



Mississippi Valley Workforce Development Board

Youth Committee Meeting Agenda

Monday, September 13, 2021 at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/81590561729?pwd=aEFTRXhFajdEN0hJOUc4YlVsbUFqdz09>

Meeting ID: 815 9056 1729

Passcode: 984372

One tap mobile: 1-312-626-6799

Called to Order	Jacob Nye
Roll Call	Phyllis Wood
*Excused Absences	Jacob Nye
*Approval of Agenda	Jacob Nye
*Approval of Previous Meeting Minutes	Jacob Nye
Equus August Youth Report	Kendra Schaapveld
WIOA Mentoring Policy	
Monitoring	Miranda Swafford
Other Business	
Public Comment	
Adjourn	Jacob Nye

*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

Youth Committee Meeting

Monday, August 9th, at 5:00 p.m., via Zoom

Members Present: Jacob Nye, Heather Halbrook, Tasha Beghtol, Rebecca Ruberg, Regina Matheson, and Patrick Stock

Members Absent: Carrie Nudd and Ron Schaefer

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

CEO Present: Chad White

Equus Staff: Cherisa Price-Wells, Kendra Schaapveld, Shannon Weaver and Robert Ryan

CALLED TO ORDER

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

QUORUM

There was a quorum to conduct business.

EXCUSED ABSENCES

Ruberg made a motion to approve Nudd's absence, seconded by Matheson, motion carried. Schaefer had an unexcused absence.

APPROVAL OF AGENDA

Matheson made a motion to accept the agenda, seconded by Ruberg, motion carried.

APPROVAL OF MINUTES

Stock made a motion to approve the meeting minutes, seconded by Matheson, motion carried.

FOLLOW UP POLICY

Swafford presented the Follow Up Policy noting services must include at least one contact in the first thirty days and then on time every ninety days for the remainder of the twelve-month follow up period. This is the same for both youth and adult. Matheson questioned if the provider saw these as reasonable timeframes. Weaver noted the timeframes were a minimum expectation of the board and the providers may have more stringent policies with regard to follow up. Schaapveld offered that more frequently would be better for youth. Matheson asked what is reasonable? Weaver offered every 30-60 days after initial contact would be reasonable. Ryan offered the follow up schedule should align with electronic entry availability in the case management software and currently that is for quarterly activity. Matheson asked if there could be more contact entered for which Weaver said yes, although the quarterly time frames a case manager could add multiple contacts within each quarter. Matheson offered if the additional follow up could apply to adult or if it would be too much. Nye offered that the schedule should be the same for both youth and adult. Weaver relayed the adult population does not appreciate the additional contacts. Ruberg reiterated the youth could get more frequent follow up. Matheson

Commented [MB1]: Bartles was not at this meeting.

also felt it did not need to be consistent with different populations. White added the additional follow up would create a sense of accountability which would be a good skill for the youth population to cultivate. Ruberg asked the committee if they should go with more frequent follow up for the youth or stick with current minimums. Matheson asked for clarification on what current minimums were. Swafford provided the current writing of the policy states initial follow up within 30-days of exit, then every 90-days thereafter. Matheson felt 30-days initially and then every 30-days thereafter for youth. Nye asked if every 30-day follow up was necessary. Weaver explained the service providers are doing every 30-days now, but it doesn't necessarily have to be the boards policy. Ruberg expressed the policy should be the same. Matheson added as a policy, it makes sense the two groups have different touch points and if the policy isn't to ensure the success then why not have more touch points for youth. Nye agreed the youth are going to need more follow up and asked about the board changing the youth to 30-day follow ups after the initial. Ryan cautioned against the unintentional consequences of tightening up the requirements. The attempt top contact doesn't meet the requirement for a programmatic contact and there is currently a struggle to contact participants who are still active in programs. This policy is reflective of our expectation for follow up for individuals who have existed. White felt the additional contacts could be a teaching opportunity for youth with regard to following through. Swafford said the soft skill teaching opportunity is part of the service and follow up is after exiting services. Nye felt that Ryan had made a strong point and asked the group if anyone wanted more frequent touch points for the youth population. No one responded. Swafford then noted the exceptions section of the policy as it was required by IWD but follow up entry is not possible in the IWD case management system after being exited 365 days. Weaver affirmed the statement that follow up case management cannot be entered after 365 days from exit date. Swafford then spoke to the Unreachable section of the policy. Weaver asked if there was a clause to cover if the client refuses service. Wood found in the background section information related to client refusal of service. Matheson made a motion to approve the policy as written, Stock seconded the motion, motion carried.

Commented [MB2]: Not present

Commented [MB3]: Correct this

EQUUS JULY YOUTH REPORT

Schaapveld reported that there were 152 contacts with potential participants in the month of July, there was \$815 paid in incentives, and \$4,312 for WEX. There were 0 ISY and 4 OSY enrollments during the month of July, and the average caseload is 31. Outcomes included two internships successfully completed, one internship started, two ISY gained unsubsidized employment and one OST completion (2nd semester nursing term). Swafford asked if the caseload was based on current or fully staffed. Schaapveld answered the caseload averages were based on current staffing levels.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

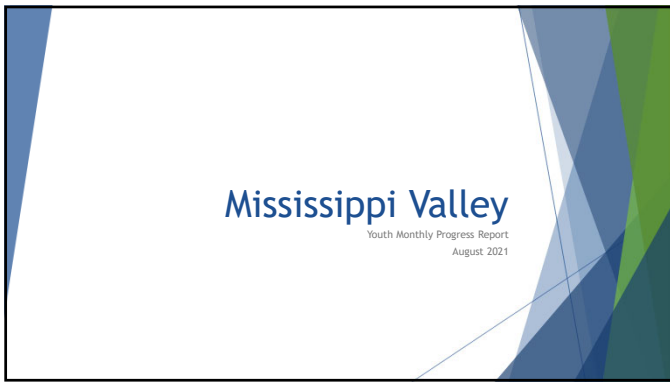
There were no public comments.

ADJOURN

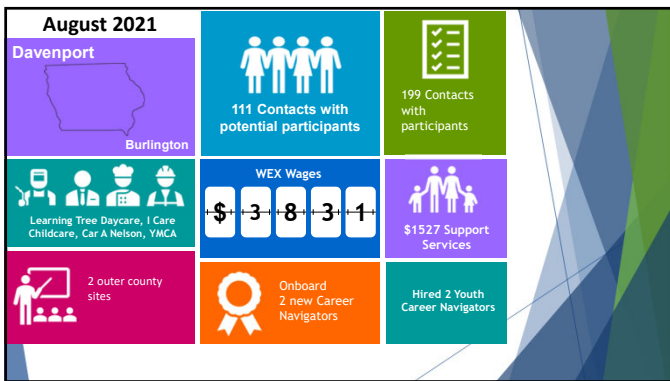
Ruberg made a motion to adjourn, seconded by Matheson, motion carried. Nye adjourned the meeting at 5:45 p.m.



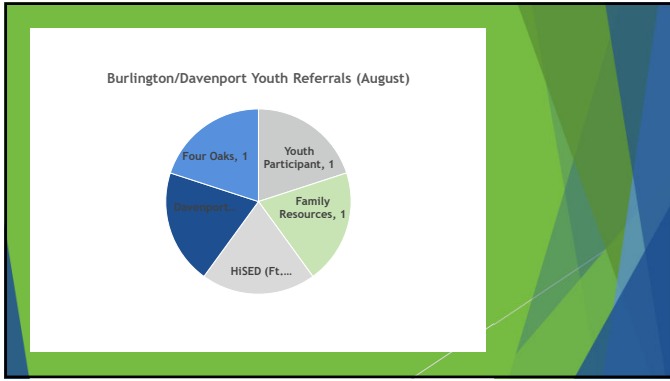
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Enrollments

	August	YTD Actual	% of Goal
In School Youth	0	0	0%
Out of School Youth	3	7	12%

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Caseload

▶ Out of School Youth 48	▶ Average Case load size per case manager is 31.7
▶ In School Youth 6	▶ Exits 4
▶ Youth Follow Up 41	

6

New Work-Based Learning

- ▶ I-Care Childcare
- ▶ YMCA

7

Occupational Skills Training

	August	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	1	15	0	7%

8

Legacy in Action

- ▶ 93.98% Customer Satisfaction Rate
- ▶ 14 Surveys Completed
- ▶ Feedback:

I've been working with Sumita Amrik and she has gone above and beyond to get me going in the right direction towards my career. She's available anytime I email or call, and checks in with me regularly. There's nothing to fix, at all, I wouldn't want to work with anyone else.
Jamie McLaughlin is always extremely professional and helpful.

Sumita Amrik was very helpful and caring with assisting me with the education opportunities available to me.

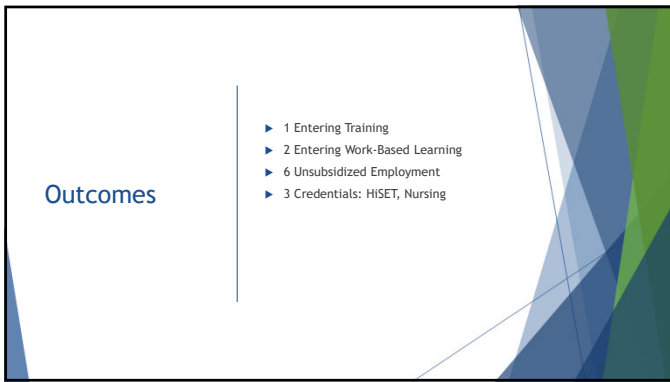
Sumita was very knowledgeable & persistent in getting the answers we needed to get signed up for class. She kept in contact letting me know where things stood in the school process & was available for any questions or assistance needed. Responses to questions from Sumita were almost immediate.

Sumita was wonderful in assisting me with my new career!

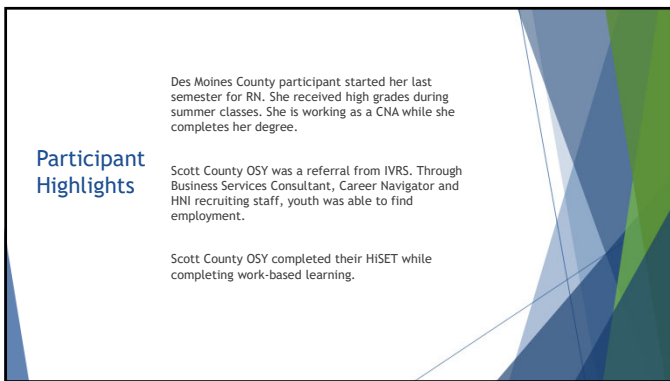
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Mentoring Discussion

Identified in IWD Monitoring: LWDBs should ensure appropriate policies and procedures are in place to adequately screen and select mentors.

1. How should mentors be screened?
2. How should mentors be selected?

State Policy on Mentoring

Adult Mentoring (MEN) is a formal, long-term relationship between a youth and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. In particular, where parents are either unavailable or unable to provide responsible guidance for their children, mentors play a critical role. Mentoring generally serves the following broad purposes:

- Education/academic: helps mentored youth improve overall academic achievement.
- Career: helps mentored youth develop the necessary skills to enter or continue on a career path or where they assist in matching a youth participant with an employer or employee of a company.
- Personal development: supports mentored youth during times of personal or social stress and provides guidance for decision-making.

Group mentoring activities and mentoring through electronic means are allowable as part of this activity, however, the youth must be matched to an individual mentor to whom the youth interacts with on a face-to face basis. It is encouraged that mentoring be provided by someone other than the career planner.

Mentoring is to be provided for no less than 12 months and may take place both during the program and following exit from the program. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Future Ready Iowa Virtual Mentoring

Future Ready Iowa Virtual Mentoring is a statewide networking and professional development opportunity that connects students pursuing careers in high-demand fields with professionals in the workforce. It was developed to support the success of the Future Ready Iowa Grant and Last-Dollar Scholarship programs, moving Iowa toward its goal of ensuring that 70 percent of the workforce has education or training beyond high school by 2025.

Eligible students include recipients of the Future Ready Iowa Last-Dollar Scholarship, who are pursuing programs of study at an Iowa community college, accredited private college, or university. Through engaging in this career mentoring program, students will establish meaningful career connections and strengthen their job readiness skills.

How It Works

- Mentoring is delivered online through video call and messaging. Meeting in person is also encouraged!
- Students are matched with mentors based on their program, career goals, and personality.
- The average time commitment is **1 hour/month**.
- The mentoring relationship can be either short or long-term. In most cases, matches remain connected through graduation/program completion and job placement.
- Engagement includes resume review and practice networking and mock interviewing.

Why Become a Mentor?

- **DEMONSTRATE** your commitment to your field
- **SHARE** your knowledge, connections, and experience
- **GUIDE** a student in developing their skills and goals
- **CHANGE** a student's life (and possibly your own)

Why Become a Mentee?

- **NETWORK** with professionals in the workforce
- **LEARN** job readiness strategies and skills
- **DEVELOP** communication and leadership skills
- **EXPLORE** professional development opportunities

Iowa Mentoring Partnership

Publication: Elements of Effective Practice for Mentors

MENTOR SCREENING

B.2.1* Program has established criteria for accepting mentors into the program as well as criteria for disqualifying mentor applicants.

B.2.2 Prospective mentors complete a written application that includes questions designed to help assess their safety and suitability for mentoring a youth.

B.2.3 Program conducts at least one face-to-face interview with each prospective mentor that includes questions designed to help the program assess his or her suitability for mentoring a youth.

B.2.4 Program conducts a comprehensive criminal background check on prospective adult mentors, including searching a national criminal records database, along with sex offender and child abuse registries and, when relevant, driving records.

B.2.5 Program conducts reference check interviews with multiple adults who know an applicant (ideally, both personal and professional references) that include questions to help assess his or her suitability for mentoring a youth.

B.2.6* Prospective mentors agree in writing to a one-year (calendar or school) minimum commitment for the mentoring relationship, or a minimum time commitment that is required by the mentoring program.

B.2.7* Prospective mentors agree in writing to participate in face-to-face meetings with their mentees that average a minimum of once a week and a total of four or more hours per month over the course of the relationship, or at a minimum frequency and amount of hours that are required by their mentoring program.

MENTEE SCREENING

B.2.8* Program has established criteria for accepting youth into the program as well as criteria that would disqualify a potential youth participant.

B.2.9 Parent(s)/guardian(s) complete an application or referral form.

B.2.10 Parent(s)/guardian(s) provide informed permission for their child to participate.

B.2.11* Parent(s)/guardian(s) and mentees agree in writing to a one-year (calendar or school) minimum commitment for the mentoring relationship, or the minimum time commitment that is required by the mentoring program.

B.2.12 Parents(s)/guardian(s) and mentees agree in writing that mentees participate in face-to-face meetings with their mentors that average a minimum of once a week and a total of four or more hours per month over the course of the relationship, or at a minimum frequency and amount of hours that are required by the mentoring program.

IWD PY21 Monitoring

Desk Review: 9/16/2021 – 10/4/2021

Onsite Visit: October 5 and 6th

Interviews Sessions Needed:

- * LWDB Executive Director
- * Operations Manager
- * Adult Career Planner
- * Youth Career Planner
- * Dislocated Worker Participant
- * NDWG Participant (If participating in an NDWG)
- * Service Provider
- * Co-Located Partner Program(s)
- * Dislocated Worker Career Planner
- * Adult Participant
- * Youth Participant

Additional Forms

ADA Self-Evaluation Form 6 pages

EO and Non-Discrimination Form 6 pages

Internal Controls Spreadsheet

Documentation Requested by September 15th

LWDB Composition Worksheet, to include plans to fulfill membership requirements if not not currently met
LWDB Alternates Roster
LWDB Member Nomination Forms
LWDB Member Conflict of Interest Attestation Forms
LWDB staff employment contracts
LWDB Executive Director objective qualifications
LWDB budget
LWDB schedule of meeting dates for PY21
LWDB Certification
LWDB By-Laws
Local Plan
Local Plan 2 Year Review
Local Plan Modifications
CEO Conflict of Interest Attestation Form
CEO Agreement/Shared Liability Agreement
Fiscal Agent Agreement
Written agreement with the LWDB and the CLEO if the one-stop operator and service provider are the same organization
One-Stop Operator Contract
Written documentation of the sole source selection process if used for the procurement of the one-stop operator
Service Provider Contracts
Written documentation of the sole source selection process if used for the procurement of the service provider
Standing Committees to include rosters (title, position, and role), committee structure and assignments, mission/vision/goals, and meeting schedule
Fully executed MOUs with signatures, and their associated IFA and/or Additional Cost Funding Agreement
Documentation of the annual review of the MOUs, IFAs and other costs sharing agreements
Spreadsheet listing all active contracts and agreements for contractors and subrecipients, including columns for: contractor name; contractor type (contractor or subrecipient); activity/service (youth service provider, fiscal agent, marketing, etc.); term (start and end dates); total costs; and payment terms (cost reimbursement, fixed unit price, etc.)
All other active contracts as listed in the contract spreadsheet
Spreadsheet listing active MOUs for WIOA partnerships, including columns for: partner name; activity/service; term; and total infrastructure funding agreement (IFA) and/or Additional Cost Funding Agreement amount
Current organizational chart showing the chain-of-command for the Admin/Fiscal/Management team from the LWDB Chair downward. Include all staff-to-the-board (e.g. admin, fiscal, operations, program, etc) OSO, fiscal agent, and service provider management. Show the full name, job title, and employer for each individual.
Current organizational chart showing the chain-of-command for the Program Operations team from the Chief Operations Officer/Director of Operations downward. Include all staff involved in formal and functional supervising or delivering client services. Show the full name, job title, and employer for each individual.
Spreadsheet listing all LWDB and LWDA employees (e.g. executive, admin, fiscal, EO, operations, program/case managers, service providers, etc) that can be cross-referenced with organizational charts and payroll records. Include columns for employee name, job title, annual salary, and frequency of payroll
Hyperlinks to social media pages
Submission of Nominations to the Local Workforce Development Board - Chief Elected Officials must establish policies and procedures to facilitate all nominations, including a policy for selecting and rotating membership
Local Board Membership Requirements - Local WDBs must develop policies and procedures, as appropriate, to comply with local membership requirements.
Local Board Chairperson - Local WDBs must develop additional policies and procedures, as appropriate, to comply with the requirements of ensuring that the Local WDB functions properly
Firewalls - Proper firewalls must be in place to ensure a complete separation of duties. Firewalls must also be in place to ensure the transparency and integrity of staff fulfilling multiple roles and multiple functions. With respect to the procurement process of the One-Stop Operator, proper firewalls must demonstrate to the public, as well as to Iowa Workforce Development, that the selection process was impartial and that no preferential treatment was given to the awardee at any stage in the process.
Allowable Methods for Competitive Procurement of the One-Stop Operator - The Local WDB must follow its local sole source policies and procedures, the Uniform Guidance, and State policy when selecting a one-stop operator through sole source selection. Local WDBs must use a competitive process to select a one-stop operator that is based on local procurement policies that are consistent with the procurement standards within this policy.

Geographical Preference - It is the responsibility of the LWDB to establish and follow geographical preference for enrollment policy and procedures. The criteria in the written policy and procedures must provide a fair and equitable method for selection among the eligible applicants, as well as a process by which to document fair and equitable determination.

Eligibility Determination - The LWDB must define in policy "other responsible adults" appropriate to authorize program participation for minors.

Ineligibility - The LWDB must develop policies and procedures for informing individuals of ineligibility to receive services.

Closing Services Due to Fraud - The LWDB must develop policies and procedures for informing individuals of closing services due to fraud.

Adult Mentoring - LWDBs should ensure appropriate policies and procedures are in place to adequately screen and select mentors.

Objective Assessment - LWDBs must develop policies and procedures identifying which assessment tools will be utilized during the OBA process.

Follow-Up Services - LWDBs must define circumstances when follow up services may be provided beyond 12 months. LWDBs must have policies in place to establish how to document and record when a youth participant cannot be located or contacted.

Additional Assistance - In addition to those identified in state policy, LWDBs must locally define in policy youth who require additional assistance to complete an educational program to secure or hold employment.

Dislocated Worker Program Eligibility - The LWDB must define unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Economic Self-Sufficiency - LWDBs who choose to define their own higher standard must develop, within their local policies, economic self-sufficiency standards for local factors, or activities to adopt, calculate, or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and sub-state geographical considerations.

Underemployed Individuals - LWDBs must develop policies and procedures for identifying underemployment for both the adult and dislocated worker programs.

Individualized Career Services - LWDBs must have policies identifying assessments to be used to determine eligibility and ensure eligibility determination procedures are consistent with state policies.

Conducting a pre-award financial review or on-site post-award monitoring of contract service providers no later than 120 calendar days after the award of the contract.

Individual Training Account

Laptop Check out Policy

On-the-Job Training

Participant Grievance

Priority of Services

Social Media

Selective Service

Transitional Jobs

Youth Incentive and Stipend

Youth Work Experience

Pre-award financial review or the onsite post-award monitoring of contract service providers conducted no later than 120 calendar days after the award of the contract to include the tools used for each oversight activity and the final monitoring report

LWDB annual, onsite monitoring of all contracted service providers and Title I Programs, to include the tools used for each oversight activity and the final monitoring report

Fiscal agent annual monitoring of all contracted service providers to include the tools used for each oversight activity and the final monitoring report

Annual assessment of the physical and programmatic accessibility of all AJCs in the local area, to include the tools used for each oversight activity and the final monitoring report

AJC Certifications (once every three years)

Biennial monitoring of the one-stop operator, to include the tools used for each oversight activity and the final monitoring report

Technical assistance, policy guidance, sharing of best practices, and training provided to service providers

Complete the Internal Control Matrix

Accounting and finance policies and procedures

Chart-of-funds and chart-of-accounts for all WIOA-issued funds

Cost Allocation Plan or Approved Indirect Cost Rate in effect for current year

Cumulative detailed general ledger through end of last FSRs submitted on TM1. This should reconcile to the submitted FSRs for received funds and expenses.

Spreadsheet listing all procurements qualifying as a small purchase (greater than or equal to \$5,000.00 but less than or equal to \$250,000.00) or exceeding the \$250,000.00 simplified acquisition threshold (request for select documentation), including columns for: Item description; Date or term (i.e. beginning and ending dates for service provided); Total costs, and Payment terms (i.e. cost reimbursement or fixed unit price)

Pre-approval documents for all special purpose equipment purchases with a unit cost of greater than or equal to \$5,000.00

Documentation of any grant funding the LWDB receives outside of IWD

Category 7: Property Leases

Complete and provide copies of fiscal documents. Upon completion, select "Yes" in the Provided column.
If the requested documentation is not available or does not apply to your LWDA, select "No or NA" in the Provided column and provide an explanation and plan for submittal.

Spreadsheet listing all property leases or office space agreements held within the LWDA by the LWDB, OSO, or service providers. Include columns for:

- Office name and location
- Office designation/type (LWDB office, comprehensive, affiliate, access point, business outreach, etc.)
- Lease holder name
- Monthly or annual cost
- Term (start and end dates)