



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Monday, January 24th, 2021, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/89633496355?pwd=MEVEaWJYKzFkdU4xOHVxaUg1WDBSdz09>

Meeting ID: 896 3349 6355

Passcode: 490505

One tap mobile: +16465588656,,89633496355# US

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
*Individualized Career Services Policy	
Youth Committee Report	Jacob Nye
Finance Committee Report	Lori Bassow
Disability Access Committee	Cindy Whalen
*Technology List	

New Business

*New Program Budgets	Kendra Schaapveld
*Transfer Request	Kendra Schaapveld & Miranda Swafford
*One Stop Operator Performance	Robert Ryan
*Assistant Director Position	Dennis Duke
*Ticket to Work Funds Budget	Miranda Swafford
*Equal Opportunity Officer	Miranda Swafford
CDL Discussion	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

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

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

Members Absent: None

CEOs Present: Brad Quigley

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

Service Provider Staff Present: None

CALLED TO ORDER

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

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda with no additions, seconded by Whalen, 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 spoke about the HNI representative experience in the Burlington and Davenport Iowa *WORKS* centers noting Burlington's best practice of having individuals introduce themselves to the HNI representative, being positioned where the representative is visible, and suggested Davenport could try to mirror that design to allow for more touchpoint opportunities with job seekers. Nicol summarized the SWAT response from the Governor's Roundtable as the team lacking involvement and innovation. There was no sustenance to the report provided. Nicol provided the committee had no recommended changes to the PII Policy and that it was well written. Swafford said there would be an additional acknowledgement form for the partner programs. Nye made a motion to approve the PII policy as presented, seconded by Phillips, motion carried.

FINANCE COMMITTEE

Bassow reported the finance committee struggles at times to attain quorum but they have moved the meeting time to 3pm. Bassow asked the executive committee members about getting enrollment numbers to consider along side the financial reports. Duke thought the numbers could be good but if it ends up being duplicative or not adding value then it could be stopped. Swafford offered the enrollment numbers should come from Equus and not SEIRPC which Bassow agreed.

New Business

MAY FINANCIAL MONITORING

No findings were reported from the SEIRPC monitoring of Equus April payroll. Swafford reported that the monitoring tools utilized by SEIRPC did not meet DOL standards and would need modifications. Nicol made a motion to approve the monitoring report, seconded by Nye, motion carried.

TICKET TO WORK FUNDS

Swafford presented the board with options to either develop policies and budget for TTW funds or continue to save the funding to use for future opportunities. Duke, Nye, Whalen, and Quigley spoke in support of using the funding where it would be most impactful and where other funding wouldn't cover the expenses. Nye asked how we could make the funds available to all partner participants. Swafford will work on a budget and programs based on the recommendations of the committee.

ASSISTANT DIRECTOR POSITION

Duke presented a job description with responsibilities and salary range of \$55,000-\$65,000. Swafford explained the position would focus on business and board recruitment as well as labor market reporting and external funding. Nicol made a motion to move ahead with posting the position for hire, seconded by Nye, motion carried.

CONTRACTING ADDITIONAL FUNDS

Swafford informed the committee about the additional funds for PY21 and proposal for contracting the additional funding at \$200,000 for Youth, \$100,000 for Adult, and \$50,000 for Dislocated Worker programs. Whalen made a motion to approve the proposed budget, seconded by Phillips, motion carried.

CDL LETTER

Swafford presented a letter to address the lack of candidate screening by a CDL training provider. 160 Driving Academy had responded in writing that they do not require students to provide background nor motor vehicle reports. The letter, from board chair Dennis Duke to the state, would request a review or monitoring of 160 Driving Academy's performance, practices, and program compliance. No objections to the letter were voiced, discussion was in support of sending the letter promptly.

IWD MONITORING REPORT

Swafford shared there were only three finding and two areas of concern. The findings are believed to relate to system errors created by implementation of modifications to the IWD software program. The corrective action plan to address the findings were submitted to IWD 12/20/2021. Swafford is working to develop monitoring tools to address one of the areas of concern.

PLAQUE FOR BUSINESSES

Swafford reported she was approached about providing plaques of recognition to business partners. The idea was supported, and Whalen offered that Hope Haven makes plaques for a reasonable fee.

BOARD OPERATIONS TRAINING SURVEY

Swafford presented the results of the post-training survey of the board operations training provided on December 2. All respondents were positive and future topics included work-based learning, youth required elements, and labor market information.

OUTREACH

Swafford reported there is now representation of Iowa*WORKS* services in every county of the MVWA. Swafford shared the radio, print, and social media outreach being conducted to promote the locations.

IWD COMMITTEE MEMO

Swafford reviewed a committee guidance memo received from IWD and that she had questioned the LWDB bylaws are unique to each local area and the applicability of the memo because of that. There has been no response as of yet.

MEETING TIME REVIEW

Swafford explained the CEOs had reviewed attendance and asked each committee to discuss their current meeting time to determine if any modifications might be more accommodating. Current meeting day and time working for members.

OTHER BUSINESS

Duke shared an interesting fact from Dr. Ash that in 2026 there will be a major drop off in high school enrollments creating an even tighter labor market.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Nye made a motion to adjourn, seconded by Whalen, Duke adjourned the meeting at 6:18 p.m.



Mississippi Valley Workforce Development Board

Operations Meeting Report for Executive Committee Prepared January 17, 2022

Highlights

Title I Updates

- December there were 534 participant contacts.
- There was \$7,297 spent on WEX wages
- \$34,679 was written for ITA school tuition.
- Enrollments for December included 13 Adults, 3 DW and 3 NDWG.
- The average case load was 73 for Adult and 43 for DW.
- Outcomes include eleven measurable skills gains.
- Legacy in Action customer satisfaction rate was 98.72%.

Title III Updates

- November unemployment rates are declining for all the counties in MVWA.
 - Des Moines County remains highest at 4.3%.
 - Farley is working on putting together trend charts
- Wagner-Peyser enrolled 99 individuals at Davenport and a total of 37 for Burlington.
- Re-employment Case Management (RCM), state run program to engage the unemployed sooner and more frequently to strengthen unemployment program integrity.
- ECI will be hosting a session on diversity and inclusion worth one credit hour of HRCI and SHRM

One-stop Operator Updates

- Burlington hosted 1 hiring events.
- Davenport hosted 7 hiring events.
- Burlington's workshops served 16 individuals
- Davenport's workshops served 109 individuals
- Burlington IowaWORKS served 546 individuals or approximately 27/workday
- Davenport IowaWORKS served 934 individuals or approximately 47/workday
- IowaWORKS Facebook pages have an average daily post reach of 76 people for the Burlington page and 170 for the Davenport page

Approvals

- Individual Career Services



Mississippi Valley Workforce Development Board

Individualized Career Services

Approved:

Effective Date:

Policy

Individualized career services must be provided to participants after American Job Center (AJC) staff determine that such services are required to retain or obtain employment. These services involve significant staff time and customization to each individual's needs, and generally will be provided by staff funded by WIOA Title I programs. However, it may also be appropriate for staff funded by WIOA Title III Wagner-Peyser Employment Service to provide some of these services.

The following individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - diagnostic testing and use of other assessment tools; and
 - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
- Development of an Individual Employment Plan (IEP), to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers
- Group counseling
- Individual counseling
- Career planning
- Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Internships and work experiences that are linked to careers
- Workforce preparation activities
- Financial literacy services
- Out-of-area job search assistance and relocation assistance
- English language acquisition and integrated education and training programs

Assessments

Assessments may include but are not limited to interviews, observations, NCRC, TABE, CASAS or other reliable career assessment tools as well as an in-depth review of work and educational history. The assessment must be thorough enough for the case manager and participant to develop an appropriate IEP. Once developed, IEPs are to be reviewed and updated on a regular basis, to document progress and identify new needs.

To determine if individualized career services would be appropriate, a new assessment, interview or evaluation of a participant may not be required. It is allowable to use a recent assessment of the participant completed by another education or training program. Such assessments must have been completed within one year prior to enrollment.

Assessment Interpretation

Case managers should become familiar with the types of assessments administered to customers and should have a solid understanding of the results and what they mean. Case managers should also be prepared to explain the assessment results to the customer in a meaningful way, rather than just briefly covering the data or numbers.

Reasonable Accommodations

Under Section 188 of the Workforce Innovation and Opportunity Act and related regulations, providers must provide reasonable accommodations to qualified individuals with disabilities, unless providing the accommodation would cause undue hardship. No qualified individual with a disability may be excluded from participation in, or be denied the benefits of a recipient's service, program, or activity or be subjected to discrimination by any recipient because a recipient's facilities are inaccessible or unusable by individuals with disabilities.

Equal Opportunity and Nondiscrimination Statement

All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, 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.



Mississippi Valley Workforce Development Board

Youth Committee Report

Prepared January 17, 2022

Equus November Updates

- 185 contacts with potential participants
- 231 contacts with participants
- \$9,757 spent on WEX
- \$335 spent on incentives
- There were 0 ISY and 3 OSY enrollments during

Equus December Updates

- 152 contacts with potential participants
- 199 contacts with participants
- \$4,565 spent on WEX
- \$1500 spent on support services
- 0 ISY and 3 OSY enrollments during the month of September
- Average caseload is 24
- Outcomes included one measurable skill gain and one unsubsidized employment.

Youth Symposium Updates

- Team came back with enthusiasm
- Looking to implement multiple ideas from symposium:
 - Youth focused job fair planned for April 19
 - Expanding social media platforms to include SnapChat and possibly TikTok
 - Establishing youth ambassadors

Financial Report
Expenditures Through 11/30/2021

Funding Stream	Expended	% of Total Available	Total Available	Remaining Balance	Goal to be Spent by 6/30/2022	% of 6/30/2022 Expectation
Adult	402,557.79	36.56%	1,100,967.64	698,409.85	903,843.84	44.54%
Dislocated Worker	191,395.32	21.98%	870,737.27	679,341.95	734,632.27	26.05%
Youth	247,650.82	15.30%	1,618,418.93	1,370,768.11	1,377,611.59	17.98%
Nat. DW Grant	22,557.38	8.12%	277,946.94	255,389.56	277,946.94	8.12%
Admin	88,298.78	18.53%	476,448.36	388,149.58	156,397.36	56.46%
Rapid Response	64,435.68	89.49%	72,000.00	7,564.32	72,000.00	89.49%
	1,016,895.77	Total Available	4,416,519.14	3,399,623.37	3,522,432.00	

Equus Program Expenditure Updates through 12/31/2021

Adult

	Budgeted	% of Total	Actual Expenditures	% of Current Expenditures
Total P&O	\$ 420,783.00	47.78%	\$ 259,462.72	58.88%
Total Participant	\$ 459,961.00	52.22%	\$ 181,195.94	41.12%
Total	\$ 880,744.00	100.00%	\$ 440,658.66	100.00%

DW

	Budgeted	% of Total	Actual to Date	% of Total
Total P&O	\$ 410,630.00	58.95%	\$ 138,657.04	70.32%
Total Participant	\$ 285,959.00	41.05%	\$ 58,509.93	29.68%
Total	\$ 696,589.00	100.00%	\$ 197,166.97	100.00%

Youth

	Budgeted	% of Total	Actual to Date	% of Total
Total P&O	\$ 745,532.99	57.58%	\$ 240,219.59	85.49%
Total Participant	\$ 549,202.00	42.42%	\$ 40,782.09	14.51%
Total	\$ 1,294,734.99	100.00%	\$ 281,001.68	100.00%

P&O = Personnel and Operations

Assistive Technology

#	Cost	Total	Assistive Technology	Burl	Dav	Notes
2	\$0	\$0	Screen Magnifier	X	X	Windows Magnifier
2	\$0	\$0	Screen Reader			NVDA
0	\$0	\$0	Large Print Keyboard	X	X	
0	\$0	\$0	Large Monitor	X	X	
0		\$0	Handheld Magnifiers	X	X	
2	\$3,200	\$6,400	Close Circuit Television			Freedom Scientific
1	\$25	\$25	Trackball Mouse		X	https://www.amazon.com/Logitech-Trackman-Marble-Four-Button-Programmable/dp/B001F42MKG/ref=asc_df_B001F42MKG/?tag=hyprod-20&linkCode=df0&hvadid=198138936631&hvpos=&hvnetw=g&hvrnd=4212744921102889924&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=21182&hvtargid=pla-358648223478&pssc=1
1	\$0	\$0	Adjustable Keyboard Tray	X	X	
0	0	\$0	Adjustable Height Table	X	X	
2	\$155	\$310	Assistive Listening System			https://www.amazon.com/Williams-Sound-PKT-D1-Pocketalker/dp/B003IQN8WA/ref=asc_df_B003IQN8WA/?tag=hyprod-20&linkCode=df0&hvadid=309777797660&hvpos=&hvnetw=g&hvrnd=1535084930714110359&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1027879&hvtargid=pla-569812095108&pssc=1
1	\$0	\$500	Closed Captioning			Zoom Live Captioning / Recorded CC Rev \$1.25 per min
2	\$500	\$1,000	ASL/LEP Video Remote Services			HandsUpCommunication
		\$1,000	Sign Language Interpreters			HandsUpCommunication
0	\$0	\$0	Headphones	X	X	
2	\$275	\$550	Text to Speech Device			https://www.amazon.com/C-pen-FBA_7350085370028-C-Pen-Reader/dp/B015OL7VNS/ref=asc_df_B015OL7VNS/?tag=hyprod-20&linkCode=df0&hvadid=251190293902&hvpos=&hvnetw=g&hvrnd=15201966730006622599&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=21182&hvtargid=pla-561405563666&pssc=1
2	\$250	\$500	Speech Recognition			Dragon
2	\$0	\$0	Alternative Materials			Basic orientation Large Print, Audio, Braille
2	\$1,000	\$2,000	Virtual Lobby			Ipad or computer
2	\$0	\$0	Virtual Appointments Available			
2	\$0	\$0	Private Spaces			
2	\$0	\$0	Individual Notetakers			
2	\$20	\$40	Timers			

Total \$12,325

Budget \$15,000

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

GRANT PERIOD:
1/1/2022 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	ADULT(AD)
	886

SECTION II. EXPENDITURES

Acct Code		(1) Approved Budget	Modified Budget	New Budget total
	Administration:			
60110-60190 exclude 60150	Salaries	\$ 219,479.00	16,653.00	236,132.00
60310-60330	Payroll Taxes	\$ 18,678.00	1,353.00	20,031.00
60610-60660	Fringes and WorkComp	\$ 25,459.00	1,994.00	27,453.00
	Total Personnel Expenses	\$ 263,616.00	20,000.00	283,616.00
	Operating Expenses:			
60850	Mileage & Travel	\$ 30,754.00	5,500.00	36,254.00
62115	Telephone & Cell Phones	\$ 4,601.00	800.00	5,401.00
65570	Postage		-	-
63110	Client Supplies & Assessments	\$ 150.00	-	150.00
63130	Office Supplies(includes PPE)	\$ 3,679.00	-	3,679.00
62830	Out Reach & Public Relations	\$ 12,942.00	-	12,942.00
62860	Job Fairs		-	-
65610	Reimbursable Equipment	\$ 3,961.00	2,500.00	6,461.00
62510-62520	Resource Sharing Allocation	\$ 7,623.00	1,450.00	9,073.00
61745	Insurance	\$ 3,187.00	-	3,187.00
64120	Business Taxes & Licenses		-	-
65120	Annual Audit	\$ 1,167.00	-	1,167.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 11,921.00	8,760.00	20,681.00
65125, 65128, 65130	Other Professional Services(ADP, App Hosting)	\$ 5,053.00	1,050.00	6,103.00
	Subtotal Personnel & Operating expense	\$ 348,654.00	40,060.00	388,714.00
9.77%	Indirect Cost	\$ 34,064.00	3,913.86	37,977.86
	Management Fee	\$ 38,065.00	4,397.39	42,462.39
	Total Operating expenses	\$ 420,783.00	48,371.25	469,154.25
	Participant Expenses			
65602	Work Experience	\$ 63,622.00	25,360.72	88,982.72
	Transfer from On the Job Training	\$ 50,000.00		50,000.00
67408	Instructional Training	\$ 231,000.00		231,000.00
67412	Customer Support service	\$ 81,600.00	5,000.00	86,600.00
67426	Individual Career Services		20,000.00	20,000.00
67422	On The Job Training	\$ 80,557.00	-	80,557.00
	Transfer to Work Experience	\$ (50,000.00)		(50,000.00)
	Total Participant Expenses	\$ 456,779.00	50,360.72	507,139.72
	5% WEX Markup	\$ 3,182.00	1,268.04	4,450.04
	Total	\$ 880,744.00	100,000.00	980,744.00
	Total WIOA Adult GRANT COST	\$ 880,744.00	100,000.00	980,744.00

Rationale:

To add a Supervisor (annual is \$60,000) to Davenport and Market Equity Increase for the Career Navigators to 21.70 an hour
To add a Supervisor to Davenport and Market Equity Increase for the Career Navigators to 21.70 an hour
To add a Supervisor to Davenport and Market Equity Increase for the Career Navigators to 21.70 an hour

Additional Travel for Davenport Supervisor Training, Training new staff.
Add Wifl to both Davenport and Burlington for Jan-June/ add Stipend for Supervisor

Davenport Supervisor Computer
Davenport Supervisor office, Business Center

Dues and Training for Davenport Supervisor & DEI Training Modules.
Additional cost to add Davenport Supervisor, ADP, Adobe Lics, Quickbase

Adjusted indirect
Adjusted management fee

Expand work experience opportunities and/or length of WEX

Allows for coverage of student fees, books, testing, participants average about \$450 in support servies so this increases support to 37 participants
Prevocational Training Activities

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

GRANT PERIOD:
2/1/2022 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant **Dislocated Worker(DW)**
888

SECTION II. EXPENDITURES

Acct Code

	(1) Approved Budget	Modified Budget	New Budget total
Administration:			
60110-60190 exclude 60150	Salaries \$ 235,367.00	14,850.00	250,217.00
60310-60330	Payroll Taxes \$ 20,030.00	200.00	20,230.00
60610-60650	Fringes and WorkComp \$ 26,126.00	1,325.00	27,451.00
	Total Personnel Expenses \$ 281,523.00	16,375.00	297,898.00
Operating Expenses:			
60850	Mileage & Travel \$ 18,023.00	285.00	18,308.00
62115	Telephone & Cell Phones \$ 3,639.00	570.00	4,209.00
65570	Postage	-	-
63110	Client Supplies & Assessments \$ 119.00	-	119.00
63130	Office Supplies(includes PPE) \$ 2,909.00	-	2,909.00
62830	Outreach & Public Relations \$ 6,473.00	-	6,473.00
62860	Job Fairs	-	-
65610	Reimbursable Equipment \$ 3,132.00	6,550.00	9,682.00
62510-62520	Resource Sharing Allocation \$ 6,678.00	125.00	6,803.00
61745	Insurance \$ 2,520.00	-	2,520.00
64120	Business Taxes & Licenses	-	-
65120	Annual Audit \$ 923.00	-	923.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc. \$ 9,428.00	680.00	10,108.00
65125, 65128, 65130	Other Professional Services(ADP, App Hosting) \$ 4,880.00	260.34	5,140.34
	Subtotal Personnel & Operating expenses \$ 340,247.00	24,845.34	365,092.34
9.77%	Indirect Cost \$ 33,242.00	2,427.39	35,669.39
	Management Fee \$ 37,141.00	2,727.27	39,868.27
	Total Operating expenses \$ 410,630.00	30,000.00	440,630.00
Participant Expenses			
65602	Work Experience	-	-
67408	Instructional Training \$ 137,500.00	-	137,500.00
67412	Customer Support service \$ 65,599.00	-	65,599.00
67426	Individual Career Services	20,000.00	20,000.00
67422	On The Job Training \$ 82,860.00	-	82,860.00
	Total Participant Expenses \$ 285,959.00	20,000.00	305,959.00
	Total \$ 696,589.00	50,000.00	746,589.00
	Total WIOA DW GRANT COST \$ 696,589.00	50,000.00	746,589.00

Rationale:

To add a Supervisor to Davenport (annual is \$60,000) and Market Equity Increase for the Career Navigators to 21.70 an hour
To add a Supervisor to Davenport and Market Equity Increase for the Career Navigators to 21.70 an hour
To add a Supervisor to Davenport and Market Equity Increase for the Career Navigators to 21.70 an hour

Additional Travel for Davenport Supervisor Training
Add Wifi to both Davenport and Burlington for Jan-June/ add Stipend for Supervisor

Davenport Supervisor Computer, to start replacing older computer equipment
Davenport Supervisor office

Dues and Training for Davenport Supervisor.
Additional cost to add Davenport Supervisor, ADP, Adobe Lics, Quickbase

Adjusted indirect
Adjusted management fee

Prevocational Training Activities

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

GRANT PERIOD:
2/1/2022 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	YOUTH ISY
	ISY 890 & 884

SECTION II. EXPENDITURES

Acct Code		(1) Cost Reimb as spent Budget	Modified	New
			Budget	Budget total
	Administration:			
60110-60190 exclude 60150	Salaries	\$ 85,506.00	15,448.00	100,954.00
60310-60330	Payroll Taxes	\$ 7,277.00	1,201.00	8,478.00
60610-60650	Fringes and WorkComp	\$ 9,491.00	1,815.00	11,306.00
	Total Personnel Expenses	\$ 102,274.00	18,464.00	120,738.00
	Operating Expenses:			
60850	Mileage & Travel	\$ 5,905.00	2,000.00	7,905.00
62115	Telephone & Cell Phones	\$ 1,212.00	400.00	1,612.00
65570	Postage		-	-
63110	Client Supplies & Assessments	\$ 2,583.00	-	2,583.00
63130	Office Supplies(includes PPE)	\$ 969.00	225.00	1,194.00
62830	Out Reach & Public Relations	\$ 2,203.00	2,000.00	4,203.00
62860	Job Fairs		-	-
65610	Reimbursable Equipment	\$ 1,043.00	3,200.00	4,243.00
62510-62520	Resource Sharing Allocation / Rentals	\$ 2,327.00	450.00	2,777.00
61745	Insurance	\$ 839.00		839.00
64120	Business Taxes & Licenses		-	-
65120	Annual Audit	\$ 307.00	-	307.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 3,139.00	1,000.00	4,139.00
65125, 65128, 65130	Other Professional Services(ADP, App Hostin	\$ 1,622.00	605.39	2,227.39
	Subtotal Personnel & Operating ex	\$ 124,423.00	\$ 28,344.39	\$ 152,767.39
9.77%	Indirect Cost	\$ 12,156.00	2,769.25	14,925.25
	Management Fee	\$ 13,584.00	3,111.36	16,695.36
	Total Operating expenses	\$ 150,163.00	\$ 34,225.00	\$ 184,388.00
	Participant Expenses			
65602	Work Experience	\$ 31,806.00	5,500.00	37,306.00
67408	Instructional Training	\$ -	-	-
67412	Customer Support service	\$ 40,618.00	-	40,618.00
67426	Individual Career Services	\$ -	5,000.00	5,000.00
67422	On The Job Training	\$ -	5,000.00	5,000.00
67418	Client Awards / Incentives	\$ 6,758.00	-	6,758.00
	Total Participant Expenses	\$ 79,182.00	15,500.00	94,682.00
	5% WEX Markup	\$ 1,590.30	275.00	1,865.30
	Total	\$ 230,935.30	\$ 50,000.00	\$ 280,935.30
	Total WIOA YOUTH ISY GRANT COS	\$ 230,935.30	50,000.00	280,935.30

Rationale:

To add a Supervisor to Davenport (annual is \$60,000), add a New Youth Career Navigator and Market Equity Increase for the Career Navigators to 21.70 an hour
 To add a Supervisor to Davenport, add a New Youth Career Navigator and Market Equity Increase for the Career Navigators to 21.70 an hour
 To add a Supervisor to Davenport, add a New Youth Career Navigator and Market Equity Increase for the Career Navigators to 21.70 an hour

Additional Travel for Davenport Supervisor Training & New Youth Career Navigator
 Add Wifi to both Davenport and Burlington for Jan-June/ add Stipend for Supervisor

New Davenport Supervisor and New Youth Career Navigator
 Social Media Awareness campaign, YouTube, Facebook, Snapchat, Instagram Ads; TableTop Banners, Floor banners, tablecloths

Davenport Supervisor Computer, and for New Youth Career Navigator, to start replacing older computer equipment
 Davenport Supervisor office and New Youth Career Navigator work space.

Dues and Training for Davenport Supervisor, New Youth Career Navigator
 Additional cost to add Davenport Supervisor, and New Youth Career Navigator ADP, Adobe Lics, Quickbase

Adjusted indirect
 Adjusted management fee

Additional opportunities for youth work experience and we can expand the number of weeks of WEX

Leadership Development

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

GRANT PERIOD:
2/1/2022 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant **YOUTH OSY**
OSY 892 & 885

SECTION II. EXPENDITURES

Acct Code	(1) Cost Reimb as spent Budget	Modified Budget	New Budget total
Administration:			
60110-60190 exclude 60150	Salaries \$ 337,246.00	57,892.00	395,138.00
60310-60330	Payroll Taxes \$ 28,700.00	4,435.00	33,135.00
60610-60650	Fringes and WorkComp \$ 37,434.00	5,500.00	42,934.00
	Total Personnel Expenses \$ 403,380.00	67,827.00	471,207.00
Operating Expenses:			
60850	Mileage & Travel \$ 21,083.00	1,900.00	22,983.00
62115	Telephone & Cell Phones \$ 5,557.00	1,100.00	6,657.00
65570	Postage \$ 7.00	-	7.00
63110	Client Supplies & Assessments \$ 9,918.00	-	9,918.00
63130	Office Supplies(includes PPE) \$ 4,443.00	800.00	5,243.00
62830	Out Reach & Public Relations \$ 7,811.00	5,300.00	13,111.00
62860	Job Fairs	-	-
65610	Reimbursable Equipment \$ 4,787.00	9,404.00	14,191.00
62510-62520	Resource Sharing Allocation \$ 9,197.00	1,800.00	10,997.00
61745	Insurance \$ 3,849.00	-	3,849.00
64120	Business Taxes & Licenses	-	-
65120	Annual Audit \$ 1,410.00	-	1,410.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc. \$ 14,398.00	4,750.00	19,148.00
65125, 65128, 65130	Other Professional Services(ADP, App Hosting) \$ 7,475.00	1,945.37	9,420.37
	Subtotal Personnel & Operating expense \$ 493,315.00	\$ 94,826.37	\$ 588,141.37
9.77%	Indirect Cost \$ 48,197.00	9,264.54	57,461.54
	Management Fee \$ 53,858.00	10,409.09	64,267.09
	Total Operating expenses \$ 595,370.00	\$ 114,500.00	\$ 709,870.00
Participant Expenses			
65602, 65603	Work Experience \$ 193,423.00	10,000.00	203,423.00
67408	Instructional Training \$ 80,949.00	-	80,949.00
67412	Customer Support service \$ 147,803.00	-	147,803.00
67426	Individual Career Services \$ -	20,000.00	20,000.00
67422	On The Job Training \$ 20,839.00	2,500.00	23,339.00
67418, 67420	Client Awards / Incentives \$ 15,745.00	2,500.00	18,245.00
	Total Participant Expenses \$ 458,759.00	35,000.00	493,759.00
	5% WEX Markup \$ 9,671.00	500.00	10,171.00
	Total \$ 1,063,800.00	\$ 150,000.00	#####
	Total WIOA YOUTH OSY GRANT COST \$ 1,063,800.00	150,000.00	1,213,800.00

Rationale:

To add a Supervisor to Davenport (annual is \$60,000), add a New Youth Career Navigator and Market Equity Increase for the Career Navigators to 21.70
To add a Supervisor to Davenport, add a New Youth Career Navigator and Market Equity Increase for the Career Navigators to 21.70 an hour
To add a Supervisor to Davenport, add a New Youth Career Navigator and Market Equity Increase for the Career Navigators to 21.70 an hour

Additional Travel for Davenport Supervisor Training & New Youth Career Navigator
Add Wifi to both Davenport and Burlington for Jan-June/ add Stipend for Supervisor

Social Media Awareness campaign, YouTube, Facebook, Snapchat, Instagram Ads; TableTop Banners, Floor banners, tablecloths

Davenport Supervisor Computer, and for New Youth Career Navigator, to start replacing older computer equipment
Davenport Supervisor office and New Youth Career Navigator work space.

Dues and Training for Davenport Supervisor. New Youth Career Navigator, DEI Modules.
Additional cost to add Davenport Supervisor, and New Youth Career Navigator ADP, Adobe Lics, Quickbase

Adjusted indirect
Adjusted management fee

Additional opportunities for youth work experience and we can expand the number of weeks of WEX

Leadership Development

WIOA Title IB Adult and Dislocated Worker Transfer of Funds Request Form

Section 1: Local Workforce Development Area Information and Transfer Amount

Local Workforce Development Area: Mississippi Valley Workforce Development Board
Local Workforce Development Board Chair: Dennis Duke Master Agreement Number: 20-N-MV-Wi-OA
Request Date: 1/24/2022 Fiscal Year or Program Year: FY22 Amount of Transfer: \$100,000
Direction of Transfer (check one): Adult to Dislocated Worker Dislocated Worker to Adult

Section 2: Impact Analysis

Describe how the requested transfer will allow the local area to respond to current labor market conditions or general economic conditions. Applicable data must be included in the description: The Adult Title I program continues to see high enrollment with partnership between local training providers and work-based learning opportunities. Our highest enrollments each month come from the Adult program. Our second highest in demand occupation is logistics and we regularly field referrals from our 3 training providers for CDL. This in turn results in staff time of case management of Adults more than Dislocated Workers. In our local area, the largest employer that experienced layoff received TAA which has minimal case management at this time resulting in staff charging minimal time to Dislocated Worker grant.

Describe local area's outreach process used to recruit and market the availability of services to participants: Staff outreach to adults through social media, physical presence in outer counties, radio spots, television, print media, flyers, QR codes, promotional materials such as pens, note pads, water bottles, and through drive-through job fairs.

Provide any additional information or include any other data which supports the request of this transfer: This transfer will support staff salary of case management.

Section 3: Assurances

The local workforce development board understands that this transfer will affect the 80% required rate of expenditure of both programs. The 80% minimum expenditure rate is calculated from the total available budget in each funding stream at the end of the first year of funding:

Yes No

By signing below, the Local Workforce Development Board Chair requests a transfer of funds and certifies that this transfer request was approved by the Local Workforce Development Board.

Signature of Local Workforce Development Board Chair

Date

Signature of Fiscal Agent

Date



Mississippi Valley Workforce Development Board

One Stop Operator Key Performance Indicator Report

Executive Committee Meeting Date: _____ **Period of Performance:** _____

The determination of whether or not one-stop operator performance measures have been met will be made on a quarterly basis by the executive committee. To be determined to have satisfactory performance, the sub-recipient must show satisfactory progress in 13 of the 16 measures shown below as determined by the executive committee at the January, April, July, and October 2022 meetings.

Key Performance Indicators	Y or N	One Stop Operator Comments
1. Document at least 5 hours quarterly learning partner programs.		<ul style="list-style-type: none"> • 09/16/21 0.5 hour Vocational Rehabilitation Presentation (staff meeting) • 09/29/21 0.5 hour SCSEP Presentation (staff meeting) • 10/13/21 0.5 hour Registered Apprenticeship Lunch & Learn (Keokuk) • 11/29/21 0.25 hour video on Iowa Department of Ed Gap/PACE programs • 11/29/21 0.33 hour video on Iowa Department for the Blind Programming • 11/30/21 1.5 hours AEL/HISED orientation (SCC) • 11/30/21 1.0 hour WIOA Partner Lunch & Learn (Keokuk) • 12/02/21 1.0 hour ACEs Training (Kendra Shaapveld) • 12/08/21 1.0 hour Labor Market Information video; IWD Ryan Murphy
2. Coordinate 3 core partner meetings quarterly.		10/14/21 11/23/21 12/28/21
3. Coordinate 1 required partner meeting quarterly.		11/09/21
4. Implement and maintain a customer satisfaction survey of at least 85%.		In Progress; partners were consulted and a brief survey was developed based on their input; a quarterly drawing for a \$50 gift card will be used as an incentive to take the survey. The survey is ready for launch.
5. Provide updates on strategies to improve information sharing among partner programs.		Data sharing has been discussed with MOU Required Partners and the board PII policy will be an agenda item for their February 8 th meeting.
6. Provide updates on relationship building activities to assist in the integration of one-stop partner programs.		I have reached out to and met (either in person or via phone) every Core and Required Partner representative, and provided them with a summary of my role as it relates to their inclusion in the local area workforce system.
7. Show quarterly progress on the implementation of a referral process.		An electronic referral form was created and repeatedly tested; several technical difficulties had to be overcome prior to implementation but the form is complete now. Final touches are being made to an instructional guide for staff.

8. Provide monthly reports on referral tracking and follow up activities.		The referral form is linked to a tracking spreadsheet that I will maintain. It is expected that the form and tracking sheet will be operational by January 15th
9. Coordinate a minimum of 2 cross training activities each quarter.		10/11/21 Core Partner In-Service 12/08/21 Titles I and III Referral form/process
10. Demonstrate collaboration on workforce partner activities.		I have taken the lead in coordinating and scheduling Business Service Teams meetings and I have attended outreach events and job fairs
11. Provide updates on outreach strategies progress.		Provide CEOs, MVWA Board and committees updates on Hiring Events, Job Fairs, and other activities of Business Services Teams
12. Provide updates on social media strategies.		I have only recently been granted access to social media by IWD; will be collaborating with the board on creating a local area social media strategy
13. Provide updates regarding issues pertaining to customer complaints that are substantive to the required partners operating in the comprehensive, affiliate, and satellite One-Stop Centers.		To date no complaints have been received
14. Submit monthly reports to the board and CEOs.		I have submitted and presented reports to the board and CEOs every time they have met; I regularly submit and present invoices to the Finance Committee
15. Attend committee meetings monthly as designated by the board.		I regularly attend Operations, Youth, and Finance Committee meetings
16. Meet with the executive director on a weekly basis.		I meet with the executive director every Thursday 1:30 pm

Board Chair Signature: _____ **Date:** _____

Draft TTW Budget

Total Available 24,745.40

Budget

	Description
Support Services	2,000.00 Bus tokens, hair cut certs, interview clothing vouchers, personal supplies, Childcare vouchers, Internet assistance, etc
Center Incentives	5,000.00 \$10 x 500 Gift cards for center incentives
Outreach for Incentives	6,000.00 Promotion of incentives for centers through Radio/Ads
Food	1,000.00 Special Events
Sponsorships	2,000.00 Sponsorship opportunities with nonprofits and Chambers
Reserve	8,745.40 Reserved for matching grants or special requests approved by executive committee
Total	24,745.40

Process

Develop form to be submitted for expenditures

Must be approved by ED

Board chair will write checks

IOWA WORKFORCE DEVELOPMENT

Job Description: LOCAL EQUAL OPPORTUNITY OFFICER

The Local Equal Opportunity (EO) Officers are responsible to the State EO Officer on matters of equal opportunity provisions and nondiscrimination requirements prescribed in 29 CFR Part 38, and equal opportunity and nondiscrimination matters related to Iowa Workforce Development (IWD) programs.

Local EO Officers are assigned the following duties and responsibilities:

- a. Serving as the contact for all EO activity within IWD's jurisdiction within their respective areas.
- b. Attempting to resolve discrimination complaints at the local level, following the complaint process established by the State EO Officer
- c. Providing feedback and assisting the State EO Officer in developing a system of policy communication and training to ensure that staff who have EO responsibilities are aware of and can carry out their responsibilities.
- d. Assisting in monitoring, on a continuous basis, the policies and practices affecting the equitable delivery of services; reporting variances to the State EO Officer, and suggesting corrective action plans.
- e. Promoting the elimination of discriminatory practices through programs designed by the State EO Officer to familiarize employees, employers, and recipients with EO requirements and principles of equal opportunity and nondiscrimination.
- f. Assisting the State EO Officer in developing and conducting EO training for agency and recipient staff in order to promote a fuller understanding of the requirements of civil rights laws and regulations.
- g. Periodically reviewing and evaluating local office, recipient and grantee operations for conformity to established policies and regulations related to services to applicants, claimants, participants, and employers. Assisting in arranging for and/or implementing corrective actions and sanctions as directed by the State EO Officer.
- h. As directed by the State EO Officer, ensures that EO responsibilities are highlighted in all areas of administration within the Department.
- i. Assisting the State EO Officer in preparation of compliance reports and revisions as necessary.
- j. Assisting the State EO Officer in monitoring the delivery of all programs and activities administered by IWD to ensure that they are administered in the setting most appropriate to individuals with disabilities.
- k. Other duties as directed by the State EO Officer in the fulfillment of equal opportunity provisions and nondiscrimination requirements prescribed in 29 CFR Part 38.

Local Equal Opportunity Officers

Objectives

- ▶ Learn what a Local EO Officer is
- ▶ Understand the Responsibilities of a Local EO Officer
- ▶ Review the IWD Nondiscrimination Plan
- ▶ Understand the role of the Local EO Officer in complaint processing

What is a Local EO Officer?

- ▶ WIOA regulations require the designation of Local EO Officers (29 CFR §38.28)
- ▶ Local EO Officers ensure equal opportunity and nondiscriminatory practices in the administration and operation of programs and services within the area
- ▶ The Local EO Officer:
 - ▶ Generally operates on a part-time basis
 - ▶ May have other job duties, as long as those duties do not create a conflict of interest or the appearance of a conflict
 - ▶ Participates in regular training
- ▶ The Local EO Officer's identity and contact information must be posted
- ▶ The position must be filled at all times. The State EO Officer must be notified when changes occur.

Who is a Local EO Officer?

- ▶ 29 CFR §38.30
 - ▶ *"The EO Officer must be a senior level employee...who has the knowledge, skills and abilities necessary to fulfill the responsibilities competently..."*
 - ▶ *"[T]he EO Officer must not have other responsibilities or activities that create a conflict or the appearance of a conflict with the responsibilities of an EO Officer."*
- ▶ 29 CFR §38.29
 - ▶ *"[A] senior level employee reporting directly to the individual in the highest-level position of authority...such as...the Administrator of the State Department of Employment Services, the Chair of the Local Workforce Development Board..."*
- ▶ Examples of Local EO Officers: Board members or staff, Operations Managers

Responsibilities of a Local EO Officer

- ▶ Report any EO/nondiscrimination issues to the State EO Officer
- ▶ Process and investigate local discrimination complaints
- ▶ Conduct outreach and education about EO and nondiscrimination requirements and how a complaint may be filed
- ▶ Assist in annual monitoring
- ▶ Undergo training, and provide training to staff and service providers
- ▶ Survey local offices to ensure compliance with accessibility requirements
- ▶ Review area policies to ensure they are nondiscriminatory
- ▶ Ensure implementation of the NDP

Responsibilities of a Local EO Officer

- ▶ The State EO Officer will design and implement training and technical assistance to support the Local EO Officers.
- ▶ The State EO Officer will provide new Local EO Officers with the necessary training and resources.
- ▶ The State EO Officer will host quarterly conference calls/meetings where the Local EO Officers will discuss current activity within the areas. These will be used to distribute information, gain insight into training or other needs for the area, and answer questions.

Nondiscrimination Plan (NDP)

- ▶ Must be submitted to the DOL Civil Rights Center
 - ▶ For Iowa, it is due February 8th of every odd year
- ▶ Elements of the NDP
 - ▶ Element 1: Assurances
 - ▶ Element 2: Equal Opportunity Officer
 - ▶ Element 3: Notice and Communication
 - ▶ Element 4: Affirmative Outreach
 - ▶ Element 5: Compliance with Disability Requirements
 - ▶ Element 6: Data and Information Collection & Maintenance
 - ▶ Element 7: Monitoring Recipients for Compliance
 - ▶ Element 8: Complaint Processing Procedures
 - ▶ Element 9: Corrective Actions and Sanctions

Nondiscrimination Plan (NDP)

- ▶ Element 1: Assurances (29 CFR §§38.25-38.27, 38.54)
 - ▶ Each grant application for financial assistance under Title I of WIOA must include assurances that the applicant will comply with nondiscrimination and equal opportunity provisions of Section 188 of WIOA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972
 - ▶ The applicant also assures that it will comply with 29 CFR part 38
 - ▶ Local EO Officers will work with the State EO Officer to review agreements and contracts to ensure that nondiscrimination and equal opportunity provisions are being adhered to and carried out

Nondiscrimination Plan (NDP)

- ▶ Element 2: Equal Opportunity Officer (29 CFR §§38.28-38.33)
 - ▶ State EO Officer and Local EO Officers must be identified by name, position title, business address (including email address), and telephone number (including TDD/TYY number)
 - ▶ There can be no conflict of interest, or the appearance of such
 - ▶ The duties of EO Officers must be clearly described
 - ▶ Description of training provided to EO Officers is included in the NDP

Nondiscrimination Plan (NDP)

- ▶ Element 3: Notice and Communication (29 CFR §§38.34-38.39)
 - ▶ Local EO Officers will assist with:
 - ▶ Dissemination of the EO notice (ensure that it is ADA accessible and available in alternate languages)
 - ▶ Ensuring that the EO notice is provided to participants and kept in participant file
 - ▶ LEP policies/procedures
 - ▶ Dissemination of Complaint Process to IowaWORKS staff and service providers

Nondiscrimination Plan (NDP)

- ▶ Element 4: Affirmative Outreach (29 CFR §38.40)
 - ▶ Equal access must be provided to WIOA Title I programs, and reasonable efforts must be made to include various groups, including persons of different sexes, racial and ethnic/national origin groups, religions, persons with limited English proficiency, persons with disabilities, and persons in different age groups.
 - ▶ Outreach can include advertisements, notices to schools or community service group
 - ▶ Local EO Officers will ensure that outreach efforts are being made and will bring any ideas or concerns to the State EO Officer

Nondiscrimination Plan (NDP)

- ▶ Element 5: Compliance with Disability Requirements (29 CFR §§38.12-38.24)
 - ▶ All services, facilities and information must be made accessible for individuals with disabilities.
 - ▶ Reasonable accommodations must be made for persons with disabilities
 - ▶ Facilities must remain in compliance
 - ▶ Local EO Officers will be the point of contact to ensure ongoing compliance with disability requirements.

Nondiscrimination Plan (NDP)

- ▶ Element 6: Data and Information Collection & Maintenance (29 CFR §§38.41-38.45)
 - ▶ IWD maintains records on applicants, registrants, participants, terminees, employees, and applicants for employment. Data collected includes race/ethnicity, sex, age, and disability status.
 - ▶ IWD maintains a log of complaints filed that allege discrimination
 - ▶ Local EO Officers will be the point of contact to ensure that records are being maintained confidentially, and that a complaint log is maintained

Nondiscrimination Plan (NDP)

- ▶ Element 7: Monitoring Recipients for Compliance (29 CFR §§38.51-38.53)
 - ▶ All WIOA Title I programs must be monitored annually to ensure compliance with nondiscrimination and equal opportunity provisions of WIOA
 - ▶ Local EO Officers will work with the State EO Officer during annual monitoring by completing self-evaluation forms and being a point of contact for EO issues

Nondiscrimination Plan (NDP)

- ▶ Element 8: Complaint Processing Procedures (29 CFR §§38.69-38.85)
 - ▶ Any person who believes they have been *discriminated against* on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I program or activity may file a written complaint.
 - ▶ Any person who believes they have been *retaliated against* for filing a complaint, opposing a practice prohibited by nondiscrimination and equal opportunity provisions, or assisting in an investigation or hearing may also file a written complaint
 - ▶ Local EO Officers will be responsible for attempting to resolve discrimination complaints at the local level and ensuring compliance with the complaint process

Nondiscrimination Plan (NDP)

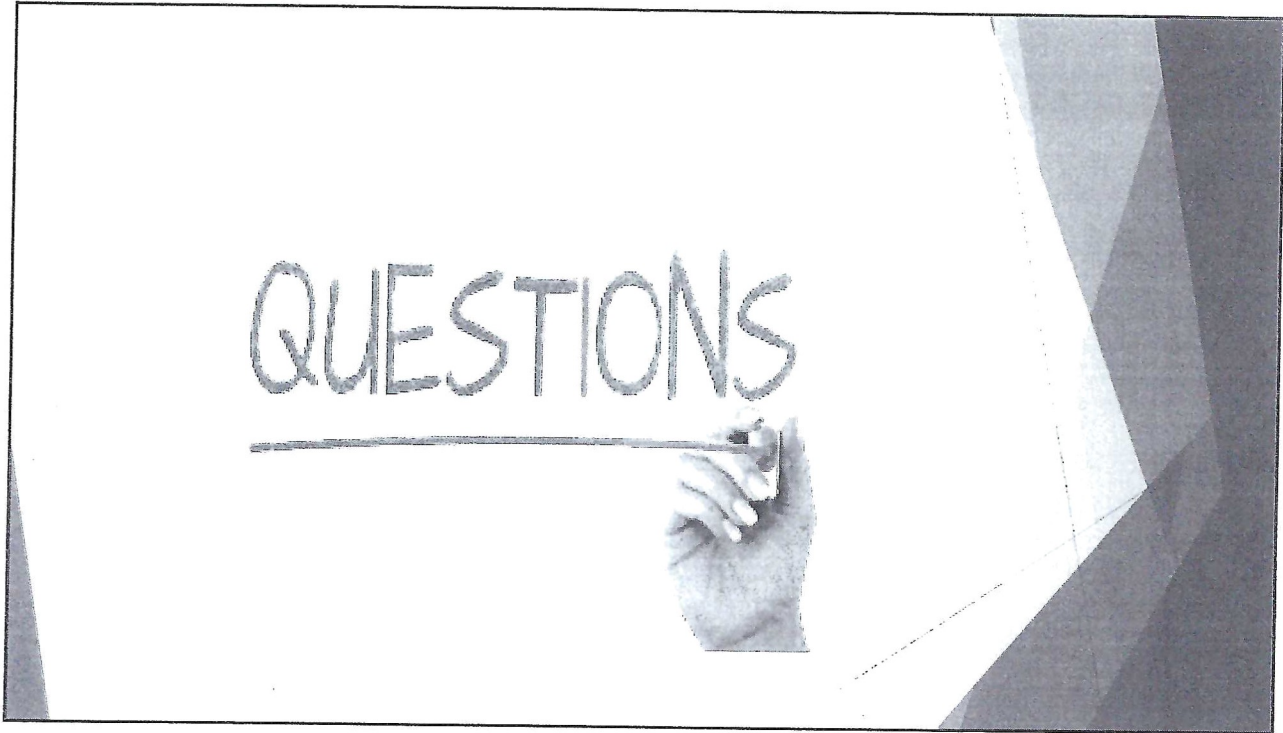
- ▶ Element 9: Corrective Actions and Sanctions (29 CFR §§38.86-38.115)
 - ▶ When a violation of nondiscrimination or equal opportunity provisions has been found, the State EO Officer issues findings and negotiates for voluntary compliance.
 - ▶ The Local EO Officer may be asked to assist the State EO Officer to ensure compliance and correction

Complaint Processing

- ▶ The complaint process and establishment of a complaint system are regulated by 20 CFR §§ 658.400-658.426 (Wagner-Peyser) and 29 CFR §§ 38.69-38.85 (WIOA)
- ▶ Local EO Officers will be responsible for:
 - ▶ Ensuring that IowaWORKS staff and service providers are aware of the complaint procedures
 - ▶ Attempting to resolve discrimination complaints at the local level before referring complaints
 - ▶ Ensuring that quarterly complaint logs are submitted
- ▶ The Local EO Officer's contact information will be made public

Going forward...

- ▶ Each board will be provided with:
 - ▶ Local EO Officer job description
 - ▶ A form to designate their Local EO Officer and
 - ▶ A Conflict of Interest form to be completed by the designee.
- ▶ Access will also be provided to a SharePoint site that will house trainings to be completed by the Local EO Officers
- ▶ The Local EO Officers should be selected and complete the available training by July 1st



Jaimee Bullock
Equality & Diversity Officer
Iowa Workforce Development
1000 E. Grand Ave.
Des Moines, IA 50319

Office: (515) 725-4159
Mobile: (515) 217-1633

jaimee.bullock@iwd.iowa.gov

From: director@mississippivalleyworkforce.org
To: ["Greenman, Wendy \[IWD\]"; dduke@carlanelsonco.com](mailto:Greenman, Wendy [IWD])
Cc: ["McNertney, Michelle \[IWD\]"; "Axiotis, Brooke \[IWD\]"; "Robinson, Jama \[IWD\]"; "IWD-ETPL"](mailto:McNertney, Michelle [IWD])
Subject: RE: ETPL Concern Determination
Date: Wednesday, January 12, 2022 11:23:07 AM
Attachments: [image001.jpg](#)

Good afternoon,

CDL requirements are obviously not our board's expertise, but the information previously provided was furnished from another CDL provider in the state of Iowa and are the standards they follow.

The regulations at WIOA § 680.210(a)(3) and Iowa policy 8.3.5.1 do not address the career planner's responsibility to request Motor Vehicle Reports, DOT documentation, or criminal history for training services. These are the only ways to determine if a participant meets the minimum qualification requirements to earn their CDL. Interviews, evaluations, and assessments may identify the participant has the essential skills sets but fails to take into consideration required factors for successful CDL placement.

Just because a participant may have a valid driver's license does not mean that they would be able to successfully receive their CDL or be employable in the field based on their previous background. For a career planner to verify that a participant has the ability to obtain a driver's license would require a letter from the DOT, confirmation that there were not outstanding fines that would affect their ability to obtain one or review a copy of their Motor Vehicle Report (MVR). Career planners are not trained on what moving violations or prior convictions may result in a participant not being able to qualify for their CLP or CDL.

I am aware that Entry Level Driver Training is new in 2022 and may affect standards and requirements moving forward. <https://www.fmcsa.dot.gov/registration/commercial-drivers-license/entry-level-driver-training-eldt>

In CFR § 680.460 What is the application procedure for continued eligibility?

"The Governor must develop this procedure after: (1) Soliciting and taking into consideration recommendations from Local WDBs and providers of training services within the State;"
Based on the recent realignment and the fact that none of the new boards have been consulted about this procedure we feel the Governor needs to consult with LWDB's on the procedures used for continued eligibility on the ETPL.

Also, under CFR § 680.460 What is the application procedure for continued eligibility?

"(f) In establishing eligibility criteria, the Governor must take into account:

(1) The performance of the eligible training provider's program on:

(i) The performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV) and the other matters required by WIOA sec. 122(b)(2);

(ii) Other appropriate measures of performance outcomes determined by the Governor for program participants receiving training services under WIOA title I, subtitle B, taking into consideration the characteristics of the population served and relevant economic conditions; and

(iii) Outcomes of the program for students in general with respect to employment and earnings as defined in WIOA sec. 116(b)(2).”

We understand this information may be available in an accessible database as outline in CFR § 680.500 and would request the link to view the performance data, outcomes, cost information, and the additional performance measures established by the Governor. Should this information not be available online we request a copy of this information for 160 Driving Academy. We would also request the information on the date the last time this training provider was reviewed.

Thank you

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



www.mississippivalleyworkforce.org

www.iowaworks.gov

Phone: 1-844-967-5365

Cell: 319-759-8980

Confidentiality Notice: This email and its attachments may contain privileged and confidential information and/or protected health information (PHI) intended solely for the recipient(s) named above. If you are not the recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any review, dissemination, distribution, printing or copying of this email message and/or any attachments is strictly prohibited. If you have received this transmission in error, please notify the sender immediately and permanently delete this email and any attachments.

From: Greenman, Wendy [IWD] <Wendy.Greenman@iwd.iowa.gov>

Sent: Thursday, December 30, 2021 3:44 PM

To: dduke@carlanelsonco.com; Miranda Swafford <director@mississippivalleyworkforce.org>

Cc: McNertney, Michelle [IWD] <Michelle.McNertney@iwd.iowa.gov>; Axiotis, Brooke [IWD] <Brooke.Axiotis@iwd.iowa.gov>; Robinson, Jama [IWD] <jama.robinson@iwd.iowa.gov>; IWD-ETPL <etpl@iwd.iowa.gov>

Subject: ETPL Concern Determination

Good afternoon,

Iowa Workforce Development received your email and corresponding letter outlining a concern with a provider on Iowa's Eligible Training Provider List (ETPL) on 12/21/21. I would like to thank you for your communication and bringing this to our attention. After a review of the program, the regulations cited in your letter, and the WIOA regulations in regards to eligible providers and programs, IWD has determined this provider and program cannot be disqualified and will remain on the ETPL. While we agree it is not best practice by the provider to bypass screening for a valid

drivers license prior to enrollment into the program, this practice is not illegal and does not violate WIOA regulations or State policy for being included on the ETPL. Additionally, the citations provided in the letter from the board do not speak to the obligations of training providers/programs, but to the employee/employer obligation.

It is important for career planners to ensure through interview, evaluation, assessment and career planning that a participant is suitable for a particular occupation prior to obligating WIOA funds for a training program.

WIOA regulation § 680.210(a)(3) states: Under WIOA sec. 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who: (a) A one-stop center or one-stop partner determines, after an interview, evaluation, or assessment, and career planning, are: (3) Have the skills and qualifications to participate successfully in training services;

Iowa policy 8.3.5.1 Training Services states: Training services may be made available to employed and unemployed adults and dislocated workers under the following circumstances: The American Job Center (AJC) or partnering agency determines, after an interview, evaluation, or assessment, and career planning, individuals are: Have the skills and qualifications to participate successfully in training services

In this scenario, the career planner must ensure the participant has a valid drivers license, or ability to obtain one, prior to obligating Title I funds to any CDL provider/program; this process will ensure a participant has the "skills and qualifications to participate successfully in training services" as required to authorize training and obligate funds. Additionally, including this information in the decision of suitable training will ensure the participant receives training in an in-demand industry sector they can obtain employment in while maintaining a robust ETPL in Iowa that ensures consumer choice.

Again, I appreciate you bringing this to our attention. Please let me know if you have any additional questions.

Wendy Greenman

Bureau Chief WIOA Title I | Trade

[Iowa Workforce Development](http://www.iowa.gov/workforce-development)

215 N. Elm

Creston, Iowa 50801

Phone: 641-782-2119 Ext.48023

Cell: 641-278-6618

wendy.greenman@iwd.iowa.gov