Mississippi Valley Workforce Development Board

Executive Committee Agenda
<mark>Tuesday April 2, 2024, at 4:00 p.m.</mark>
Join Zoom Meeting
https://us02web.zoom.us/j/89552429623?pwd=MC9UZkI1ZHdPdTVwRUQyS1RZbTF1dz09
Meeting ID: 895 5242 9623 Passcode: 892172
One tap mobile: 16469313860,,89552429623#

Called to Order	Dennis Duke
Roll Call	Mandy Tripp
*Consent Agenda	Dennis Duke
Excused Absences	
Approval of Agenda	
Approval of Previous Minutes	

Standing Committee Reports

Youth Committee (Page 7)	Jacob Nye
Operations Committee (Page 8)	Kirby Phillips
Finance Committee (Page 9)	Ryan Drew
Business Committee (Page 10)	Mandy Parchert

New Business

*OSO KPI Report	Andy Huls
*Metrix Learning (Page 13)	Miranda Swafford
Q2 Performance (Page 22)	Mandy Tripp
PY24 Estimated Funding (Page 24)	Miranda Swafford
Financial Processes	Miranda Swafford
PY24 Meeting Structure	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 accommodation, please contact Mandy Tripp at assistant@mississippivalleyworkforce.org or at 1-844-967-5365 option 3.

Mississippi Valley Workforce Development Board

Executive Committee
Meeting Minutes

Tuesday, March 5, 2024, at 4:00 p.m.

Members Present: Dennis Duke, Kirby Phillips, Ryan Drew, Jacob Nye, Cindy Whalen, and Mandy Parchert
Members Absent:
CEOs Present: None
Staff Present: Miranda Swafford, Executive Director, Mandy Tripp, Compliance Officer, Tyler Lanz, Strategic Partnership Specialist, and Louise Butherus, Communications Assistant
Guest: Shannon Weaver, Project Director, Cheryl Tipsword, EQUUS

CALLED TO ORDER
Duke called the meeting to order at 4:01 p.m.

QUORUM
The committee had a quorum to conduct business.

*CONSENT AGENDA
The consent agenda included approval of the agenda and approval of previous meeting minutes. Whalen made a motion to approve the consent agenda, seconded by Parchert, and the motion carried.

STANDING REPORTS

*JANUARY PROGRAM INVOICES
Weaver presented the January Program Invoices and commented that since there was not a quorum at the Finance committee meeting, the invoices would need to be approved. Weaver noted that on the Title I invoices it was discovered that a Work Experience Participant who was an adult but their hours were being credited to the In School youth account. Weaver further noted that the wages were backed out of In School Youth and added into the Adult account which is why there is a negative balance on the Youth combined invoice and the In school Youth invoice. Weaver stated that Work Based Learning is at 16% for the month, but still at 26% for the year. Drew motioned to approve the invoices, and Nye seconded, and the motion carried.

*JANUARY ONE STOP OPERATOR INVOICE
Tipsword discussed the One Stop Operator invoice and commented that there were no notable changes. Tipsword mentioned that Clayton worked the entire month of January and is included in

the invoice, but his PTO did not get paid out in February and will show in March. Parchert motioned to approve the OSO Invoice and Nye seconded, the motion carried.

*FISCAL AGENT INVOICE
Swafford discussed the Fiscal Agent invoice and noted it was $4207 which is in alignment with previous months. Nye motioned to approve the Fiscal Agent invoice and Drew seconded, motion carried.

NEW BUSINESS

*MOU and IFA
Swafford discussed that the MOU and IFA document has been in front of the different committees in various forms as well as being circulated to all the partners. Swafford noted that she had asked for feedback by March 1st and has not received any comments to date. In reviewing the time frame for implementation, Swafford noted the urgency of having the process commence rather than waiting till after the May Full Board meeting in May. Swafford further noted that the MOU must be effective by July 1. Nye made a motion to approve, and Parchert seconded, motion carried.

*MODIFIED DELIVERABLES
Swafford discussed the Deliverables modification and advised the renegotiation is due to the delay in funding and disruption in services for the second quarter and to account for the disruption in services. The new proposed deliverables are the 30 Work Based Learning, 75 Occupational Skills Training and the 63 Enrollments. Drew made a motion to approve the modification and Nye seconded, motion carried.

*MODIFIED TRAVEL POLICY
Swafford presented the modifications to the travel policy and noted that the changes removed the reimbursement for meals and added the per diem language which follows the Federal per diem standards. Nye made a motion to approve the modification to the travel policy and Drew seconded, the motion carried.

*ADA ASSESSMENT REPORTS
Tripp reviewed the ADA assessments report for the Iowa*WORKS* centers executed on February 7, 2024 conducted by Tripp and Whalen in Burlington as well as the findings in Davenport on January 25, 2024 conducted by Tripp and Chad. The significant accessibility barriers found include the signage missing for Van Accessibility as well as Handicap signage on handicap painted parking spaces. Tripp also noted that the handicap signage that were displayed were too low. Additionally, Tripp noted that towel dispensers as well as the coat hooks were too high. Tripp also noted the door in Burlington needs to be reduced to 5lbs of pressure to open as well as the need to move a display blocking the fire alarm access. Duke inquired as to who is responsible for making the physical adjustments to which Tripp responded the assessments are sent to IWD as the lease holder. Nye requested that a running tally be taken as the assessments are made and adjustments handled and a quarterly update. Swafford confirmed she would make it a quarterly

agenda item. Nye motioned to approve the ADA Assessment report and Drew seconded, motion carried.

*MOD RAPID RESPONSE POLICY
Lanz discussed the modifications to the Rapid Response policy and noted the policy was modified to be in alignment with State and Federal guidance. The modifications include layoff aversion strategies pulled from federal regulations. Parchert made a motion to approve the modifications and Phillips seconded, motion carried.

*MOD SOCIAL MEDIA POLICY
Tripp presented the modifications to the social media Policy and advised it was presented to the Operations committee. Tripp noted that the modifications include adding Iowa*Works* and the word partners to the policy as well as noting the last paragraph outlines that Hootsuite is now used to manage our Social Media accounts. Nye made a motion to approve the modifications and Parchert seconded, motion carried.

*MOD INDIVIDUAL TRAINING ACCOUNT POLICY
Swafford presented the modifications to the Individual Training account policy noting that had been presented to the Operations committee. Swafford mentioned the only adjustment made was increasing the Individual Training Account from $5500 to $6000 to align with the tuition rate at the community colleges. Phillips made a motion to approve the policy changes and Whalen seconded, motion carried.

*FINANCING
Swafford gave an overview of how the drawdown process works with Iowa Workforce Development. Swafford further expressed the challenges being had in receiving timely payments from Iowa Workforce Development. Swafford further noted the burden that has been placed on Muscatine County who at one point had to wait over 2 months for reimbursement. Swafford noted comments from Muscatine County who mentioned having to reevaluate their role as being employer of record should the delays continue. Swafford mentioned she has reached out to our State contact and has yet to receive a response. Swafford noted that the CEO's thought it would be a good idea for the Board to look into a line of credit and asked for the Board's recommendation. Swafford commented that she is also looking into diversifying grants that do not have restrictions to use as a reserve. Nye made a motion to table the discussion, Phillips seconded, motion carried.

METRICS LEARNING DISCUSSION
Swafford opened the communication for discussion on the Metrics Learning presentation shown at the Full Board meeting. Nye commented that the platform would be great if it were opened up to everyone and Swafford noted that she has seen Workforce boards utilize the unlimited plan and offers the service to everyone and it becomes a community outreach tool. Parchert commented that she liked the direction the Metrics learning platform went. Nye inquired on a demo for a select few to experiment with the courses and Duke agreed that a trial policy would be good idea.

Swafford commented she would inquire on a demo and further suggested to take a targeted approach by offering the tests to candidates best suited for the category.

OTHER BUSINESS
Swafford updated on Workforce GPS noting that it is the National technical assistance platform for the department of labor programs. Swafford advised that the Workforce GPS will hold a Job Quality academy webinar next week for which Swafford and Lanz will be presenting on their experiences with the academy.

PUBLIC COMMENT
There was no public comment.

*ADJOURN
Nye made a motion to adjourn, seconded by Phillips, and the motion carried. Duke adjourned the meeting.

Standing Committee Reports

Youth Committee Report
Prepared for April 2, 2024 Executive Committee Meeting

Items of Discussion
- Youth on Youth Committee
- Reviewed Q2 Performance

Equus Report February:
- 8 OSY enrolled in February and 0 ISY. 0 entered into Occupational Skills Training. 2 entered work-based learning.
- 12 Stipends were paid, and 32 incentives were paid out.
- Outcomes were 4 HiSET, 9 unsubsidized employments, 1 Personal Lines Insurance License and 4 measurable skills gains

Mississippi Valley Workforce Development Board

Operations Committee Meeting Report

Prepared for April 2, 2024 Executive Committee Meeting

Committee Highlights

- Q2 performance metrics were reviewed for Adult and Dislocated Worker programs.

One-Stop Operator Report Review

- There was a decrease in daily customer traffic, although it is still higher than this time last year. Daily traffic will likely continue to decrease over the next few months as seasonal temporary layoffs come to an end.
- The IowaWORKS Mississippi Valley LinkedIn presence grew significantly in February, noting a 342% increase in followers
- Customer satisfaction was 77% based on 30 surveys.

Adult/DW/RR Report

- February had 5 Enrollments in Adult and 0 in Dislocated Worker due to lack of funding.
- 1 participant entered into WBL.
- 1 participant entered Occupational Skills Training.
- Legacy in Action reports a 99% customer satisfaction rate.
- 3 Businesses received Rapid Response assistance.

Title III Review

- Burlington office served 329 distinct users in November with Davenport serving 1,089.
- There were 92 Title III enrollments for Burlington and 187 for Davenport in November.
- Iowa*WORKS* Mobile Unit, discussed that they will be posting jobs for part-time drivers which will help with staffing.

Mississippi Valley Workforce Development Board

Finance Committee Report
Prepared for April 2, 2024 Executive Committee Meeting

February Invoices Approved:
- Adult $56,782.05
- DW $34,179.00
- Youth $101,375.67
- OSO $4,020.49
- Fiscal Agent $3,977.00 for 36.75

FISCAL SUSTAINABILITY AND GROWTH

Funding Source	Date Applied	Amount	Purpose
Tyson	1/3/2024	50,000	Translation Services
Community Foundation of Des Moines County	2/2/2024	2,500	Metrix Learning
Prairie Meadows	2/12/2024	30,000	Virtual Reality
LB Research & Education Foundation	2/28/2024	30,000	Virtual Reality - Concept Paper
Paul and Pearl Caslow Foundation	3/1/2024	30,000	General Operating
Murray Foundation	3/1/2024	25,000	General Operating
Clinton County Development Authority	3/11/2024	4,827	Metrix Learning
Regional Development Authority	3/12/2024	30,000	General Operating
Scott County Regional Authority	3/12/2024	30,000	Metrix Learning

Mississippi Valley Workforce Development Board

Business Committee Report
Prepared for April 2, 2024 – Executive Committee Meeting

- River Cities Engineering application was accepted and the grant amount of $10,000 was approved.

- Rapid Response services have been provided to Hackett Electric and Zachry Industries in Muscatine and ongoing Rapid Response meetings are being held with West Liberty Foods in West Liberty.

*OSO KPI REPORT

Reason: Quarterly Review

Documents: None (OSO Position still vacant)

Action Requested: Determine how to proceed with no OSO in place to meet KPIs. Per Contract the KPIs would not have been met for Q2. Performance is taken into consideration when extending contracts or during procurement.

*Metrix Learning

WORKFORCE DEVELOPMENT PROPOSAL

MISSISSIPPI VALLEY

Metrix Learning
A CERTUS COMPANY

March, 2024

OVERVIEW

Based on our discussion this week, we'd like to present the attached ideas to enhance workforce readiness skills and professional development courses for the residents of Mississippi Valley Workforce Development Board.

1. Provide unlimited access to Metrix Learning catalog of courses for all residents of Mississippi Valley . ex: Jobseekers, staff, local employers, and residents.
2. Training courses:

   - Essential Workplace skills
   - MS Office
   - Business
   - Leadership/Management
   - Healthcare
   - Commercial Driving
   - Information Technology
   - Construction
   - Manufacturing
   - Entrepreneurship
   - And many more...

<u>www.metrixlearning.com</u>

Background

Metrix Learning, is part of the Certus portfolio of online training providers. (<u>www.certus.com</u>) We are workforce solutions company headquartered in Orlando, FL.. For over 20 years, Metrix Learning has leveraged the power of technology to design and enhance training programs for state and not-for-profit agencies across the country.

Since 2008, Metrix Learning's web-based Learning Management System (LMS) has been used to meet the virtual career service needs of Workforce Development Boards, libraries, businesses, and colleges. Featuring learning content from the world's leading training providers, Metrix Learning offers comprehensive and impactful skills training, certification preparation, and assessments. Seventeen states are currently using Metrix Learning to help their workforce populations update their skills and improve employment prospects. Over 600,000 job seekers have successfully used Metrix to update their job skills to gain employment. Populations served include youth, public assistance, adult, underemployed, NFJP, SNAP/TANF and others.

The Metrix Learning technology platform will enhance the Mississippi Valley Workforce Development Board's efforts, as they strive to add stackable skills as a component of all resident's abilities.

Learning Management System Features

- **Career Pathways**
  - o 10 industries, 200+ occupations mapped with skills, courses, and remediation
- **300+ Skill Tracks**
  - o Earn digital badges in topics like customer service and communication skills
- **Certification Training**
  - o 100+ certification preparation tracks for CompTIA, Microsoft, Project Management, etc.
- **7,000+ Courses** – (English and Spanish)
  - o Extensive catalog from Skillsoft, the world's leader in e-learning courses
- **Reporting**
  - o Track course activity, training hours, completions, and logins
- **Populations Served**
  - o Use with adults, youth, public assistance, veterans, and more
- **Job Seeker Tools**

UNIVERSAL COURSEWARE

Begin, change, or advance your career with more than 7000 courses!

(2300 in Spanish)

Skilled Trades

Over 900 courses designed to prepare individuals for manufacturing and skilled trades occupations. Courses range from foundational skills like basic math and safety to advanced manufacturing skills like machining.

Topics included:

- Air Conditioning and Refrigeration
- Electrical Systems
- Machine Shop Practices
- Mechanical Systems
- Process Control Systems
- Welding

Leadership, Business, and Technology

7,000+ courses and training for dozens of industry-recognized certifications. Courses cover entry-level work-readiness and digital skills, applicable across industries. Learn how to use a multitude of software and apps.

Topics included:

- Business Operations
- Data Analytics
- Diversity, Equity, and Inclusion
- Information Technology
- Management
- Professional Development

ESSENTIAL WORKPLACE SKILLS

Customizable training tracks: samples

Track Name	Course Number	Course Name	Time in Minutes
	52510	Interacting with Customers	30
	52511	Communicating Effectively with Customers	30
	52615	Being an Effective Team Member	30
	52631	How Culture Impacts Communication	30
	52578	Procrastination: Admitting it is the First Step	20
	52964	Using Active Listening in Workplace Situations	34
	53298	Acting with Diplomacy and Tact	36
Essential Skills 1	52482	Writing Effective e-mails and Instant Messages	28
	52706	Becoming an accountable professional	30
	52707	Becoming more professional through business etiquette	17
	52575	Uncovering and Utilizing your Talents and Skills	19
	52577	Establishing Self-confidence for Life	23
	52617	Effective team communication	31
	52261	Difficult people: Can't Change Them, so Change Yourself	31
	37209	Thinking Critically" Coming to Terms with Asumptions	26
			Total Time: 8 hours

Track Name	Course Number	Course Name	Time in Minutes
	52572	Aligning Goals and Priorities to Manage Time	32
	52497	Trust Building through Effective Communication	28
	53191	Navigating the Workplace with Emotional Intelligence	26
	52512	Controlling Conflict, Stress, and Time in a Customer Service Envir	32
	52270	Taking Stock of Your Work/Life Balance	22
	64830	Earning and Offering Trust at Work	30
	52514	Polishing Your Skills for Excellent Customer Service	24
Essentials Skills 2	52562	Bridging the Diversity Gap	27
	52569	Developing your Business Ethics	26
	53189	Navigating Your Own Emotions	29
	52576	Self-improvement for Lifelong Success	24
	53189	Navigating Your Own Emotions	29
	52256	Reaching Goals Using Perseverance and Resilience	27
	67138	Learning from Failure and Success	22
	52582	Understanding Unconscious Bias	25
	52563	Your Role in Workplace Diversity	30
			Total Time: 8 hours

PREREQUISITES FOR CAREER TRAINING

Track Name	Course Number	Course Name	Time in Minutes
	52574	The Art of Staying Focused	30
	52562	Bridging the Diversity Gap	27
	58709	First Aid: Basic	76
	60754	First Aid: Automated external defibrillator	17
	58733	First Aid: CPR	20
	58743	First Aid: CPR (Compression only)	10
	58738	First Aid: Medical Emergecies	42
Healthcare	58726	First Aid: Mental Health Awareness	29
	555009	Bloodborne Pathogen Awareness	25
	61456	Safety Short: Coronaviruses and COVID-19	26
	61693	Navigating the Post-Pandemic Workplace	8
	65382	HIPAA Privacy Essentials	30
	62390	HIPAA - Security Rule for Business Associates	33
	63125	HIPAA - Security Rule for Covered Entities	33
	63348	HIPAA - For Non-Medical Employees	19
			Total Time: 8 hours

Track Name	Course Number	Course Name	Time in Minutes
	52574	The Art of Staying Focused	30
	67138	Learning from Failure and Success	22
	52582	Understanding Unconscious Bias	25
	52441	Take a Deep Breath and Manage Your Stress	22
	55513	Defensive Driving 2.0	16
	58711	Defensive driving: Truck safety	81
	58705	Driving safely, Driver smarter	49
Commercial Driving	58708	Distracted Driving 2.0	19
	58725	Safe Backing of Tractor-Trailers	26
	58731	Safe Vehicle Backing	27
	58732	Emergency situations while driving	26
	59321	Urban Driving	21
	59331	Flatbed cargo securement	23
	64734	Hazardous Weather Driving for Commercial Vehicle Operators	36
			Total Time: 8 hours

Track Name	Course Number	Course Name	Time in Minutes
	66104	Getting Started in Windows 11	47
	65935	Using the Universal Apps in Windows 11	40
	65977	Accessing and Managing Files in Windows 11	37
	65850	Configuring System Properties in Widows 11	36
	65890	Organizing & Searching for Files in Windows 11	32
Information Technology	66009	Exploring the Productivity Tools in Windows 11	41
	66057	Managing Programs & File Types in Windows 11	29
	66105	Protecting & Backing up Data in Windows 11	41
	67207	Configuring & Optimizing a System in Windows 11	42
	67101	Exploring the Accessibility Tools in Windows 11	30
	67499	Managing User Accounts in Windows 11	28
			Total Time: 8 hours

PRICING

Mississippi Valley Workforce Development Board

To meet the goals of the workforce board, Metrix Learning will provide a custom training portal and marketing assistance to promote a "Mississippi Valley" initiative. Included in the unlimited licenses and training is:

- The Metrix team will work with Mississippi Valley WDB to set up their online portal, registration form, and desired learning tracks for participants.
- Initial training is provided for all staff on the LMS and reporting abilities.
- Twice weekly virtual training sessions are provided for residents to better leverage the portal and understand access to all the courses.
- Weekly virtual training sessions are provided for all workforce staff to understand the LMS abilities and run reports to meet their workforce requirements.
- Marketing assistance is provided to ensure awareness of the SKILLUP initiative.
- Setup of JOB READINESS DIGITAL BADGE gamification training for all users in Workforce programs.
- Provide a monthly report of progress towards annual goals.
- Provide a dedicated group for each workforce partner to utilize the training portal for their staff and job seekers.
- Provide training for all workforce partners.

Unlimited Content licenses include:

- Skillsoft 180-day Business/Desktop/IT
- TPC Training for manufacturing and construction

# Licenses	Price/User	Total Cost	NAWB **25% off	Discounted Price / User
250	$50.00	$12,500	$9,375	$37.50
500	$45.00	$22,500	$16,875	$33.75
*Unlimited	$40.00	$40,000	$30,000	$30.00

*   Based on the goal of 1000 or more people registered
   (register 1500 people and price / license is only $20)

** NAWB Discount promotion is valid on all new agreements signed in April

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CONTACT

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Metrix Learning
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Q2 Performance Levels

MVWA Performance Data

Adult Program

| Indicator | Py21 | | PY22 | | PY23 | | | | |
	Required	Annual	Required	Annual	Required	Q1	Q2	Q3	Q4
Employment 2nd Qtr	73.0%	84.2%	72.5%	81.9%	73.0%	82.1%	83%		
Employment 4th Qtr	70.0%	83.3%	66.0%	75.9%	67.0%	74.7%	76.50%		
Median Earnings 2nd Qtr	$5,400	$6,775	$6,100	$6,528	$6,100	$6,615	$6,591		
Credential Attainment	67.0%	78.9%	65.0%	79.5%	66.0%	75.0%	72.00%		
Measurable Skills Gain	44.0%	56.3%	44.0%	72.7%	44.0%	65.9%	70.2%		

Dislocated Worker

| Indicator | PY21 | | PY22 | | PY23 | | | | |
	Required	Annual	Required	Annual	Required	Q1	Q2	Q3	Q4
Employment 2nd Qtr	85.0%	86.0%	85.0%	81.0%	85.0%	83.1%	79.00%		
Employment 4th Qtr	83.0%	94.1%	85.0%	81.3%	85.0%	78.6%	82.80%		
Median Earnings 2nd Qtr	$8,400	$8,633	$8,900	$9,327	$9,000	$9,434	$9,726		
Credential Attainment	68.0%	73.3%	69.0%	78.8%	69.5%	67.6%	69.20%		
Measurable Skills Gain	31.0%	63.5%	44.0%	78.7%	44.0%	78.9%	84.90%		

Youth

| Indicator | PY21 | | PY22 | | PY23 | | | | |
	Required	Annual	Required	Annual	Required	Q1	Q2	Q3	Q4
Employment 2nd Qtr	73.0%	73.3%	73.0%	73.5%	74.0%	70.8%	73.6%		
Employment 4th Qtr	72.0%	93.8%	73.0%	67.2%	74.0%	67.6%	67.6%		
Median Earnings 2nd Qtr	$3,600	$4,016.0	$3,700	$3,275	$3,800.00	$3,940	$4,461		
Credential Attainment	59.0%	40.0%	52.0%	43.3%	57.0%	63.6%	32.1%		
Measurable Skills Gain	41.0%	21.4%	35.0%	48.2%	36.0%	39.1%	56.7%		

Financial Updates

Financial Updates

For April 2, 2024 Finance Committee Meeting

Estimated PY24 Funding

Funding Stream	PY22/FY23	Projected PY24/FY25	Difference	%Decrease
Adult	1,027,723.00	845,312.00	182,411.00	-17.75%
DW	808,127.00	793,207.00	14,920.00	-1.85%
Youth	1,282,726.00	1,072,989.00	209,737.00	-16.35%
Total	3,118,576.00	$2,711,508	407,068.00	-35.95%

Funding Stream	PY22/FY23	Projected PY24/FY25	Difference	% Decrease/Increase
Admin	311,858.00	271,149	40,709.00	-13.05%
Adult	974,952.00	760,781	214,171.00	-21.97%
DW	677,315.00	713,887	-36,572.00	5.40%
Youth	1,154,454.00	965,691	188,763.00	-16.35%
Totals	3,118,579.00	2,711,508	407,071.00	-13.05%

Financial Processes

Communication Regarding Delay in Drawdowns from IWD

Hello all,

Below you will find an email I sent to all local areas regarding the Title I drawdown request process, but I want to address some additional information with you that is specific to Mississippi Valley.

The attachment is slightly different - this version has steps 4.a and 4.b added that are specific to Mississippi Valley. These additional steps are important as this is what is resulting in the delayed reimbursements from your drawdown requests. I am going to try to address this chronologically so it makes sense.

First, there were delays with the December payments across the state. This was frankly human error on the IWD financial management side, as they missed one of the drawdowns. I am not sure if that was a MV draw or another area, but I want to be totally transparent. This has only happened one time. This error, coupled with the holidays and staff time off resulted in delayed payments, but all payments are now current with the exception of the 1/26/24 request from MV (correspondence outlined below). Below is a timeline of the 1/5/24 and 1/26/24 drawdown requests.

Timeline of drawdowns

1/5/24 (Friday) - drawdown requested

1/8/24 (Monday) - emailed CIJDC with the random sample and request for supporting docs

1/12/24, 1/18/24, and 1/26/24 - emailed CIJDC for supporting documents

1/30/24 - received supporting docs for first time

1/31/24 - emailed asking for a summary document to help determine payroll taxes

2/2/24 - received additional documentation from CIJDC

2/6/24 - emailed asking for more clarification

2/9/24 - received additional documentation; IWD completed approval to pay

All parts of the drawdown except Equus payments were processed for approval on 1/11/24

1/26/24 (Friday) - drawdown requested

1/29/24 (Monday) - emailed CIJDC with the random sample and request for supporting docs

2/6/24, 2/12/24, 2/16/24, 3/1/24- emailed CIJDC for supporting documents

3/5/24 - first receipt of supporting documents from CIJDC

All other parts of the drawdown except Equus payments were processed for approval on 1/29/24.

The delay in processing the drawdown request is happening due to a change in the process that was requested by Mississippi Valley. This is the change it the process listed in step 4 of the attached document. The drawdowns for any expenditures through Equus do not have supporting documentation attached when the drawdown is submitted. IWD receives the drawdown with a summary sheet of expenditures, then has to make the sample selection, send that back to CIJDC and wait for the supporting documents. As you can see from the two examples above, the IWD team is making that request on the next business day, almost immediately. As discussed in the email below, the local grant recipient should not be approving an expenditure for drawdown without first having verified the supporting documentation, without it, how can you know the expenses are true and should be reimbursed? I am not sure if this is a responsibility the MV LWDB has contracted CIJDC to do on your behalf or if the approval is done by the MV LWDB as the local grant recipient, but either way, the review and approval process of expenditures has to happen at the local level before you ask for reimbursement from the state. This cannot happen without supporting documentation.

The IWD fiscal team has done the best they can to accommodate the Equus process and not hold up other payments. At the beginning of the year, each fiscal agent was allowed to complete two drawdown requests per week. We have increased that to four for CIJDC. This allows them to separate all other reimbursement requests from the Equus requests so all other expenditures that do have supporting documentation can be approved and paid without waiting for Equus to provide the required documentation. This includes the Muscatine Co. requests being completed separately from Equus (I believe this was the December delay, all requests were on one drawdown and when there is one thing that cannot be verified on the drawdown, it delays the entire request). At this point, the only way to improve the speed of the reimbursement request on Equus expenditures is to include the supporting documentation at the same time the drawdown is submitted, like all other expenditures. I am going to follow up with Miranda by phone to make sure this is clear. We are committed to continuing to ensure the process is as efficient as possible, please let me know if you have any other questions.

Thank you,

Michelle McNertney
Division Administrator
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Iowa Workforce Development
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High-Level Overview of Title I Drawdown Request Process for Mississippi Valley

1. Expense made at Local Level
2. Expense submitted to Local Grant Recipient for approval and processing
    a. LGR should receive supporting documentation for the expense (or how did you approve)
3. Local Grant Recipient reviews supporting documentation and approves
    a. Local Grant Recipient sends to contracted fiscal agent for processing
4. Drawdown request submitted to IWD via TM1, including all supporting documentation
    a. Mississippi Valley – only the Equus internal tracking spreadsheet is provided, no supporting documentation;
    b. IWD Account 2 must select random sample and provide back to MV and wait to receive supporting documentation
5. IWD Accountant 2 receives drawdown and selects random sample of expenditures to review
6. Accountant 2 reviews supporting documentation already provided, or requests additional information or clarification when needed
7. After sample is verified, Accountant 2 approves for payment by sending to Accounts Payable (goal to be completed within 5 business days of drawdown request)
8. Accounts Payable enter into the state accounting system, this creates the check
9. Check is generated and returned to IWD
10. IWD mails check

Goal – Start to finish takes 10 business days or less

Each Fiscal Agent is permitted two drawdown templates per week, CIJDC has been provided 4 drawdown templates per week. CIJDC uses a separate drawdown to submit for Equus payments so as not to delay other payments