



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Monday, March 28, 2022, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/83737749414?pwd=VTlwVTE5Ym5rOUwvUloxU3IxOGs2QT09>

Meeting ID: 837 3774 9414

Passcode: 667379

One tap mobile: +13126266799,,83737749414#

Called to Order	Dennis Duke	
Roll Call	Phyllis Wood	
*Excused Absences	Dennis Duke	
*Approval of Agenda	Dennis Duke	Page 1
*Approval of Previous Minutes	Dennis Duke	Pages 2-4

Standing Reports

Operations Committee Report	Matthew Nicol	Page 5
Youth Committee Report	Jacob Nye	Page 6
*MVWA Youth Work Experience Policy		Pages 7-11
Finance Committee Report	Lori Bassow	Pages 12-13

New Business

*Ticket to Work Funds Budget	Dennis Duke	Page 14
*Equal Opportunity Officer	Miranda Swafford	Pages 15-25
*Assistive Technology Update	Cynthia Whalen/ Miranda Swafford	No document
Contract Deliverables/ Extensions	Dennis Duke	No Document
CDL Discussion	Miranda Swafford	Pages 26-31
Executive Director Updates	Miranda Swafford	No Document
Social Media Discussion	Matthew Nicol	No Document
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, January 24, 2022, 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: Jack Willey (late)

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

Service Provider Staff Present: Kendra Schaapveld, Project Director, Shannon Weaver, Operations Supervisor, Cherisa Price-Wells, Regional Project Director (late)

One-Stop Operator: Robert Ryan

CALLED TO ORDER

Duke called the meeting to order at 5:00 p.m.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

Standing Reports

OPERATIONS COMMITTEE

Nicol relayed the unemployment rates are declining in all eight counties of the MVWA and that Farley is working on putting trend charts together which will hopefully include the numbers of people moving in or out of the area. The OSO reported on a lot of activities creating multiple touch points for businesses and job seekers. The OSO also reported on Facebook numbers and stated there would be a working session next Wednesday to discuss social media strategy. Duke asked about the Amazon warehouse being built in Davenport. Bassow reported she believed they were hiring management staff now and would be hiring frontline workers in May but that she is not seeing them advertise with Indeed or IowaWORKS. Ryan said Amazon is working with the QC Chamber as transportation to the industrial park is an issue. Nicol stated he would be interested to see the impact to area businesses and workforce shifts as Amazon gets going. Nicol then presented the Individualized Career Services policy stating it is a standard policy required by the state. The assessment tools listed in the policy are currently being used in the MVWA. Nye raised concern about the policy including resources to help participants with out of area job searches and relocation assistance. Ryan offered the service has been included for many years but had been used very infrequently. Nye questioned how much flexibility the Board had with this policy which Swafford answered as only in the assessment tools used. Swafford added she

could check with McNertney and the SWDB as well as research the federal code. Phillips added there is a grey area with the wording 'as deemed appropriate.' Phillips made a motion to approve the Individualized Career Services policy as presented, seconded by Whalen, the motion carried.

YOUTH COMMITTEE

Nye reviewed the Nov and Dec Youth numbers which reflected low enrollments but making a lot of contacts with potential participants. The Youth Symposium sparked good ideas including a youth focused job fair scheduled for April 19, expanding social media, and installing youth ambassadors. Schaapveld offered a challenge for enrollment is follow through and general parent involvement but felt if they could get in front of potential participants more frequently and move them through the process faster it would help increase enrollment numbers.

FINANCE COMMITTEE

Bassow reported invoices are improved and there is money to spend they just need the participants. Swafford shared percent of current expenditures in the financial report which Bassow liked and would like to see regularly at the executive and finance committee meetings.

DISABILITY ACCESS COMMITTEE

Whalen stated DAC had met earlier today and reviewed the list of assistive technology equipment. The decision was made to scrap Dragon software for voice to text as it is cumbersome for end users and there are apps available for iPads that work very well and are no cost. Several of the big-ticket items will have to wait for word from IWD and DOL on our ability to use program or admin dollars for their acquisition. Whalen said we could start with the items that are no cost and next steps would include where to store items and training of staff. Nye made a motion to approve the AT list of items for the centers to acquire, seconded by Nicol, the motion carried.

New Business

NEW PROGRAM BUDGETS

Schaapveld presented proposed new budgets which included a market equity raise for career navigators to \$21.70 per hour, adding a youth case manager in Davenport, and adding a supervisor position to Davenport to replace Shannon Weaver as the supervisor over both centers. If both positions approved, the supervisors would have an even ratio of direct reports allowing for better oversight and support the success of entire program. The market equity raise would give the Title I career navigators the same starting wage as their Title III counterparts. Discussion about wages beyond the market equity increase concluded that merit raises should continue as scheduled in July as December would be too long to wait. Bassow raised a concern that there is already a lot being spent on salaries without participant numbers to support adding additional roles. Schaapveld stated the turnover rates in career navigators and the inability to fill roles has prevented the programs from maintaining staffing levels necessary to succeed. The additional roles coupled with the market equity raise to the crucial role of career navigators would put the program in a position to have staff available to go out and meet the potential participants where they are and still staff the building as well as being able to expedite enrollments by maintaining manageable caseloads. Nye made a motion to approve the proposed budget, seconded by Nicol who added Equus needs to continue to think about a strong compensation plan, the motion carried with Bassow's opposing vote.

TRANSFER REQUEST

Swafford stated the Board had authority to move funding between Adult and Dislocated Worker programs and because of higher caseloads in the Adult program a transfer of \$100,000 from the Dislocated Worker budget to

the Adult budget was proposed. Bassow made a motion to approve the transfer, seconded by Nye, the motion carried.

ONE STOP OPERATOR PERFORMANCE

Ryan went over the key performance indicator report highlighting his work on the customer satisfaction survey and development of an internal referral process. Ryan provided information reflecting his performance meeting each indicator. Nye made a motion to approve the key performance indicator report as satisfactory in all areas, seconded by Nicol, the motion carried.

ASSISTANT DIRECTOR POSITION

Elizabeth Rodriguez was presented as a candidate meeting the requirements for the position of assistant director with a proposed salary of \$63,000. Swafford stated a four-person interview panel, consisting of Dennis Duke, Robert Ryan, Krista Tedrow, and herself, scored the candidate above average in every category. Nye asked if Muscatine County would be the employer of record which Swafford affirmed. Nye made a motion to offer the position to Rodriguez, seconded by Nicol, the motion carried.

TICKET TO WORK FUNDS BUDGET

Tabled due to time constraints.

EQUAL OPPORTUNITY OFFICER

Tabled due to time constraints.

CDL DISCUSSION

Tabled due to time constraints.

OTHER BUSINESS

There was no other business discussed.

PUBLIC COMMENT

Nye announced the southeast Iowa electrician's association is accepting applications through March 1st for apprentices.

ADJOURN

Nye made a motion to adjourn, seconded by Nicol, the motion carried, and Duke adjourned the meeting at 6:48 p.m.



Mississippi Valley Workforce Development Board

Operations Committee Report Prepared for 3.28.2022

Attendance

	JUL 15 Cancel	AUG 12	SEP 23 Cancel	OCT 14	NOV 11 Cancel	DEC 9	JAN 12	FEB 9	MAR 9	APR 13	MAY 11	JUN 8
Matthew Nicol		P		P		P	P	P	P			
Kirby Phillips		P		P		EX	P	P	P			
Ryan Drew		P		P		P	P	P	P			
Carolyn Farley		P		P		P	P	P	P			
Scott Schneider		P		P		P	P	P	P			
Tim Gobble		P		Unex		EX	P	P	EX			
Mandy Parchert	-	-	-	-	-	-	-	P	P			
Stephani Smith	-	-	-	-	-	-	-	P	P			

Budget Summary through 2/28/2022

Adult Program

	Budgeted	% of Total	Actual	% of Actual
Total P&O	\$ 560,863.34	49.53%	\$ 334,918.55	55.86%
Total Participant	\$ 571,589.75	50.47%	\$ 264,688.94	44.14%
Total	\$ 1,132,453.09	100.00%	\$ 599,607.49	100.00%

Dislocated Worker

	Budgeted	% of Total	Actual	% of Actual
Total P&O	\$ 340,630.00	58.07%	\$ 219,105.53	76.61%
Total Participant	\$ 245,959.00	41.93%	\$ 66,899.78	23.39%
Total	\$ 586,589.00	100.00%	\$ 286,005.31	100.00%

Committee Highlights

- Added non-board volunteer members Mandy Parchert and Stephani Smith.
- Agreed to renew CITIBUS shelters and interior cards with design modifications to allow for better metrics to gauge return on investment.
- Reviewing Transitional Jobs Policy for updates to language about wages and overtime.



Mississippi Valley Workforce Development Board

Youth Committee Report Prepared for 3.28.2022

Attendance

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Day	12	9	13	18	8	13	10	14	14	11	9	13
Youth						Cancel						
Jacob Nye	P	P	P	P	P		P	P	P			
Regina Matheson	P	P	Ex	P	P		P	P	P			
Ron Schaefer	P	Unex	P	P	P		P	EX	P			
Patrick Stock	Ex	P	Ex	Ex	Ex		P	P	EX			
Rebecca Ruberg	P	P	P	P	P		P	EX	P			
Heather Halbrook	P	P	P	P	P		P	P	P			
Andy Sokolovich	-	-	-	-	Ex		Ex	P	P			
Carol Reynolds	-	-	-	-	-	-	Ex	P	Unex			

Budget Summary through 2/28/2022

Out-of-School	Budgeted	% of Total	Actual to Date	% of Total
Total P&O	\$681,752.01	56.17%	261,601.50	84.33%
Total Participant	\$532,048.00	43.83%	48,601.33	15.67%
Total	\$1,213,800.01	100.00%	310,202.83	100%

In-School	Budgeted	% of Total	Actual	% of Total
Total P&O	187,763.00	66.84%	73,796.02	94.68%
Total Participant	93,172.00	33.16%	4,143.97	5.32%
Total	280,935.00	100.00%	77,939.99	100%

20% WEX \$323,683.79 \$94,624.87

Committee Highlights

- Updated Youth Work Experience Policy to include language to allow for overtime but employers would have to schedule overtime with regular employees first and overtime would remain voluntary for participants.
- Steamwheelers Reverse Job Fair news coverage video shared.
- Ruberg shared a youth focused Job Fair was held at the Burlington Public Library March 18th.
- Sokolovich shared Clinton Regional Development Corporations granted a request for \$1,000 to MVWA – Title I to help with transportation barriers for Clinton County job seekers.



Mississippi Valley Workforce Development Board

Youth Work Experience Policy

Approved Date: February 15, 2021

Effective Date: January 1, 2021

Purpose

To provide policy direction for the implementation of Work Experiences (WEP) for WIOA eligible youth in the Mississippi Valley Workforce Development Area (MVWA).

Policy

WIOA Youth WEP is defined in Interim 20 CFR Section 681.600 as: a planned, structured learning experience that takes place in a workplace for a limited period of time. WEP may be paid or unpaid, as appropriate. A WEP may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any WEP where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable state law, exists. WEP provides the youth participant with opportunities for career exploration and skill development. WEP must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site. The types of WEP include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities as defined in WIOA Section 3(44).

When due to the rural nature of a local area or during times of a pandemic (such as COVID-19), if it is not possible to provide WEP on a work site, it may be acceptable to provide remote or virtual WEP's for youth. Virtual or remote work experiences must have prior approval from the MVWDB executive director and the Youth Committee chair. A waiver must be submitted with justification for providing a virtual or remote work experience.

WEP should be used for individuals who have limited work experience or have been out of the labor force for an extended period of time including, but not limited to, students, school dropouts and individuals with disabilities. WEP must be limited to career exploration and persons who need assistance to become accustomed to basic work requirements, including basic work skills, in order to successfully compete in the labor market. A WEP must not be used as a substitute for Public Service Employment (community service) activities as a result of court-adjudication.

WEP may be used to provide:

- Instructions concerning work habits and employer and employee relationships
- An improved work history and work references

- An opportunity to actively participate in a specific field

WEP employers provide a participant with the employability skills and knowledge of employer expectations required for unsubsidized employment, as well as the specific skills or knowledge needed to perform the daily duties and tasks of a specific career. Each measurable skill to be learned is listed in the WEP Agreement under Participant Training Plan when applicable.

The type and length of WEP training should be based on an objective assessment and service strategy identified in the youth's Individual Service Strategy (ISS) (i.e., youth exploring careers may be interested in shorter WEP than youth needing to learn good work habits). WEP's must be based on the identified needs of the individual youth but is not required to be tied to the youth's individual career or employment goal.

Types of Work Experience

WEP's may include the following types:

- Summer employment opportunities, and other employment opportunities available throughout the school year;
- Pre-apprenticeship programs;
- Internships and job shadowing; and
- On-the-job training opportunities (Procedures outlined in the MVWDB OJT Policy)

WIOA Expenditure Requirements

WIOA prioritizes WEP's with the requirement that local areas must spend a minimum of twenty (20) percent of local area funds on WIOA youth WEP's. WIOA youth program funds spent on paid and unpaid WEP's, including wages and staff costs must be tracked and reported monthly as part of the local WIOA youth financial reporting. Allowable expenditures include:

- Wages/stipends paid for participation in a WEP;
- Staff time working to identify and develop a WEP opportunity, including staff time spent working with employers to identify and develop the WEP;
- Staff time working with employers to ensure a successful WEP, including staff time spent managing the WEP;
- Staff time spent evaluating the WEP;
- Participant WEP orientation sessions;
- Employer WEP orientation sessions;
- Classroom training or the required academic education component directly related to the WEP;
- Incentive payments directly tied to the completion of WEP; and
- Employability skills/job readiness training to prepare youth for a WEP.

Worksite Agreement

Every WEP opportunity will include a written, signed WEP agreement between the authorized youth services provider representative and an authorized employer representative prior to the start of work. A WEP Agreement provides the roles and responsibilities of the WIOA youth

services provider and the employer relating to the provision of WEPs. WIOA requires WEP employers to provide certain assurances as part of the agreement, including an assurance that placement of a participant will not result in reduction of hours or displacement of employed workers, impairment of existing contracts or collective bargaining agreements, and/or infringement upon the promotional opportunities of current employees. **Additionally, the employer will provide the assurance that all overtime will be offered to current employees prior to being covered by a WEP**

The WEP Agreement contains a Participant Training Plan to document the occupation, skills and competencies to be learned and the length of time the training will be provided (WIOA Section 194(1)). In addition, the WEP Agreement contains a participant Evaluation Form that documents the participant's progress at mid-point and completion of the WEP. Work readiness evaluation (other than mid-point and final evaluation) is documented through the timesheet vs. an additional form an employer completes on a monthly basis.

A WEP program is not intended for long-term continued training within the occupation. A WEP contract must be limited to the period of time required for a participant to gain employability skills and knowledge of employer expectations required for unsubsidized employment, as well as the specific skills or knowledge needed to perform the daily duties and tasks of a specific career. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's ISS. All determinations must be documented.

Procedural Guidance

WEP participants must meet WIOA program eligibility requirements, be enrolled into the WIOA youth program, and have received an assessment resulting in the development of an ISS that documents the participant's need for a WEP. The WIOA youth services provider and participant mutually review and determine the feasibility of utilizing a WEP activity. The activity must focus on the development of appropriate work habits and ethics to include an understanding of employer/employee relationships.

The selection of a worksite for a paid or unpaid WEP is determined by the needs of the participant and WEP employer. When a youth services provider identifies a potential worksite match between a participant and employer, the service provider staff will review the WEP opportunity with the participant and evaluate the participant's interest. For the WEP, the youth provider will:

- Arrange worksite interview(s) with the employer
- Complete a WEP Agreement
- Submit, update and/or modify the ISS
- Ensure that the justification for the WEP is in the participant's file and case notes (i.e., describe how the WEP matches the participant's needs and interests).

Employer Eligibility

The WEP Employer:

- Must be a legal business/entity in accordance with all federal, state, and local laws;
- Every employer of employees subject to the Fair Labor Standards Act's minimum wage provisions must post, and keep posted, a notice explaining the Act in a place in all of their establishments so as to permit employees to readily read it;
- Must have safe and healthy working conditions with no previously reported OSHA violations that have been reported but have not been corrected;
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations or age; WIOA Sec. 188(a)(2)
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a WEP participant or as the result of having a WEP participant; 20 CFR 683.270
- Shall not allow the WEP activity to result in the infringement of promotional opportunities of their current employees; 20 CFR 683.270
- Shall not allow the participant to be involved in the construction, operation or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship; WIOA Sec. 188(a)(3)
- The employer must not currently be involved in a labor dispute or have workers currently in a layoff status. 20 CFR 680.840

Documentation

The Youth services provider will record all WEP activities into IowaWORKS. Participant scanned files must contain the required WEP documentation:

- WEP Agreement, including completed Participant Training Plan, WEX Training Evaluation Form (mid-point and Final)
- Participant's WEP Timesheets (which includes work readiness evaluation by the employer)
- Any modifications to the WEP signed and dated by all parties prior to the effective date of the modification.

Duration and Limits

The participant may enter into more than one paid WEP activity prior to exit from the WIOA youth program. A WEP agreement at one worksite can be written for a maximum of 13 calendar weeks, unless the agreement is for a part-time WEP of fewer than 520 hours, then the WEP activity period can be extended to a maximum of 26 weeks.

WEP is subject to a minimum duration of 20 hours. When determining the duration of a WEP activity, the following should be considered:

- Objectives of the WEP;
- Length of time necessary for the participant to learn the skills identified in the ISS; and
- The employer having sufficient quantity of meaningful work activities for the participant.

Wages

Wages are provided by the WIOA service provider and paid directly to the participant, developing an employer/employee relationship between the Mississippi Valley Workforce Development Board (MVWDB) youth services provider and the WEP participant. Labor standards apply where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Participants in WEP are exempt from unemployment compensation insurance. Therefore, unemployment compensation costs are not allowable. Employers are not monetarily compensated for worksite training services provided as part of the WEP.

Funding Limits

Youth may participate in multiple WEP opportunities with documented need as outlined in the Individual Service Strategy. WEP is subject to a maximum of \$10,000 per program participation. Participants enrolled in a paid WEP shall not be compensated at a rate that is higher than the employer's entry-level wage for an equivalent position. Participants shall be paid wages only for time worked during the WEP as documented on the participant's time sheet. **WEP participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place youth in work experiences where mandatory overtime is required.** WEP participants shall not be compensated for:

- Sick leave;
- Vacation;
- Lunch breaks; or
- Holidays recognized by the service provider or employer as a "paid holiday"

Under certain conditions, participants in a wage paying WEP may be paid for time spent attending other activities. Such payments may only be made if WEP participation is scheduled for more than 50 percent of the scheduled training time in all activities. Usually, the participant will be enrolled simultaneously in both the WEP activity and the other activity.

Monitoring

WEP monitoring will be completed to ensure compliance with federal, state and local policy and follow the procedures outlined in the local Monitoring and Oversight Policy.

Exceptions

Any exceptions to this policy must be approved by the MVWDB Executive Director and must be documented in both the participant's and WEP Employer's files.

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities

Finance Committee Report Prepared for 03.28.2022 Meeting

Attendance

	JUL 28	AUG 25	SEP 22	OCT 1	NOV 23	DEC 21	JAN 26	FEB 23	MAR 23	APR 27	MAY 25	JUN 22
Lori Bassow	P	P	P	P	P	P	P	P				
Cory Bergfeld	P	P	P	P	P	P	EX	P				
Angela Rheingans	EX	P	UNEX	P	P	P	P	UNEX				
Joyce Stimpson	P	P	P	P	P	P	UNEX	P				
Kelley Brown	-	-	-	-	-	-	P	P				

Committee Highlights

- Board bank account balance in the amount of \$24,745.40.
- Contract modifications A8 for \$100,000 for Adult program and \$50,000 for DW program were approved and fully executed.
- Contract modification A4 for \$200,000 for Youth program was approved and fully executed.
- Transfer request totaling \$160,000 from DW to Adult is pending approval from IWD.
- Youth funding draws will be performed in a manner that will use oldest funding first so no money is in jeopardy of being returned.

Financial Report
Expenditures Through 1/31/2021 (58% through Program Year)

Stream	Expended	% of Total Available	Total Available	Remaining Balance	80% + Carryover Goal to be Spent by 6/30/2022	% of 6/30/2022 Goal Met	Amount to be Recaptured if not spent by 6/30/2022
Admin	173,011.43	36.31%	476,448.36	303,436.93	412,438.16	41.95%	156,397.36
Adult	657,372.66	52.13%	1,260,967.64	603,594.98	1,031,843.84	63.71%	115,348.64
Dislocated Worker	343,700.48	48.36%	710,737.27	367,036.79	606,632.27	56.66%	190,212.27
Youth	450,710.22	27.85%	1,618,418.93	1,167,708.71	1,377,611.59	32.72%	404,083.93
Ends 6/30/2022							
Nat. DW Grant	25,139.20	8.69%	289,419.00	264,279.80	277,946.94	9.04%	289,419.00
Rapid Response	64,852.83	90.07%	72,000.00	7,147.17	72,000.00	90.07%	72,000.00
Total	1,714,786.82		4,427,991.20	2,713,204.38			1,227,461.20

Equus Program Expenditure Updates through 1/31/2022

Adult	Budgeted	% of Total	Actual Expenditures	% of Current Expenditures	Notes
Total P&O	\$ 560,863.34	49.53%	\$ 334,918.55	55.86%	<i>P&O = Personnel and Operations</i> 20% WEX is on the total of all youth expenditures not just funds contracted to Equus
Total Participant	\$ 571,589.75	50.47%	\$ 264,688.94	44.14%	
Total	\$ 1,132,453.09	100.00%	\$ 599,607.49	100.00%	
DW	Budgeted	% of Total	Actual to Date	% of Total	
Total P&O	\$ 340,630.00	58.07%	\$ 219,105.53	76.61%	
Total Participant	\$ 245,959.00	41.93%	\$ 66,899.78	23.39%	
Total	\$ 586,589.00	100.00%	\$ 286,005.31	100.00%	
Youth	Budgeted	% of Total	Actual to Date	% of Total	
OSY					
Total P&O	\$681,752.01	56.17%	\$ 261,601.50	84.33%	
Total Participant	\$532,048.00	43.83%	\$ 48,601.33	15.67%	
Total	\$1,213,800.01	100.00%	\$ 310,202.83	100.00%	
ISY	Budgeted	% of Total	Actual to Date	% of Total	
Total P&O	187,763.00	66.84%	73,796.02	94.68%	
Total Part.	93,172.00	33.16%	4,143.97	5.32%	
Total	280,935.00	100.00%	77,939.99	100.00%	
20% WEX	\$323,683.79	Actual	94,625	20.99%	

Draft TTW Budget

Total Available 24,745.40

Description

Budget		Bus tokens, hair cut certs, interview clothing vouchers, personal
Support Services	2,000.00	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 Special
Food	1,000.00	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 who?

Who 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



QUESTIONS

Jaimee Bullock
Equality & Diversity Officer
Iowa Workforce Development
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Mobile: (515) 217-1633

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CDL Industry Standards for Hiring

This is a list of basic standard typically held by area employers with regard to hiring individuals as commercial truck drivers. Many of the standards are based on insurance regulations and cost that companies incur when hiring individuals who are deemed to be a risk to the company or a safety risk.

BARRIER	IMPACT	EXCEPTIONS
Felony	Typically employable	Consider not employable in industry if there are sexual offenses or serious violent crimes.
Drug Offenses	Employable	Typically a five year lapse before hire for trucking companies: more likely employable driving dump trucks, cement trucks, etc. Until there is a 5 year lapse
Suspension of driver's license	Employable	Not employable if suspension is due to careless/reckless driving or a DUI/OWI within the last 3-5 years. There are second chance companies that will look at the violation differently. But that is not a guarantee.
Speeding tickets	Employable	No more than two in the last three years or two in the last twelve months. Again companies will look at the violation differently. But that is not a guarantee.
Narcotics distribution	Not Employable	No Exceptions
Human Trafficking	Not Employable	No Exceptions

The types of felonies which typically will automatically prohibit you from being able to earn your CDL include:

- Using a commercial vehicle in the commission of a felony
- Manslaughter in the first or second degree with a motor vehicle
- Misconduct with a motor vehicle
- Causing a fatality through negligent/reckless vehicle operation
- Operating a vehicle with a BAC of .08% or higher
- Extortion
- Bribery
- Smuggling
- Arson
- Treason
- Assault with intent to murder
- Human trafficking

Other convictions that will absolutely prevent getting a CDL

- Current driving license is suspended
- Warrant for arrest
- Being on parole (possible exception depending on circumstances or parole terms that would prohibit you from performing your responsibilities as a driver)



Driver & Identification Services
 PO Box 9204 | Des Moines, IA 50308-9204
 Phone: 515-244-9124 | Fax: 515-289-1837

Certified Abstract of Driving Record

Inquiry Date: 11/23/2019	DL/ID #:	CDL Permit Class:
Customer #: 5349868	Class:	CDL Permit Issue Date:
Name:	Audit #:	CDL Permit Expiration Date:
Address:	Issue Date:	CDL Permit Endorsements:
City/State:	Expiration Date:	CDL Permit Restrictions:
Mailing Address:	Endorsements:	ID Status:
	Restrictions:	DL Status:
Mailing City/State: Davenport, IA 528065621	Restriction Supplement: None	CDL Status:
Date of Birth:		CDL Permit Status:
Sex:		CDL Cert Status:
		CDL Med Status:

History Information

CLEAR DRIVING RECORD

Name:

Pursuant to Iowa Code §321.10, I, Darcy Doty, Driver & Identification Services, Iowa Department of Transportation, do hereby certify that I am the custodian of the records held by Driver & Identification Services, that this is a true and accurate copy of an official record currently in the custody of said office, and that I have been authorized by the Director of the Iowa Department of Transportation to so certify.

In witness whereof, I have caused my signature and the seal of the Department to be set upon this document, at Ankeny, Iowa this date:



Darcy Doty

Driver & Identification Services
 Iowa Department of Transportation

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

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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

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