required data elements including key strategies to ensure that verification of all items within the WIOA Title I application is accurate and complete according to Appendix A: Allowable Source Documentation.

Career planners must be given training on the guidance included in the citation above. Training plans must be outlined in the corrective action plan. Verification of completed training, to include date and individuals in attendance must be submitted upon completion.

LWDB Response

Instance #1: Participant was enrolled into Dislocated Worker program under WARN notice eligibility. The DD214 was uploaded into the file on 05/27/2021. We did not link the document to the application.

Instance #2: 2202807741. This person signed the Title I application on 6/4/21, participation date is 6/8/21. The UC field was not required at the time of application. Participant filed for UC on 5/30/21 and therefore was not receiving UC at the time of enrollment. We believe this to be a system error. A PDF copy of the application was uploaded into documents on 6/4/21, titled WIOA Application PDF. You can see that the neither claimant nor exhaustee box is checked. When you click print in the application tab, it shows the UC box checked. Leading us to believe this is a system change or error.

2201419857. Participant's Title I application date was 5/25/21, participation date was 5/27/21. The UC field was not required at the time of application. Participant filed for UC on 5/23/21 and therefore was not receiving UC at the time of enrollment. We believe to be a system error. Case manager printed a PDF and uploaded the documents at the time of the original application, uploaded date of 5/25/21, titled WIOA Application. You can see that the neither claimant nor exhaustee box is checked. When you click print on the application now, it shows the UC box checked. Again, leading us to believe this is a system change or error.

IWD Response

FINDING #: 2 INDIVIDUAL EMPLOYMENT PLAN WITHOUT REQUIRED GOAL

During the review of participant files, it was observed that a participant file was missing a required career pathway goal. The establishment of a career pathway goal is an important strategy to ensure appropriate benchmark goals and service strategies are provided in order to successfully engage participants and assist them establish employment and sustain a successful career.

Instance #1: There was no established career pathway goal on the individual employment plan.

State ID: 2202992174 – An employment and education goal were documented, however there was not an identified career pathway goal included.

Citations

- Career Pathways-Chapter 8 Section 1.3: *Career planners and participants should work together to identify appropriate career pathways by utilizing the objective assessment results. Career pathway goals, timelines, and other considerations must be established and entered in the data management system.*
- Individual Employment Plan- Chapter 8 Section 3.3.5: *The Individual Employment Plan (IEP) is an individualized career service that is mutually developed by the participant and career planner. The plan is an ongoing strategy to identify a career goal, develop an action plan, document progress and outline an appropriate combination of services for the participant.*

Corrective Action

The LWDB must ensure that goals are being established and reviewed according to policy. The LWDB must develop a corrective action plan that addresses the establishment of career pathway goals including key strategies to ensure that career pathways goals are established for all active participants. Career planners must be given training on the policies included in the citation above. Training plans must be outlined in the corrective action plan. Verification of completed training, including the individuals in attendance and the date of attendance must be submitted upon completion.

LWDB Response

2202992174 has the goal as the following: "Employment - To gain unsubsidized employment in an office setting (office clerk, bookkeeping, auditing)" it is not labeled "Career Pathway Goal" We request technical assistance on the difference between Employment Goal and Career Pathway Goal and how they are not interchangeable. We request technical assistance as to when it is appropriate to use Employment Goal. If we are to not to use Employment Goal, then we request the option to choose that label be terminated so that there is no opportunity for human error. Upon TA we will then provide training to our staff on the

difference between Employment Goal verses Career Pathway Goal and identified policies.

IWD Response

FINDING #3: SERVICES NOT DELIVERED IN ACCORDANCE WITH POLICY

During the review of participant files, it was observed that services were not being delivered or documented according to policy. It is imperative that state and local policies are adhered to within service provision. Policies guide service delivery and may have a direct impact on how services should be provided and/or documented.

Instance #1: Progress reviews and/or monitoring were not completed for on-the-job training services.

State ID: 2200615419 – There is no documentation of progress reviews and/or monitoring in the participant file.

State ID: 2202971211 - There is no documentation of progress reviews and/or monitoring in the participant file.

Instance #2: Support services were provided without documentation that the participant was unable to obtain the service through other means.

State ID: 2202868554 – Support service payments were made for transportation and educational testing when there is no documentation in the participant's file that they were unable to obtain the service through other programs. For example, on the Supportive Services Request Form for transportation dated 8/11/2020, the participant responded, "I have not contacted other agencies at this time," to the questions "What other agencies have you asked for help with this request? What were the responses?" Likewise, the response to that question was "None," on the Supportive Services Request Form for educational assistance and educational testing.

State ID: 2202962210 – Support service payments were made for educational testing and educational assistance with no documentation in the participant's file that they were unable to obtain the service through other programs. On the Supportive Services Request Form for transportation, educational assistance, and educational testing dated 12/7/2020 the participant responded "I have not asked help from any other agencies," in response to the question about the agencies she asked for assistance.

State ID: 2202967756 – A supportive service payment was made for educational assistance with no documentation in the participant's file that they were unable to obtain the service through other programs. On the Supportive Services Request Form for educational assistance and tools, the participant noted "None" to the questions, "What other agencies have you asked for help with this request? What were the responses?"

Instance #3: The amount of Youth Incentive Payments is not documented.

State ID: 2202966258 – The amount of youth incentive payment was not documented in case notes.

Citations

- Mississippi Valley Workforce Development Board On-the-Job Training Policy: Progress Review: *The Business Services Consultant/WIOA case manager will conduct monthly progress visits by the employers desired mode of communication, to include but not limited to phone, email, or web conferencing software. The first visit will be in person to ensure compliance with provisions of the contract and that training is being provided as outlined in the contract, unless there are extenuating circumstances. Monitoring Requirements: Each OJT contract must be monitored on-site at least once during the contract period. The purpose of this review is to ensure compliance with contract terms and to help solve any concerns between the WIOA service provider, Employer(s), and/or OJT Participant. While on-site the monitor will verify that the participant is receiving the training contracted for in the agreement, and that the participant is not required to engage in activities prohibited by WIOA. The monitor must also review the participant's attendance records to ensure that the participant is attending and succeeding in the*

training, and review employer records to assure that the participant is receiving proper wages and that the employer is withholding taxes and paying workers compensation.

- Support Services Introduction- Chapter 8 Section 1.5.1: *Support service payments can be made only when the participant is unable to obtain the service through other programs providing such services. The need for and the amount of support service payments must be documented in the data management system and hard copy justification of support uploaded into the data management system.*
- Mississippi Valley Workforce Development Board Support Services Policy: *Eligibility: Supportive services, including needs-related payments, may only be provided to participants who: 1. Are participating in Career services or Training services approved by WIOA Title I 2. Are unable to obtain supportive services via their support network or through other programs including community agencies that provide these services; and 3. Require those services to enable him/her to participate in WIOA Title I activities.*
- Mississippi Valley Workforce Development Board Youth Incentive Payment Policy: *Description and Documentation Requirements: In order to process the incentive, the required documentation will be placed in the participant's file, documented in the appropriate IowaWORKS screen, and case noted in IowaWORKS demonstrating the criteria to receive the incentive has been met. A completed request form (with supporting documentation) will be submitted for approval to the WIOA Supervisor.*

Corrective Action

The LWDB must ensure that all services are provided in accordance with policy. The LWDB must develop a corrective action plan including key strategies to ensure proper service provision of the three instances noted within this finding.

The plan must include the evaluation of progress to date on all active participants in an on-the-job training activity, including how monitoring will be conducted during PY21 on-the-job training services.

The plan must also include a review of support services on active participants ensuring appropriate documentation is provided that the participant was unable to obtain the service through other means as well as documentation of the amount provided for the support service(s).

Career planners must be given training on the policies included in the citation above. Training plans must be outlined in the corrective action plan. Verification of completed training, including the individuals in attendance and the date of attendance must be submitted upon completion.

LWDB Response

Instance 1: 2200615419: OJT progress reviews case noted on: 4/23/21, 5/13/21, 6/21/21, 7/7/21, 8/3/21, 8/4/21, and 9/2/21. Title I monitoring of paystubs, timecards is completed each time an OJT invoice goes out. Documentation of such is noted on the IowaWORKS OJT invoice that has case manager and employer signature. The timecard has employee and employer signature present. OJT invoices do not get paid unless the review and corresponding pay file are present in the file.

2202971211 OJT progress reviews case noted on: 4/14/21, 5/12/21, 6/11/21, 7/9/21, 8/10/21, and 9/7/21. Monitoring of paystubs, timecards is completed each time an OJT invoice goes out. Documentation of such is noted on the IowaWORKS OJT invoice that has case manager and employer signature. The timecard has employee and employer signature present. OJT invoices do not get paid unless the review and corresponding pay file are present in the file.

Instance 2: We have since started denying applications that do not have additional agencies referenced to be contacted or documentation of Pell or financial aid.

2202868554: Financial aid documents are uploaded in documents and it is also noted on the FND as additional agency/resources.

2202962210: UC is listed as a resource on the FND

Instance 3: 2202966258 YIP documents are present, case note is present, activity entered on the plan. The policy does not state that the YIP amount must be case noted as to the amount received. YIP payments are specific to the activity being met. The amount of YIP provided to the participant is noted in the activity documentation as \$75. In regard to the case note

templates that exist in the state case management system, the template for support services does not indicate a place to put in the incentive amount. There is also no case note template for YIP.

Support services and the review of community resources or additional funding sources are documented on the FND (Financial Needs Determination). Supportive documentation such as PELL, is uploaded into the documents tab which is apart of the state case management system as indicated per policy. A Quality Assurance review will occur on support services to ensure documentation of additional resources has been completed for active participants in this program year. The policy does not require the amount of support service to be documented in the state case management system. Technical assistance is requested in regard to documentation requirements. Once TA has been received staff will be trained on the citations above.

Title I service provider will develop a progress review tool that will be utilized by the Business Services Consultant or Career Navigator to document the first month's onsite review of the OJT. Quality Assurance Specialist will conduct file reviews to monitor for the presence of policy compliance. SOP has been developed for OJT quality assurance review. Training will be provided by January 30, 2022 for all Career Navigators and Business Services Consultants on the SOP.

Quality Assurance will conduct 100% file review on all active on-the-job training. Quality Assurance will review 10% of all active OJTs each month for the program year moving forward.

The board will develop a monitoring tool to be used to comply with the local OJT policy and will begin monitoring OJT contracts by April 1st, 2022.

IWD Response

AREA OF CONCERN #1: INADAQUATE COMPLAINT SYSTEM

During the onsite monitoring of the American with Disabilities Act and Equal Employment Opportunity, it was discovered that the complaint system enacted at the local level is not being maintained pursuant to WIOA regulations.

An effective complaint system includes appropriate and confidential record keeping.

Instance #1: Complaints received at the Davenport center were not secured.

Complaints were kept in a binder at a staff member's desk and were not in a locked cabinet.

Instance #2: Complaint logs are not being submitted to IWD's Equality Opportunity and Diversity Officer.

Complaint logs are required to be submitted quarterly, and as of the date of this report, no logs have been submitted to IWD.

Recommendation

Ensure that complaints are handled properly; including remaining secured in a locked cabinet and submitted to the appropriate individuals timely. IWD understands that training has been requested on this topic, and is planned after the first of the year.

LWDB Response

Once TA has been received the board will appoint an individual in MVWA as the EOO to oversee the complaint process and ensure compliance with state and federal policies.

AREA OF CONCERN #1: OVERSIGHT AND MONITORING

Federal and State policies and regulations require the LWDB and its fiscal agent to conduct monitoring as outlined below:

- Pre-award financial review or the onsite post-award monitoring of contract service providers conducted no later than 120 calendar days after the award of the contract to include the tools used for each oversight activity and the final monitoring report.
- LWDB annual, onsite monitoring of all contracted service providers and Title I Programs, to include the tools used for each oversight activity and the final monitoring report.
- Fiscal agent annual monitoring of all contracted service providers to include the tools used for each oversight activity and the final monitoring report.
- Annual assessment of the physical and programmatic accessibility of all AJCs in the local area, to include the tools used for each oversight activity and the final monitoring report.
- AJC Certifications once every three years.
- Biennial monitoring of the one-stop operator, to include the tools used for each oversight activity and the final monitoring report.

This review and feedback is comprehensive, and we understand the State is still working to issue policies regarding some of these areas. Subsequently, the Mississippi Valley LWDB has done an admirable job in developing its policies and procedures to prepare for PY21 monitoring, and IWD recognizes the LWDB has until 6/30/2022 to fulfill its monitoring requirements for this program year. This item is included as an area of concern solely to provide technical assistance as the LWDB continues to work on policy development.

It should be noted the fiscal agent completed WIOA monitoring of October 2020 payroll; however, the tools used for each oversight activity were not included with the permanent file and pre-monitoring documents.

Recommendation

IWD encourages the LWDB to continue to develop local policies and processes to ensure comprehensive monitoring and oversight of federal funds utilized in the local area. This includes robust documentation of expenditures and monitoring policies and procedures utilized to review and ensure all expenditures are compliant with 2 CFR 200.

IWD requests the fiscal agent's monitoring tools used for its October 2020 payroll monitoring be submitted along with the corrective action plans.

LWDB Response

The MVWA requests TA for financial monitoring tools and monitoring requirements for local areas. What tools the fiscal agent provided the board has been included and no corrective action plans were put in place.



Mississippi Valley Workforce Development Board

MVWDB Operations Board Training Survey Results

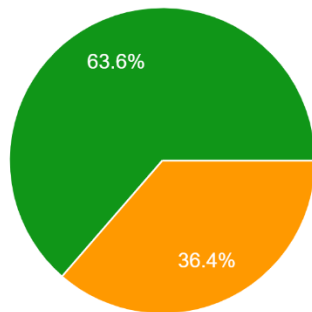
The following graphs and chart provide a visual representation of the feedback received from the in-person participants of the December 2, 2021 MVWDB Operations Board Training. There are ten statements related to the content, materials, and presenters which offered the same four responses to each question; Strongly Disagree, Disagree, Agree, and Strongly Agree. There was a list provided for participants to select or offer topics for future trainings.

It is with great pleasure I report that all surveys completed indicated support of the training content, materials, and presenters. Additionally, the following comments were left: “This was very informative.”; “Very Good.”; and “Very good, well done!”

Future topics with the greatest interest include work-based learning, youth required elements, and labor market information followed by sector partnerships, strategic planning, career pathways, and innovative business retention/recruitment strategies with Wagner-Peyser being the lone ‘other’ response.

Content was well organized

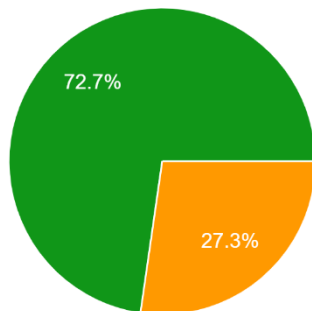
11 responses



- Strongly disagree
- Disagree
- Agree
- Strongly agree

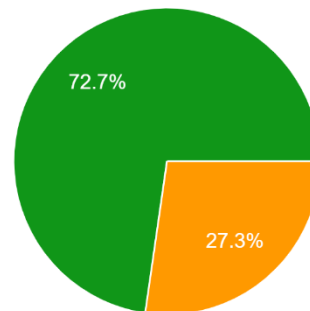
Material was easy to understand

11 responses



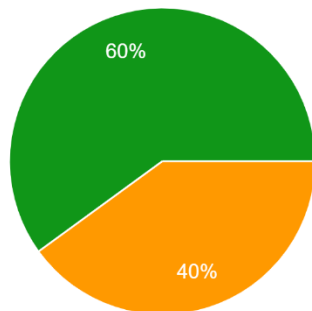
Training content met or exceeded my expectations

11 responses



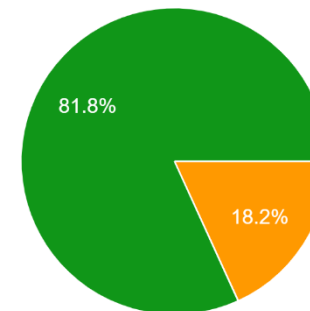
I further understand my role in the workforce system

10 responses



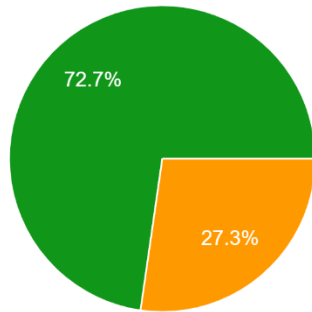
I developed a better understanding of barriers

11 responses



I took away ideas to improve business services or IFAs

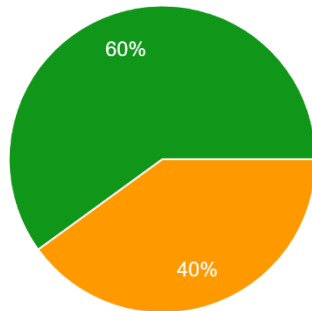
11 responses



- Strongly disagree
- Disagree
- Agree
- Strongly Agree

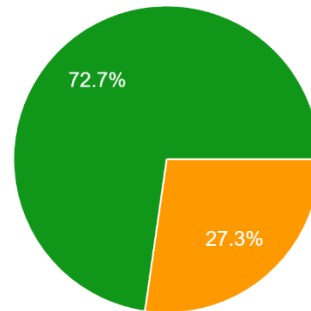
I improved my knowledge of program design

10 responses



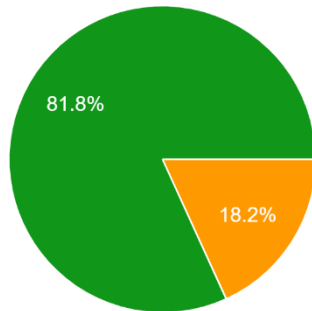
Training was engaging

11 responses



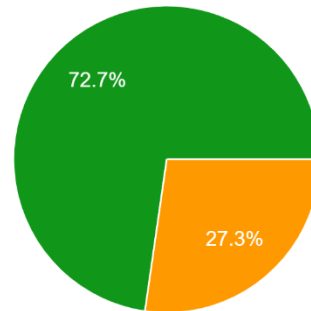
Presenters were knowledgeable

11 responses



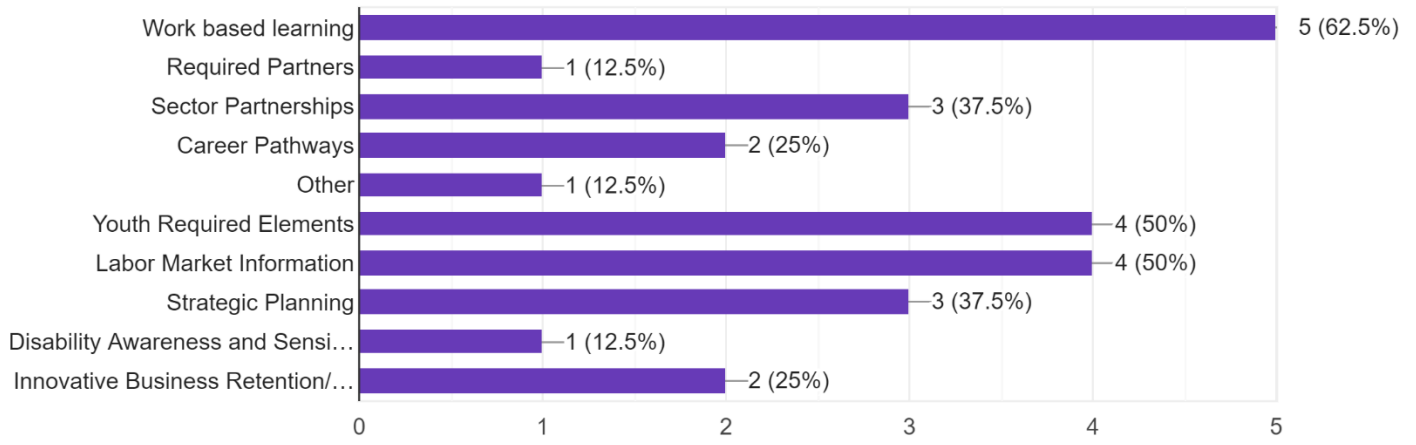
I would recommend this training to board members

11 responses



Future Topics

8 responses

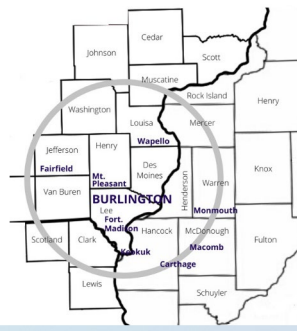


SUMMARY OF OUTREACH SOUTHERN AREA

We have a one-minute radio ad with Pritchard Broadcasting on Big Country 103.1 and Classic Rock KQ92. The spots will run every Monday, Wednesday, and Friday for seven weeks between 6am and 7pm with 190 total spots split equally between the two stations. Week 1 and Week 2 will have the spots run 6 times per day per station for a total of 72 spots. Weeks 3 through Week 7 will have the spots run 4 times per day per station except the last Friday of the campaign which will have the spot run 3 times per day per station for a total of 118 spots. The broadcast areas for each of the stations is below. Here is the script for the spot: *Your future is waiting! IowaWORKS centers offer services to help you write or update your resume and find jobs that match your interest. They also have programs to help you get the training you need to qualify for the jobs you want, and some programs pay you while you learn. For employers, IowaWORKS staff can provide unemployment expertise and post your job openings at no cost. IowaWORKS staff members will be available in Fort Madison on Mondays from 8 a.m. to 4:30 p.m. in the Rashid Memorial Building at 3421 Avenue L, in Wapello on Thursdays from 9 a.m. to 3:30 p.m. in the ISU Extension Building at 317 Van Buren St, and in Mount Pleasant on Tuesdays 9 a.m. to 3:30 p.m. in the Mount Pleasant Library at 307 East Monroe Street. For more information contact IowaWORKS in Burlington at 319-753-1671, that's 319-753-1671. IowaWORKS is a proud partner of the American Job Center Network and an equal opportunity employer program.*



WQQQ 92.1 Classic Rock



KDMG 103.1 Big Country

We are running a weekly print ad in the Fort Madison Daily Democrat & Bonny Buyer, the Wapello Republican, and the Mount Pleasant News & Shopper. The Bonnie Buyer offers a circulation of over 10,000 and the Shopper is delivered to every residence in Henry County. These ads will run for seven consecutive weeks.

Pritchard Broadcasting	\$	2,660.00
MP News & Shopper	\$	2,168.88
Republican	\$	1,176.00
Democrat & Buyer	\$	2,376.00
TOTAL	\$	8,380.88

Fliers created for each site have been sent to the sites to use if they so choose to promote our presence. The fliers are also being shared on the Burlington IowaWORKS Facebook page.

SUMMARY OF OUTREACH NORTHERN AREA

There was a press release by IWD for the IowaWORKS access points for Pam Bisby which included the Jackson, Muscatine, and Clinton locations and day/times. We created a one-minute radio ad like the southern area script on the previous page but listing the Jackson and Clinton county locations. The spot running 190 times over 45 days on KMAQ FM 95.1 out of Maquoketa.

We ran a weekly ad in the Buyer's Guide for 7 weeks and also a digital ad for 2 months on Maqnews.com which started on Nov 1.

KMAQ	\$1,000.00
Buyer's Guide	\$1,801.40
TOTAL	\$2,801.40

A flier was created to promote the outer county access points for Jackson-Clinton and Muscatine.

Local Workforce Development Board Standing Committee Guidance

Standing Committees:

Per Iowa Code Ch. 84A.4(2)(5)(e) and the LWDB Bylaws, “the LWDB may designate and direct the activities of standing committees to provide information and to assist the LWDB in carrying out its functions, duties, and responsibilities.”

- This provision of the bylaws gives standing committees the authority to provide information and to assist the LWDB in carrying out its functions, duties, and responsibilities
- This provision does not give standing committees the authority to act on behalf of the LWDB or without full approval of the LWDB. Therefore, the standing committees would have to bring forth recommendations which could then be voted on by the full LWDB.

Executive Standing Committee:

- According to the Bylaws, “the Executive Standing Committee shall meet over issues or approvals that are documented to be so critical that waiting for approval (or denial) by the LWDB at the next scheduled meeting would not be in the best interest of LWDB.”
- Absent a critical matter that needs immediate attention and waiting until the next scheduled meeting would not be in the best interest of the LWDB, the Executive Committee would need to make a recommendation to the LWDB and the board would vote on the recommendation.

Duties of the Chief Elected Officials (CEO)

Iowa Code Ch. 84A.3 and 84A.4 states the duties of the chief elected officers are to work with the LWDB in developing a comprehensive four-year local workforce development plan and to use criteria set out by the Governor, in partnership with the state workforce development board, to appoint members to the LWDB.

Neither the Iowa Code nor the Bylaws speak to whether a CEO may serve on LWDB or the LWDB standing committee.

- CEOs Serving on LWDB: Even though both the Iowa Code and the bylaws are silent on whether a CEO can serve on a LWDB, the criteria for LWDB is laid out in code and the CEOs facilitate the appointment of individuals to the LWDB; therefore, this would appear to be a conflict of interest since the CEOs are involved in making appointments to the local boards.

- CEOs Serving on Standing Committees: The bylaws state that a person who is not a member of a LWDB may be appointed by the LWDB to serve on a committee if the LWDB determines that the individual has demonstrated experience and expertise.

Open Meeting Law Requirements

- Per Iowa Code Ch. 21.3(2), “each governmental body shall keep minutes of all its meetings showing the date, time and place, the members present, and the action taken at each meeting. The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present.” At a minimum, the minutes of the LWDB meetings need to reflect the date and time and members present in addition to any action taken and the votes of the members present.