



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Tuesday, June 7, 2022, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/85951900644?pwd=VktQdE40dWZQWFR3bGdSSDNBZEhYZz09>

Meeting ID: 859 5190 0644

Passcode: 106958

One tap mobile: +13017158592,,85951900644#

| | | |
|-------------------------------|--------------|-----------|
| 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 2-5 |

Standing Reports

| | | |
|-----------------------------|---------------|-----------|
| Operations Committee Report | Matthew Nicol | none |
| Finance Committee Report | Lori Bassow | pages 7-8 |
| Youth Committee Report | Jacob Nye | none |

New Business

| | | |
|-------------------------------|-------------------|-------------|
| *PY22 Staff Salary Increases | Dennis Duke | page 10 |
| Virtual Reality Proposal | Miranda Swafford | pages 12-17 |
| *Youth Budget Modifications | Kendra Schaapveld | pages 19-20 |
| *Program Budget Modifications | Miranda Swafford | page 22 |
| PY22 Draft Budgets | Miranda Swafford | pages 24-27 |
| PY22 Meeting Schedule | Miranda Swafford | page 29 |
| 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, April 25, 2022, at 5:00 p.m.

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

Members Absent: Dennis Duke

CEOs Present: Jack Willey (late)

Staff Present: Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

Service Provider Staff Present: Kendra Schaapveld, Project Director

One Stop Operator: Robert Ryan

CALLED TO ORDER

Phillips called the meeting to order at 5:01 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

Nye made a motion to approve Duke's absence, seconded by Nicol, the motion carried.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda as presented, seconded by Nye, 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 committee voted to revise the language for the Transitional Jobs Policy to allow for some overtime and adjust wages to create buy-in from local companies and participants. They also reviewed the Support Services Policy and voted to approve some language changes to remove duplication of effort from youth participants and clarify maximum benefit for tools and equipment. Nye made a motion for the Executive committee to approve the Transitional Jobs Policy revisions, seconded by Nicol, the motion carried. Nicol made a motion for the Executive committee to approve the Support Services Policy revisions, seconded by Whalen, the motion carried.

YOUTH COMMITTEE

Nye noted the April meeting was canceled due to NAWB and their next meeting would be May 2nd, which is a week earlier than usual due to his schedule.

FINANCE COMMITTEE

Bassow reported the April meeting is not until Wednesday, April 27th and she was pleased to report the addition of two new committee members with financial backgrounds.

DISABILITY ACCESS COMMITTEE

Whalen reported the ADA evaluations of the centers are scheduled, the iPads for the virtual lobby will be purchased and services by IVRS and loaded by Brian Dennis with IWD, and the lending library items needed to be returned as they are only checked out for short periods of time. The committee is reviewing different devices to finalize the assistive technology device to get for each center.

New Business

BUDGET MODIFICATIONS

Schaapveld presented a request to transfer \$85,000 from the aggregate category of participant expenses to the aggregate category of admin expenses. The request would move unobligated funds in the ITA and Re-Vocational activity lines to admin to cover worker wages. Schaapveld stated the transfer would not negatively impact their ability to provide services to participants through the end of the fiscal year. Rodriguez stated the transfer was low risk, there was no misappropriation, and no red flags associated with it. Schaapveld explained because most of the dislocated worker participants are co-enrolled in at least one other program that pays participant expenses first, the case management and services such as soft skill training and mock interviewing generates employee expenses. The services are vital to participant success and the transfer would ensure staffing levels remain sufficient to continue to effectively serve participants. Nye questioned the proposed budget that reflected a decrease in payroll taxes if the funds were going to salaries. When Schaapveld was unsure about the specific reasoning between the other line-item adjustments, Bassow expressed the project accountant should have been in attendance. Schaapveld reached out to their project accountant to get an answer and reported that the line items are estimates created at the beginning of the year and the payroll taxes line item was over allowing for the reduction to that line item to cover adjustments to indirect cost and management fee line items. Bassow said she understood the explanation. Nye made a motion to approve the budget modifications as presented, seconded by Bassow, the motion carried.

OSO QUARTERLY KEY PERFORMANCE INDICATORS(KPI) REPORT

Ryan reviewed the quarterly One Stop Operator report and his accomplishments to meet all the key performance indicators. Nye made a motion to accept the report to show satisfactory performance, seconded by Nicol, the motion carried

ELECTRONIC RESOURCES POLICY

Rodriguez presented the Use of Electronic Resources policy to mitigate risk to staff and the board. Phillips asked the scope of the policy which Rodriguez stated was for board staff but could be broadened to encompass board members. Phillips felt the expansion would be overreaching and proceeding with the written scope, over the board staff, was appropriate. Nye made a motion to approve, seconded by Bassow, the motion carried.

CELL PHONE POLICY

Rodriguez stated the situation is the board staff are using and paying for electronic resources to conduct business for the board without reimbursement. The proposed policy would all for a stipend, which the employer of record currently offers as a benefit. The policy would allow for a \$60 monthly stipend. Nicol stated \$60 may not be enough and recommended up to \$100 with board staff turning in their monthly bill. Rodriguez cautioned against a stipend too high as it could create taxation issues. Willey stated this benefit is offered in Jackson County and employees do have to submit their cell phone bill. Phillips stated Muscatine Power does offer a \$35 monthly stipend but does not require employee to submit a bill. Nye asked who would pay the stipend and Rodriguez explained the employer of record currently offers and would process the benefit for board staff should the policy be approved. Nye made a motion to approve the policy as written, seconded by Nicol, the motion carried.

BOARD/COMMITTEE MEMBER QUALIFICATIONS POLICY

In the interest of time, Nicol made a motion to table this topic until the next meeting, seconded by Nye, the motion carried.

COMMITTEE DESCRIPTIONS AND APPOINTMENT POLICY

Rodriguez stated the appointment process and term limits for committee members and chairs were not documented and the proposed policy would address that by establishing the process. Nye made a motion to approve, seconded by Bassow, the motion carried.

COMMITTEE MEETING SCHEDULES

Phillips discussed with the upcoming fiscal year; the committee meeting schedule could be adjusted so the executive committee always met after all the other committees. Bassow suggested that perhaps the finance meeting could be moved ahead of the executive meeting in the months were it traditional schedule would fall after.

MAY ANNUAL ELECTIONS

Rodriguez shared the board staff would be reaching out starting April 30 to address reappointment of board members.

OTHER BUSINESS

There was no other business discussed.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nye made a motion to adjourn, seconded by Nicol, the motion carried, and Phillips adjourned the meeting at 6:31 p.m.

STANDING REPORTS

- Finance Committee Report
- No Operations Report
- No Youth Report



Mississippi Valley Workforce Development Board

Finance Committee Update

May 2022

- Work experience (WEP) expenditure reporting continues to be a challenge. A technical assistance session was held with IWD and uncovered incorrect WEP expenditure reporting in the TM1 system. All expenditures are to be reported out as FIFO. This has since been corrected and the board will meet the 20% WEP requirement for PY20 but will have a significant amount to spend in PY22 to meet the 20% requirement for year two of the PY21 funds.
- MVWDB does not risk losing any program funds moving into PY22. Around \$7,000 in Rapid Response funds will be returned to the state.
- Support services monitoring successfully closed with no findings. Once SEIRPC receives the insurance invoice the insurance monitoring will be closed.
- Board Bank Account remains unchanged at \$24,745.40. The bank statement has not been received yet for this month
- A draft admin budget was presented to the committee for input in preparation of final budgets in June.

Invoices Approved

- Adult \$94,563.38
- DW \$41,658.74
- Youth \$86,457.49
- Rapid Response \$0.00
- NDWG \$8,470.46.
- One Stop Operator \$7,654.54
- Fiscal Agent \$4,495.07 for 76.5 hours.

Financial Report
Expenditures Through 4/30/2021 (83.33% 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 | 222,586.37 | 46.72% | 476,448.36 | 253,861.99 | 412,438.16 | 53.97% | 156,397.36 |
| Adult | 820,392.83 | 65.06% | 1,260,967.64 | 440,574.81 | 1,031,843.84 | 79.51% | 115,348.64 |
| Dislocated Worker | 419,703.19 | 59.05% | 710,737.27 | 291,034.08 | 606,632.27 | 69.19% | 190,212.27 |
| Youth | 628,203.97 | 38.82% | 1,618,418.93 | 990,214.96 | 1,377,611.59 | 45.60% | 404,083.93 |
| | | | | | Ends 6/30/2022 | | |
| Nat. DW Grant | 37,231.45 | 12.86% | 289,419.00 | 252,187.55 | 277,946.94 | 13.40% | 289,419.00 |
| Rapid Response | 64,852.83 | 90.07% | 72,000.00 | #REF! | 72,000.00 | 90.07% | 72,000.00 |
| Total | 2,192,970.64 | | 4,427,991.20 | #REF! | | | 1,227,461.20 |

Equus Program Expenditure Updates through 4/30/2022

| Adult | Budgeted | % of Total | Actual Expenditures | % of Current Expenditures | Notes |
|---------------------|----------------------|---------------|---------------------|---------------------------|---|
| Total P&O | \$ 569,154.25 | 49.89% | \$ 407,759.85 | 53.42% | <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 | 50.11% | \$ 355,490.71 | 46.58% | |
| Total | \$ 1,140,744.00 | 100.00% | \$ 763,250.56 | 100.00% | |
| DW | Budgeted | % of Total | Actual to Date | % of Total | |
| Total P&O | \$ 425,630.00 | 72.56% | \$ 275,473.78 | 75.95% | |
| Total Participant | \$ 160,959.00 | 27.44% | \$ 87,233.66 | 24.05% | |
| Total | \$ 586,589.00 | 100.00% | \$ 362,707.44 | 100.00% | |
| Youth | Budgeted | % of Total | Actual to Date | % of Total | |
| OSY | | | | | |
| Total P&O | \$681,752.01 | 56.17% | \$ 382,866.10 | 87.33% | |
| Total Participant | \$532,048.00 | 43.83% | \$ 55,535.23 | 12.67% | |
| Total | \$1,213,800.01 | 100.00% | \$ 438,401.33 | 100.00% | |
| ISY | Budgeted | % of Total | Actual to Date | % of Total | |
| Total P&O | 187,763.00 | 66.84% | 113,001.20 | 95.98% | |
| Total Part. | 93,172.00 | 33.16% | 4,733.97 | 4.02% | |
| Total | 280,935.00 | 100.00% | 117,735.17 | 100.00% | |
| | | | | % of 20% Goal | |
| 20% WEX Requirement | PY20 Required | 137272 | 132,713 | 96.68% | |
| | PY21 Required | \$48,831.33 | 0 | 0% | |

***PY22 Staff Salary Increases**

PY22 Staff Salary Recommendations

| Staff Position | % Raise |
|-----------------------|----------------|
| Executive Assistant | 3.5% |
| Associate Director | 3.5% |
| Executive Director | 5.3% |

Note: The purpose of the 3-month raise for the Associate Director is to place all board staff on the same raise schedule to align with the funding year and new contract processing that begins July 1 of each year.

Virtual Reality Proposal



Mississippi Valley Workforce Development Board

Work Experience Plan

Purpose

TRANSFR Virtual Reality (VR) is an innovative work-based learning addition to maximize results of our youth work experiences, leading to greater results and job ready candidates for long-term stability and development of career pathways.

What is VR Training?

VR training simulates the type of training that takes place in a physical training facility. VR simulations teach trainees in the same way that experts teach novices — through trial and error — with the guidance of a digital coach. VR safely replicates an on-the-job environment anywhere — in rural areas, at home, or in the classroom.

VR hands-on simulation-based training helps youth develop the skills they need to secure well-paying jobs in high-demand fields. Construction, Manufacturing, Healthcare, Transportation Distribution & logistics, Automotive & Aviation and Hospitality & Tourism are the current industries offered through VR headsets. The skills gap in the manufacturing sector exists because of an outdated view or lack of awareness of the opportunities in the automotive and construction industries and other skilled trades. Over half of the manufacturing workforce is set to retire by 2030, creating millions of openings for jobs that do not require a 4-year degree.

Subject matter experts ensure the immersive training simulations are designed to be authentic, efficient, engaging, and effective, and aligned with industry standards. Trainees master skills at their own pace and receive direct one-to-one feedback from the digital coach.

Demand for talent is growing in industries like manufacturing, transportation, construction and skilled trades – professions that can often lead to long-term economic and career stability. However, students often lack awareness of the education or training options they need to get started.

VR Coaching and Supervision

A digital coach guides trainees through 10-15 minute tutorials where they interact with realistic tools and environments and receive live feedback based on their actions. The one-to-one relationship of digital coach to trainee provides a level of consistency and personal attention that is not possible in a traditional teacher-student environment, and also gives trainees the freedom to fail without being subject to peer pressure. Trainees develop the confidence they need to:

- complete the training within the simulation, and then
- transfer their new skills to a real-world environment

VR Performance Dashboard

The VR Dashboard provides instructors with granular, customizable views into learner progress and overall class performance, allowing them to tell who needs more help and what challenges may be common across all learners.

Within the VR experience the software continuously evaluates trainee engagement and quantifies their behaviors as they progress towards skill mastery. This intelligent system is driven by machine learning algorithms that capture behavioral trends in the trainee's performance.

The Virtual Training Facility platform gives instructors insights into class performance and where students and trainees exceed or face challenges. The dashboard's customized scoring fosters mastery through repetition of actions and skills. It assigns weights to different steps depending on their individual importance or difficulty. Instructors can quickly review student performance (score, status, time spent, number of attempts, etc.) and make changes as required.

The platform combines a learner's in-game play data with real-world business data, providing a ground truth in understanding how users' performance in the training system is related to real-world outcomes. It then provides trainees with personalized feedback that helps them become more proficient.

Benefits of Incorporation of VR Training:

- Increased confidence for youth participants
- Youth learn skills to enter the workforce more quickly and set them up for long term success in unsubsidized employment
- Reduces training time and material costs compared to traditional methods.
- Immersive simulations are also shown to have higher retention when compared to video tutorials, slide presentations, or other presentation styles.
- Adding VR to existing programs helps increase local employment levels and lower cost and risk for employers.
- Build training programs that scale and quickly deliver ROI.
- Reduce onboarding training costs for employers
- Close the skills gap for roles businesses are trying to fill
- Create alternative pathways to career success for Youth job seekers with barriers
- More attractive to employers than traditional WEPs

Incorporation of VR Technology into WEP Programming

- VR company's Customer Service Manager (CSM) will start with a strategic planning meeting with local staff for full incorporation of VR into Youth WEPs.
- VR can be used during a pre-WEP activity to provide job readiness training to prepare youth for an experiential learning activity.
- VR simulation will provide the youth participant with opportunities for career exploration and skill development.

- VR simulation can be used as part of the classroom training or orientation to introduce new skills to Youth during their WEP experience.

PY22 Goals

- Place 60 youth into work experience opportunities
- Build VR training into WEP training plans
- Focus on placing WEP in-demand industries in MVWA in Construction, Manufacturing, Healthcare, Transportation Distribution & logistics, Hospitality & Tourism. (See Appendix A)
- Increase businesses willingness to participate in WEP placements.
- Measure the Youth's mastery of skills through the VR dashboard from pre-test to post test.
- Measure the participants satisfaction with the VR training component of their WEP.
- Develop model and standards that can be replicated in other Youth WEP programs.

VR as an Evidence Based Approach

Alabama Lockheed Martin Student Pilot Program

- Nearly half of the trainees scored at or above 90% on the real-world transfer test with no prior human coaching or hands-on experience with the tools.
- Less than 25% of Learning and Design professionals would recommend their own corporate learning program; traditional corporate training is often seen as ineffective and boring.
- The VR pilot revealed that 80% of trainees reported TRANSFR Inc's VR training was engaging.
- 75% of trainees self-reported that they preferred TRANSFR Inc's VR training to traditional training.
- The average increase in proficiency scores from pretest to posttest was 8.6%, increasing from 82.6% on the pretest to 91.2% on the posttest.
- Training in VR was found to be effective at improving content knowledge at half the cost to traditional learning approaches with a trainer.
- 75% of trainees said they felt like the TRANSFR training they experienced prepared them for what they will face on the job.

Jumpstart Alabama Overview

JumpstartAL is a VR-based workforce development initiative created through a public-private partnership with the state's most influential organizations to develop the next generation of skilled labor by using innovative technology solutions. JumpstartAL is working with TRANSFR to make hands-on training simulations available to schools in order to successfully meet the state's current and future need for skilled labor.

- The program offers scalable work-based training simulations.
- Pre-apprenticeship training in VR that enables a job seeker to practice the hands-on skills required for the job.

- Provide a virtual training center that makes training for in-demand skills available on demand.

Altec Case Study

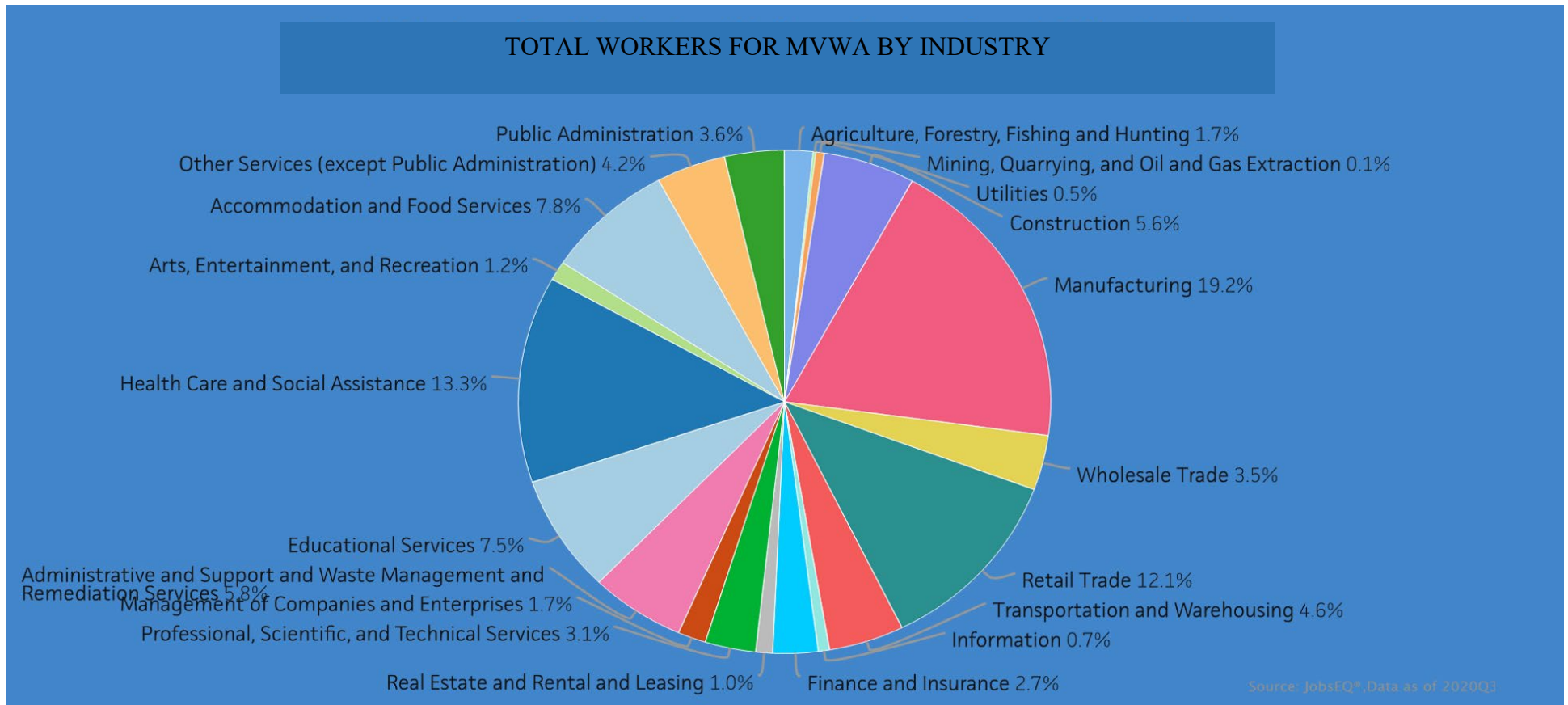
TRANSFR is building a classroom-to-career pipeline that reduces burdens related to cost, scalability, and risk. The hands-on, simulation-based modules provide people with the marketable skills they need to secure careers that offer livable wages, upward mobility, and sustained success.

- In 2020, 16 Shelton State cohorts were completed, preparing 79 students for their next career move.
- 1,244 total TRANSFR training simulations were completed with an average mastery score of 92% throughout 16 cohorts.

Appendix A

Local Area Labor Market Information

According to JobsEQ the largest sector in the MVWA is Manufacturing, employing 37,200 workers. The next-largest sectors in the Local Area are Health Care and Social Assistance (25,763 workers) and Retail Trade (23,420).



Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2020Q2 with preliminary estimates updated to 2020Q3.

The fastest growing sector in the Local Area is expected to be Health Care and Social Assistance with a +0.6% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+157 jobs), Professional, Scientific, and Technical Services (+12), and Accommodation and Food Services (+10). Despite Manufacturing jobs contracting during this period the annual demand is still the largest in MVWA with a total annual demand of 3,453 jobs.

| NAICS | Industry | CURRENT | | | 5-YEAR HISTORY | | 1-YEAR FORECAST | | | | |
|-------|-----------------------------------|---------|---------------|------|----------------|-------|-----------------|-------|-----------|-------------|--------------|
| | | Empl | Avg Ann Wages | LQ | Empl Change | Ann % | Total Demand | Exits | Transfers | Empl Growth | Ann % Growth |
| 31 | Manufacturing | 37,200 | \$61,980 | 2.33 | -1,178 | -0.6% | 3,453 | 1,423 | 2,436 | -406 | -1.1% |
| 62 | Health Care and Social Assistance | 25,763 | \$46,051 | 0.90 | -1,283 | -1.0% | 2,586 | 1,194 | 1,235 | 157 | 0.6% |
| 44 | Retail Trade | 23,420 | \$29,166 | 1.18 | -1,705 | -1.4% | 2,867 | 1,376 | 1,738 | -247 | -1.1% |
| 72 | Accommodation and Food Services | 15,184 | \$16,533 | 0.97 | -1,326 | -1.7% | 2,463 | 1,085 | 1,367 | 10 | 0.1% |
| 23 | Construction | 10,783 | \$55,987 | 0.95 | -1,964 | -3.3% | 1,021 | 379 | 676 | -34 | -0.3% |
| 48 | Transportation and Warehousing | 8,834 | \$50,086 | 0.96 | -186 | -0.4% | 904 | 399 | 540 | -35 | -0.4% |

Source: JobsEQ®

Employment data are derived from the Quarterly Census of Employment and Wages, provided by the Bureau of Labor Statistics and imputed where necessary. Data are updated through 2020Q2 with preliminary estimates updated to 2020Q3. Forecast employment growth uses national projections adapted for regional

***Youth Budget Modifications**

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

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

GRANT PERIOD:
6/1/2022 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 | Rationale: |
|------------------------------|--|-----------------------------------|--------------------|----------------------|---|
| | | | Budget | Budget total | |
| Administration: | | | | | |
| 60110-60190 exclude 60150 | Salaries | \$ 105,568.00 | (15,000.00) | 90,568.00 | Transfer to Reimbursable equipment to purchase Headsets |
| 60310-60330 | Payroll Taxes | \$ 7,979.00 | - | 7,979.00 | |
| 60610-60650 | Fringes and WorkComp | \$ 10,506.00 | - | 10,506.00 | |
| | Total Personnel Expenses | \$ 124,053.00 | (15,000.00) | 109,053.00 | |
| Operating Expenses: | | | | | |
| 60850 | Mileage & Travel | \$ 7,905.00 | - | 7,905.00 | |
| 62115 | Telephone & Cell Phones | \$ 1,512.00 | - | 1,512.00 | |
| 65570 | Postage | | - | - | |
| 63110 | Client Supplies & Assessments | \$ 2,583.00 | - | 2,583.00 | |
| 63130 | Office Supplies(includes PPE) | \$ 1,194.00 | - | 1,194.00 | |
| 62830 | Out Reach & Public Relations | \$ 4,203.00 | - | 4,203.00 | |
| 62860 | Job Fairs | | - | - | |
| 65610 | Reimbursable Equipment | \$ 3,868.00 | 15,000.00 | 18,868.00 | Transfer from Salaries to purchase Headsets. |
| 62510-62520 | Resource Sharing Allocation / Rentals | \$ 2,777.00 | - | 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. | \$ 4,139.00 | - | 4,139.00 | |
| 65125, 65128, 65130 | Other Professional Services(ADP, App Hostin | \$ 2,182.49 | - | 2,182.49 | |
| | Subtotal Personnel & Operating ex | \$ 155,562.49 | \$ - | \$ 155,562.49 | |
| 9.77% | Indirect Cost | \$ 15,198.33 | - | 15,198.33 | |
| | Management Fee | \$ 17,002.18 | - | 17,002.18 | |
| | Total Operating expenses | \$ 187,763.00 | \$ - | \$ 187,763.00 | |
| Participant Expenses | | | | | |
| 65602 | Work Experience | \$ 35,806.00 | - | 35,806.00 | |
| 67408 | Instructional Training | \$ - | - | - | |
| 67412 | Customer Support service | \$ 40,618.00 | - | 40,618.00 | |
| | Individual Career Services | \$ 5,000.00 | - | 5,000.00 | |
| 67422 | On The Job Training | \$ 3,200.00 | - | 3,200.00 | |
| 67418 | Client Awards / Incentives | \$ 6,758.00 | - | 6,758.00 | |
| | Total Participant Expenses | \$ 91,382.00 | - | 91,382.00 | |
| | 5% WEX Markup | \$ 1,990.30 | - | 1,990.30 | |
| | Total | \$ 281,135.30 | \$ - | \$ 281,135.30 | |
| | Total WIOA YOUTH ISY GRANT CO | \$ 281,135.30 | - | 281,135.30 | |

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

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

GRANT PERIOD: 6/1/2022 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 | Rationale: |
|------------------------------|--|-----------------------------------|--------------------|------------------------|---|
| | | | | | |
| | Administration: | | | | |
| 60110-60190 exclude 60150 | Salaries | \$ 369,408.00 | (85,000.00) | 284,408.00 | Transfer to Reimbursable Equipment to purchase Headsets |
| 60310-60330 | Payroll Taxes | \$ 31,208.00 | - | 31,208.00 | |
| 60610-60650 | Fringes and WorkComp | \$ 41,054.00 | - | 41,054.00 | |
| | Total Personnel Expenses | \$ 441,670.00 | (85,000.00) | 356,670.00 | |
| | Operating Expenses: | | | | |
| 60850 | Mileage & Travel | \$ 23,583.00 | - | 23,583.00 | |
| 62115 | Telephone & Cell Phones | \$ 6,657.00 | - | 6,657.00 | |
| 65570 | Postage | \$ 7.00 | - | 7.00 | |
| 63110 | Client Supplies & Assessments | \$ 9,918.00 | - | 9,918.00 | |
| 63130 | Office Supplies(includes PPE) | \$ 5,443.00 | - | 5,443.00 | |
| 62830 | Out Reach & Public Relations | \$ 15,811.00 | - | 15,811.00 | |
| 62860 | Job Fairs | | - | - | |
| 65610 | Reimbursable Equipment | \$ 15,187.00 | 85,000.00 | 100,187.00 | Transfer from Salaries to purchas headsets. |
| 62510-62520 | Resource Sharing Allocator | \$ 11,197.00 | - | 11,197.00 | |
| 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. | \$ 20,148.00 | - | 20,148.00 | |
| 65125, 65128, 65130 | Other Professional Services(ADP, App Hosting) | \$ 9,974.67 | - | 9,974.67 | |
| | Subtotal Personnel & Operating expenses | \$ 564,854.67 | \$ - | \$ 564,854.67 | |
| 9.77% | Indirect Cost | \$ 55,186.43 | - | 55,186.43 | |
| | Management Fee | \$ 61,710.91 | - | 61,710.91 | |
| | Total Operating expenses | \$ 681,752.01 | \$ - | \$ 681,752.01 | |
| | Participant Expenses | | | | |
| 65602, 65603 | Work Experience | \$ 213,423.00 | - | 213,423.00 | |
| 67408 | Instructional Training | \$ 80,949.00 | - | 80,949.00 | |
| 67412 | Customer Support service | \$ 147,803.00 | - | 147,803.00 | |
| | Individual Career Services | \$ 25,000.00 | - | 25,000.00 | |
| 67422 | On The Job Training | \$ 25,839.00 | - | 25,839.00 | |
| 67418, 67420 | Client Awards / Incentives | \$ 28,363.00 | - | 28,363.00 | |
| | Total Participant Expenses | \$ 521,377.00 | - | 521,377.00 | |
| | 5% WEX Markup | \$ 10,671.00 | - | 10,671.00 | |
| | Total | \$ 1,213,800.01 | \$ - | \$ 1,213,800.01 | |
| | Total WIOA YOUTH OSY GRANT COST | \$ 1,213,800.01 | - | 1,213,800.01 | |

***Program Budget Modifications**

Recommend adding unobligated youth funds to increase the board staff line item.

PY21 MVWA Budget

| | | | | | |
|----------------|---------------------|----------------|---------------------|--------------------------|-------------------|
| Youth | | Adult | | Dislocated Worker | |
| PY20 Carryover | 404,083.93 | FY21 Carryover | 115,348.64 | FY21 Carryover | 190,212.27 |
| PY21 | 1,214,335.00 | PY21 | 172,519.00 | PY21 | 154,524.00 |
| Total | 1,618,418.93 | FY22 | 813,100.00 | FY22 | 526,001.00 |
| | | Total | 1,100,967.64 | Total | 870,737.27 |

| | | | | | |
|--------------------------------------|---------------------|--------------------------------------|---------------------|--------------------------------------|-------------------|
| Expenses | | Expenses | | Expenses | |
| Contracted To Equus | 1,294,735.00 | Contracted To Equus | 880,744.00 | Contracted To Equus | 696,589.00 |
| Additional Contracted to Equus | 200,000.00 | Additional Contracted to Equus | 100,000.00 | Additional Contracted to Equus | 50,000.00 |
| One Stop Operator | 33,294.00 | One Stop Operator | 33,294.00 | One Stop Operator | 33,294.00 |
| Sub-Leases | 44,746.30 | Sub-Leases | 43,430.73 | Sub-Leases | 43,430.73 |
| Board Staff | 19,327.53 | Board Staff | 19,327.53 | Board Staff | 19,327.53 |
| Additional Board Staff | 3,048.01 | Additional Board Staff | 3,048.01 | Additional Board Staff | 3,048.01 |
| Unobligated | 23,268.09 | Unobligated | 21,123.37 | Unobligated | 25,048.00 |
| Total Expenses | 1,618,418.93 | Total Expenses | 1,100,967.64 | Total Expenses | 870,737.27 |
| Remaining Balance Unobligated | 0.00 | Remaining Balance Unobligated | 0.00 | Remaining Balance Unobligated | 0.00 |

Highlighted areas have not yet been approved.

PY22 Draft Budgets

Draft Admin Budget Narrative

PY22 (July 1, 2022 – June 30, 2023)

Board Staff - The total amount of board staff salary and benefits equals \$291,604.50. \$4,232.96 will come from the National Dislocated Worker Grant (NDWG). \$86,211.47 (30%) of staff time will be spent on program related activities and will be split across the Adult/DW and Youth funding streams. The remaining \$201,160.08 will be spent on board admin activities and charged to this admin budget.

Fiscal Agent - The CEOs approved a rate of \$59,796.00 with Central Iowa Juvenile Detention Center to perform the Fiscal Agent functions for a 13-month contract. The 12-month cost budgeted in PY22 is \$55,196.31. (might have to pay SEIRPC for one additional month)

Professional Fees - Fees related to filing annual IRS forms and other financial documents, or professional services needed. \$1,000 cost of PY21 SEIRPC audit of WIOA funds.

Information Technology - Includes but is not limited to costs of website maintenance and email domain, Squarespace, Zoom subscriptions, DocoSign, Adobe, Microsoft 365 Business, DoodlePoll, Dropbox, IT support, mobile internet and board training platform.

Legal Expenses - Fees associated with the review of contracts, agreements, and other legal documents.

Dues and Subscriptions - Dues and Subscriptions– This includes memberships to all of the 13 Chambers of Commerce throughout the 8-county area, National Association of Workforce Boards (NAWB), National Association of Workforce Development Professionals (NAWDP), the United States Workforce Alliance and other workforce related organizations. Subscription for LMI database is also included.

Equipment Under \$5,000 - Purchase of computer, printers, monitors, other office equipment, and items with a serial number.

Insurance - General Liability and Directors and Officers insurance to cover board members and CEOs.

Outreach - Costs for radio ads, booths, Lunch and Learns, radio slots, print ads, social media campaigns etc. Two outreach efforts in each county will be conducted. Costs associated with the disability Access Awareness Campaign and other outreach initiatives outlined in the MOU are covered under this line item.

Meeting Expenses - Fees for regularly scheduled workforce meetings including the cost of facilities, presenters, printing, supplies etc. Regular meetings can include but are not limited to CEOs, board, committees, core partner meetings or in-service days.

Postage and Printing - Cost of printing materials for meetings and record keeping purposes, along with brochures and other outreach material. Printing of board manuals and IowaWORKS resource guides are also covered. Monthly HP instant ink included for board staff printers.

Rent - None identified at this time.

Supplies - Office supplies including binders, paper, pens, etc.

Telephone - Cost of a 1-800 board phone number that provides a professional messaging and options that direct to staff cell phones and centers. Cost of monthly cell for stipend for board staff (3 staff, \$60 a month X 12).

Mileage and Travel - Including flight, hotel, ground transportation, cost to cover meals and other out of town related expenses for quarterly GLETA and Iowa Association of Workforce Boards (IAWB) meetings, conferences including the Youth Symposium, NAWDP, USWA, NAJA, NAWB conferences and other related workforce related events. Travel within the MVWA for board staff and board members is also covered for board related activities. The current IRS Mileage Per Diem rate will be used and adjusted as necessary, currently at \$0.58.5.

Conferences and Trainings - Professional development opportunities for board staff and board members including but not limited to registration fees for the Youth Symposium, NAWDP, NAJA, USWA, IAIB, and NAWB. Fees associated with professional development webinars and trainings for board staff. Fees to coordinate a minimum of two in-person board trainings each year and contributions to the statewide board training including facilities, presenters, supplies, etc.

Special Initiatives - Special Initiatives – Funding to support sector initiatives, special projects in partnership with Chambers of Commerce, Economic Development entities, and other community partners.

Unobligated Funds – Other funds that have not been budgeted at this time.

**Mississippi Valley Workforce Development Board
Draft PY22 Admin Budget
July 1, 2022 - June 30, 2023**

Approved mm/dd/yyyy

Estimated Income Stream

| | |
|--------------------|-------------------|
| FY22 Carryover | 326,115.00 |
| PY22/FY23 | 200,000.00 |
| Total Admin | 526,115.00 |

| Expense | PY21 Budget | PY22 Budget | |
|---------------------------|--------------------|--------------------|--|
| Board Staff | 156,628.78 | \$201,160.08 | Need final PY22 staff salaries to insert |
| Fiscal Agent | 72,500.00 | <u>55,196.31</u> | |
| Professional Fees | 3,000.00 | 4,000.00 | |
| Information Technology | 4,300.00 | 7,000.00 | |
| Legal Expenses | 2,000.00 | 2,000.00 | |
| Dues and Subscriptions | 10,000.00 | 10,000.00 | |
| Equipment Under \$5,000 | 7,000.00 | 5,000.00 | |
| Insurance | 2,200.00 | 2,500.00 | |
| Outreach | 15,000.00 | 15,000.00 | |
| Meeting Expenses | 2,500.00 | 4,000.00 | |
| Postage and Printing | 7,000.00 | 4,000.00 | |
| Rent | 1,470.00 | 0.00 | |
| Supplies | 2,500.00 | 2,500.00 | |
| Telephone | 240.00 | 2,500.00 | |
| Mileage and Travel | 27,000.00 | 30,000.00 | |
| Conferences and Trainings | 15,000.00 | 15,000.00 | |
| Special Initiatives | 15,000.00 | 15,000.00 | |
| Unobligated Funds | 133,109.58 | 151,258.61 | |
| Total | 476,448.36 | 526,115.00 | |

Draft PY22 Budget

| Youth | Amount | Adult | Amount | DW | Amount |
|--------------------------------|---------------|--------------------------------|-------------------|--------------------------------|-------------------|
| Estimated PY21 Carryover | 670,000.00 | Estimated FY22 Carryover | 180,000.00 | Estimated FY22 Carryover | 150,000.00 |
| PY22 | 1,270,134.00 | PY22 | 181,674.00 | PY22 | 159,003.00 |
| Total | 1,940,134.00 | FY23 | 811,874.00 | FY23 | 512,366.00 |
| 80% Obligation Required | 1,016,107.20 | Total | 1,173,548.00 | Total | 821,369.00 |
| PY21 Carryover WEP 20% | 242,000.00 | 80% Obligation Required | 974,838.40 | 80% Obligation Required | 687,095.20 |
| PY22 20% WEP | 254,026.80 | | | | |
| Total 20% WEP | 496,026.80 | | | | |

| Expenses | | Expenses | | Expenses | |
|-------------------------------|--------------|-------------------------------|--------------|-------------------------------|------------|
| PY21 OSO Contract | 6,666.67 | PY21 OSO Contract | 6,666.67 | PY21 OSO Contract | 6,666.67 |
| PY22 OSO Contract (9 mo) | 25,000.00 | PY22 OSO Contract (9 mo) | 25,000.00 | PY22 OSO Contract (9 mo) | 25,000.00 |
| Subleases | 52,702.09 | Subleases | 51,152.00 | Subleases | 51,152.00 |
| Board Staff | 28,737.16 | Board Staff | 28,737.16 | Board Staff | 28,737.16 |
| RFP for Outreach Campaign | 16,666.67 | RFP for Outreach Campaign | 16,666.67 | RFP for Outreach Campaign | 16,666.67 |
| RFP for Sector Strategy Study | 13,334.00 | RFP for Sector Strategy Study | 13,333.00 | RFP for Sector Strategy Study | 13,333.00 |
| Equus Program Contract | 1,797,027.42 | Incumbent Worker Training | 25,000.00 | Incumbent Worker Training | 25,000.00 |
| Total Expenses | 1,940,134.00 | Equus Program Contract | 1,006,992.51 | Equus Program Contract | 654,813.51 |
| | 0.00 | Total Expenses | 1,173,548.00 | Total Expenses | 821,369.00 |
| | | | 0.00 | | 0.00 |

PY22 Meeting Schedule

Executive Committee

July 5, 2022 – 5:00 p.m.

September 6, 2022 – 5:00 p.m.

October 4, 2022 – 5:00 p.m.

December 6, 2022 – 5:00 p.m.

January 3, 2023 – 5:00 p.m.

March 5, 2023 – 5:00 p.m.

April 4, 2023 – 5:00 p.m.

June 6, 2023 – 5:00 p.m.

In-person date?