



# Mississippi Valley Workforce Development Board

## Operations Committee Meeting Agenda

Wednesday, September 14, 2022, at 4:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/81583203856?pwd=Y-75lnFJwTWblaBDcv2c23JPTEH1My.1>

Meeting ID: 815 8320 3856      Passcode: 159119

One tap mobile: +13126266799,,81583203856# US

Called to Order	Matthew Nicol	
Roll Call	Phyllis Wood	
*Excused Absences	Matthew Nicol	
*Approval of Agenda	Matthew Nicol	page 1
*Approval of Previous Meeting Minutes	Matthew Nicol	pages 2-4
 <b>New Business</b>		
*Monitoring Policy Modifications	Matthew Nicol	pages 6-12
*Transitional Job Policy Modifications	Matthew Nicol	pages 14-17
*WEP Policy Modifications	Matthew Nicol	pages 19-24
Sector Boards	Mandy Parchert	no document in packet
LMI Reports	Matthew Nicol	page 26
Performance Outcome PY21 Q4	Miranda Swafford	page 28
 <b>STANDING REPORTS (<i>July &amp; August</i>)</b>		
One-Stop Operator Report	Robert Ryan	pages 29-45
Adult/DW/RR Report	Kendra Schaapveld	pages 46-58
Title III Report	Carolyn Farley	pages 59-66
 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](mailto:director@mississippivalleyworkforce.org) or at 319-759-8980.



## Mississippi Valley Workforce Development Board

---

### **Operations Committee Meeting**

Wednesday, July 13, 2022, at 4:00 p.m. via Zoom

**Members Present:** Mathew Nicol, Kirby Phillips, Scott Schneider, Mandy Parchert, Tim Gobble, Ryan Drew (late), Carolyn Farley, and Jana Wittenberg

**Members Absent:** Stephani Smith

**CEOs Present:** Brinson Kinzer

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

**Service Provider Staff Present:** Kendra Schaapveld, Project Director, Tabytha Seigfried, Quality Assurance Specialist

**One-Stop Operator:** Robert Ryan

*\*Items Requiring a Vote, \*\* Items Requiring a Roll Call Vote*

### **CALLED TO ORDER**

Nicol called the meeting to order at 4:00 p.m.

### **EXCUSED ABSENCES**

None as Smith had not requested an excused absence.

### **QUORUM**

The committee had a quorum to conduct business.

### **\*APPROVAL OF AGENDA**

Parchert made a motion to approve the agenda, seconded by Gobble, the motion carried.

### **\*APPROVAL OF PREVIOUS MINUTES**

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

### **PY21 Q3 PERFORMANCE OUTCOMES**

Swafford noted MVWA has now been established long enough to have performance data reports. This report will be presented every quarter. The youth programs are struggling to meet their performance goals. Swafford reported the youth committee has begun to adjust policy to help incentivize measures tied to these goals. Nicol asked about the performance goals. Swafford and Schaapveld explain what goes into these goals and how they are set. Swafford will provide Nicol with detailed information about how these goals are measured. Schneider noted these same measures are used for Title II. Swafford stated she would like to include the Title II numbers in the annual report.

### **PY22 MEETING SCHEDULE**

Wood reviewed the schedule and reminded the committee that one of their meetings would be in-person. The committee would need to determine a month to have their in-person meeting and suggested they avoid months in which other committees are meeting. The committee would also need to determine a location for the in-person meeting. Nicol asked Wood to send a poll. Schneider asked if they could adjust the time for the in-person meeting, which Nicol said would be possible.

### **OJT MONITORING REPORT UPDATE**

Rodriguez reviewed the OJT monitoring report with no findings but there are some areas of concern. The board staff is moving to align the contracts with the policy and to simplify progress checks and on-site reviews. One other area of concerns is ensuring the service provider is documenting in the IowaWORKS system the progress of checks in.

## **STANDING REPORT**

### **ONE-STOP OPERATOR REPORT**

Ryan also had issue collecting his data due to the IowaWORKS system being down. Hiring events in Burlington and Davenport show good participation and employers are reaching out to participate. Facebook boosting has increased traffic tremendously. Partner referrals continue to remain strong. Nicol added the social media strategy has been approved by the state and there will be some next steps to move forward with that plan.

### **ADULT/DW/RR REPORT**

Schaapveld reported the IowaWORKS system has been down since June 26 making it impossible for her to pull all the data she would normally provide. There were 632 contacts with participants, the program paid out \$5,610 in WBL wages, \$10,734.80 in support services, and \$21,230 ITA's. Inventory purchases included 10 monitors and 20 Transfr VR Headsets. Rapid response activities included a resume workshop and interviewing skills for Jabil and three worker information meetings with Siemens Gamesa. Enrollments in June were 23 for Adult, 6 Dislocated Worker, and 5 NDWG. Caseload numbers were unavailable. There were 12 occupational skills trainings and one WBL started. Legacy in Action reports 95.5% customer satisfaction rate. Outcomes included three measurable skills gains, 22 unsubsidized employment, and 11 credential attainment. Nicol asked about the headset program. Schaapveld stated they are just getting things up and going taking care not to violate the copyrights of the TRANSFR VR licensed products.

### **TITLE III REPORT**

Farley reported on unemployment and labor force numbers due to the IowaWORKS system being down. Swafford added that the Lee County Program requested by the Governor is expected to get funded.

**OTHER BUSINESS**

Nicol added the OJT policy changes the committee voted on last month were approved by the executive committee last night (July 12, 2022). Kinzer shared his certificate for training he completed while absent from the last CEO meeting. Rodriguez shared the IowaWORKS Davenport office is hosting the Advance Manufacturing Sector Board meeting tomorrow, July 14, 2022.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNED**

Drew made a motion to adjourn the meeting, seconded by Phillips, motion carried, Nicol adjourned the meeting at 5:03 p.m.

# **MONITORING POLICY MODIFICATIONS**



# Mississippi Valley Workforce Development Board

## Monitoring Policy

**Approved Date:** January 11, 2021

**Effective Date:** January 1, 2021

**Amended Date:** N/A

### A. Background

1. The Mississippi Valley Workforce Development Board (MVWDB) on behalf of the Chief Lead Elected Official (CLEO) for the Mississippi Valley Workforce Area (MVWA), must conduct monitoring of all contracts at least annually or, for contracts lasting less than one year, once during each contract term for financial and programmatic compliance.
2. MVWDB must also ensure that the use, management, and investment of funds for workforce development activities are consistent with 2 CFR 200 and maximize performance outcomes under section 116 of the Workforce Innovation and Opportunity Act (WIOA).

### B. MVWDB Primary Responsibilities

1. Per IWD Chapter: 9 Section: 2.1 the MVWDB must conduct oversight, which may include, but is not limited to:
  - a. Administration and Governance
  - b. Workforce Development Program Delivery
  - c. Fiscal Management
  - d. Performance and Reporting Management
  - e. Additional review areas, as applicable

### C. Monitoring Schedule

2. All contracts shall be monitored by the staff of the MVWDB and/or fiscal agent for each program they operate at least annually for all WIOA related and certain non-WIOA related operations in the MVWA.
  - a. ~~When an onsite review will take place, The monitor will work with the~~ sub-recipient to schedule a monitoring timeline that meets the needs of all parties involved.
  - b. ~~Communications related to on-site monitoring will be initiated~~ at least thirty (30) days but no more than forty-five (45) days prior to the start date of the ~~visit~~ monitoring whenever possible.
 

Once monitoring has been started the process should be completed within 60 days unless extenuating circumstances arise.

- Style Definition: Heading 1
- Style Definition: Heading 2
- Style Definition: Heading 3
- Style Definition: Heading 4
- Style Definition: Title1

Commented [LR1]: Revision 1: to make more of a collaborative process

a-c. The MVWDB reserves the right to conduct unscheduled monitoring in conjunction with or in response to investigations of misfeasance and/or malfeasance or previous monitoring findings.

3. On-site monitoring visits

b-d. MVWDB will conduct on-site monitoring visits on an annual basis.

e-e. On-site monitoring visits may be conducted as a standalone review or incorporated into other monitoring reviews.

d-f. On-site monitoring visits may include, but are not limited to:

- i. an entrance and exit conference with Title I MVWA American Job Center leadership,
- ii. a tour of the American Job Center,
- iii. participant file reviews, and
- iv. interviews with contractors, center staff, One-Stop Operator, and the customers and employers who received services.

Commented [LR2]: Revision 2: to address on-site monitoring requirement as it's own stand alone part of the monitoring schedule

Commented [MS3]: Revision 3: This should only be Title I as they are the ones we are monitoring.

**D. Responsible Representatives**

- 4. Designated board staff or monitoring staff will perform the programmatic monitoring of the sub-recipients, or designee, along with oversight of the fiscal agent.
- 5. The fiscal agent staff will be responsible for the oversight and monitoring of the sub-recipients' fiscal operations.

Commented [LR4]: Revision 4: throughout the document, executive director is replaced with more general "designated board staff" for flexibility to complete these tasks

**E. Oversight Methods**

- 6. MVWDB may utilize any of the following methods of monitoring oversight
  - a. Random sampling
  - b. Risk assessment
  - c. Desk review
  - d. On-site visit
  - e. Questionnaires and interviews of customers, employers, One-Stop Operators
  - f. Customer satisfaction survey
  - g. Other necessary methods, as applicable
- 7. MVWDB is not restricted to using only the aforementioned methods and may incorporate other methods as deemed necessary.

**F. Oversight Tools**

- 8. MVWDB will develop written oversight tools that assist the Local Area in conducting a thorough review of programs and activities. The varying requirements of each funding stream involved will be taken into consideration when designing the tools and determining the most effective activities to be used. The tool used for each oversight activity will be included with the final monitoring report. Examples of oversight tools may include, but are not limited to:

- a. Risk Assessment Tool
- b. Monitoring Review Guide
- c. Corrective Action Tracker
- d. Corrective Action Plan Template
- e. Monitoring Report Template

## G. Monitoring Requirements

9. Programmatic, fiscal, and operational monitoring will be conducted to measure compliance with WIOA regulations, Iowa Workforce Development (IWD) and local policies.

10. Monitoring will include a comprehensive examination of compliance issues cited in prior state and local reviews and the determination where corrective measures were taken to address and resolve those issues.

~~9-11.~~ In accordance with IWD policy Chapter: 9 Section: 2.2.2 program monitoring may include on-site reviews of policies, plans, and procedures governing all segments of the contracts program activities and operations at least once during the program year.

~~10-12.~~ Additionally, monitoring may include reviewing services to participants for program accountability and to ensure sub-recipients perform in accordance with the terms, conditions, scope of work, and specifications of their contracts.

~~11-13.~~ Participant files may also be reviewed as part of program monitoring to include but is not limited to:

- a. Participants eligibility and/or priority for the specific program and services;
- b. Orientation to services;
- c. Signed acknowledgement from the participant that notification of complaint and grievance rights and procedures were received;
- d. Justification for the provision of Individualized Career Services or Training services;
- e. Method of assessment;
- f. Employment planning;
- g. Individual Training Accounts;
- h. Appropriateness and accuracy of participant payments (i.e., supportive services);
- i. Appropriate data entry and posting of outcomes, including attainment of a degree or certificate and any supplemental employment data; and
- j. Any other applicable Data Elements.

~~12-14.~~ A random sampling of files from every funding stream will be selected to test eligibility and compliance in every funding stream for which there is a contract with MVWDB. Programs funded by other Grantors will follow the monitoring requirements in the respective scope of work.

~~13-15.~~ The monitoring staff may also review one or more personnel records of individuals paid through contracts with the MVWDB. The purpose of this review would be to ascertain if subcontractor staff:

Commented [LR5]: Revision 4: Moved from a different section. No change.



- a. Possess the education and experience to perform the responsibilities of the position;
- b. Expend the time on contract related activities charged against the contracts being monitored;
- c. Have signed complaint and grievance procedures on file.

**H. Work Based Learning**

~~14.16.~~ Monitoring staff will ~~conduct~~ include work based learning monitoring ~~on a~~ into the annual required monitoring basis. The purpose of this is to:

- a. evaluate compliance with contract terms and
- b. help solve any concerns between the WIOA service provider(s), employer(s), and/or work based learning participant.
- c. Verify that the program participant is receiving the training, education and other services contracted for in the agreement, and
- d. Verify that the participant is not required to engage in activities prohibited by WIOA.

~~15.17.~~ The monitor may also review the participant’s attendance records to ensure that the participant is attending and succeeding in the training, and review employer records to assure that the participant is receiving proper wages and that the employer is withholding taxes and paying workers compensation.

**H.I. EEO and ADA Compliance**

~~16.18.~~ Monitoring staff may survey the subcontractor’s hiring practices, promotion practices, facilities, and outreach and intake procedures to ascertain the sub-recipient’s compliance with the Equal Employment Opportunities and the Americans with Disabilities Act.

**I.J. Fiscal Monitoring**

~~19.~~ At least once during each program year, the MVWDB fiscal agent staff will conduct an on-site financial monitoring review of each sub-recipients’ financial procedures and systems. Monitoring will be conducted to comply with WIOA Section 184 (a) (4) [29 U.S.C. 3244(a) (4)], annual MVWDB agreements, and 2 CFR Part 200 and Part 2900.

~~20.~~ The financial monitoring will ensure adequacy of internal controls and the reliability of the sub- recipient’s financial management systems as they relate to the administrative sub-award. This monitoring review will ensure that the sub-recipient meets the terms and conditions of the sub-award and the fiscal goal or requirement, and that amounts reported are accurate, allowable and supported by documentation and properly allocated.

~~21.~~ The fiscal agent will consult with the board prior to issuing any monitoring notification to coordinate on activities to be monitored.

~~22.~~ The monitoring report will result in a written report to the MVWDB identifying findings, areas of concern, approved corrective action plans, and recommendations.

~~23.~~ The monitoring shall be completed using a standardized monitoring instrument, which may be customized to meet special contract provisions.

~~24.~~ The review may include, but will not be limited to, reviewing the following processes and

Commented [LR6]: Revision 5: Added to ensure consistent language and monitoring method(s) for work based learning

Formatted: No bullets or numbering

documentation, and will be adjusted as needed:

- a. Financial reporting,
- b. Internal controls,
- c. Source documentation,
- d. Cost allocation/indirect costs,
- e. Cash management,
- f. Procurement and inventory review.
- g. A regular examination of expenditures to test transactions against cost categories, cost limitations,
- h. Audit resolution/management decision
- i. An examination to determine if program income exists, is being accounted for and reported in accordance with applicable requirements;
- j. A review and interview to ensure that staff is following the proper guide for determining costs applicable to WIOA (OMB Circular) and WIOA procurement guidelines.

**NOTE:** Depending upon the finding or concern and the Risk Assessment, MVWDB may elect to monitor all or specific areas on a more frequent basis. Subsequent monitoring will review prior financial monitor reports and investigate any prior findings and their resolution.

### Monitoring Process

Commented [LR7]: Revision 6: Changes made here do not change substance K,L,M,N breaks policy into smaller chunks

#### J.K. Pre-Monitoring Activities

- ~~2~~25. The monitor will work with the sub-recipient to
  - a. schedule a monitoring session timeline that meets the needs of all parties involved.
  - ~~b~~ determine the sample size and method to be used
  - ~~c~~. If needed, schedule entrance and exit conferences ~~will be scheduled for onsite monitoring~~ with the sub-recipient’s leadership staff;
  - ~~d~~ send items listed above to the sub-recipient in a notification letter.
- ~~3~~26. The monitor will send the following to the sub-recipient to ensure efficient and effective monitoring processes:
  - a. The sub-recipient will receive the list of documents to be monitored from the monitor
  - b. the monitoring tool(s)
  - c. the notification letter that includes the time frame for submission of documentation ~~by the sub-recipient will be set by the monitor based on the type of monitoring method and noted in the notification letter.~~

#### K.L. Post-Monitoring Activities

- ~~4~~27. The monitor will record any comments, findings, areas of concerns, or recommendations on the monitoring report. The monitor will also add comments regarding Best Practices found during the review.
- ~~5~~28. The monitor will review everything with the sub-recipient and submit the report to the

sub-recipient along with any findings and/or recommendations.

- a. If there are any findings, the sub-recipient will be required to submit a corrective action plan within 15 business days after the sub-recipient receives the written monitoring report.
- b. The monitor will either accept, provisionally accept with requested changes, or reject the corrective action plan within 20 days of receipt.
- b-c. Corrective action plans must be satisfactorily implemented within 3 months of the finding.
- d. If that is not possible, the sub-recipient must submit a request for extension, along with justification, to the MVWDB executive director.

Once all corrective action plans have been resolved satisfactory a final monitoring letter will be sent to the subrecipient along with the final monitoring report closing the monitoring.

#### **L.M. Producing the Written Monitoring Report**

6-29. When the response is received from the sub-recipient, the monitor will produce a written monitoring report for each sub-recipient and submit to the executive director for review. The report will outline, at a minimum:

- a. type of monitoring and oversight tools used
- b. the activities which were monitored;
- c. the systems which were monitored;
- d. monitoring findings; and
- e. if applicable individual participant files which were found to contain errors;
- f. recommended corrective action, including training and technical assistance
- g. approved corrective action plan
- g-h. subcontractor performance
- h-i. areas of concerns
- i-j. best practices
- j-k. recommendations

#### **M.N. Submission of Monitoring Report(s) to MVWDB**

7-30. The executive director will compile the annual reports of the sub-recipient, which will include performance measures, expenditure and contract performance and the fiscal and program monitoring reports.

8-31. The Operations and Youth Committee will review program monitoring reports and Finance Committee will review all financial monitoring reports and make recommendations to the Executive Committee if necessary.

9-32. The Committees will review the monitoring report, the sub-recipient's response and may recommend to the MVWDB and CEOs:

- a. Accept the reports
- b. Reject all or part of the report and/or require resubmission of the response
- c. Require additional corrective action, or
- d. Recommend the institution of sanctions against the subcontractor to the MVWDB.
- v. If the Executive Committee recommends sanctions, the MVWDB shall take up the recommendation at the next scheduled MVWDB meeting or
- vi. The MVWDB Chairperson may call a special meeting of the MVWDB to consider the recommendation.

~~10.33.~~ The MVWDB and CLEO, may accept or reject the summary monitoring report, or may request additional information regarding all or part of the report.

~~11.34.~~ When the MVWDB and CLEO is satisfied that the process has been satisfactorily completed, they will either accept the original, amended or substitute summary report, and move for suspension of monitoring.

NOTE: As this report will be considered a public document, names of participants will not appear in the final report presented to the Board and Committees of the Board.

Commented [MS8]: Remove as will be in the corrective action and sanctions policy

#### ~~N.O.~~ MVWDB Responsibilities in Consultation with Iowa Workforce Development (IWD)

~~12.35.~~ MVWDB will submit the annual approved monitoring report and resolutions to IWD for review at the time of issuance. MVWDB will electronically submit new or updated documents, and monitoring reports and resolutions to: [iwd.WIOA@iwd.iowa.gov](mailto:iwd.WIOA@iwd.iowa.gov)

#### ~~O.P.~~ Process for Addressing Disagreements

~~13.36.~~ Should the sub-recipient disagree with any findings from the monitors they have the right to submit a formal request in writing for a review to the executive director, along with justification and documentation in support of their request.

- a. The executive director will provide a written response within 10 business days of the date the request was submitted.
- b. If a satisfactory decision cannot be agreed upon the sub-recipient has the right to file a grievance with the Executive Committee.
- c. The Executive Committee will perform a review of all party's documentation and ask any clarifying questions.
- d. The Executive Committee will provide the MVWDB's final decision on the issue within 20 business days of the sub-recipient's formal request.

Commented [MS9]: Remove and place in a process document.

# **TRANSITIONAL JOB POLICY MODIFICATIONS**



## Mississippi Valley Workforce Development Board

---

### Transitional Jobs Policy

**Approved Date:** December 28, 2020

**Effective Date:** July 1, 2020

**Amended Date:** April 25, 2022

#### A. 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 is 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.

#### B. Policy

---

1. Mississippi Valley Workforce Development Board's (MVWDB) Service Providers shall adopt this TJB Policy and develop written procedures and forms to be approved by the MVWDB.
2. TJB are a type of work-based learning and are considered an individualized career service.
3. TJB are time-limited and wage-paid work-based learning that are subsidized up to 100%.
4. 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.
5. 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.
6. 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.
7. TJB may be used to assist individuals to:
  - a. Learn the expectations of the workplace.
  - b. Address barriers to work.
  - c. Establish a work history and references.
  - d. Demonstrate success in a work environment.
  - e. Develop skills and experience that lead to entry into and retention in unsubsidized employment.
  - f. Create linkages to further education and training opportunities.

### C. 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 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.

### D. ~~Guidelines-Requirements~~

1. 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).
2. 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.
3. TJB is subject to a maximum of \$12,500 per program participation.
4. Participants enrolled in a TJB shall not be compensated at a rate that is higher than the employer's entry-level wage for an equivalent position.
- ~~5. TJB participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place participants in TJB where mandatory overtime is required.~~
6. 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, are preferred for the benefit of the worker and employer.
  - a. Federally Defined Barrier to Employment
    - i. Displaced homemakers
    - ii. Low-income individuals
    - iii. American Indians, Alaska Natives, and Native Hawaiians
    - iv. Individuals with disabilities
    - v. Older individuals (age 55 or older)
    - vi. Ex-offenders
    - vii. Homeless individuals
    - viii. Individuals who are English language learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers
    - ix. Eligible migrant and seasonal farmworkers
      - x. Single parents (including single pregnant women)
      - xi. Long-term unemployed individuals (unemployed up to 27 or more weeks)
      - xii. Recipients of public assistance
  - b. Individuals with "chronic unemployment" or an "inconsistent work history" are those who:
    - i. Have been unemployed for 13 weeks or longer; or

**Commented [LR1]:** Revision 1 - for monitoring purposes, this needs to be listed as "requirements" as apposed to guidelines.

**Commented [LR2]:** Revision 2 - Move to "Transitional Jobs Agreement Requirements"

- ii. Were unemployed for at least 26 of the past 52 weeks; or
- iii. Have held three or more jobs in the past 52 weeks.

#### **E. Employer Eligibility**

---

1. For an employer to qualify for TJB under the program guidelines, they must:
  - a. Be a private-for-profit business, private non-profit organization, or public sector employer;
  - b. Provide a quality work experience for participants to gain valuable skills; and,
  - c. Provide a safe environment for participants to gain skills.
2. An Employer will not be eligible to participate as a Host Employer site if:
  - a. The employer has any other individuals on layoff from the same or substantially equivalent position.
  - b. 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.
  - c. The same or a substantially equivalent position is open due to a hiring freeze.

#### **F. Transitional Jobs Agreement Requirements**

---

1. 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.
2. In determining an employer's viability for TJB contracts, local areas should consider the employer's past history with OJT, customized training, or other TJB agreements, financial stability, layoffs, and labor disputes, as well as the occupational and industry outlook.
- ~~2.3.~~ TJB participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place participants in TJB where mandatory overtime is required.
- ~~3.4.~~ A TJB work-based learning agreement must address:
  - a. 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.
  - b. 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.
  - c. The employer will provide the assurance that all overtime will be offered to current employees prior to being covered by a TJB.
  - d. A job description, skills(s) and competencies to be provided and learned.
  - e. Performance outcome requirements.
  - f. A training plan (with a rating scale for skills at hire and at completion of the TJB) that defines successful completion of training.



g. 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.

h. A provision for maintaining and providing records for the MVWDB, Iowa Workforce Development, 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.~~

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

**Commented [LR3]:** Revision 3 - Monitoring related revisions are made to point to one monitoring policy, instead of having different monitoring sections in various policies.

### **G. Payroll Requirements/Payments**

---

1. 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.
2. 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.
3. 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.

### **H. Monitoring**

---

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

### **I. Exceptions**

---

1. Any exceptions to this policy must be approved by the MVWDB Executive Director in consultation with the Operations Committee Chair and must be documented in both the participant's and TJB Employer's files.

### **J. Related Information**

---

1. [Section 134 \(d\)\(5\) of WIOA and 20 CFR 680.195 of the Final Rule, Local Workforce Development Boards \(LWDB\)](#)

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

# **YOUTH WORK EXPERIENCE POLICY MODIFICATIONS**



## Youth Work Experience Policy

**Amendment Date:** March 28, 2022

**Approved Date:** February 15, 2021

**Effective Date:** January 1, 2021

### A. Purpose

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

### B. Policy

1.b. WIOA Youth WEP is defined in Interim 20 CFR Section 681.600 as: a planned, structured learning experience that takes place in a workplace for a limited period of time. WEP may be paid or unpaid, as appropriate.

2.c. A WEP may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any WEP where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable state law, exists.

3.d. WEP provides the youth participant with opportunities for career exploration and skill development. WEP must include academic and occupational education.

- a. The educational component may occur concurrently or sequentially with the work experience.
- b. Further academic and occupational education may occur inside or outside the work site.

~~4. The types of allowable WEP include:~~

~~5. summer employment opportunities and other employment opportunities available throughout the school year;~~

~~6. pre-apprenticeship programs;~~

~~7. internships and job shadowing;~~

~~8. and on-the-job training opportunities as defined in WIOA Section 3(44).~~

9.e. When due to the rural nature of a local area or during times of a pandemic (such as COVID-19), if it is not possible to provide WEP on a work site, it may be acceptable to provide remote or virtual WEP's for youth.

a.f. Virtual or remote work experiences must have prior approval from the MVWDB executive director and the Youth Committee chair. A waiver must be submitted with justification for providing a virtual or remote work experience.

Style Definition: Heading 1

Style Definition: Heading 2: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Style Definition: Heading 3

Formatted: No bullets or numbering

Formatted: No bullets or numbering

Formatted: No bullets or numbering

10.g. WEP ~~should~~must be used for individuals who have limited work experience or have been out of the labor force for an extended period of time including, but not limited to, students, school dropouts and individuals with disabilities.

11.h. WEP must be limited to career exploration and persons who need assistance to become accustomed to basic work requirements, including basic work skills, in order to successfully compete in the labor market.

12.i. A WEP must not be used as a substitute for Public Service Employment (community service) activities as a result of court-adjudication. WEP may be used to provide:

- a. Instructions concerning work habits and employer and employee relationships
- b. An improved work history and work references
- c. An opportunity to actively participate in a specific field

13.j. WEP employers provide a participant with the employability skills and knowledge of employer expectations required for unsubsidized employment, as well as the specific skills or knowledge needed to perform the daily duties and tasks of a specific career.

14.k. Each measurable skill to be learned is listed in the WEP Agreement under Participant Training Plan when applicable.

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

### C. Types of Work Experience

---

1-m. WEP's may include the following types:

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

Formatted: No bullets or numbering

### D. WIOA Expenditure Requirements

---

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

- a. Wages/stipends paid for participation in a WEP;
- b. Staff time working to identify and develop a WEP opportunity, including staff time spent working with employers to identify and develop the WEP;
- c. Staff time working with employers to ensure a successful WEP, including staff time spent

Formatted: No bullets or numbering

- managing the WEP;
- d. Staff time spent evaluating the WEP;
- e. Participant WEP orientation sessions;
- f. Employer WEP orientation sessions;
- g. Classroom training or the required academic education component directly related to the WEP;
- h. Incentive payments directly tied to the completion of WEP; and
- i. Employability skills/job readiness training to prepare youth for a WEP.

**E. Worksite Agreement**

~~4-o.~~ Every WEP opportunity will include a written, signed WEP agreement between the authorized youth services provider representative and an authorized employer representative prior to the start of work.

~~p.~~ A WEP Agreement provides the roles and responsibilities of the WIOA youth services provider and the employer relating to the provision of WEPs.

~~2-q.~~ A WEP agreement will assure that participants enrolled in a paid WEP shall not be compensated at a rate that is higher than the employer's entry-level wage for an equivalent position.

~~3-r.~~ WIOA requires WEP employers to provide certain assurances as part of the agreement, including an assurance that placement of a participant will not result in reduction of hours or displacement of employed workers, impairment of existing contracts or collective bargaining agreements, and/or infringement upon the promotional opportunities of current employees. WEP participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place youth in work experiences where mandatory overtime is required. Additionally, the employer will provide the assurance that all overtime will be offered to current employees prior to being covered by a WEP.

~~4-s.~~ The WEP Agreement contains a Participant Training Plan to document the occupation, skills and competencies to be learned and the length of time the training will be provided (WIOA Section 194(1)). In addition, the WEP Agreement contains a participant Evaluation Form that documents the participant's progress at mid-point and completion of the WEP. Work readiness evaluation (other than mid-point and final evaluation) is conducted in a way preferred by the employer. These evaluations will be documented as a case note in the case management system, through the timesheet vs. an additional form an employer completes on a monthly basis.

~~5-t.~~ A WEP program is not intended for long-term continued training within the occupation. A WEP contract must be limited to the period of time required for a participant to gain employability skills and knowledge of employer expectations required for unsubsidized employment, as well as the specific skills or knowledge needed to perform the daily duties and tasks of a specific career. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's ISS. All determinations must be documented.

Formatted: No bullets or numbering

Commented [LR1]: These requirements are listed under Wages and Funding Limits section(s) and should be here in order to be included in Worksite agreement

Commented [LR2]: Revision X - this process ensures work evaluations are conducted and recorded in a way that eliminates some of the admin burden for employer

## F. Procedural Guidance

---

~~1-u.~~ WEP participants must meet WIOA program eligibility requirements, be enrolled into the WIOA youth program, and have received an assessment resulting in the development of an ISS that documents the participant's need for a WEP. The WIOA youth services provider and participant mutually review and determine the feasibility of utilizing a WEP activity. The activity must focus on the development of appropriate work habits and ethics to include an understanding of employer/employee relationships.

~~2-v.~~ The selection of a worksite for a paid or unpaid WEP is determined by the needs of the participant and WEP employer. When a youth services provider identifies a potential worksite match between a participant and employer, the service provider staff will review the WEP opportunity with the participant and evaluate the participant's interest. For the WEP, the youth provider will:

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

## G. Employer Eligibility

---

~~3-w.~~ The WEP Employer:

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

Formatted: No bullets or numbering

## H. Documentation

- ~~1-x.~~ The Youth services provider will record all WEP activities into IowaWORKS. Participant scanned files must contain the required WEP documentation:
- a. WEP Agreement, including completed Participant Training Plan, ~~WEX-WEP~~ Training Evaluation Form (mid-point and Final)
  - b. Participant's WEP Timesheets (which includes work readiness evaluation by the employer)
  - c. Any modifications to the WEP signed and dated by all parties prior to the effective date of the modification.

Formatted: No bullets or numbering

## I. Duration and Limits

- ~~1-y.~~ The participant may enter into more than one paid WEP activity prior to exit from the WIOA youth program. A WEP agreement at one worksite can be written for a maximum of 13 calendar weeks, unless the agreement is for a part-time WEP of fewer than 520 hours, then the WEP activity period can be extended to a maximum of 26 weeks.
- ~~2-z.~~ WEP is subject to a minimum duration of 20 hours. When determining the duration of a WEP activity, the following should be considered:
- a. Objectives of the WEP;
  - b. Length of time necessary for the participant to learn the skills identified in the ISS; and
  - c. The employer having sufficient quantity of meaningful work activities for the participant.

Formatted: No bullets or numbering

## J. Wages

- ~~1-aa.~~ Wages are provided by the WIOA service provider and paid directly to the participant, developing an employer/employee relationship between the Mississippi Valley Workforce Development Board (MVWDB) youth services provider and the WEP participant. Labor standards apply where an employee/employer relationship exists, as defined by the Fair Labor Standards Act. Participants in WEP are exempt from unemployment compensation insurance. Therefore, unemployment compensation costs are not allowable. Employers are not monetarily compensated for worksite training services provided as part of the WEP.

Formatted: No bullets or numbering

## K. Funding Limits

- ~~1-bb.~~ Youth may participate in multiple WEP opportunities with documented need as outlined in the Individual Service Strategy. WEP is subject to a maximum of \$10,000 per program participation. Participants enrolled in a paid WEP shall not be compensated at a rate that is higher than the employer's entry-level wage for an equivalent position. ~~Participants shall be paid wages only for time worked during the WEP as documented on the participant's time sheet.~~ WEP participants are authorized to work voluntary overtime up to 10 hours a week. Service providers will not knowingly place youth in work experiences where mandatory overtime is required. WEP participants shall not be compensated for:
- a. Sick leave;

Formatted: No bullets or numbering

- b. Vacation;
- c. Lunch breaks; or
- d. Holidays recognized by the service provider or employer as a “paid holiday”

Participants shall be paid wages for time worked during the WEP as documented on the participant’s time sheet or for other activities incorporated into their WEP plan. Virtual Reality can be incorporated into a WEP as long as the VR training is related to the WEP placement. Up to 10 hours of related VR training can be paid as part of the WEP and if appropriate and justifiable more VR hours can be incorporated into the WEP.

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

**L. Monitoring**

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

Formatted: No bullets or numbering

**M. Exceptions**

4-ee. Any exceptions to this policy must be approved by the MVWDB Executive Director in consultation with the Youth Committee Chair and must be documented in both the participant’s and WEP Employer’s files.

Formatted: No bullets or numbering

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



# LMI REPORTS

Executive Summary requests:

INDUSTRY	Advanced Manufacturing	Healthcare	Transportation
REPORTS	<ul style="list-style-type: none"> <li>• Production Workers</li> <li>• Warehouse Laborers</li> <li>• Apprentice                             <ul style="list-style-type: none"> <li>• Construction</li> <li>• Journeyman/Apprentice Electricians</li> </ul> </li> <li>• Industrial Maintenance Mechanics</li> <li>• Welding/Fabricators</li> </ul>	<ul style="list-style-type: none"> <li>• CNA (Certified Nursing Assistants)                             <ul style="list-style-type: none"> <li>• Hiring as NA's then work towards certification</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• CDL-A, CDL-B Truck Drivers</li> </ul>
EXECUTION/PUT IN PRACTICE	Ops quarterly overview/summarization	Ops quarterly overview/summarization	Ops quarterly overview/summarization
	Equus/IowaWorks/OneStopOperator performance update, success stories, how they're working to influence folks to these industries, or # of people signing up for credentialing, etc. (Open to what this looks like)	Equus/IowaWorks/OneStopOperator performance update, success stories, how they're working to influence folks to these industries, or # of people signing up for credentialing, etc. (Open to what this looks like)	Equus/IowaWorks/OneStopOperator performance update, success stories, how they're working to influence folks to these industries, or # of people signing up for credentialing, etc. (Open to what this looks like)

Timing: Monthly reporting

Use case (driving education, awareness, and are we meeting the needs of our labor market?): Quarterly report out around industry summarizations (full board maybe – or quarterly lunch/learn, open to suggestions here)

- Ops Committee: industry overviews
  - o What's happening
  - o Who's hiring
  - o Market demand look like
  - o Anything we notice/trends, etc.
- Service provider report out around credentialing/performance in those areas maybe; success stories, etc.

# PERFORMANCE OUTCOMES PY21 Q4

WIOA Performance Levels				
State	Mississippi Valley	Program Year:	2021	Performance Assessment:
				Q4

Wagner-Peyser				
	Local Negotiated Rate (Goals)	Adjusted Level (Annual Only)	Actual Rate	Assessment Score* (Annual Only)
Employment 2nd Qtr	73.0%	N/A	68.1%	N/A
Employment 4th Qtr	70.0%	N/A	72.6%	N/A
Median Earnings 2nd Qtr	\$6,100	N/A	\$6,973	N/A

Adult				
	Local Negotiated Rate (Goals)	Adjusted Level (Annual Only)	Actual Rate	Assessment Score* (Annual Only)
Employment 2nd Qtr	73.0%	N/A	84.2%	N/A
Employment 4th Qtr	70.0%	N/A	83.3%	N/A
Median Earnings 2nd Qtr	\$5,400	N/A	\$6,775	N/A
Credential Attainment	67.0%	N/A	78.9%	N/A
Measurable Skills Gain	44.0%	N/A	56.3%	N/A

Dislocated Worker				
	Local Negotiated Rate (Goals)	Adjusted Level (Annual Only)	Actual Rate	Assessment Score* (Annual Only)
Employment 2nd Qtr	85.0%	N/A	86.0%	N/A
Employment 4th Qtr	83.0%	N/A	94.1%	N/A
Median Earnings 2nd Qtr	\$8,400	N/A	\$8,633	N/A
Credential Attainment	68.0%	N/A	73.3%	N/A
Measurable Skills Gain	31.0%	N/A	62.6%	N/A

Youth				
	Local Negotiated Rate (Goals)	Adjusted Level (Annual Only)	Actual Rate	Assessment Score* (Annual Only)
Employment 2nd Qtr	73.0%	N/A	72.7%	N/A
Employment 4th Qtr	72.0%	N/A	93.3%	N/A
Median Earnings 2nd Qtr	\$3,600	N/A	\$3,886	N/A
Credential Attainment	59.0%	N/A	22.2%	N/A
Measurable Skills Gain	41.0%	N/A	17.9%	N/A

*\*LWDAs must meet 50% of the overall Assessment Score for PY20/PY21*


# **ONE-STOP OPERATOR REPORT**

- **JULY**
- **AUGUST - *PAGE 39***



**IowaWORKS**  
A proud partner of the AmericanJobCenter network

One-Stop Operator  
July 2022



IN PARTNERSHIP WITH MISSISSIPPI VALLEY  
WORKFORCE DEVELOPMENT BOARD

1

## July Hiring Events and Job Fairs



Date	Type	Location	Job Seekers
7/7/2022	HNI Hiring Event	Burlington IowaWORKS	1
7/11/2022	Multiple Hiring Event (19 employers)	Davenport IowaWORKS	48
7/12/2022	TSA Hiring Event	Burlington IowaWORKS	10
7/18/2022	Multiple Hiring Event (17 employers)	Davenport IowaWORKS	45
7/18/2022	West Liberty Foods Hiring Event	Burlington IowaWORKS	1
7/25/2022	Multiple Hiring Event (15 employers)	Davenport IowaWORKS	44
7/28/2022	Team Staffing - Burlington Hiring Event	Burlington IowaWORKS	5



IN PARTNERSHIP WITH MISSISSIPPI VALLEY  
WORKFORCE DEVELOPMENT BOARD

2

# MVWA July Workshops



Workshop	Burlington	Davenport
Resumes	6	24
Job Search	1	20
Interviewing	13	40
Career Interest	0	2
Personal Growth	1	11
Work Readiness	10	0
Job Finding Club	29	55



3

# June VOS Numbers Burlington



VOSGreeter® - by Office  
 Report Date: 08/01/2022  
 Region/Lvia: Mississippi Valley LVDA  
 Office: Burlington  
 Start Date: 01/1/2022  
 End Date: 8/30/2022  
 Report Run Time: 8/1/2022 3:37:21 PM

Office	Individuals	%	Veterans	%	Language
Burlington	462	100.00%	13	2.81%	0
File Temporary Unemployment Claim	87	18.83%	1	0.22%	0
File UI Claim / Questions	187	36.15%	8	1.73%	0
Find a Job	86	14.29%	1	0.22%	0
Unsure / Other	54	11.69%	1	0.22%	0
I am here to see a specific staff member	53	13.84%	2	0.43%	0
RESEA-Amanda	5	1.30%	0	0.00%	0
AJC Workshops	10	2.18%	0	0.00%	0
NCRC	3	0.65%	0	0.00%	0
AJC Orientation	1	0.22%	0	0.00%	0
RESEA Appointment	4	0.87%	0	0.00%	0
Hiring Event	6	1.30%	0	0.00%	0
RCM - Kelly	6	1.30%	0	0.00%	0
AJC 101	1	0.22%	0	0.00%	0
1 on 1 Career Planner Virtual Appointment	1	0.22%	0	0.00%	0
Create A Great Resume- Virtual	1	0.22%	0	0.00%	0
<b>Total:</b>	<b>462</b>	<b>100.00%</b>			

VOS Greeter was operational for  
 18 business days in June  
 462 Individuals = 26/day



4

# July VOS Numbers Burlington



VOSGreeter® - by Office  
 Report Date: 08/01/2022  
 Region/Lvia: Mississippi Valley LVDA  
 Office: Burlington  
 Start Date: 7/1/2022  
 End Date: 7/31/2022  
 Report Run Time: 8/1/2022 3:32:35 PM

Office	Individuals	%	Veterans	%	Language
<input checked="" type="checkbox"/> Burlington	288	100.00%	12	4.17%	0
Unsure / Other	19	6.60%	1	0.35%	0
File UI Claim / Questions	106	36.81%	7	2.43%	0
I am here to see a specific staff member	49	17.01%	1	0.35%	0
File Temporary Unemployment Claim	33	11.46%	0	0.00%	0
Find a Job	55	19.10%	4	1.39%	0
Hiring Event	6	2.08%	0	0.00%	0
NCRC	13	4.51%	1	0.35%	0
AJC Orientation	1	0.35%	0	0.00%	0
AJC Workshops	8	2.78%	0	0.00%	0
RESEA-Amanda	6	2.08%	0	0.00%	0
RESEA-Appointment	1	0.35%	0	0.00%	0
RCM - Kelly	1	0.35%	0	0.00%	0
<b>Total:</b>	<b>288</b>	<b>100.00%</b>			

VOS Greeter was operational for 10 business days in July  
 288 Individuals = 29/day



5

# June VOS Numbers Davenport



VOSGreeter® - by Office  
 Report Date: 08/01/2022  
 Region/Lvia: Mississippi Valley LVDA  
 Office: Davenport  
 Start Date: 6/1/2022  
 End Date: 6/30/2022  
 Report Run Time: 8/1/2022 3:50:43 PM

Office	Individuals	%	Veterans	%	Language
<input checked="" type="checkbox"/> Davenport	814	100.00%	30	3.69%	0
I am here to see a specific staff member	72	8.85%	7	0.86%	0
File UI Claim / Questions	381	46.83%	9	1.11%	0
Unsure / Other	81	9.95%	0	0.00%	0
Hiring Event	59	7.25%	5	0.61%	0
File Temporary Unemployment Claim	81	11.18%	3	0.37%	0
Find a Job	102	12.53%	7	0.86%	0
RESEA-Appointment	10	1.23%	0	0.00%	0
Sub RESEA-Amy	3	0.37%	0	0.00%	0
AJC Workshops	6	0.74%	1	0.12%	0
RESEA - Chris	3	0.37%	0	0.00%	0
RESEA-Amy	5	0.61%	0	0.00%	0
Sub RESEA-Bill	1	0.12%	0	0.00%	0
Event Attendance	1	0.12%	0	0.00%	0
RCM Holly	1	0.12%	0	0.00%	0
NCRC-National Career Readiness Certificate	1	0.12%	0	0.00%	0
RCM-Andrea	2	0.25%	0	0.00%	0
RESEA - Brenda	1	0.12%	0	0.00%	0
<b>Total:</b>	<b>814</b>	<b>100.00%</b>			

VOS Greeter was operational for 18 business days in June  
 814 Individuals = 45/day



6



# July VOS Numbers Davenport



VOSGreeter® - by Office  
 Report Date: 08/01/2022  
 Region/Lvia: Mississippi Valley LVDA  
 Office: Davenport  
 Start Date: 7/1/2022  
 End Date: 7/31/2022  
 Report Run Time: 8/1/2022 4:03:16 PM

Office	Individuals	%	Veterans	%	Language
<input checked="" type="checkbox"/> Davenport	429	100.00%	18	4.20%	0
File Temporary Unemployment Claim	31	11.86%	2	0.47%	0
Hiring Event	26	13.05%	4	0.93%	0
Find a Job	88	15.85%	3	0.70%	0
File UI Claim / Questions	181	42.19%	4	0.93%	0
Unsure / Other	51	11.89%	1	0.23%	0
I am here to see a specific staff member	27	8.82%	4	0.93%	0
RESEA Appointment	4	0.93%	2	0.47%	0
RCM-Mandy	1	0.23%	0	0.00%	0
RESEA - Brenda	3	0.70%	1	0.23%	0
AJC Orientation	1	0.23%	1	0.23%	0
<b>Total:</b>	<b>429</b>	<b>100.00%</b>			

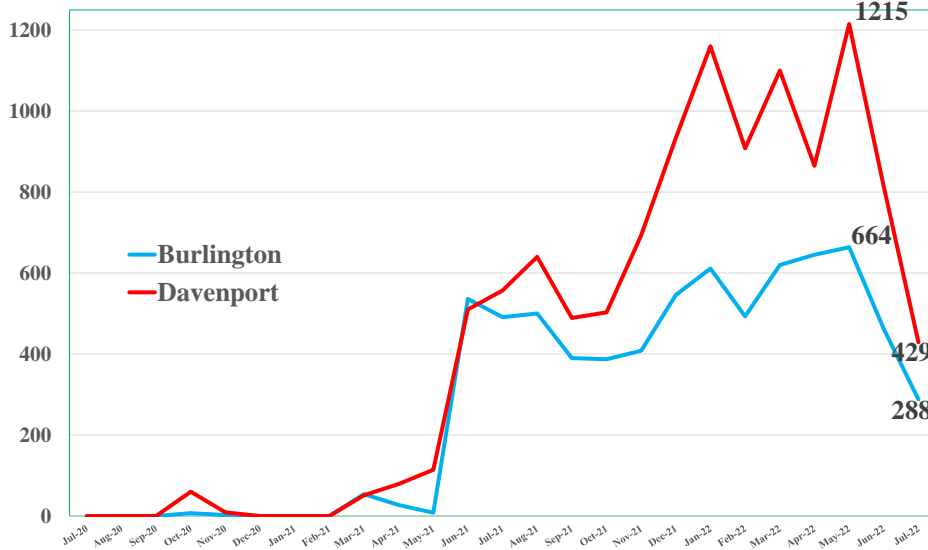
VOS Greeter was operational for 10 business days in July  
 429 Individuals = 43/day



IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

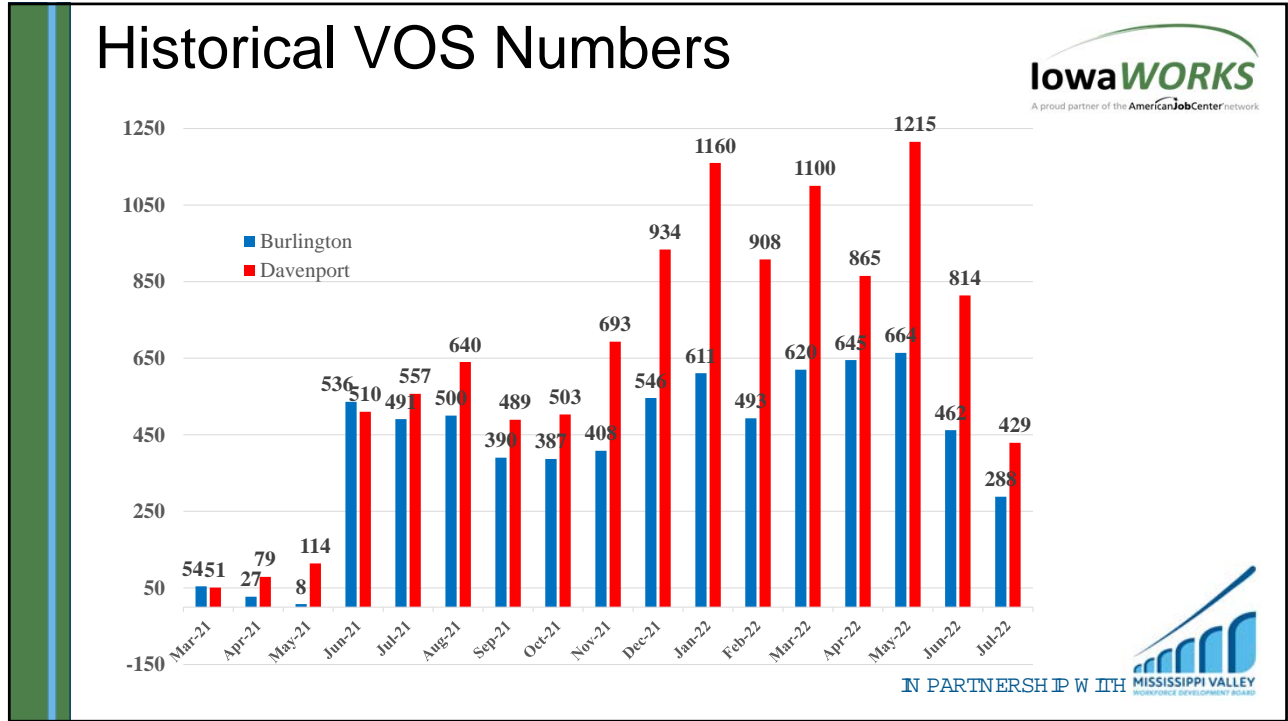
7

# Historical VOS Numbers

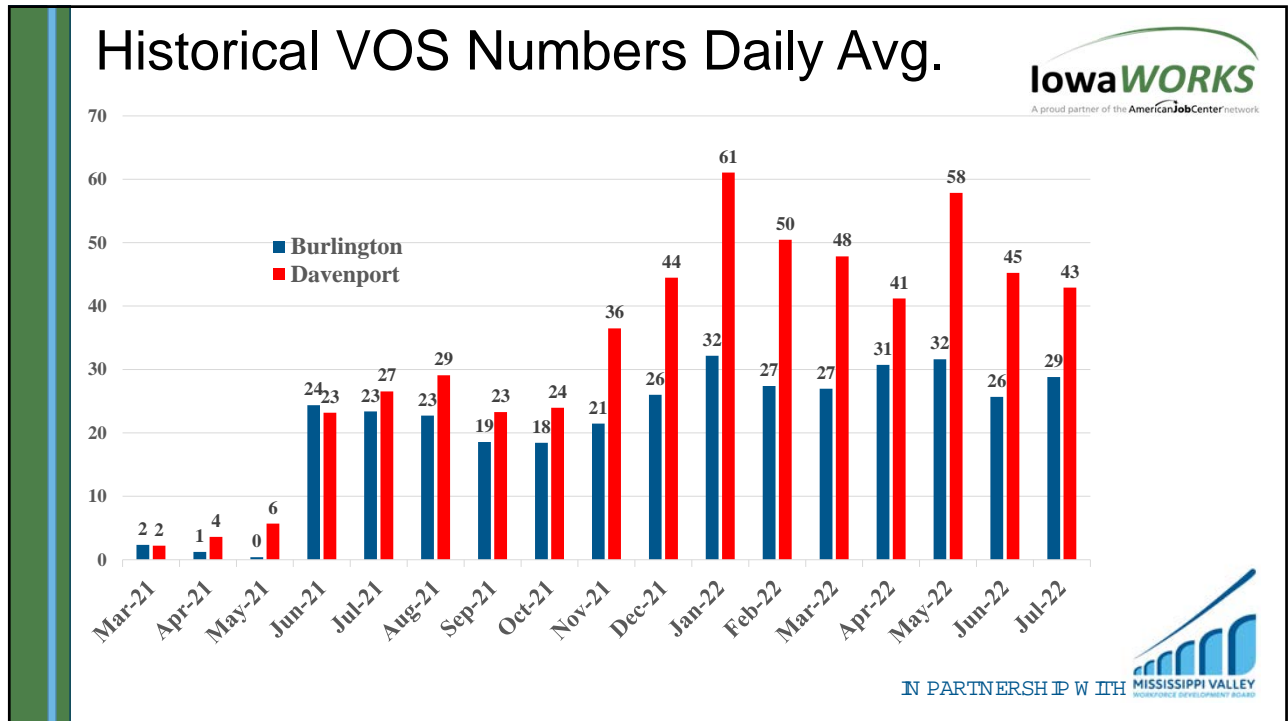


IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

8



9



10

## Services Provided Employers (June/July)



Service	Total Employers	Total Services
Assisted Employer with Accessing Untapped Labor Pools	9	10
Employers view internal resumes	31	672
Notification to Employer of Potential Applicant	3	3
Provided Employer Information and Support Services	66	71
Provided Job Fair Services	24	26
Provided Job Order Follow-up/Assistance	32	35
Provided Rapid Response / Business Downsizing Assistance	2	3
Provided Training Services	7	7
Provided Workforce Recruitment Assistance	43	48
Referred Qualified Applicants	6	10
Registered Apprenticeship - Handoff to Office of Apprenticeship	2	2
Registered Apprenticeship - In-Depth Meeting	11	16
Registered Apprenticeship - Intro Meeting	2	2
Registered Apprenticeship - Program Registered	1	1
<b>Total</b>	<b>239</b>	<b>906</b>

IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

11

## Facebook July



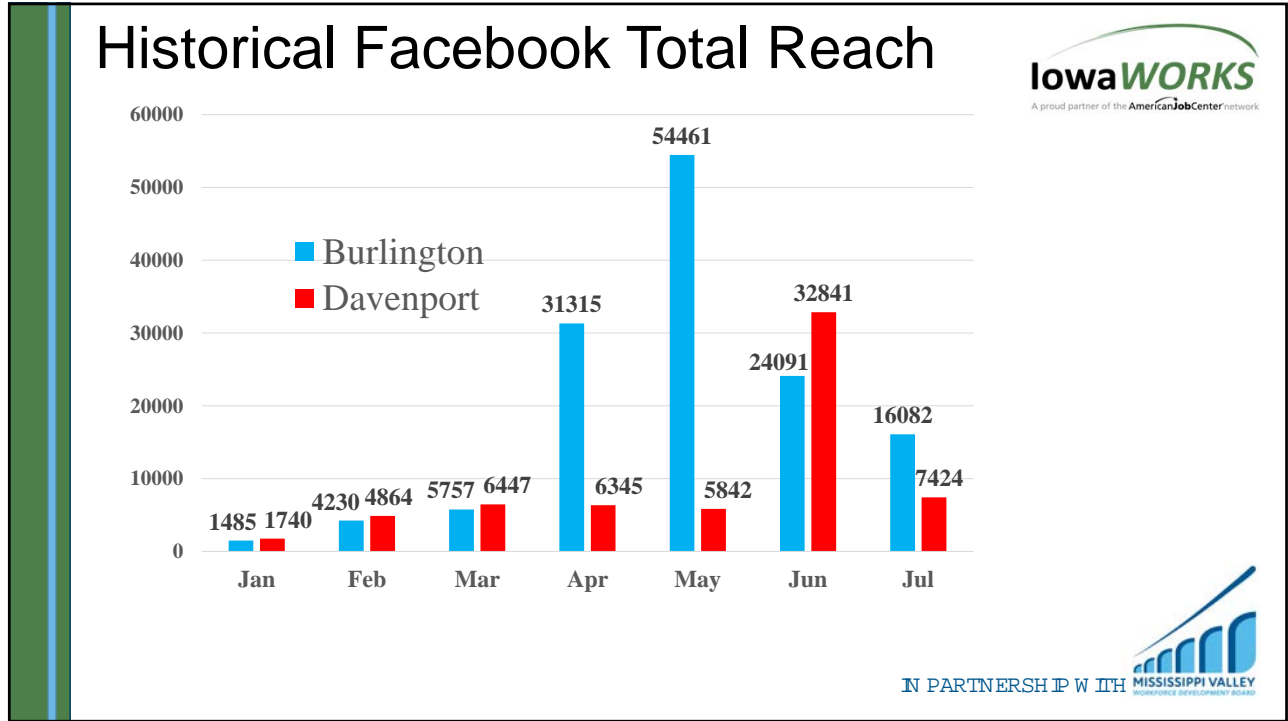
Office Page	Total Reach*	Impressions**
Davenport	7,424	12,345
Burlington	16,082	20,403

\*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)

IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

12





13

## MVWA (July) Partner Referrals

Referred To	Burlington	Davenport
AARP/SCSEP	1	0
Business Services	0	1
Title I Adult/DW	30	21
Title I Youth	6	2
Title II (AEL/HiSED)	2	0
Title IV (Voc Rehab)	7	2
Veterans	2	1

Referred From	# of Referrals
AEL/HiSED	4
Promise Jobs	8
RCM/RESEA	17
Title III	18
Title I	8
Title IV	2
Trade/TAA	18

  
 A proud partner of the AmericanJobCenter network  
  
 IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

14

# One-Stop Certification – When?



- **May/June 2022:** *Self Assessment Team* is assembled, and *Evaluation Teams* are proposed. Evaluation Team is approved by the *MVWDB*.
- **June 2022:** Additional training provided by *IWD/AIR*.
- **July 2022:** *Self-Assessment Team* begins the review of the 32 individual standards. The self-assessment process offers the opportunity to identify potential needs for technical assistance and areas for improvement prior to the center certification evaluation.
- **January 2023:** *Evaluation Team* begins the review process. The Evaluation Team will conduct a review each of the 32 individual certification standards, as well as the submitted indicators of compliance. The Evaluation Team will make a recommendation to the Board to grant Full Certification, Provisional Certification, or to deny certification.
- **February (?) 2023:** *Full Board* meeting: Certification recommendation.
- **September 20, 2023:** Deadline for Certification process to be completed.



15

# One-Stop Certification Assessment



Assessment Scoring Rubric			
Category of Standard	Physical and Programmatic Accessibility	Effectiveness	Continuous Improvement
Number of Standards	9	14	9
Full Certification Score	8 or 9	12, 13, or 14	8 or 9
Provisional Certification Score	5, 6, or 7	9, 10, or 11	5, 6, or 7
Not Certified Score	Less than 5	Less than 9	Less than 5

Assessment Scoring Results			
Category of Standard	Physical and Programmatic Accessibility	Effectiveness	Continuous Improvement
Davenport (07/22/22)	6/9	4/14	8/9
Burlington (08/03/22)	6/9	6/14	8/9



16

# One-Stop Certification Assessment



## **Follow-up actions needed include (but are not limited to):**

- Create a Center Organizational Chart
- Create a Local Area Standard Operating Procedures document
- Create integrated business Outreach materials
- Create and implement business feedback tool
- Create a Local Area/Center Communication Plan
- Evaluation Team will interview staff





A proud partner of the AmericanJobCenter network

## One-Stop Operator August 2022



IN PARTNERSHIP WITH MISSISSIPPI VALLEY  
WORKFORCE DEVELOPMENT BOARD

1

## August Hiring Events and Job Fairs



A proud partner of the AmericanJobCenter network

Date	Type	Location	Job Seekers
8/1/2022	Opportunity Knocks Hiring Event	Davenport IowaWORKS	31
8/2/2022	Hire Talent Tuesdays Hiring Event	Burlington IowaWORKS	10
8/4/2022	HNI Hiring Event	Burlington IowaWORKS	1
8/8/2022	Opportunity Knocks Hiring Event	Davenport IowaWORKS	33
8/16/2022	Quad Cities Success Fair	St. Ambrose University	120
8/23/2022	TSA Hiring Event	Burlington IowaWORKS	8
8/22/2022	Opportunity Knocks Hiring Event	Davenport IowaWORKS	35
8/29/2022	Opportunity Knocks Hiring Event	Davenport IowaWORKS	36



IN PARTNERSHIP WITH MISSISSIPPI VALLEY  
WORKFORCE DEVELOPMENT BOARD

2

# MVWA August Workshops



Workshop	Burlington	Davenport
Resumes	10	33
Job Search	6	65
Interviewing	41	59
Career Interest	0	2
Personal Growth	2	10
Work Readiness	28	0
Labor Market Info	2	0
Unemployment Info	0	1
Job Finding Club	59	92
Other*	0	2

\* CPR/First Aid; A-Game, Colors, Financial Literacy



3

# August VOS Numbers Burlington



VOSGreeter® - by Office  
 Report Date: 09/07/2022  
 Region/Lvia: Mississippi Valley LVDA  
 Office: Burlington  
 Start Date: 8/1/2022  
 End Date: 8/31/2022  
 Report Run Time: 9/7/2022 9:48:15 AM

Office	Individuals	%	Veterans	%	Language
Burlington	710	100.00%	25	3.52%	0
File UI Claim / Questions	302	42.54%	14	1.97%	0
File Temporary Unemployment Claim	122	17.18%	2	0.28%	0
I am here to see a specific staff member	116	16.34%	3	0.42%	0
Find a Job	61	8.59%	4	0.56%	0
RESEA Appointment	4	0.56%	0	0.00%	0
Ursule / Other	37	5.21%	3	0.42%	0
AJC Workshops	19	2.68%	0	0.00%	0
RESEA-Amanda	24	3.38%	0	0.00%	0
RCM - Kelly	2	0.28%	0	0.00%	0
Hiring Event	13	1.83%	0	0.00%	0
NCRC	7	0.99%	0	0.00%	0
PJ Orientation	1	0.14%	0	0.00%	0
Interview & Negotiate	2	0.28%	0	0.00%	0
Sub RESEA-Amanda	1	0.14%	0	0.00%	0
AJC Orientation	1	0.14%	0	0.00%	0
<b>Total:</b>	<b>710</b>	<b>100.00%</b>			

23 business days in August  
 710 Individuals = 31/day



4



# August VOS Numbers Davenport



VOSGreeter® - by Office  
 Report Date: 09/07/2022  
 Region/Lvia: Mississippi Valley LVDA  
 Office: Davenport  
 Start Date: 8/1/2022  
 End Date: 8/31/2022  
 Report Run Time: 9/7/2022 9:51:18 AM

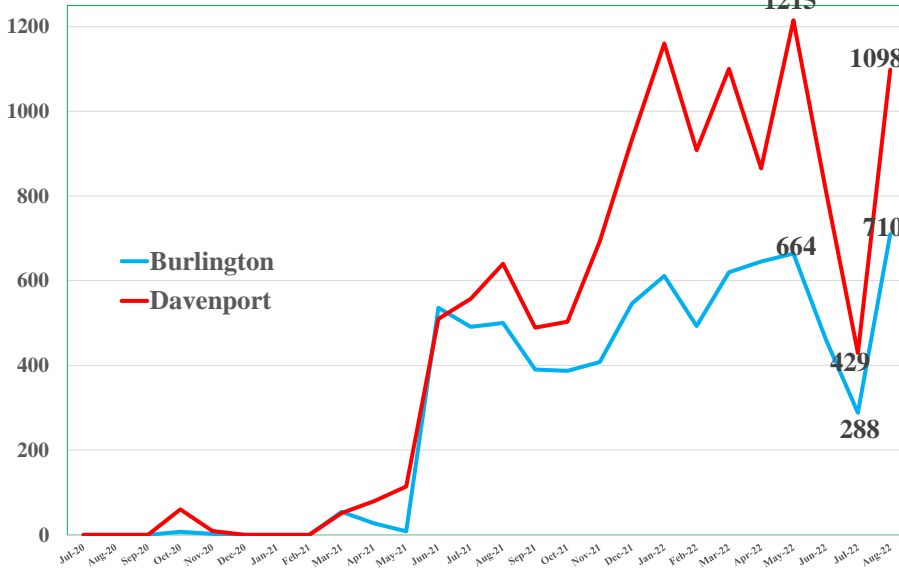
Office	Individuals	%	Veterans	%	Language
Davenport	1,098	100.00%	61	5.56%	0
File UI Claim / Questions	498	45.36%	17	1.55%	0
Hiring Event	107	9.74%	11	1.00%	0
File Temporary Unemployment Claim	120	10.93%	9	0.82%	0
I am here to see a specific staff member	34	3.09%	12	1.09%	0
Find a Job	156	14.21%	8	0.73%	0
Essential Tools for Job Seekers	1	0.09%	0	0.00%	0
Unsure / Other	127	11.57%	3	0.27%	0
AJC Workshops	13	1.18%	0	0.00%	0
RESEA- Brenda	8	0.73%	0	0.00%	0
RESEA-Appointment	14	1.28%	0	0.00%	0
RESEA-Army	19	1.73%	3	0.27%	0
Interview & Negotiate	1	0.09%	0	0.00%	0
Virtual Job Club	1	0.09%	0	0.00%	0
RCM-Mandy	1	0.09%	0	0.00%	0
RCM-Andrea	2	0.18%	0	0.00%	0
AJC Orientation	1	0.09%	0	0.00%	0
PJ Orientation	1	0.09%	0	0.00%	0
<b>Total:</b>	<b>1,098</b>	<b>100.00%</b>			

23 business days in August  
 1,098 Individuals = 45/day

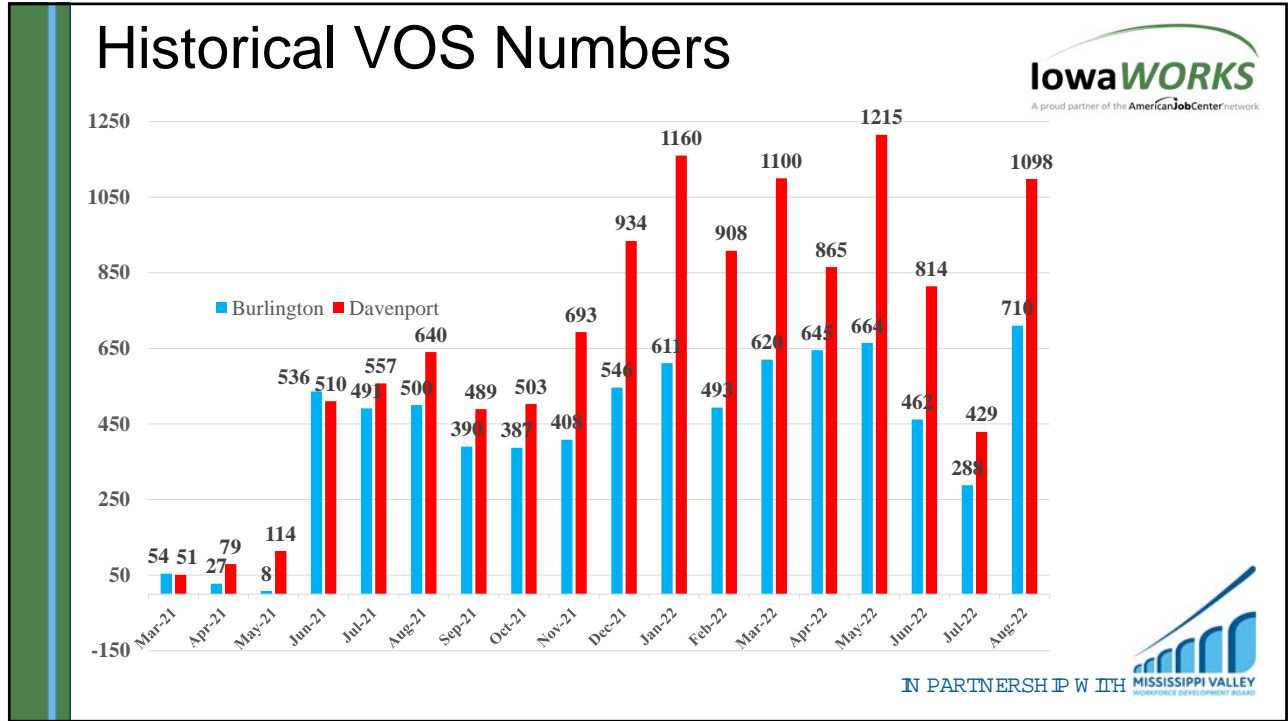


5

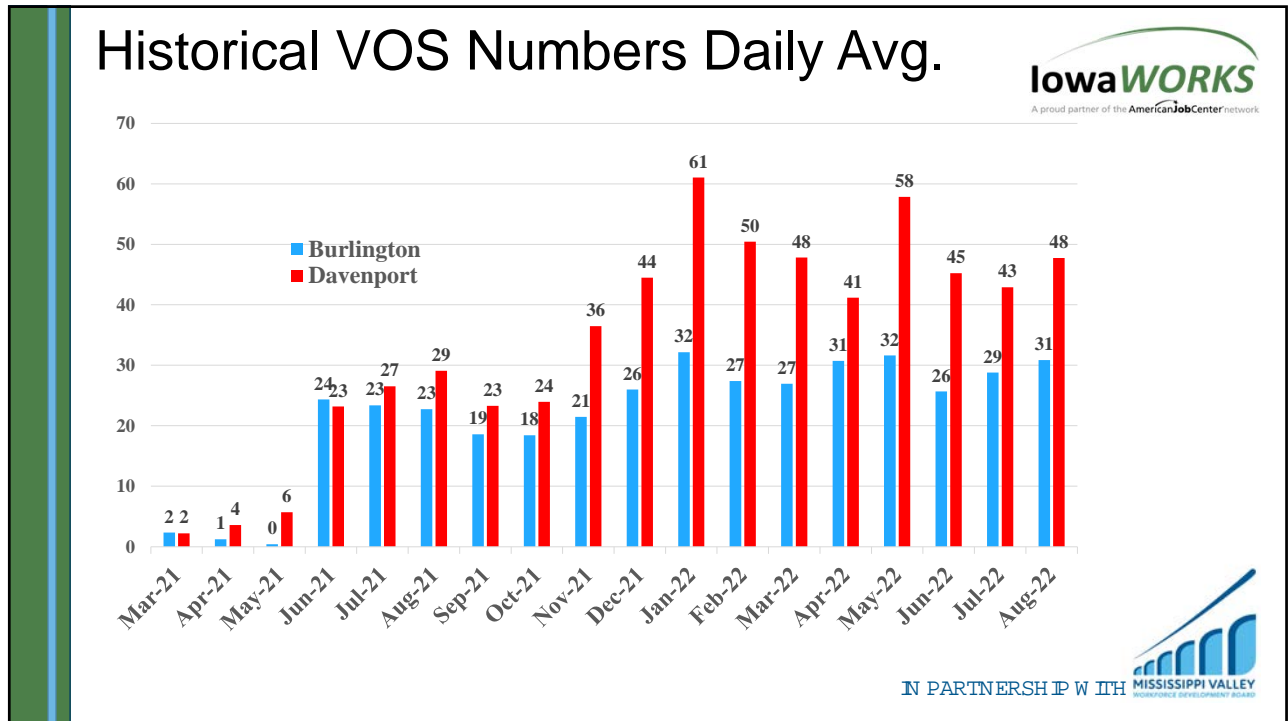
# Historical VOS Numbers



6



7



8

## Services Provided Employers August



Service	Total Employers	Total Services
Assisted Employer with Accessing Untapped Labor Pools	3	3
Employers view internal resumes	32	460
Notification to Employer of Potential Applicant	2	3
Provided Employer Information and Support Services	41	43
Provided Job Fair Services	72	72
Provided Job Order Follow-up/Assistance	22	27
Provided Rapid Response / Business Downsizing	1	1
Provided Strategic Planning / Economic Development	2	2
Provided Training Services	1	1
Provided Workforce Recruitment Assistance	84	94
Referred Qualified Applicants	19	21
Registered Apprenticeship - In-Depth Meeting	4	5
Registered Apprenticeship - Intro Meeting	2	2
Registered Apprenticeship - Program Registered	1	1
<b>Total</b>	<b>286</b>	<b>735</b>



IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

9

## Facebook August



Office Page	Total Reach*	Impressions**
Davenport	25,632	38,665
Burlington	11,945	15,565

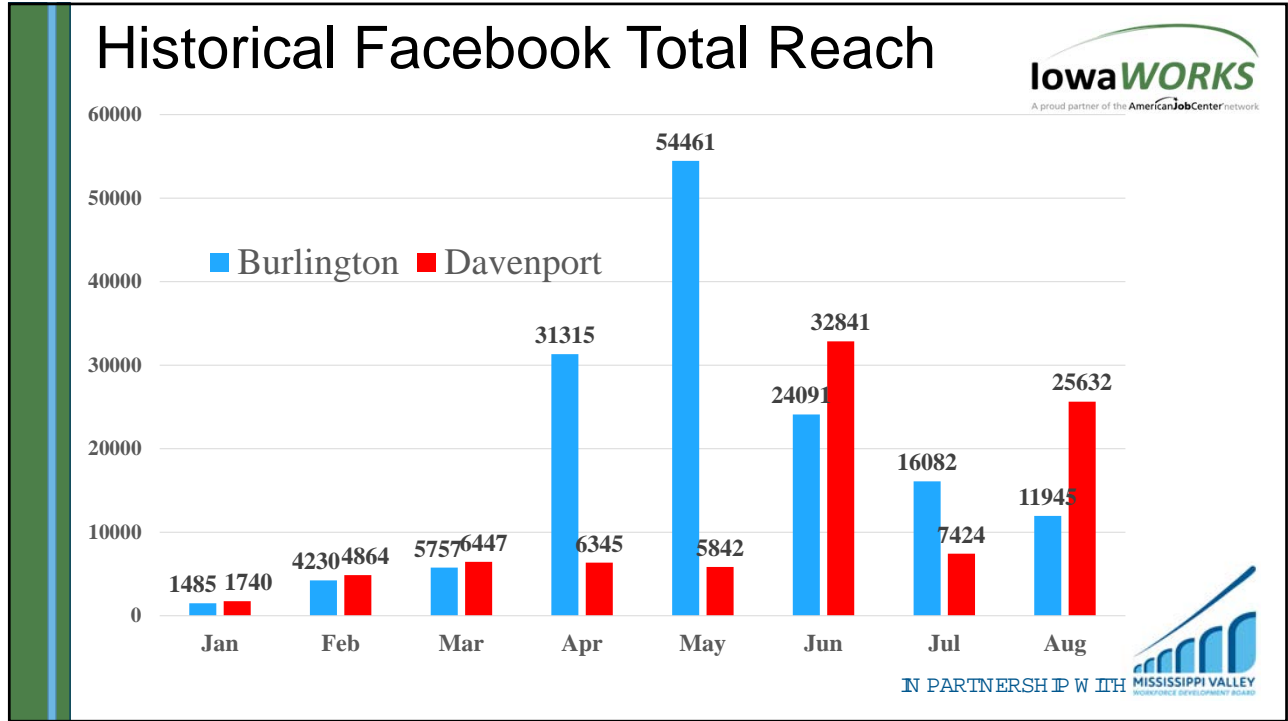
\*Reach: The number of unique individuals who saw any of your content

\*\*Impressions: The number of times content is seen (e.g., 1 person sees the same content 3 times = 3 impressions)



IN PARTNERSHIP WITH MISSISSIPPI VALLEY WORKFORCE DEVELOPMENT BOARD

10



11

## MVWA (August) Partner Referrals

Referred To	Burlington	Davenport
AARP/SCSEP	1	0
Title I Adult/DW	23	26
Title I Youth	2	1
Title II (AEL/HiSED)	1	0
Title IV (Voc Rehab)	3	5
Veterans	5	5

Referred From	# of Referrals
AEL/HiSED	1
OSO	1
Promise Jobs	5
RCM/RESEA	33
Title III	29
Title IV	1
Trade/TAA	2

A proud partner of the AmericanJobCenter network

12

# MVWA Customer Satisfaction

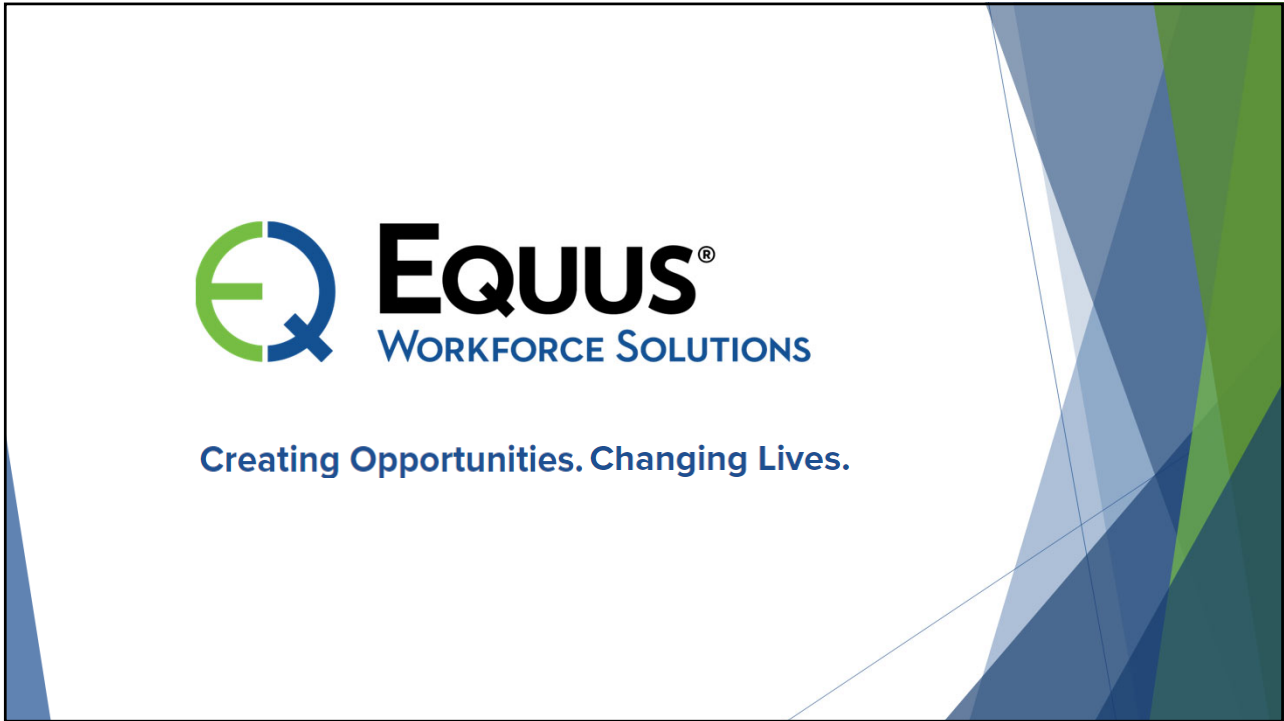


January	100%
February	100%
March	100%
April	89%
May	100%
June	100%
July	100%
August	91%

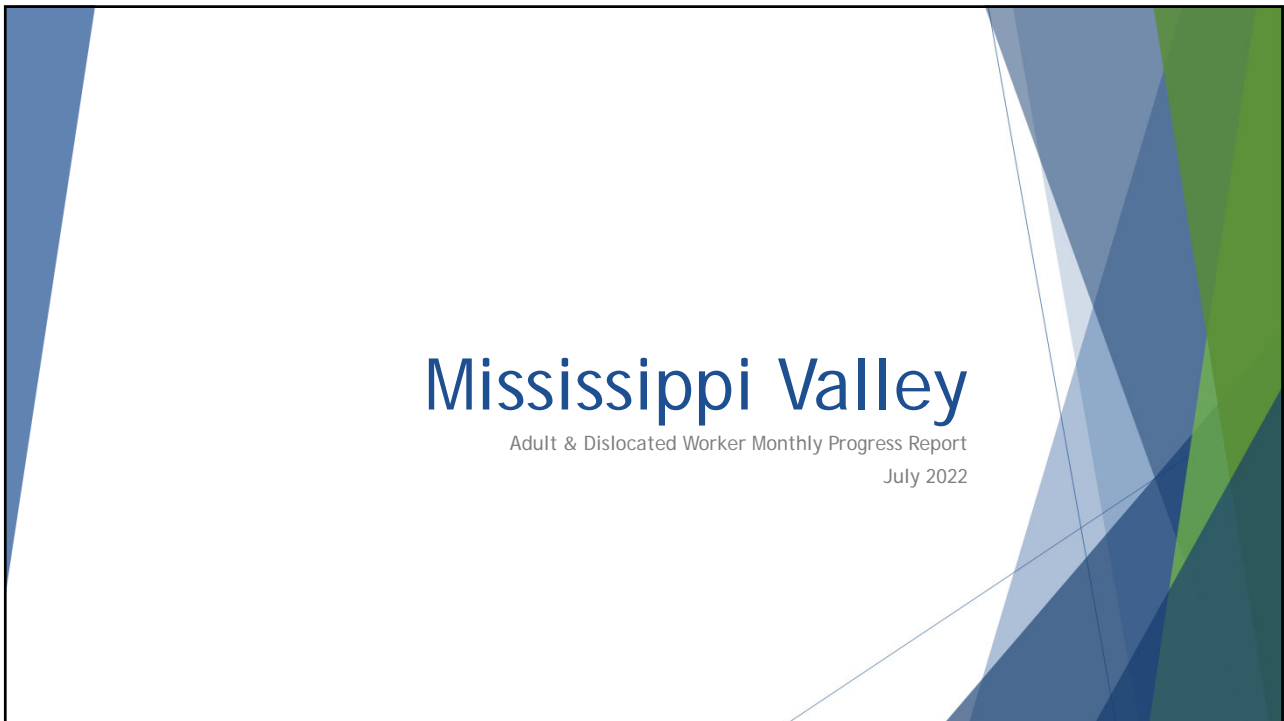


# ADULT/DW REPORT

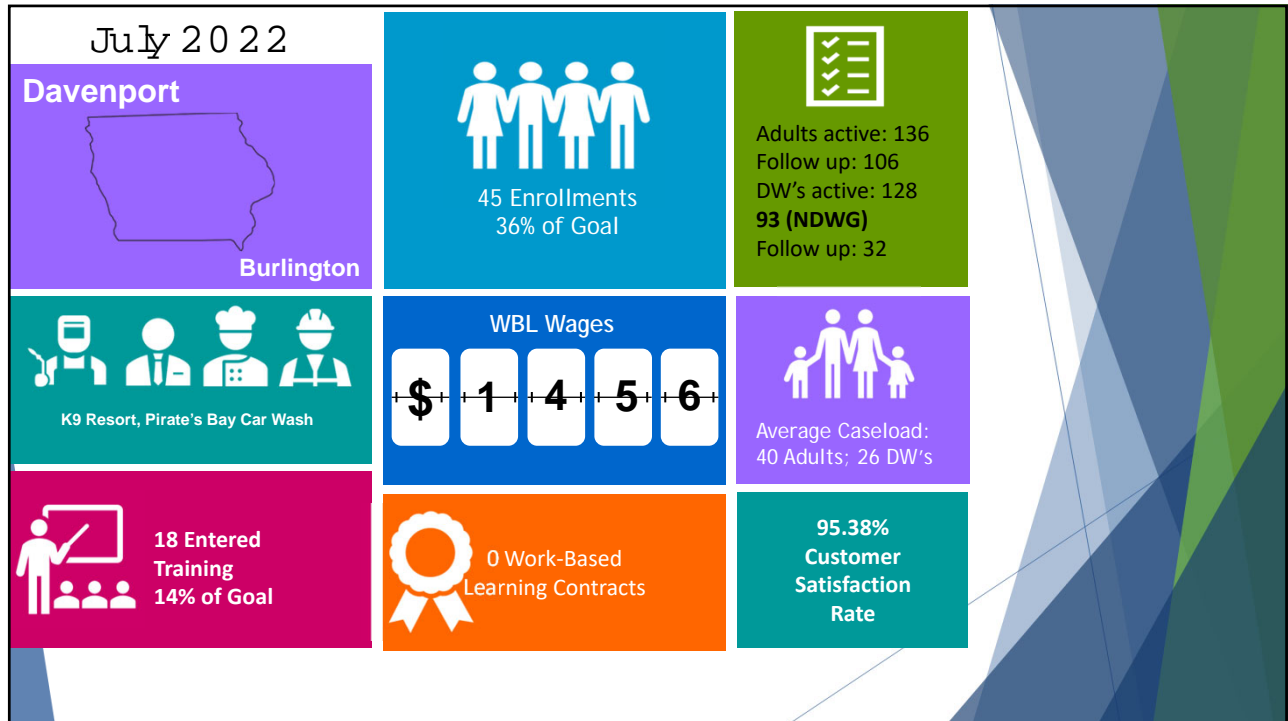
- JULY
- AUGUST - *PAGE 53*



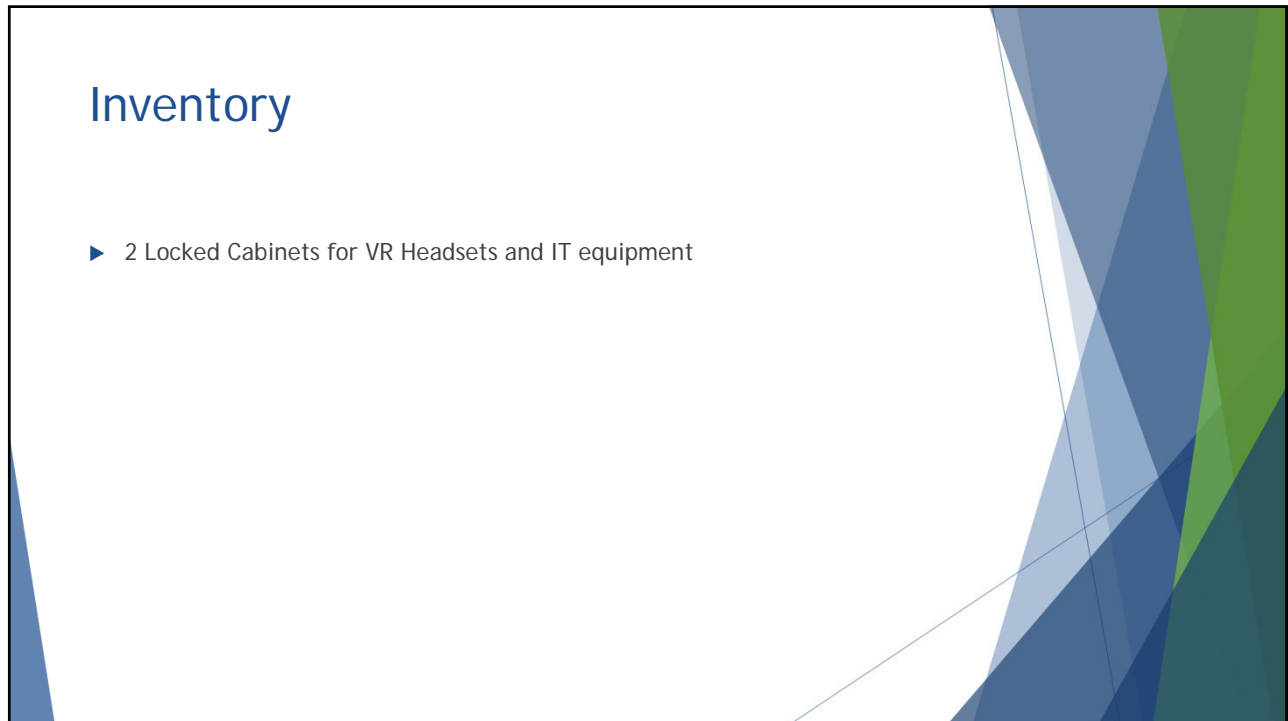
1



2



3



4

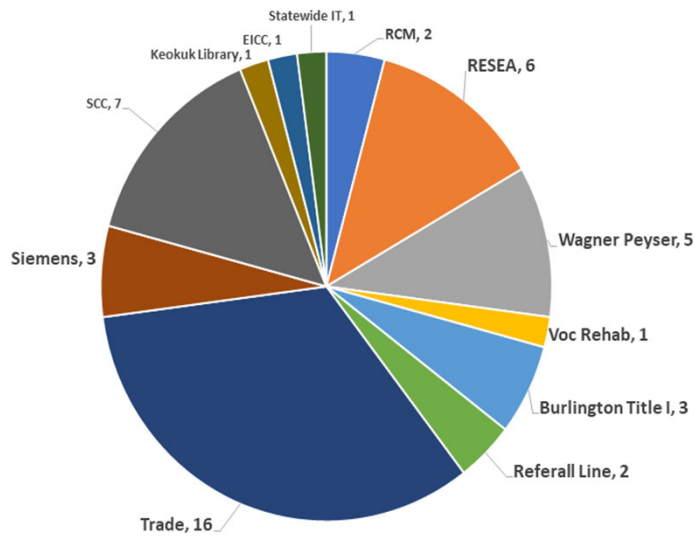


## Rapid Response

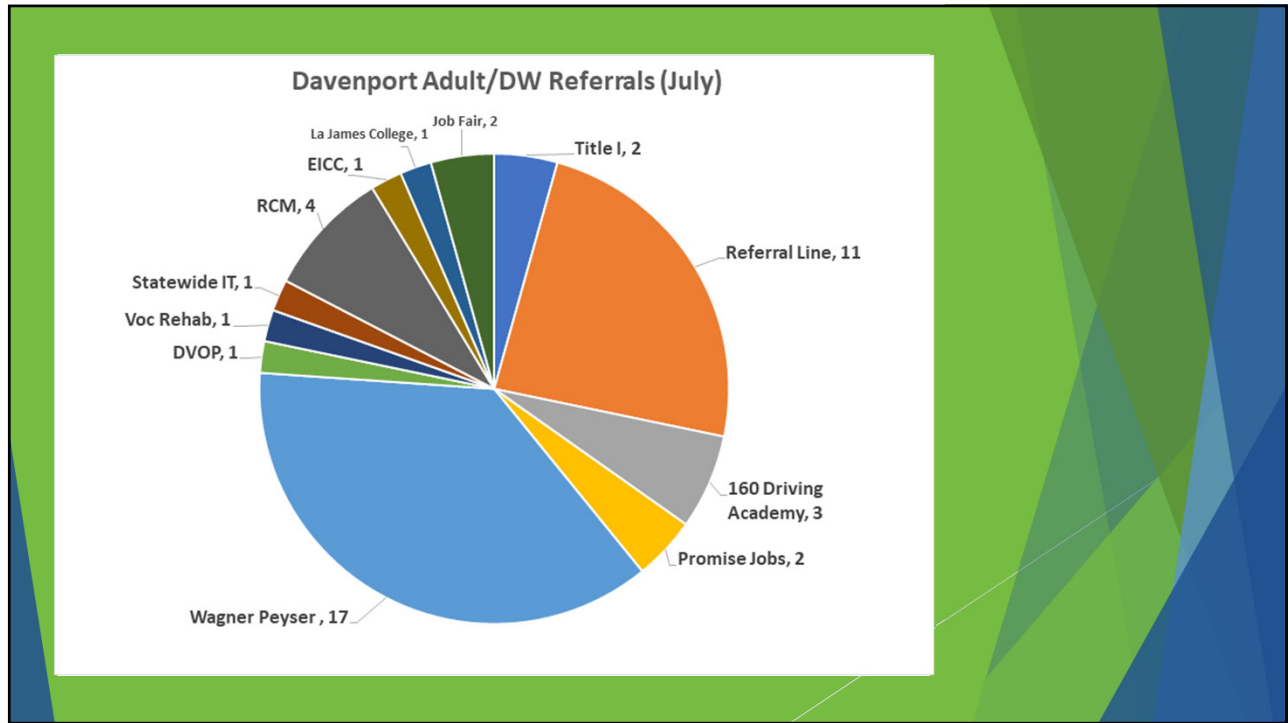
- ▶ KPI TRADE assistance meetings
- ▶ Siemens Gamesa impacted works continue to receive packets from Worker Information Meetings-30 packets handed out

5

**Burlington Adult/DW Referrals (July)**



6



7

## Dislocated Worker Industries

\*These individuals were laid off from these industries, but reside in these counties

- ▶ 9 Des Moines County Manufacturing
- ▶ 3 Hancock IL Manufacturing
- ▶ 2 Henry County Manufacturing
- ▶ 1 Kahoka MO Manufacturing
- ▶ 1 Lee County Manufacturing
- ▶ 1 Scott County Manufacturing

8

## Outcomes

18 Unsubsidized Employment

- ▶ Credentials:
  - ▶ 1 Phlebotomy Technician

9

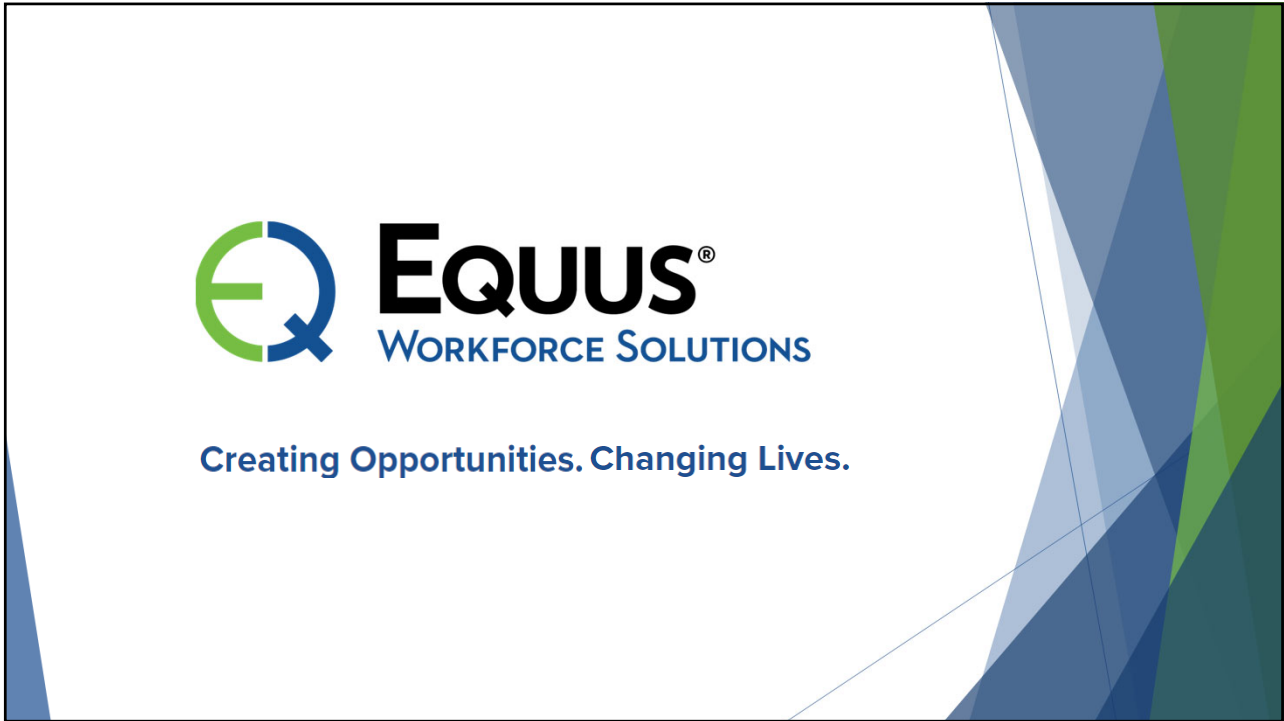
## Challenges

- ▶ Several referrals made for WBL, but employers are slow to return contact with us or are reluctant to work with WBL or WBL can't be justified because of skills gap issues.

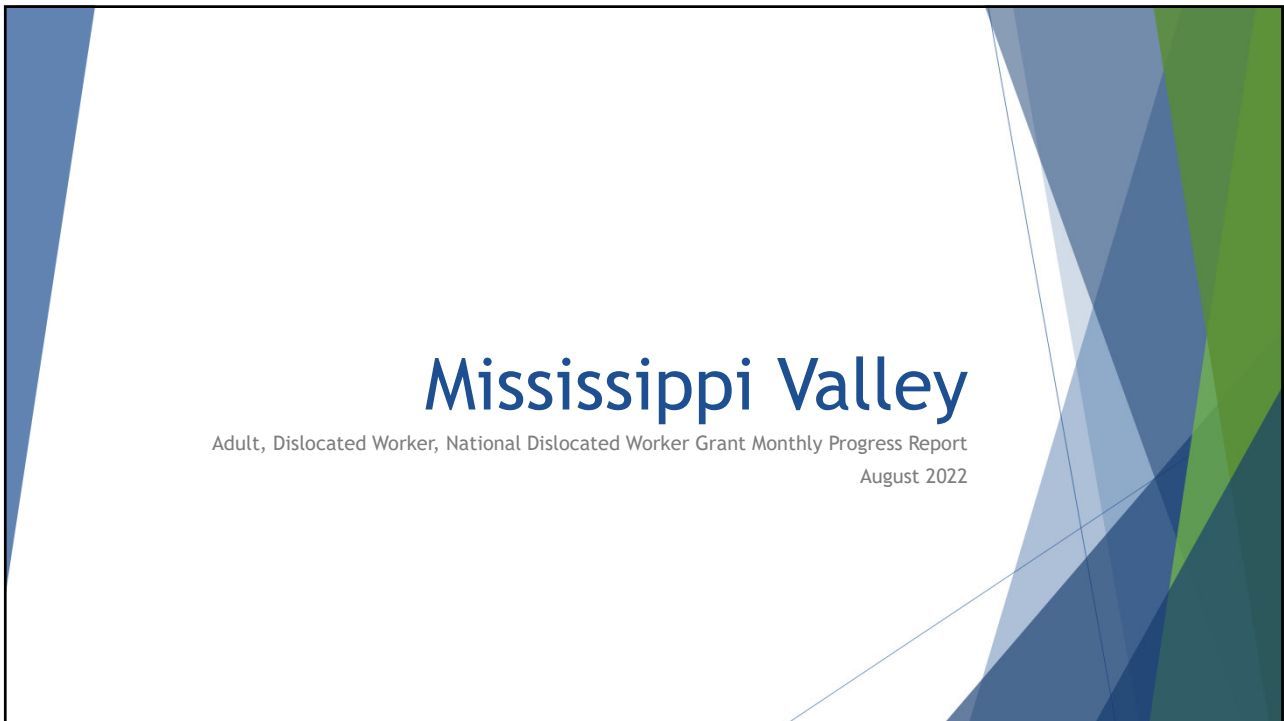
10

## Celebration

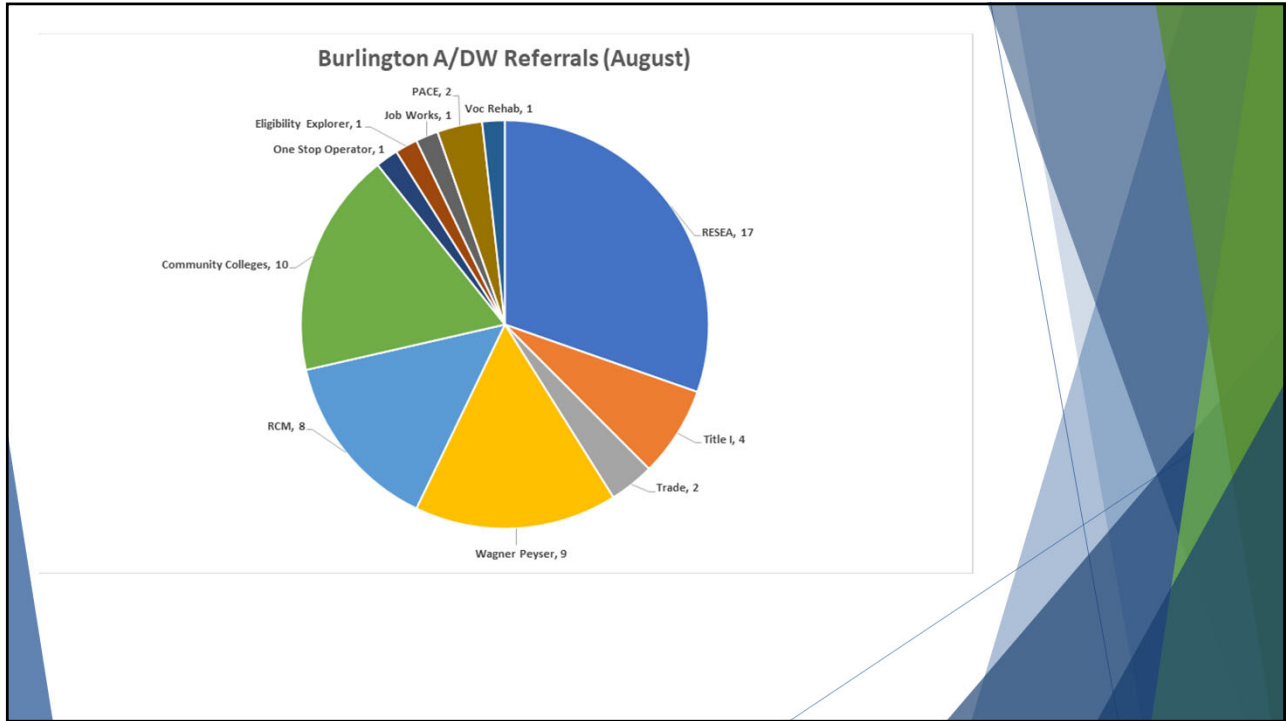
- ▶ -40yo participant from Scott Co. who completed Techworks Statewide IT training at the end of June obtained employment with the IT department at John Deere starting 8/1/22.
- ▶ -43yo participant from Scott Co. obtained employment at JMF starting 8/1/22.
- ▶ -50yo veteran participant from Scott Co. obtained employment at Summit Food Service.
- ▶ -29yo participant from Scott Co. obtained employment at Select Medical and will begin CNA training in September
- ▶ Dislocated Worker from Des Moines county. He had three job offers this month; Great River hospital, Rig River Resources and ABB. (Great River was not interested in a OJT but Big River Resources was wanting to do a OJT if he was to take the position.) After many meetings with the participant over the past couple months he made a decision to take the position with ABB and move to Richmond Virginia. He will be making over 100K at his new position and they offered him a 35k relocation package.



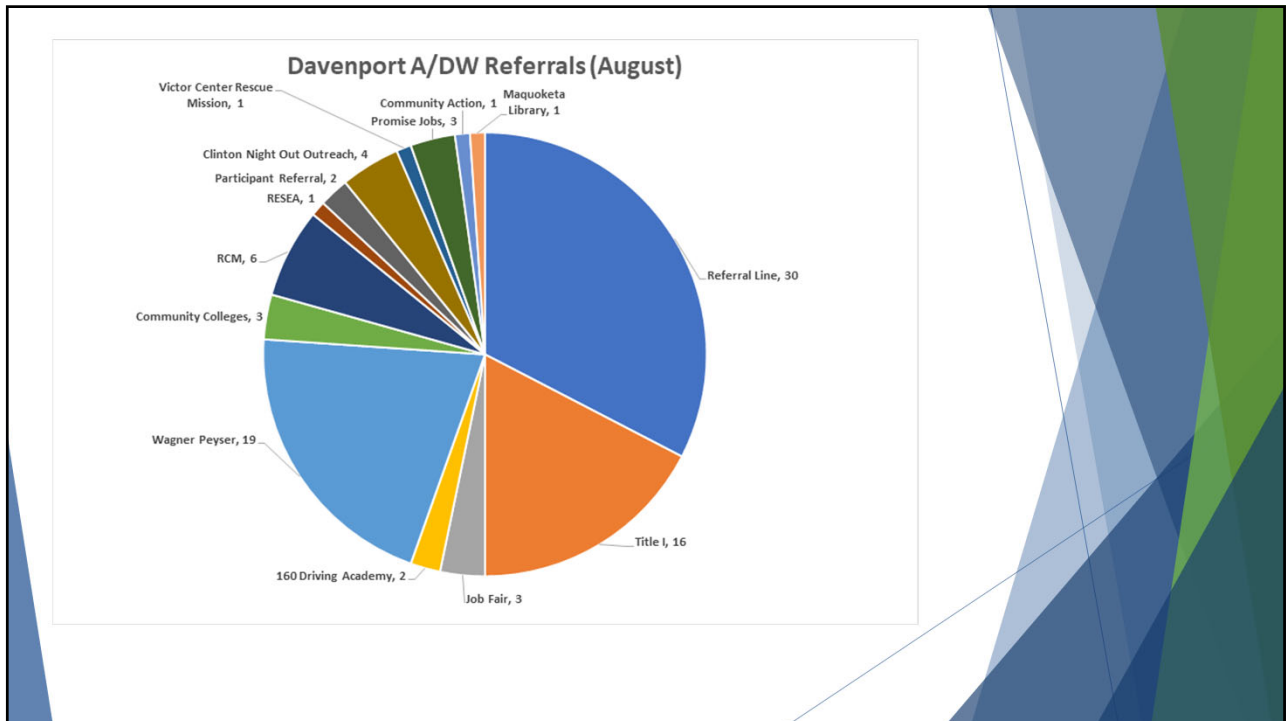
1



2



3



4

## Enrollments

	August	YTD Goal	YTD Actual	% of Goal
Adult	15	125 (Total)	30	
Dislocated Worker	31	125 (Total)	54	68%
National Dislocated Worker Grant	3	40 co-enrolled	126	315%

5

## Caseload

### Adult

- ▶ 137 Active
- ▶ 110 Follow Up
- ▶ 49.4 Average caseload
- ▶ 12 Exit
  - ▶ 3 Employed
  - ▶ 4 Not employed
  - ▶ 5 Unknown

### Dislocated Worker

- ▶ 153 Active
- ▶ 34 Follow Up
- ▶ 37.4 Average caseload
- ▶ 6 Exit
  - ▶ 4 Employed
  - ▶ 2 Unknown

6

## Occupational Skills Training

	August	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	89	125	107	86%

7

## Work Based Learning

	August	YTD Goal	YTD Actual	% of Goal
Work Based Learning	4	30	4	13%
NDWG OJT	0	28	2	7%

8



Project Name	Survey Date	7-Did well and areas to improve
IA MISSISSIPPI VALLEY IOWA ADW	08/29/22	helped me figure things out, training, needs worked on
IA MISSISSIPPI VALLEY IOWA ADW	08/29/22	I feel that it very useful for anyone who is willing and trying to become self sufficient
IA MISSISSIPPI VALLEY IOWA ADW	08/27/22	I feel they do a great job with helping.
IA MISSISSIPPI VALLEY IOWA ADW	08/31/22	Lisa was very friendly, knowledgeable and well spoken. I felt she genuinely cared about me and was not just rushing through the material.
IA MISSISSIPPI VALLEY IOWA ADW	08/31/22	Michaela (
IA MISSISSIPPI VALLEY IOWA ADW	08/29/22	My worker Sumita Amirk was and has been very helpful since our first meeting. She has and does keep me informed about things that will help me be most successful now and in the future. At the moment I don't have any areas where I see you need work.
IA MISSISSIPPI VALLEY IOWA ADW	08/16/22	Shayla is amazing, willing to help and assist
IA MISSISSIPPI VALLEY IOWA ADW	08/10/22	Shayla Taeger is always great to me! She found me OJT and also set me up with some business casual clothes donations!
IA MISSISSIPPI VALLEY IOWA ADW	08/31/22	Very diligent on finding me options that was available to me.
IA MISSISSIPPI VALLEY IOWA ADW	08/30/22	What our my next steps to follow after this dream. What assistance or programs may help with going beyond my dream for example ... my own salon?



**96.11% Customer Satisfaction Rate**



**31 Surveys Completed**

9

## Dislocated Worker Industries

- ▶ 26 Manufacturing
- ▶ 1 Utilities
- ▶ 1 Displaced homemaker
- ▶ 1 Healthcare
- ▶ 1 Animal healthcare
- ▶ 1 Education

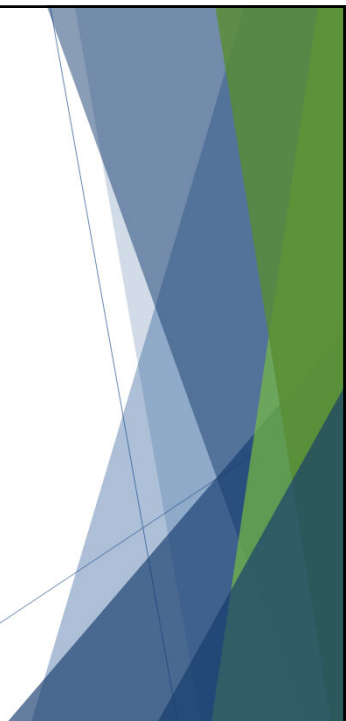
10



## Outcomes

- ▶ 1 Adult internship started
- ▶ 6 Unsubsidized employment
- ▶ 1 Measurable Skills Gain
- ▶ 3 Dislocated worker internships started
- ▶ 1 Phlebotomy credential obtained

11



## Participant Highlights

Scott County adult participant passed NCLEX (nursing exam) and her license was issued the next day. She began unsubsidized employment at UnityPoint Health on August 22.

Dislocated Worker from ABB earned her Medical Coding and Billing degree from Southeastern Community College and was having trouble finding employment with her degree. She was employed at the local bread factory in town to be able to pay for her bills. She is now is doing an internship at Eagle View Community Health Center at the Burlington Community High School using her medical terminology education and hoping to move into a Medical Coding and Billing role after her internship as a receptionist.

Scott county adult participant obtained unsubsidized employment at Familia Dental as a dental assistant.

12

# TITLE III REPORT

- JULY
- AUGUST - *PAGE 63*



A proud partner of the AmericanJobCenter<sup>®</sup> network

## MVWA Title III Operations Committee Report August 2022

### MVWA 2021 Unemployment Rate (Not Seasonally Adjusted)

June 2022	
United States	
Iowa	2.6%
Des Moines Co.	4.5%
Henry Co.	2.7%
Lee Co.	4.7%
Louisa Co.	2.8%
Muscatine	2.9%
Jackson	2.8%
Clinton	3.5%
Scott	3.4%

### MVWA 2022 Labor Force (# In Labor Force/Unemployed)

June 2022	
United States	
Iowa	1,709,400/43,900
Des Moines Co.	18,160/810
Henry Co.	9,570/260
Lee Co.	15,370/720
Louisa Co.	5,930/170
Muscatine	21,060/600
Jackson	10,910/300
Clinton	22,360/790
Scott	91,300/3,100

**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: 7/1/2022  
 End Date: 7/31/2022  
 Report Run Time: 8/4/2022 2:14:32 PM

Office	Total	% Total
<a href="#">Burlington</a>	46	100.00%
Office	Total	% Total
<b>Total Rows: 1</b>	<b>46</b>	<b>100%</b>

**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: 7/1/2022  
 End Date: 7/31/2022  
 Report Run Time: 8/4/2022 2:15:44 PM

Office	Total	% Total
<a href="#">Davenport</a>	146	100.00%
Office	Total	% Total
<b>Total Rows: 1</b>	<b>146</b>	<b>100%</b>

### Services Provided Individuals - by Veteran Status

Program: Title III - Wagner-Peyser (WP)  
 State Region: State Region 1  
 Region/LWDB: Mississippi Valley LWDA  
 Office: Burlington  
 Veteran Information Record: Both  
 Filter By Date: Create Date  
 Start Date: 7/1/2022  
 End Date: 7/31/2022  
 Report Run Time: 8/4/2022 2:20:43 PM

Veteran Status	Distinct Users	Total Services	% of Total
<a href="#">No</a>	362	2,169	95.09%
<a href="#">Yes &lt;= 180 days</a>	1	1	0.04%
<a href="#">Yes_Eligible Veteran</a>	21	82	3.59%
<a href="#">Yes_Other Eligible Person</a>	2	29	1.27%
Veteran Status	Distinct Users	Total Services	% of Total
	386	2,281	100%
Total Rows: 4			

### Services Provided Individuals - by Veteran Status

Program: Title III - Wagner-Peyser (WP)  
 State Region: State Region 1  
 Region/LWDB: Mississippi Valley LWDA  
 Office: Davenport  
 Veteran Information Record: Both  
 Filter By Date: Create Date  
 Start Date: 7/1/2022  
 End Date: 7/31/2022  
 Report Run Time: 8/4/2022 2:21:56 PM

Veteran Status	Distinct Users	Total Services	% of Total
<a href="#">No</a>	695	3,275	93.36%
<a href="#">Yes &lt;= 180 days</a>	2	2	0.06%
<a href="#">Yes_Eligible Veteran</a>	39	221	6.30%
<a href="#">Yes_Other Eligible Person</a>	1	10	0.29%
Veteran Status	Distinct Users	Total Services	% of Total
	737	3,508	100%
Total Rows: 4			



A proud partner of the AmericanJobCenter<sup>®</sup> network

**MVWA Title III Operations Committee Report  
September 2022**

**MVWA 2021 Unemployment Rate (Not Seasonally Adjusted)**

July 2022	
United States	
Iowa	2.5%
Des Moines Co.	4.5%
Henry Co.	3.0%
Lee Co.	4.8%
Louisa Co.	2.9%
Muscatine	2.9%
Jackson	2.9%
Clinton	3.7%
Scott	3.4%

**MVWA 2022 Labor Force (# In Labor Force/Unemployed)**

July 2022	
United States	
Iowa	1,712,260/46,910
Des Moines Co.	18,580/840
Henry Co.	9,650/290
Lee Co.	15,140/730
Louisa Co.	5,940/170
Muscatine	21,070/600
Jackson	10,820/310
Clinton	22,200/830
Scott	92,000/3,200

**Services Provided Individuals - by Office**

Program: Title III - Wagner-Peyser (WP)  
 LWIA Record Set Location: Activity Record  
 State Region: State Region 1  
 Region/Lwia: Mississippi Valley LWDA  
 Office: Burlington  
 Veteran Information From: Both  
 Date Field: Create Date  
 Start Date: 8/1/2022  
 End Date: 8/31/2022

Office	Distinct Users	Total Services	% of Total
<a href="#">Burlington</a>	666	4,674	100.00%
Office	Distinct Users	Total Services	% of Total
	666	4,674	100%
<b>Total Rows: 1</b>			

**Services Provided Individuals - by Office**

Program: Title III - Wagner-Peyser (WP)  
 LWIA Record Set Location: Activity Record  
 State Region: State Region 1  
 Region/Lwia: Mississippi Valley LWDA  
 Office: Davenport  
 Veteran Information From: Both  
 Date Field: Create Date  
 Start Date: 8/1/2022  
 End Date: 8/31/2022

Office	Distinct Users	Total Services	% of Total
<a href="#">Davenport</a>	1,067	6,925	100.00%
Office	Distinct Users	Total Services	% of Total
	1,067	6,925	100%
<b>Total Rows: 1</b>			



### 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: 8/1/2022  
End Date: 8/31/2022  
Report Run Time: 9/8/2022 2:36:27 PM

Office	Total	% Total
<a href="#">Burlington</a>	169	100.00%
Office	Total	% Total
Total Rows: 1	169	100%

### 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: 8/1/2022  
End Date: 8/31/2022  
Report Run Time: 9/8/2022 2:37:57 PM

Office	Total	% Total
<a href="#">Davenport</a>	225	100.00%
Office	Total	% Total
Total Rows: 1	225	100%

### Services Provided Individuals - by Veteran Status

Program: Title III - Wagner-Peyser (WP)  
 State Region: State Region 1  
 Region/LWDB: Mississippi Valley LWDA  
 Office: Burlington  
 Veteran Information Record: Both  
 Filter By Date: Create Date  
 Start Date: 8/1/2022  
 End Date: 8/31/2022  
 Report Run Time: 9/8/2022 2:51:49 PM

Veteran Status	Distinct Users	Total Services	% of Total
<a href="#">No</a>	564	4,223	93.99%
<a href="#">Yes Eligible Veteran</a>	30	208	4.63%
<a href="#">Yes Other Eligible Person</a>	2	62	1.38%
Veteran Status	Distinct Users	Total Services	% of Total
	596	4,493	100%
Total Rows: 3			

### Services Provided Individuals - by Veteran Status

Program: Title III - Wagner-Peyser (WP)  
 State Region: State Region 1  
 Region/LWDB: Mississippi Valley LWDA  
 Office: Davenport  
 Veteran Information Record: Both  
 Filter By Date: Create Date  
 Start Date: 8/1/2022  
 End Date: 8/31/2022  
 Report Run Time: 9/8/2022 2:53:52 PM

Veteran Status	Distinct Users	Total Services	% of Total
<a href="#">No</a>	876	6,220	94.36%
<a href="#">Yes &lt;= 180 days</a>	1	4	0.06%
<a href="#">Yes Eligible Veteran</a>	61	348	5.28%
<a href="#">Yes Other Eligible Person</a>	5	20	0.30%
Veteran Status	Distinct Users	Total Services	% of Total
	943	6,592	100%
Total Rows: 4			