



# Mississippi Valley Workforce Development Board

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## Youth Committee Meeting Agenda

Wednesday, February 16, 2022 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 January Youth Report	Kendra Schaapveld
*Work Experience Policy Mod	Jacob Nye
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](mailto:director@mississippivalleyworkforce.org) or at 319-759-8980.



# Mississippi Valley Workforce Development Board

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## **Youth Committee Meeting**

Monday, January 10, at 5:00 p.m., via Zoom

**Members Present:** Jacob Nye, Heather Halbrook, Regina Matheson, Rebecca Ruberg, Patrick Stock, and Ron Schaefer

**Members Absent:** Andy Sokolovich and Carol Reynolds

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

**CEO Present:** None

**Equus Staff:** Cherisa Price-Wells, Regional Director, Kendra Schaapveld, Project Director, Shannon Weaver, Operations Supervisor, Tabytha Seigfried, Quality Assurance Specialist and Brent Schwoebel, Youth Career Navigator

**One-stop Operator:** Robert Ryan

### **CALLED TO ORDER**

Nye called the meeting to order at 5:03 p.m.

### **QUORUM**

There was a quorum to conduct business.

### **EXCUSED ABSENCES**

Ruberg made a motion to approve Sokolovich and Reynolds absences, seconded by Schaefer, motion carried.

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

Schaefer made a motion to approve the previous meeting minutes, seconded by Ruberg, motion carried.

### **EQUUS OCTOBER YOUTH REPORT**

Schaapveld reported on November and December numbers represented respectively in the following numbers. There were 185 and 152 contacts with potential participants, 231 and 199 contacts with participants, with \$9,757 and \$4,565 spent on WEX and \$335 on incentives in November and \$1500 in support services in December. There were 0 ISY and 3 OSY enrollments during each month, and the average caseload remains around 24 over the two-month period. An OSY started WEX at Bark and Play, one ISY gained unsubsidized employment at Target, and another ISY earned 14.5 college credits in nursing. Schaapveld discussed the community outreach connections being made by Schwoebel. Schwoebel is hoping to present at an MCC orientation for HiSET classes, is looking at creating a Youth Ambassador, and he is working on a social media strategy to include Snap Chat and possibly Tiktok. Swafford asked about the strategy for continued connections. Schwoebel and Schaapveld summarized the asset mapping ends up looking more like a Venn diagram with

working with the organizations that host the WIC program, police and juvenile courts, low-income property managers, and resource officers at all the high schools in Davenport.

### **YOUTH SYMPOSIUM UPDATE**

Schaapveld reported the career navigators came back with enthusiasm and the youth team is looking to implement multiple ideas shared at the symposium including a youth focused summer job fair April 19, expanding social media platforms and presence, and the youth ambassador. Title I is working as a partner for a large Quad Cities job fair taking place at the Tax Slayer center. Swafford added there was a financial tool kit for youth with disabilities developed by the Department of Labor to help youth understand how earnings affects benefits.

### **MEETING TIME REVIEW**

Swafford explained the CEOs had reviewed board attendance and wanted each committee to review their meeting date and time to ensure it works with the members. There were no issues with the current schedule.

### **OTHER BUSINESS**

Swafford let the committee members know there is a board vacancy for a male in business and we are also looking for non-board members for Finance and Operations. The Associate Director role will focus on membership.

### **PUBLIC COMMENT**

None.

### **ADJOURN**

Schaefer made a motion to adjourn, seconded by Stock, motion carried. Nye adjourned the meeting at 5:39 p.m.



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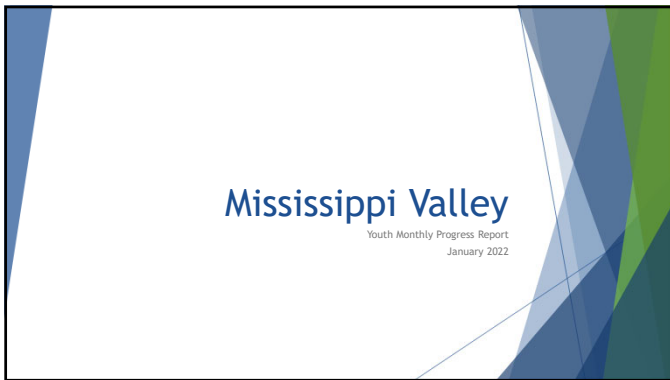
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### Youth Outreach

- ▶ 14 New Community Connections
  - ▶ Presented to community partners and students
  - ▶ Received 3 new referrals
  - ▶ 29 referrals in January
  - ▶ 8 Follow up contacts with partners
  - ▶ 1 new contact in Muscatine
  - ▶ 4 new contacts in Clinton
  - ▶ 1 new contact in Jackson
  - ▶ 3 pop up events
  - ▶ Began office hours at HSET

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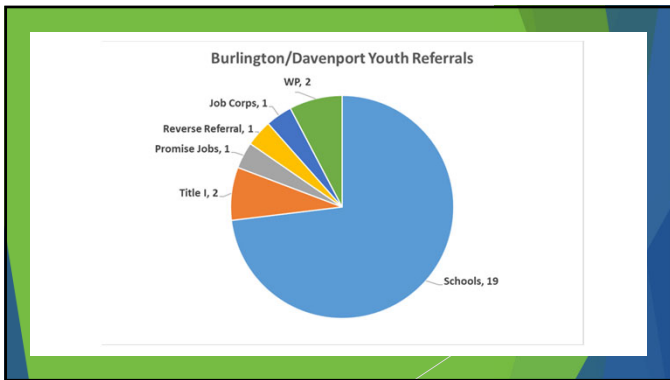
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### Enrollments

	January	YTD Actual	% of Goal (60)
In School Youth	0	1	
Out of School Youth	3	26	45%

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### Caseload

- ▶ Out of School Youth 35
- ▶ In School Youth 3
- ▶ Youth Follow Up 59
- ▶ Average Case load size per case manager is 24.25
- ▶ Exits 6
  - ▶ No contact 3
  - ▶ Employed 1
  - ▶ 1 Moved

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### Occupational Skills Training

	January	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	1	15	5	33%

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### Customer Satisfaction Rate

98.72% Customer Satisfaction Rate  
19 Surveys Completed

I always receive professional and courteous service at this location. Shayla Taeger has been very helpful to me!!  
Sumita is very professional. She helped out tremendously and promised to be with me every step of the way! I am so happy she is my  
You gave me a chance to help me in my journey of re-creating myself...

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**iLegacy**

- ▶ 8 iLegacy Classes Offered
  - ▶ 4 participants completed
  - ▶ 2 participants will complete in February

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**Outcomes**

- ▶ 3 Unsubsidized employment
- ▶ 1 OSY WEX completed
- ▶ 1 OSY WEX began

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**Challenges**

- ▶ Navigating participant's families
- ▶ Internet connectivity
- ▶ Gasoline for families in rural counties

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**Participant Highlights**

OSY Henry County started WEX that could turn into a high paying job at Henry County Health Center.

OSY Scott County WEX co-enrolled with IVRS completed WEX successfully at YMCA.

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# Mississippi Valley Workforce Development Board

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## Youth Work Experience Policy

**Approved Date:** February 15, 2021

**Effective Date:** January 1, 2021

### **Purpose**

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

### **Policy**

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. 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. WEP provides the youth participant with opportunities for career exploration and skill development. WEP must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the work site. The types of WEP include: summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities as defined in WIOA Section 3(44).

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. 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.

WEP should 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. 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. 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:

- Instructions concerning work habits and employer and employee relationships

- An improved work history and work references
- An opportunity to actively participate in a specific field

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

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.

### **Types of Work Experience**

WEP's may include the following types:

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

### **WIOA Expenditure Requirements**

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:

- Wages/stipends paid for participation in a WEP;
- Staff time working to identify and develop a WEP opportunity, including staff time spent working with employers to identify and develop the WEP;
- Staff time working with employers to ensure a successful WEP, including staff time spent managing the WEP;
- Staff time spent evaluating the WEP;
- Participant WEP orientation sessions;
- Employer WEP orientation sessions;
- Classroom training or the required academic education component directly related to the WEP;
- Incentive payments directly tied to the completion of WEP; and
- Employability skills/job readiness training to prepare youth for a WEP.

### **Worksite Agreement**

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. A WEP Agreement provides the roles and responsibilities of the WIOA youth services provider and the employer relating to the provision of WEPs. 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. **Additionally, the employer will provide the assurance that all overtime will be offered to current employees prior to being covered by a WEP**

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 documented through the timesheet vs. an additional form an employer completes on a monthly basis.

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.

### **Procedural Guidance**

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.

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:

- Arrange worksite interview(s) with the employer
- Complete a WEP Agreement
- Submit, update and/or modify the ISS

- 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).

### **Employer Eligibility**

The WEP Employer:

- Must be a legal business/entity in accordance with all federal, state, and local laws;
- 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;
- Must have safe and healthy working conditions with no previously reported OSHA violations that have been reported but have not been corrected;
- 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)
- 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
- Shall not allow the WEP activity to result in the infringement of promotional opportunities of their current employees; 20 CFR 683.270
- 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)
- The employer must not currently be involved in a labor dispute or have workers currently in a layoff status. 20 CFR 680.840

### **Documentation**

The Youth services provider will record all WEP activities into IowaWORKS. Participant scanned files must contain the required WEP documentation:

- WEP Agreement, including completed Participant Training Plan, WEX Training Evaluation Form (mid-point and Final)
- Participant's WEP Timesheets (which includes work readiness evaluation by the employer)
- Any modifications to the WEP signed and dated by all parties prior to the effective date of the modification.

### **Duration and Limits**

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.

WEP is subject to a minimum duration of 20 hours. When determining the duration of a WEP activity, the following should be considered:

- Objectives of the WEP;
- Length of time necessary for the participant to learn the skills identified in the ISS; and
- The employer having sufficient quantity of meaningful work activities for the participant.

### **Wages**

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.

### **Funding Limits**

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:

- Sick leave;
- Vacation;
- Lunch breaks; or
- Holidays recognized by the service provider or employer as a "paid holiday"

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.

### **Monitoring**

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.

### **Exceptions**

Any exceptions to this policy must be approved by the MVWDB Executive Director and must be documented in both the participant's and WEP Employer's files.

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