



Mississippi Valley Workforce Development Board

Operations Committee Meeting Agenda

Wednesday, February 9, 2022, at 4:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/82221712712?pwd=cUtrRIBTVmt1UkkyNmhaMC94aXRYZz09>

Meeting ID: 822 2171 2712

Passcode: 907927

One tap mobile: 1-312-626-6799

Called to Order	Matthew Nicol
Roll Call	Phyllis Wood
*Excused Absences	Matthew Nicol
*Approval of Agenda	Matthew Nicol
*Approval of Previous Meeting Minutes	Matthew Nicol
Introductions	Matthew Nicol
STANDING REPORTS	
Adult/DW/RR December Report	Kendra Schaapveld
Title III Reports	Carolyn Farley
One-Stop Operator Report	Bob Ryan
*Davenport Citibus	Kendra Schaapveld
*Transitional Jobs Policy Modification	Matthew Nicol
Other Business	
Public Comment	
Adjourn	Matthew Nicol

*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

Operations Committee Meeting

Wednesday, January 12, 2022, at 4:00 p.m. via Zoom

Members Present: Matthew Nicol, Ryan Drew, Carolyn Farley, Tim Gobble, Kirby Phillips, and Scott Schneider

Members Absent: None

CEOs Present: Brinson Kinzer and Rick Larkin

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

Service Provider Staff Present: Kendra Schaapveld, Project Director, Cherisa Price-Wells, Regional Project Director (late), Tabytha Seigfried, Quality Assurance Specialist, and Shannon Weaver, Operations Supervisor

One-Stop Operator: Robert Ryan

Guest: None

CALLED TO ORDER

Nicol called the meeting to order at 4:05 p.m.

EXCUSED ABSENCES

No absences.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

Phillips made a motion to approve the agenda, seconded by Drew, the motion carried.

APPROVAL OF PREVIOUS MINUTES

Schneider made a motion to approve the previous meeting minutes, seconded by Farley, the motion carried.

ADULT/DW/RR DECEMBER REPORTS

Schaapveld reported that during the month of December there were 534 participant contacts. There was \$7,297 spent on WEX wages and \$34,679 was written for ITA school tuition. Inventory includes six new Dell laptops at IWD Des Moines offices until staff assignment. There were no WARN notices this month. Enrollments for December included 13 Adults, 3 DW and 3 NDWG. The average case load was 73 for Adult and 43 for DW. Seven participants started OJTs but no new WBL started. Outcomes include eleven measurable skills gains. Legacy in Action customer satisfaction rate was 98.72%. Nicol asked about thoughts for actionable items for the

committee. Schaapveld stated WBL traditionally has not been a focus of workforce adult programming and expressed, in a perfect world, career navigators would have time to sit down with each participant and develop soft skills to be able to hand off a fully developed employee candidate. The board encourage their own organization and spread the word to their business connections to host work-based learning opportunities. Nicol appreciated the feedback and informed the committee there is in works an opportunity to develop a robust marketing/branding strategy and asked Schaapveld and the committee to consider and provide input about how to build out WBL, what they would like to see accomplished, and the obstacles and opportunities so an actionable item list could be generated.

TITLE III REPORTS

Farley reviewed the Title III December report which listed November unemployment rates for the counties in MVWA with Des Moines County highest at 4.3% with the overall trend moving lower in all counties. The report also listed the numbers in the labor force and unemployed for the MVWA. Farley will be putting together a chart of what the numbers look like over time. Farley went on to report the Wagner-Peyser program enrolled 99 individuals for Davenport and a total of 37 for Burlington. Farley gave a summary of the Re-employment Case Management (RCM) program. It is a state-run program to engage the unemployed sooner and more frequently to supplement the federal RESEA program. RCM will help address soft-skills and strengthen UI program integrity. Farley shared there will be a state Employee Council of Iowa session on diversity and inclusion in the workplace offering one credit hour of HRCI and SHRM continuing education. Farley can be contacted for information on enrollment. There has only been one individual seen at the outer county access points of Fort Madison and Wapello but they continue to promote on social media. Nicol indicated that the trend chart would be great to look at as far as percentage in labor and percentage unemployed. Nicol asked if there is data on number of people moving into and out of the region and possibly number on people entering/existing major industries. Farley said she would ask the labor market division at IWD to see if there are numbers available. Kinzer asked about the outer county locations and days. Farley relayed Fort Madison is staffed on Mondays and Wapello is staffed on Thursdays. Drew expressed concern about the RCM pressing seasonal workers to find employment in other industries. He cautioned, as a board, we should be cognizant of the worst of times scenarios when thinking about cutting the duration of programs.

ONE-STOP OPERATOR REPORT

Ryan reported activity for December on job fairs and hiring events. The QC Success Fair had 76 job seekers show up to. The hiring events had low foot traffic with the highest being six job seekers coming to see employers. These are heavily advertised on social media. Ryan and the business services team has put together a survey for employers at these job fairs and hiring events to get feedback on actual hires. Burlington center hosted one hiring event and Davenport hosted seven hiring events. Burlington has hosted workshops serving 16 participants and Davenport hosted workshops serving 109 participants. Burlington has served 546 individuals (~27/workday up from ~20/workday) and Davenport has served 934 individuals (~47/workday up from ~30/workday). Ryan reported on metrics for the IowaWORKS Facebook pages with in

the MVWA with Burlington having an average daily post reach of 76 people seeing the posts at least once, Davenport has an average daily post reach of 170. Nicol reiterated the idea of a working session to develop a social media strategy. Swafford commented that she has began reaching out to coordinate the work session.

INDIVIDUAL CAREER SERVICES POLICY

Swafford explained this policy was identified in our monitoring as required but missing. The policy is straight-forward and the area the committee could choose to modify would be the assessments used in the MVWA. The policy lists the most common ones which are the ones being used in the state. Nicol said the policy seems standard and asked if there was any additional conversation on the policy before sending to the executive committee for approval. Farley made a motion to approve the policy as written to send to the Executive Committee for review, seconded by Phillips, the motion carried.

OJT 75% TOOL

Swafford, in an interest of being respectful of time, suggest tabling this topic until the next meeting. Nicol said it is important for us to think about how we incentivize businesses to participate.

OTHER BUSINESS

Swafford announced there is an open board position for a male in business.

PUBLIC COMMENT

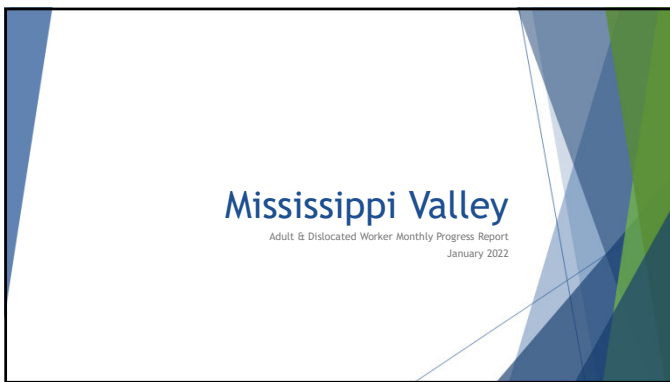
There were no public comments.

ADJOURNED

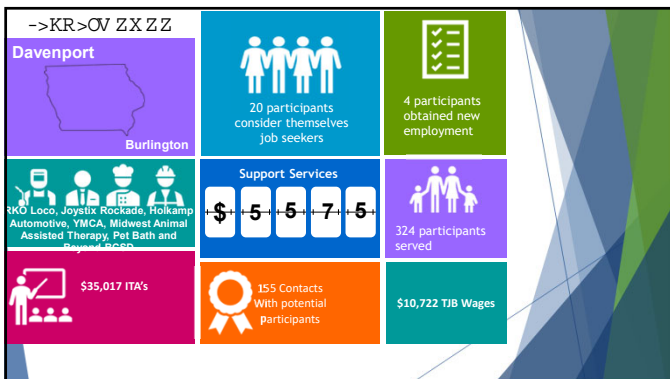
Gobble made a motion to adjourn the meeting, seconded by Drew, motion carried, Nicol adjourned the meeting at 4:49 p.m.



1



2



3

Inventory

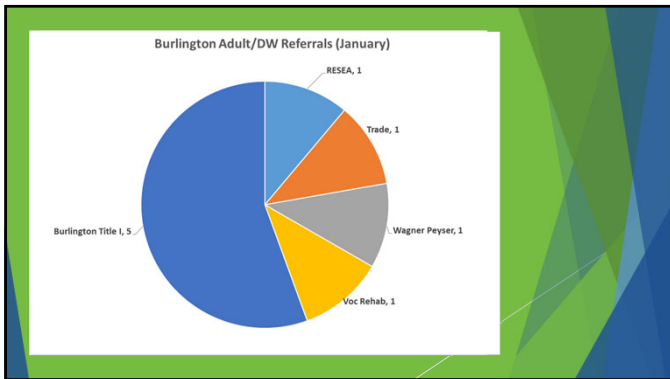
- ▶ RICOH network printer \$1,009 to be delivered Feb 2022

4

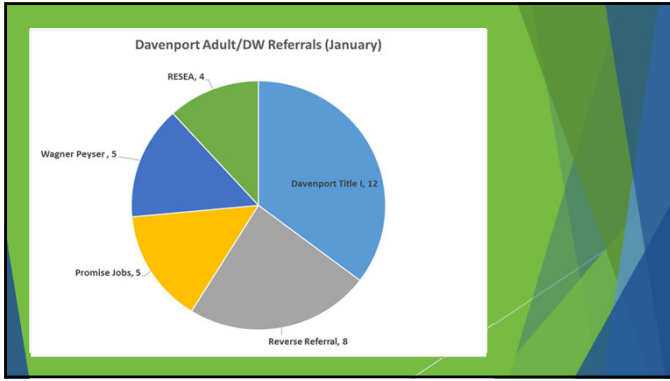
Rapid Response

- ▶ No WARN

5



6



7

Enrollments

	January	YTD Actual
Adult	12	85
Dislocated Worker	3	46
NDWG	3	87

8

- ### Dislocated Worker Industries
- ▶ 2 Des Moines County-Manufacturing
 - ▶ 1 Henry County-Waste Hauling

9

Caseload

- ▶ 118Adult
 - ▶ 118 Adult Follow Up
- ▶ 94 Dislocated Worker
 - ▶ 35 Dislocated Worker Follow Up
 - ▶ 77 Co-Enrolled NDWG
- ▶ Average caseload: 57 adults
- ▶ Average caseload: 32 dislocated workers
- ▶ Exits
 - ▶ Adult: 12
 - ▶ 8 Employed; 3 Unknown; 1 unemployed
 - ▶ Dislocated worker: 2
 - ▶ 1 Employed; 1 Unknown

10

Occupational Skills Training

	January	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	20	90	131	146%

11

Work-Based Learning

	January	YTD Goal	YTD Actual	% of Goal
Work-Based Learning	1	30	11	37%
NDWG OJT	0	28	2	14%

12

Legacy in Action

91.82% Customer Satisfaction Rate
19 Surveys Completed

Everyone was very helpful.
Excellent! Have no complaints.
I feel that my worker truly wants to help me.
Tabytha is very helpful and she always responds quickly.
The staff is amazing! They helped Chris and us when we had questions!
The staff was excellent in all areas! Sumita Amrik does A+ work! She went above and beyond to help me! She is very wise and helped me navigate around issues of going back to school! Sumita Amrik is AWESOME!
Warm greeting and helpful manners. Easy to follow instructions and simple self service. No real areas of improvement. All good.

13

Outcomes

- ▶ 4 Unsubsidized employment
- ▶ Credentials:
 - ▶ 4 CDL
 - ▶ 1 OST Certificate Completed
- ▶ 1 Completed Internship

14

Challenges

- ▶ Took 3 participants DAT's more than a month to be approved and did not get approved until 3 weeks after the class started
 - ▶ One was able to get a job and the other 2 did not return back to school not knowing if they would be approved or not
 - ▶ It was brought to UI employees and UI management

15

Celebration

Lee County Adult started an internship this month at Holtkamps Automotive. He has loved his time so far working for Perry Holtkamp at the shop. He has learned a lot of new skills and he is a pleasure to have in the program. He communicates very well with any concerns or needs that he has. After this internship, he will be graduating from SCS Automotive Program.



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MVWA Title III Operations Committee Report February 2022

MVWA 2021 Unemployment Rate (Not Seasonally Adjusted)

December 2021	
United States	
Iowa	3.5%
Des Moines Co.	4.5%
Henry Co.	2.6%
Lee Co.	4.1%
Louisa Co.	3.2%
Muscatine	3.4%
Jackson	3.5%
Clinton	3.9%
Scott	3.6%

MVWA 2021 Labor Force (# In Labor Force/Unemployed)

December 2021	
United States	
Iowa	1,662,700/57,900
Des Moines Co.	17,830/800
Henry Co.	9,730/260
Lee Co.	15,120/630
Louisa Co.	5,940/190
Muscatine	20,000/680
Jackson	10,460/360
Clinton	21,340/820
Scott	86,400/3,100

Enrolled Individuals - By Office

- Report Type: Title III - Wagner-Peyser (WP)
- Region/LWIA Name: Mississippi Valley LWDA
 - One Stop Location: Burlington
 - Date Filter: Participation Date
 - Start Date: 1/1/2022
 - End Date: 1/31/2022
- Report Run Time: 2/3/2022 2:34:13 PM

Office	Total	% Total
Burlington	58	100.00 %
Office	Total	% Total
Total Rows: 1		

Enrolled Individuals - By Office

- Report Type: Title III - Wagner-Peyser (WP)
- Region/LWIA Name: Mississippi Valley LWDA
 - One Stop Location: Davenport
 - Date Filter: Participation Date
 - Start Date: 1/1/2022
 - End Date: 1/31/2022
- Report Run Time: 2/3/2022 2:36:14 PM

Office	Total	% Total
Davenport	140	100.00 %
Office	Total	% Total
Total Rows: 1		

Updates/Successes:

There was a statewide ECI session on Diversity and Inclusion in the Workplace on February 3, 2022, from 11:30 – 12:30. The presenter is Saul Grant, President and Owner of Growing Forward Innovations. There were 368 individuals registered and 185 attended.

Another statewide ECI session is scheduled for February 24, 2022, from 11:30 – 12:30 with the Department of Labor's Wage and Hour Division. A flyer and registration information will go out early next week.

Started in prison, Iowa barbershops begin offering apprenticeships

But some barbers say more state guidance needed.



Erin Jordan



Jan. 17, 2022 6:00 am



Barber Trent Keller of Waterloo, left, talks with Donshey Reed about how to interact with clients during an appointment Monday at Mount Pleasant Correctional Facility. (Savannah Blake/The Gazette)

Trent Keller cut Donshey Reed's hair when Reed was a teen growing up in Waterloo.

Now Keller, 48, is teaching Reed, 38, how to cut hair as part of the Iowa Department of Corrections barbering apprenticeship program.

Keller drives more than two hours twice a month from Waterloo to Mount Pleasant to mentor Reed in the hands-on skills of cutting hair, as well as on the business skills Keller has learned owning the Hairport barbershop for more than 20 years.

"Every client you do, you want them to leave looking like Denzel Washington. You want them to look like Magnum P.I.," Keller said last Monday during a session with Reed.

The Corrections Department, which started its barbering apprenticeship program in 2018, has seven graduates with a half-dozen other men training at prisons across the state.

While prisons have had the program for several years, Iowa barbershops are starting their own apprenticeship programs under a change in Iowa law last year that allows would-be barbers to be paid while they learn from other barbers and through a state-approved curriculum.

While fees for apprenticeships are a fraction of barbering school tuition — which may allow more people to get into the profession — some barbers say the state needs to give more guidance to these fledgling programs to ensure apprentices get enough training.

Barbering school

When Keller decided in 1992 he wanted to be a barber, his job working at Pizza Hut wasn't enough to pay for school. He took out Pell grants to pay his tuition at the College of Hair Design and Young's Cosmetology School, both in Waterloo.

Today, Iowa has only one barbering school, the Salon Professional Academy, in Cedar Falls. Marc Nalls plans later this year to open the Clippernomics Academy of Hairstyling in Des Moines.

The [Clippernomics website](#) lists a special of \$6,000 enrollment for a curriculum that includes courses on cutting, styling and coloring hair, as well as facial and nail techniques, safety and chemistry and laws and ethics of being a professional barber/stylist.

Nalls has been cutting hair for 25 years, but to open Clippernomics he had to get certified as an instructor. His school also must be bonded, which means money is set aside in case a consumer files a complaint.

"It takes a lot of guidance and teaching to get a person to go from A to Z," Nalls said about instruction. "Before we even get to cutting hair, you have to go through laws and rules in regards to sanitation. Then there's nerves, muscles and arteries (as well as learning) the history of barbering."

Iowa has several cosmetology schools, which offer training in other beauty services in addition to hair cutting, including [Capri College](#), in Cedar Rapids, and [PCI Academy](#), in Iowa City and Ames.

[Lajames International College](#), with campuses in Cedar Rapids, Davenport, Waterloo, Fort Dodge and Johnston, is facing a class-action lawsuit from former students who say the cosmetology school mishandled their student loan money, the [Des Moines Register reported Jan. 3](#).

More than clippers

The state Corrections Department's barbering apprenticeship requires 2,000 hours of hands-on work and several months of book work that includes 12 written tests. All prison apprenticeships, certified with the U.S. Department of Labor, are tied to jobs needed in the correction system.

In 2020, Mitchell Stites became the first person to complete the program. When he was released in March 2020, he had to pass the state's written test and a two-hour proctored test that includes doing haircuts with scissors, clippers and a straightedge razor as well as highlighting and perming a mannequin's hair.

"I got through that hands-on test by using YouTube," Stites [told The Gazette in October](#). "I went through a lot of stress and anxiety over that." Stites had opened his own barbershop, the [Barber House](#), in Urbandale, last June.

To enhance the program, the Corrections Department is working to bring seasoned barbers, like Keller, into the prisons to help with hands-on skills and to share business expertise.

You've got to know when to talk and when to listen. Work fast — more heads means more money — but don't make the shop feel like an assembly line. Care for your gear and your body because if you can't stand for eight to 10 hours a day, you'll be out of a job.

Keller shared these nuggets with Reed during a recent meeting at the Mount Pleasant Correctional Facility. Reed had scheduled a dozen haircuts so Keller would help him with technique, but because of a spike in COVID-19 cases in the prison, the practical training was suspended.

Reed offered some of his own hard-earned wisdom.

"I started wrestling when I was 4 years old," he said. "I was very hyperactive."

If Reed's grades weren't high enough in high school, his parents wouldn't let him go to wrestling practices or meets. That structure motivated him to keep his studies on track, he said.

Reed was incarcerated a handful of times for selling marijuana, with this most recent trip to prison coming after a parole violation, he said. But Reed now feels like the barbering apprenticeship has given him the structure he needs and the skills to make a money without drug sales.

"A lot of people want to be entrepreneurs, but they are selling the wrong product," Keller said. As a barber, the product is competent, caring service, he said.

Reed's plan is to go back to Waterloo when he's released later this year. He'll work another job to make money, but get tutoring from Keller to prepare for the state exams. Once licensed, Reed wants to rent a chair to start building a client base.

Law has changed

In May, Gov. Kim [Reynolds signed Senate File 424](#), which requires state licensing boards, such as the Board of Barbering, to grant licenses to people who have completed Department of Labor-certified apprenticeships as long as they've also passed required exams and paid fees.

When the board met Aug. 30, three Iowa barbershops had applied to have apprenticeship programs, according to meeting minutes.

Board Executive Venus Vendoures Walsh said the board would accept certified apprenticeships as a path to getting a license. These programs must include 2,000 in-person and hands-on training hours and 380 hours of classroom instruction through the [Milady barbering curriculum](#).

Teono and Kristin Smith, owners of [Tru All-American Barbershop](#), in Des Moines, started an apprenticeship program Oct. 5 and now have six apprentices, Teono Smith told The Gazette.

"When you have school you're going for eight or nine hours a day and you're not paid," he said. "In an apprenticeship, you're paid and it's less expensive."

Apprentices pay \$500 at the beginning of the program, expected to last 12 to 14 months, Smith said. They observe licensed barbers and eventually perform their own services, including cuts and facials. The apprentices make an hourly wage to start; later their pay will be based on commission.

Nalls, of Clippernomics, said he thinks a barbering apprenticeship is a good route for someone who has years of experience cutting the hair of friends and family. But he would like to see the state provide more structure for the apprenticeships.

"The state of Iowa and Barbering Board are going to have to come up with more rules," he said.

Stan Yoder, owner of Stan's Barber Stylists in Iowa City, graduated from barbering school in Cedar Rapids and became a licensed barber in 1966. At that time, there were 8,000 barbers in Iowa. At his last certification in July, there were 1,200.

Yoder thinks the apprenticeships are a step backward.

"If a shop is busy, I have no idea how the person working the chair would have time to be teaching somebody," he said. And not every barber is cut out to teach. "I could probably show you how to do it, but if you didn't get it, I wouldn't have the patience to show you again and again and again."

Yoder would like to see barbering and cosmetology training taken over by community colleges, which could offer training in cuts, highlights, safety and sanitation, while also providing business courses.

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One-Stop Operator
January 2022

MISSISSIPPI VALLEY
WORKFORCE DEVELOPMENT BOARD

1

January Hiring Events

Date	Event	Location	Jobseekers
1/5/2022	HNI Hiring Event	Davenport IowaWORKS	2
1/7/2022	Whirlpool Hiring Event	Davenport IowaWORKS	0
1/11/2022	QPS Hiring Event	Davenport IowaWORKS	2
1/12/2022	HNI Hiring Event	Davenport IowaWORKS	1
1/13/2022	Aerotek Hiring Event	Davenport IowaWORKS	0
1/18/2022	Le Claire Mfg. Hiring Event	Davenport IowaWORKS	2
1/19/2022	HNI Hiring Event	Davenport IowaWORKS	0
1/20/2022	HNI Hiring Event	Burlington IowaWORKS	0
1/20/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS	3
1/21/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS	1
1/24/2022	Bally's Hiring Event	Davenport IowaWORKS	2
1/25/2022	Le Claire Mfg. Hiring Event	Davenport IowaWORKS	7
1/26/2022	HNI Hiring Event	Davenport IowaWORKS	2
1/27/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS	14
1/28/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS	2
1/28/2022	West Liberty Foods Hiring Event	Burlington IowaWORKS	0
1/31/2022	Aerotek Hiring Event	Davenport IowaWORKS	3

MISSISSIPPI VALLEY
WORKFORCE DEVELOPMENT BOARD

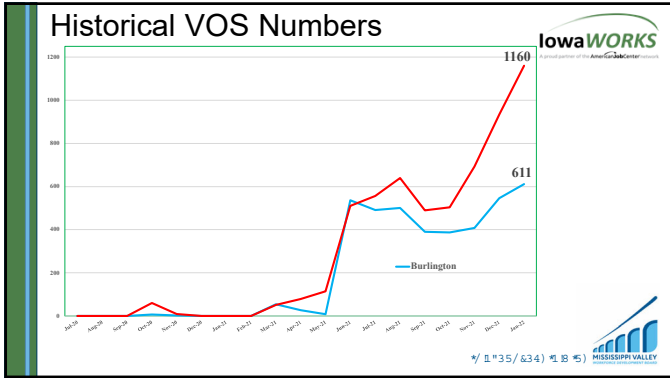
2

Upcoming February Hiring Events

Date	Event	Location
2/1/2022	DES Hiring Event	Davenport IowaWORKS
2/2/2022	HNI Hiring Event	Davenport IowaWORKS
2/2/2022	Thomson Prison Hiring Event	Davenport IowaWORKS
2/3/2022	HNI Hiring Event	Burlington IowaWORKS
2/3/2022	RJK Hiring Event	Davenport IowaWORKS
2/4/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS
2/7/2022	Norfolk Iron and Metal Hiring Event	Davenport IowaWORKS
2/8/2022	LeClaire Manufacturing Hiring Event	Davenport IowaWORKS
2/9/2022	Team Staffing Hiring Event	Davenport IowaWORKS
2/10/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS
2/11/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS
2/14/2022	Bally's Hiring Event	Davenport IowaWORKS
2/14/2022	PSSI Food Safety Solutions Hiring Event	Burlington IowaWORKS
2/15/2022	QPS Hiring Event	Davenport IowaWORKS
2/16/2022	Thomson Prison Hiring Event	Davenport IowaWORKS
2/16/2022	HNI Hiring Event	Davenport IowaWORKS
2/17/2022	HNI Hiring Event	Burlington IowaWORKS
2/17/2022	Scaberg Industries Hiring Event	Davenport IowaWORKS
2/18/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS
2/22/2022	LeClaire Manufacturing Hiring Event	Davenport IowaWORKS
2/23/2022	PSSI Food Safety Solutions Hiring Event	Davenport IowaWORKS
2/24/2022	Kraft Heinz Hiring Event	Davenport IowaWORKS
2/25/2022	Durham School (bus drivers) Hiring Event	Davenport IowaWORKS
2/28/2022	Bally's Hiring Event	Davenport IowaWORKS

MISSISSIPPI VALLEY
WORKFORCE DEVELOPMENT BOARD

3



7

Services Provided Employers (January)

Service	Total Employers	Total Services
Assisted Employer with Accessing Untapped Labor Pools	21	22
Employers view internal resumes	21	611
Notification to Employer of Potential Applicant	4	8
Provided Employer Information and Support Services	49	49
Provided Job Fair Services	8	8
Provided Job Order Follow-up/Assistance	8	10
Provided Strategic Planning/Econ. Development Activities	2	2
Provided Training Services	4	5
Provided Workforce Recruitment Assistance	15	18
Referred Qualified Applicants	8	11
Registered Apprenticeship - In-Depth Meeting	2	3
Registered Apprenticeship - Intro Meeting	1	1
Registered Apprenticeship - Program Registered	1	1
	146	746

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8

Facebook January

Office Page	Total Reach*	Impressions**
Davenport	1,740	3,511
Burlington	1,485	1,874
Muscatine	75	217
Maquoketa	66	107
Clinton	37	117
Fort Madison	34	57
Keokuk	1	3

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*Reach: The number of unique individuals who saw any of your content
 **Impressions: The number of times content is seen (e.g. 1 person sees the same content 3 times = 3 impressions)

9

MESMERIZE

Out of home. Into action.

Internal RFP Request Submission

Client: Equus Workforce Solutions

Media Format: Transit

Flight Dates: 3/1/22 - 2/28/23

1. Option #1 mirror same plan and investment as current contract. Three bus shelters and twenty interior cards for 1-year. Interior cards space is no-charge, though \$500 production charge to install and print material.

2. Option #2 is four bus shelters and twenty interior cards. As with option #1, interior card space is no-charge but there is \$500 production charge. By increasing to (4) bus shelters, the rate per month has been slightly reduced. Bus shelters space cost has been reduced from \$245 to \$230 per 4-weeks and total number of impressions has increased by 2,348,040.



Vendor	Market	Transit Authority	Tactic	Media Description	Quantity (Units)	Flight Start	Flight End	Months / Periods	Per Bus Impressions	4 Wk Impressions	Total Impressions	Cost Per Unit	4 Wk Media Cost	Total Media Cost	Production Per Unit	Total Production (if nec.)	Total Cost
Option 1																	
Mesmerize	Davenport	Citibus	Bus Shelters	Bus shelters in the city of Davenport	3	3/1/2022	2/28/2023	12	195,670	587,010	7,044,120	\$245.00	\$735	\$8,820	\$225	\$675	\$9,495
Mesmerize	Davenport	Citibus	Interior Cards	Interior ads being seen by all passengers on Davenport buses	20	3/1/2022	2/28/2023	12	30,000	600,000	7,200,000	\$0.00	\$0	\$0	\$25	\$500	\$500
																Total:	\$9,995
Option 2																	
Mesmerize	Davenport	Citibus	Bus Shelters	Bus shelters in the city of Davenport	4	3/1/2022	2/28/2023	12	195,670	782,680	9,392,160	\$230.00	\$920	\$11,040	\$225	\$900	\$11,940
Mesmerize	Davenport	Citibus	Interior Cards	Interior ads being seen by all passengers on Davenport buses	20	3/1/2022	2/28/2023	12	30,000	600,000	7,200,000	\$0.00	\$0	\$0	\$25	\$500	\$500
																Total:	\$12,440

Inventory and rates are based on full availability and can be scalable to fit any budget
Inventory is subject to prior sale and not on hold



Mississippi Valley Workforce Development Board

Transitional Jobs Policy

Approved Date: December 28, 2020

Effective Date: July 1, 2020

Purpose

The purpose of this policy is to detail the requirements and eligibility for the WIOA Adult and Dislocated Worker Transitional Job (TJB) work-based learning program to serve the untapped labor pool in the Mississippi Valley Workforce Area. The goal of TJB are to help eligible Adults and Dislocated Workers from the untapped labor pool to gain practical work experience and sharpen their workplace skills while getting paid and working to improve their chances of achieving suitable long-term employment.

Policy

Mississippi Valley Workforce Development Board's (MVWDB) Service Providers shall adopt this Transitional Job (TJB) Policy and develop written procedures and forms to be approved by the MVWDB.

Transitional jobs (TJB) are a type of work-based learning and are considered an individualized career service. TJB are time-limited and wage-paid work-based learning that are subsidized up to 100%. Transitional Jobs (TJB) target populations with multiple employment barriers or limited work experience. These programs provide a participant with work experience and an opportunity to develop critical workplace skills. TJB must be combined with other career and supportive services, including any of the supportive services currently identified by the Board are allowed with documentation on need by the Service Provider. Where possible, TJB will be combined with job readiness training. These jobs must be designed to establish a work history with the program participant showing success in the workplace and developing the skills that lead to entry into and retention in unsubsidized employment.

TJB may be used to assist individuals to:

- Learn the expectations of the workplace;
- Address barriers to work;
- Establish a work history and references;
- Demonstrate success in a work environment;
- Develop skills and experience that lead to entry into and retention in unsubsidized employment;

- Create linkages to further education and training opportunities

General Provision

All TJB participants must meet program eligibility requirements, be enrolled in the respective WIOA program, and have received an assessment resulting in the development of an Individual Employment Plan (IEP) that documents the participant's need for and benefit from a TJB. A TJB opportunity may be provided as work-based learning to enrolled adults and dislocated workers who have met the priority of service requirements.

Guidelines

Under Section 134 (d)(5) of WIOA and 20 CFR 680.195 of the Final Rule, Local Workforce Development Boards (LWDB) may use up to 10 percent of their combined total of adult and dislocated workers funds to provide TJB to individuals with one (1) federally defined barrier to employment or chronic unemployment or inconsistent work history (as defined below). A TJB agreement at one worksite can be written for a maximum of 13 calendar weeks unless the agreement is for a part-time TJB of less than 520 hours, then the TJB activity period can be extended to a maximum of 26 weeks. **No overtime is allowed. The wage rate will not exceed \$13.00 per hour.**

TJB placements should contribute to the occupational development and upward mobility of the participant. Unlike on-the-job training (OJT), there is no requirement that the employer retains the individual upon completion of the TJB; however, employment opportunities where appropriate, is preferred for the benefit of the worker and employer.

Federally Defined Barrier to Employment

- Displaced homemakers
- Low income individuals
- American Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities
- Older individuals (age 55 or older)
- Ex-offenders
- Homeless individuals
- Individuals who are English language learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed up to 27 or more weeks)
- Recipients of public assistance

Individuals with “chronic unemployment” or an “inconsistent work history” are those who:

- Have been unemployed for 13 weeks or longer; or
- Were unemployed for at least 26 of the past 52 weeks; or

- Have held three or more jobs in the past 52 weeks.

Employer Eligibility

For an employer to qualify for Transitional Jobs under the program guidelines, they must:

- Be a private-for-profit business, private non-profit organization, or public sector employer;
- Provide a quality work experience for participants to gain valuable skills; and,
- Provide a safe environment for participants to gain skills.

An Employer will not be eligible to participate as a Host Employer site if:

- The employer has any other individuals on layoff from the same or substantially equivalent position;
- The TJB would infringe upon the promotion or lead to the displacement of any currently employed worker or result in a reduction in their hours;
- The same or a substantially equivalent position is open due to a hiring freeze; or

Transitional Jobs Agreement Requirements

- WIOA TJB is provided based on a formal, written agreement with a private, non-profit, or public sector employer that is completed and signed by all parties prior to the initiation of training with a copy given to the employer.
- In determining an employer's viability for TJB contracts, local areas should consider the employer's past history with on-the-job training (OJT), customized training (CT), or other TJB agreements, financial stability, layoffs, and labor disputes, as well as the occupational and industry outlook.

A TJB work-based learning agreement must address:

- The TJB agreement must identify the length and wages to be paid. In TJB situations, the WIOA Title I service provider is the employer of record. TJB participants must always be paid for time worked and must not be paid for any scheduled hours they failed to attend without good cause;
- Each participant in TJB must be covered either by Workers' Compensation in accordance with state law or by adequate on-site medical and accident insurance. Participants in TJB are exempt from unemployment compensation insurance. Therefore, unemployment compensation costs are not allowable. In addition to the guidelines listed here, other State and federal regulations governing employment situations apply to TJB as well;
- A job description, skills(s) and competencies to be provided and learned;
- Performance outcome requirements;
- A training plan (with a rating scale for skills at hire and at completion of the TJB) that defines successful completion of training;
- A provision addressing termination for lack of funds or recapture of funds, lack of participant attendance or failure of employer to comply with initial or upgraded work-based learning requirements;
- A provision for maintaining and providing records for the MVWDB, Iowa Workforce Development (IWD), and federal monitoring and review. Monitoring may include on-site

visits and phone/email communication with participant to review the participant's progress in meeting work-based learning plan objectives and adherence to WIOA and applicable regulations;

- Service providers must ensure all proper documentation is scanned into the IowaWORKS case management system.

Payroll Requirements/Payments

Pay periods will be indicated on the WIOA Trainee Time Sheet forms provided to the worksites. WIOA service provider staff processes all payments after receiving appropriate documents from the WIOA case manager. WIOA service provider also maintains a Payment Tracking Sheet on each participant enrolled in TJB to record payments made and to track durational hour limits per participant. This record is available for the WIOA case manager's review at any time. At the end of the activity, the WIOA case manager is provided a copy of the finalized form.

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