



Mississippi Valley Workforce Development Board

Youth Committee Meeting Agenda

Monday, May 2, 2022, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/87815514169?pwd=a0N0eEt1MjZFUmxacm5YK3RiVm9PZz09>

Meeting ID: 878 1551 4169 Passcode: 988887

One tap mobile: [+16465588656](tel:+16465588656), [87815514169#](tel:+16465588656)

Called to Order	Jacob Nye	
Roll Call	Phyllis Wood	
*Excused Absences	Jacob Nye	
*Approval of Agenda	Jacob Nye	page 1
*Approval of Previous Meeting Minutes	Jacob Nye	pages 2-3
*Contract Deliverables/Performance	Jacob Nye	pages 4-7 & 12-14
*FEO Modification	Kendra Schaapveld	pages 7-9 & 15-19
Policy Revision Policy	Elizabeth Rodriguez	pages 10-11 & 22-26
Equus March Youth Report	Kendra Schaapveld	pages 27-31
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, March 14, 2022, at 5:00 p.m., via Zoom

Members Present: Jacob Nye, Heather Halbrook, Regina Matheson, Andy Sokolovich, Ron Schaefer and Rebecca Ruberg

Members Absent: Patrick Stock and Carol Reynolds

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

CEO Present: Chad White and Shane McCampbell (late)

Equus Staff: Shannon Weaver, Operations Supervisor, Taylor Longstreth, 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 5:00 p.m.

QUORUM

There was a quorum to conduct business.

EXCUSED ABSENCES

Matheson made a motion to approve Stock's absence, seconded by Schaefer, the motion carried.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

EQUUS FEBRUARY YOUTH REPORT

Weaver reported on February numbers. There were 409 contacts with potential participants, 425 contacts with participants, with \$3,727 spent on WEX, \$1,475 paid out in incentives/stipends, and \$2,157 on support services. There were 1 In-School Youth and 7 Out-of-School Youth enrollments during the month, 1 new Occupational Skills Training, and the average caseload is 25. Weaver shared there were 13 new community connections in February. The iLegacy course had 4 participants complete it in February.

STEAMWHEELERS' VIDEO

Weaver shared a video of a news report covering the reverse job fair held at the Davenport Iowa *WORKS* for the players of the Steamwheelers team. Weaver credited the Business Services team for coordinating the successful event.

OTHER BUSINESS

Ruberg shared there is a youth focused Job Fair on Friday, March 18 at the Burlington Public Library. Job seekers will receive 3 pages of QR codes that link to the local application of area businesses. Weaver will drop of Iowa *WORKS* materials to include in the bags distributed to attendees.

PUBLIC COMMENT

Sokolovich shared the Clinton Regional Development Corporation approved a \$1,000 request to MVWA - Title I to help with transportation barriers for Clinton County job seekers.

ADJOURN

Sokolovich made a motion to adjourn, seconded by Schaefer, motion carried. Nye adjourned the meeting at 5:26 p.m.



Youth Committee

Monday, May 2, 2022

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Youth Committee

- Helps to identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth;
- Ensures compliance with WIOA requirements to including 75% of resources allocated to out-of-school youth and a minimum of 20% of resources allocated to work experience;
- Oversees eligible youth providers, as well as other youth program oversight responsibilities;
- Serves as the RFP committee for the Youth program and oversees the procurement process;
- Develops the portion of the local and regional plan, and the Board strategic plan pertaining to youth;
- Recommends policy direction to the MVWDB for the design, development, and implementation of programs that benefit all youth;
- Assists with planning, operational, and other issues relating to the provision of services to youth;
- Proposes the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- Suggests ways to leverage resources and coordinate services among schools, public programs, and community-based organizations (CBOs) serving youth
- Provides ongoing leadership and support for continuous quality improvement for local youth programs;

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Agenda Items


Topic	Speaker
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
*Contract Deliverables/Performance	Jacob Nye
*FEO Modification	Kendra Schaapveld
Policy Revision Policy	Elizabeth Rodriguez
Equus March Youth Report	Jacob Nye
Other Business	
Public Comment	
Adjourn	Jacob Nye

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Contract Deliverables/ Performance


4



Overview

Who	“MVWDB must also ensure that the use, management, and investment of funds for workforce development activities are consistent with 2 CFR 200...”
What	Review and establish contract deliverables and performance objectives.
When	At least once per program year.
Why	“and maximize performance outcomes under section 116 of the Workforce Innovation and Opportunity Act (WIOA).” IWD policy

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Contract Deliverables/Performance Recommendation PY23

Current Deliverables	Deliverable PY22	Performance YTD
Youth Enrollments (increasing?)	60	42 53
Youth Work Based Learning (WBL) Expenditure	20%	22.13% 17%
Youth in Occupational Skills Training (OST) (increasing #)	15	15
(NEW) # Youth Events		
Adult/Dislocated Worker (A/DW) OST	90	
A/DW WBL	30	
Customer satisfaction rate	90%	

*Corrected April 29, 2022
Based on evaluation of most updated information

6



Metrics for consideration:

- Youth events:
 - quarterly vs monthly
 - county or city vs school
 - target population (ISY or OSY, justice involved or pregnant/parenting, or community agency, so we can partner with 4 agencies through the year, local area wide to hold a combined youth event)
- Staff would need time to plan the event, outreach for turnout, and have debrief follow up for learning meetings.
- There is a desire to minimize the amount of data collected to what is realistic
 - headcount,
 - ask how did you hear about us,
 - employer follow up survey if we do a job fair.

7



Future Economic Opportunity (FEO) Modification

Modifications are highlighted in yellow

8



FEO Policy

“10 Future Economic Opportunity (FEO) Credits Incentive Award \$100

A student must complete 10 activities listed to receive the \$100 incentive. Maximum per participant is \$400.

Should probably say 10 credits not activities. That can be proposed with the FEO mod.”

See Full Policy in Packet (FEO section is highlighted)


9



FEOs are Listed in the Stipend Policy


- **Changing incentives. Why?**
 - Adding criteria for youth to earn these credits and
 - Upped the credits
 - Participants can earn more and we can spend down our Youth \$\$
- Do we want to add a report to the monthly committee meeting to show utilized and by whom?

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ACTIVITIES	CREDIT VALUE
Academic Skills	
Increase at least one grade level in math (Can earn credit only once a month) Non-Basic Skills Deficient only	5
Increase at least one grade level in reading (Can earn credit only once a month) Non-Basic Skills Deficient only	5
Increase typing skills by 10 wpm	2
Complete computer literacy class (Basic Computers, Word and Excel)	5
Occupational	
OSHA 10-hour certification	5
First Aid/ CPR training/certification	5
Career and work readiness	
Create a workable resume	2
Obtain 2 letters of recommendation (non-family)	1
Complete a scholarship application/letter (1 credit for each, up to 5)	1
Complete the FAFSA application (Work through worksheet first with case manager)	1
Attend a college tour	5
Create a workable cover letter	1
Complete LinkedIn Learning course for Entrepreneurship	1
Create LinkedIn profile	2
Participate in job shadowing (min 2 hours)	3
Complete 3 hours of LinkedIn Learning courses	3
Participate in mock interview with another case manager	1
Participate in employer mock interview (Above average Rating)	3
National Career Readiness Certification - at least a Silver	5
Attending a job fair/hiring event and get info for three employers/positions	2
Complete three job applications (verified)	2
Complete a master application and review with case manager	1
Attend a center workshop that does not qualify for a youth stipend	1

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Leadership	
Attend City council meetings	1
Participate in community presentations	1
Attend a smoking cessation class (each time)	1
Serve on community committees (each time attend)	1
Attend MVWA Youth Committee Meetings	1
Personal Growth	
Open a savings account	2
Make monthly deposit into savings account (1 credit per month with minimum \$25 deposit - up to 6 months)	1
Do a budget for housing	2
Complete income tax return	2
Participate in parenting classes (each time)	1
Register to vote	1
Attend class on how to plan a trip (location, transportation, food, and activities)	2
Set up an appropriate email account	1
Create an appropriate voice mail message	1
Obtain a library card	1
Utilize library services monthly (each time)	1
Read a book and write a one-page report (each time)	1
Create appropriate social media page/make current page job appropriate	1
Participate in home visit/family support/human service visit (each time) up to 6	1
Wellness/Leisure	
Attend counseling/treatment classes (each time)	1
Complete a continuing education class/demonstrate skill	5
Attend workout class/session	1
Getting/establishing medical and dental providers	1

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Policy Revision Policy

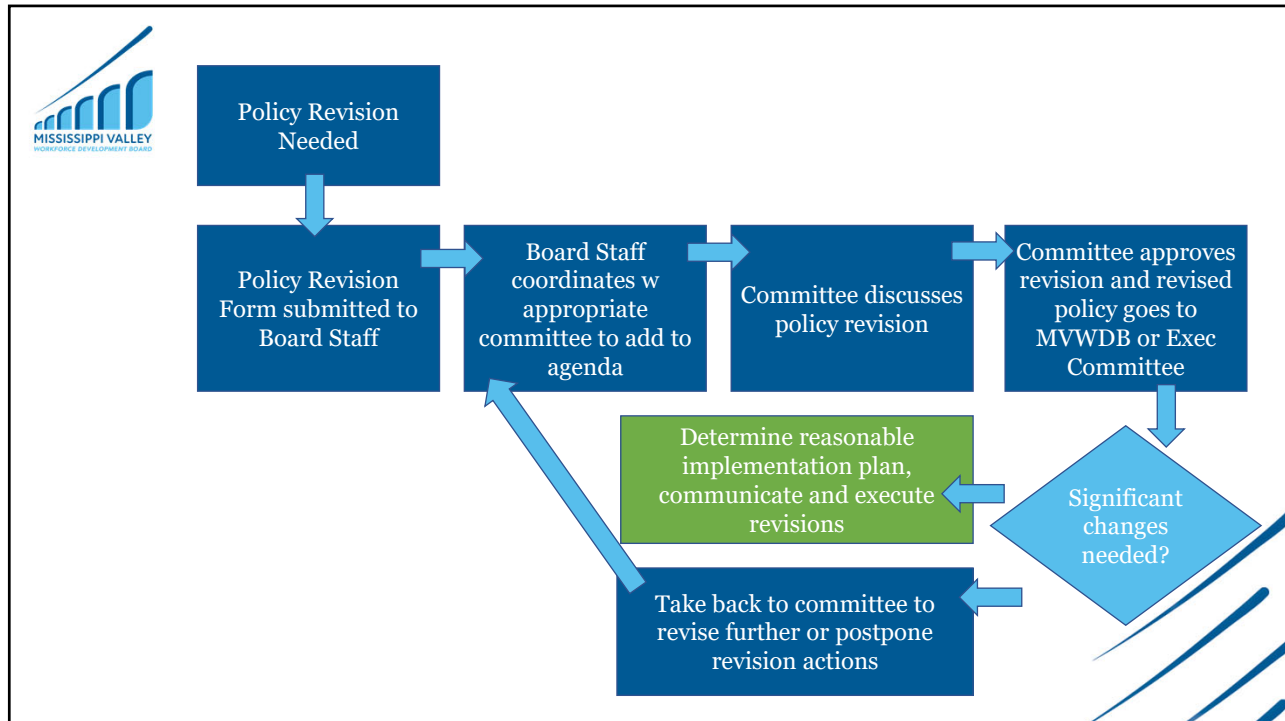
13



Policy Revision Policy

Situation:	Currently, no process is documented and shared to facilitate the process of policy development.
Background:	<ul style="list-style-type: none"> •It is important the board and its committees maintain the letter and spirit of compliant and ethical 501c3 and public service requirements. •Policy development is one of the most important aspects of board and committee duties. Therefore it is important that policy development processes are transparent, compliant with by-laws, inclusive of stakeholders and ensures, to the degree practicable, effective, and efficient oversight of local workforce system activities.
Recommendation:	Review and provide feedback regarding Policy Revision Policy to Liz by Friday 29 April . The goal is to provide to all committees for review to present to full Board for approval in March.

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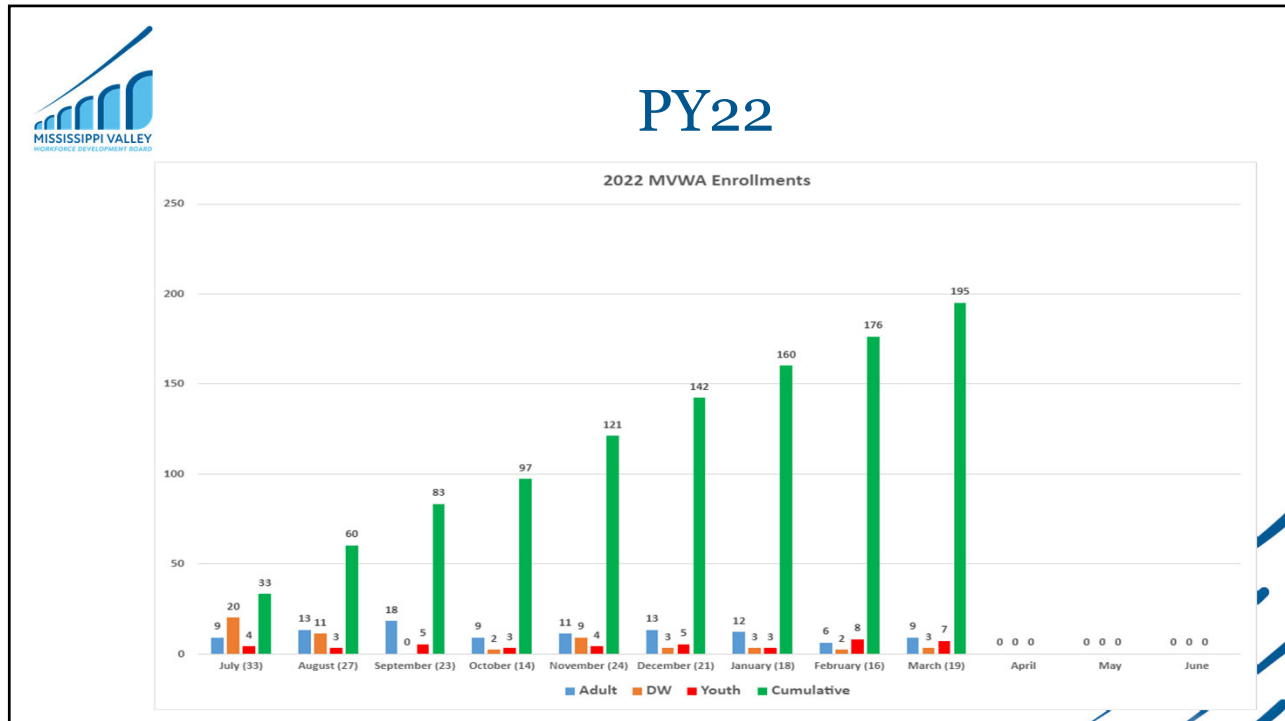


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Equus Data Reference

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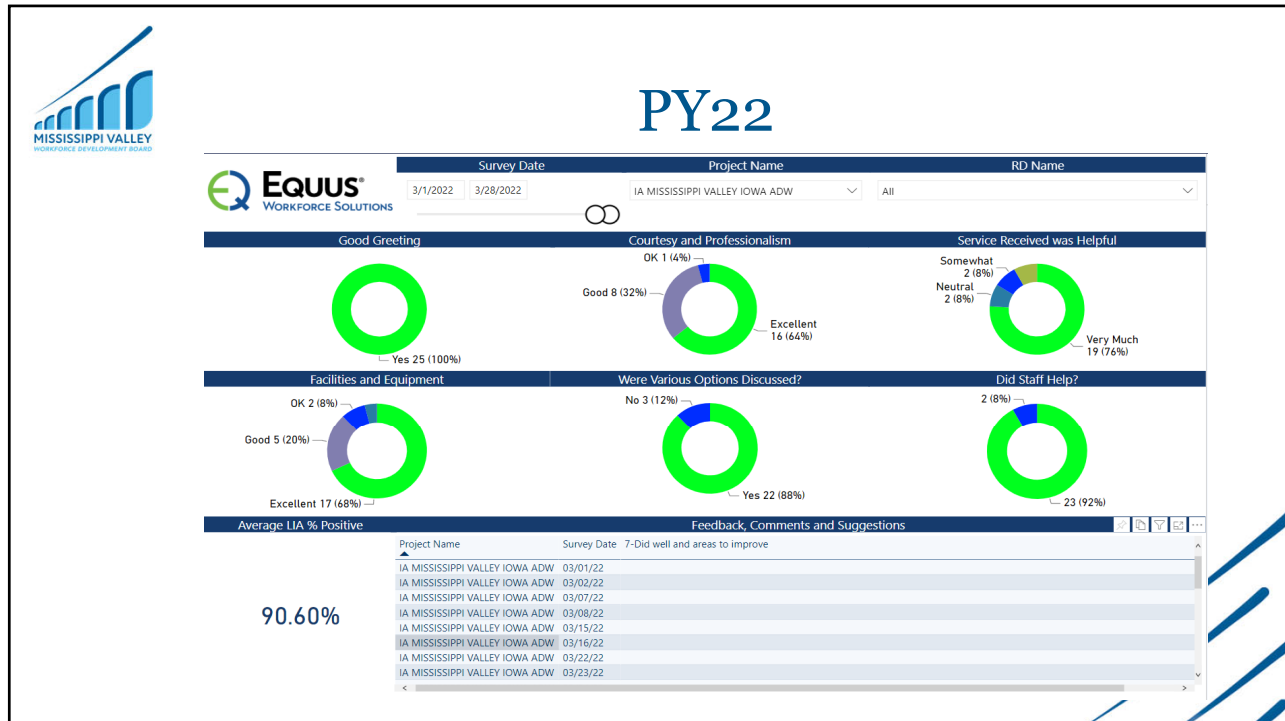


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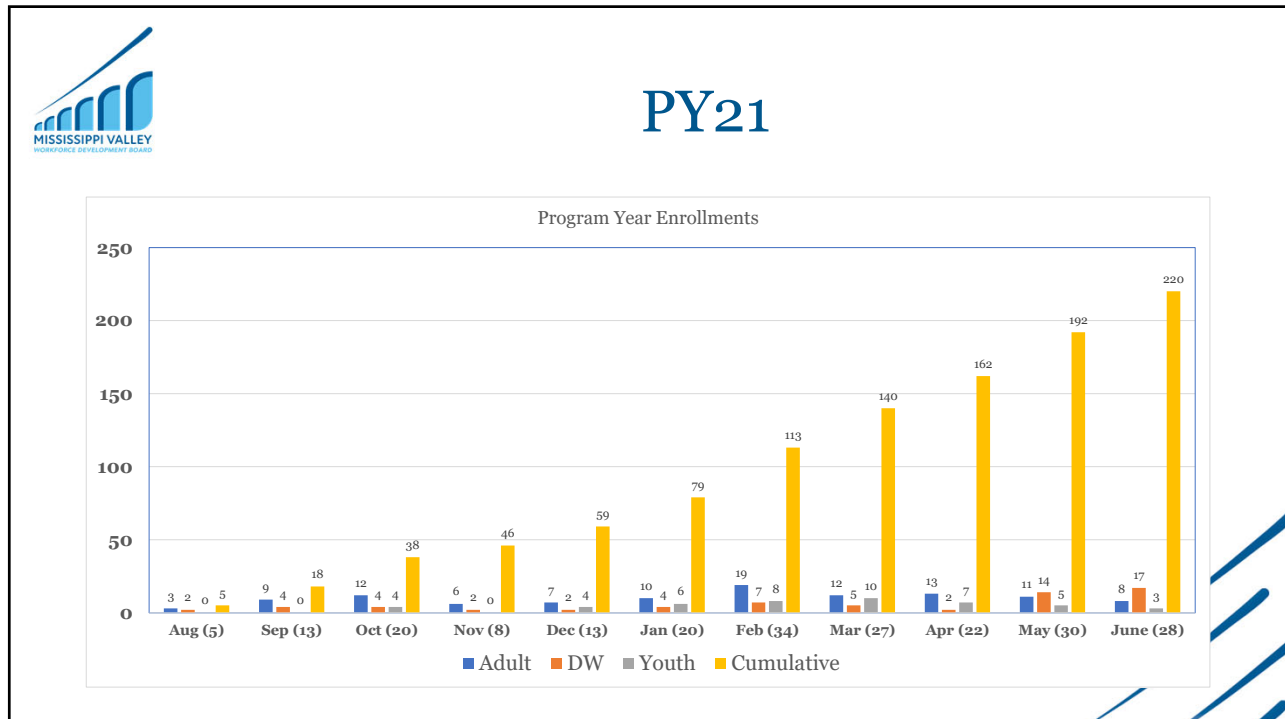
PY22

Deliverables		
Adult/Dislocated Worker		
	YTD	Deliverable
Work Based Learning	21	30
Occupational Skills Training	175	90
Youth		
	YTD	Deliverable
Work Based Learning %	22.13%	20%
Occupational Skills Training Enrollments	15	15
	42	60
National Dislocated Worker Grant		
	YTD	Deliverable
Enrollments	94	40
On-The-Job Training	2	28


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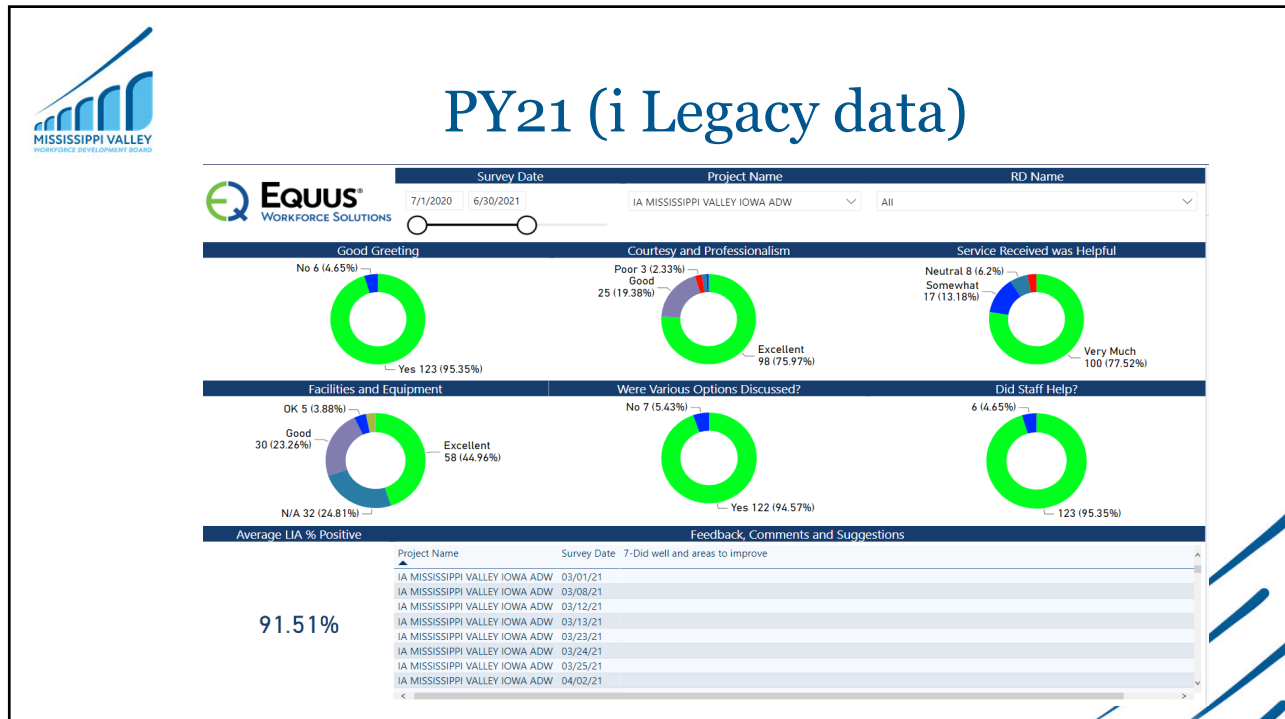
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PY21

Deliverables		
Adult/Dislocated Worker		
	Performance	Deliverable
Registered Apprenticeship	0	5
Transitional Job Placements	5	20
*On-the-job Training	10	30
Occupational Skills Training	176	90
Youth		
	Performance	Deliverable
Work Experience Placements	13	60
*On-the-job Training Placements	1	5
Occupational Skills Training	16	10
Enrollments	47	60

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Mississippi Valley Workforce Development Board

Youth Incentive and Stipend Policy

Approved Date: October 19, 2020

Effective Date: July 1, 2020

Introduction

As WIOA youth programs are driven by performance outcomes, incentives encouraging successful completion are beneficial to youth, program providers and local areas. The Mississippi Valley Workforce Development Board Youth Incentive and Stipends Policy will ensure that allowable and necessary incentives and/or stipends will be given to WIOA youth participants to help encourage achievement of goals outlined as part of their Individual Service Strategy (ISS).

Policy

The criteria for incentive awards are tied to the youth performance outcomes as established by WIOA. Incentives may be awarded to participant based upon their progress and/or achievement of milestones in the program tied to work experience, education, or training outlined in their Individual Service Strategies (ISS).

A participant may receive more than one incentive for the achievement of multiple outcomes. Incentives will be awarded to participants through follow-up services. Due to availability of funds, incentive amounts may vary throughout a program year.

Incentive and Stipends must be:

- Outlined in writing before the commencement of the program that may provide incentive payments
- Align with the local program's organizational policies
- Are in accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200 in regards to cost principles and audit requirements for federal awards.

The Mississippi Valley Workforce Development Board WIOA youth provider will make sure that Incentive and stipend payments are administered in a manner which ensures all participants receive equal rewards for equal achievements/activities.

Definitions:

Incentive: An incentive is a payment to an enrolled youth participant for successful participation and achievement of expected outcomes as identified in the participant’s Individual Service Strategy (ISS). The incentive must be linked to attendance or achievement and must be related to training, education, work readiness and or an occupational skills attainment activity that specifically addresses at least one of the fourteen (14) required youth program elements. Such achievements must be documented in the IowaWORKS case management system and the participant’s Individual Service Strategy (ISS).

Stipend: The stipend payment must be a lump sum based on attendance, for a specific time frame, and may not be based on an hourly rate to encourage participation. The stipend is used as a subsidy and is for activities such as classroom instruction. Stipends must be paid based on actual hours of attendance. Attendance in the activity must be documented as the basis of stipend payments. Payment must be based on actual time of participation in the activity as documented on the attendance sheet. The attendance sheet must be signed by the participant and the instructor/Case Manager and submitted for payment. The original will be maintained in the participant’s file.

Allowable Incentives and Stipends

Incentives

Incentive	Amount
High School Diploma	\$250.00
High School Equivalency	\$250.00
High School Grades	\$50/\$40/\$30
Achievement of Basic Skills/Benchmark Goal	\$75.00
Completion of Workplace Readiness Curriculum	\$75.00
10 Future Economic Opportunity Credits	\$100.00
Completion of Work Based Learning	\$200.00
Monthly Perfect Attendance for Employment	\$100.00
Credential Attainment	\$100.00
Employed for both 2 nd and 4 th Quarter after Exit	\$500.00

Stipends

Stipend	Amount
9 Hours of High School Equivalency Classes	\$65 per wk.
High School Full Week of Attendance	\$65 per wk.
Class Directly Related to the 14 Youth Services	\$50 per class

Description and Documentation Requirements

In order to process the incentive, the required documentation will be placed in the participant's file, documented in the appropriate IowaWORKS screen, and case noted in IowaWORKS

demonstrating the criteria to receive the incentive has been met. A completed request form (with supporting documentation) will be submitted for approval to the WIOA Supervisor

High School Diploma Incentive Award \$250

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a high school diploma. The amount of the incentive is \$250.00. In order to receive the incentive, documentation, in the form of a copy of the diploma or transcripts, will be submitted.

High School Equivalency Incentive Award \$250

Participants who earn their high school equivalency after the date of participation, or at any point during the program, are authorized to receive an incentive award for successful completion of the program. Participants will receive an incentive of \$250 for successful completion. In order to receive the incentive, documentation in the form of a copy of the High School Equivalency transcript or comprehensive score report indicating scores will be submitted.

High School Grades Incentive Award (\$30-\$50)

Participants, enrolled in high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a grade of "C" or better, in each subject, at the end of each formal grading period. High School Grade Incentives will not be paid for "C" or better grades at the end of any formal grading period in which the participant earned "F" or "Failing" grades for any High School class/course. Participants will be eligible to receive: \$50 for A's, \$40 for B's, and \$30 for C's. In order to receive the incentive, documentation in the form of a formal grade card will be submitted. Participants enrolled in both high school and college courses simultaneously will be eligible for incentives pertaining to high school grades only. Participants, enrolled in adult high school at the date of participation or at any point during the program, are authorized to receive an incentive award for earning a passing grade in each subject, upon completion of course. Participants will be eligible to receive: \$50 for A's, \$40 for B's, and \$30 for C's. In order to receive the incentive, documentation in the form of a formal grade card will be submitted. This award shall be given no more than once per course.

Achievement of Basic Skills/Benchmark Goal Incentive Award \$75.00

In the youth program, goals are determined as part of the Individual Service Strategy (ISS). Benchmark goals are set to enable participants to receive incentives for accomplishing those benchmarks. Goals must be attainable within one year of the date established; if one is accomplished another goal can be set. Example goals include but are not limited to obtaining unsubsidized employment, completing semesters of post-secondary education, completion of entrepreneurship courses, attaining a certificate that is not a credential (OSHA 30, etc.), basic skills improvement goals, and any activity that links to the 14 elements and is appropriate for the individual participant.

Completion of a Workplace Readiness Curriculum Incentive Award \$75.00

Participants who complete 6 hours of ILegacy will receive an incentive in the amount of \$75.00. ILegacy consists of 4 hours of training covering resume writing, interviewing skills, and financial literacy. The participant will also have to complete 2 additional hours of relevant coursework. To receive the incentive a score of 80% must be obtained on the final test.

10 Future Economic Opportunity (FEO) Credits Incentive Award \$100

A full list of the FEOs can be found in Attachment A. A student must complete 10 activities listed to receive the \$100 incentive. Maximum per participant is \$400.

Completion of a Work Based Learning Incentive Award \$200

Participants who successfully complete a Work Based Learning associated with an ISS identified goal during WIOA youth participation are authorized to receive an incentive award. The amount of the incentive is \$200. In order to receive the incentive, documentation in the form of a participant evaluation form will be completed showing satisfactory progress or better on all training objectives and placed in the file. Incentive is limited to one per participant.

Monthly Perfect Attendance for Subsidized/Unsubsidized Employment Incentive Award \$100

Participants who are in either subsidized or unsubsidized employment who have a perfect attendance record in any given month will receive a \$100 incentive. Perfect attendance must be backed up by a timesheet signed by the employer. Maximum per participant \$600.

Achievement of a Credential Incentive Award \$100

Participants, enrolled in education at the date of participation or at any point during the program, are authorized to receive an incentive award for attainment of a credential as defined by WIOA. The amount of the incentive is \$100.00. In order to receive the incentive, documentation in the form of a copy of the degree, certificate, or transcript will be submitted.

Employed for Both 2nd and 4th Quarter After Exit Incentive Award \$500

As a performance measure any participant who is successfully employed in both the 2nd and 4th quarter after exit will receive an incentive in the amount of \$500.

Stipends

Stipend payments may not be paid for more than 70 weeks total.

Minimum of 9 Hours of High School Equivalency Classes Stipend \$65

A stipend of \$65 per week will be awarded to students who attend a documented minimum of 9 hours of High School Equivalency classes in a week.

High School Full Week of Attendance Stipend \$65

A stipend of \$65 per week will be awarded to enrolled high school students with a documented full week of attendance as defined by school district policy.

Class Directly Related to the 14 Youth Services Stipend \$50

Mississippi Valley Workforce Area

A stipend of \$50 per class for attending and successfully completing any class directly related to the 14 youth services will be paid to participants. Classes include but are not limited to: leadership development, entrepreneurial skills and financial literacy, up to a maximum of \$300.00 per program year.

Attachment A Future Economic Opportunity (FEO) Credits

Academic Skills
Increase at least one grade level in math (Can earn credit only once a month) Non-Basic Skills Deficient only
Increase at least one grade level in reading (Can earn credit only once a month) Non-Basic Skills Deficient only
Increase typing skills by 10 wpm
Complete computer literacy class (Basic Computers, Word and Excel)
Occupational
OSHA 10-hour certification
First Aid/ CPR training/certification
Career Readiness
Create a career portfolio
Create a workable resume
Obtain 2 letters of recommendation (non-family)
Complete a scholarship application/letter (1 credit for each, up to 5)
Complete the FAFSA application (Work through worksheet first with case manager)
Attend a college tour
Participate in job shadowing (min 4 hours)
Work Readiness
Participate in employer mock interview (Above average Rating)
Complete a job contact/ employment plan through current curriculum
National Career Readiness Certification - at least a Silver
Leadership
Attend City council meetings
Participate in the legislative breakfast/ eggs n issues (At Library once a month)
Participate in community presentations
Attend a smoking cessation class (each time)
Serve on community committees (each time attend)
Participate in WIOA staffing (each time)
Personal Growth
Open a savings account
Make monthly deposit into savings account (1 credit per month with minimum \$25 deposit - up to 6 months)
Attend class on creditor reports
Do a budget for housing
Complete income tax return
Participate in parenting classes (each time)
Register to vote
Attend class on how to plan a trip (location, trans., food and activities)
Set up an appropriate email account
Create an appropriate voice mail message
Obtain a library card
Utilize library services monthly (each time)

Read a book and write a one-page report (each time)
Clean up social media
Wellness/Leisure
Attend counseling/ treatment classes (each time)
Complete a continuing education class/ demonstrate skill

Policy Revision

Approved Date: N/A

Effective Date: N/A

Amended Date: N/A

In partnership with the CEOs, it is the responsibility of the Mississippi Valley Workforce Development Board (MVWDB) to set policy for the local workforce system consistent with state policies. As such, it is the responsibility of MVWB staff to facilitate the process of policy development in a way that is transparent, compliant with by-laws, inclusive of stakeholders and ensures, to the degree practicable, effective, and efficient oversight of local workforce system activities.

A. Proposing Revisions

1. A policy revision proposal must:
 - a. Be documented and submitted to MVWDB staff using the Policy Revision Request Form
 - b. Must include appropriate data to substantiate the need for the policy change.
2. MVWDB staff will ensure the Policy Revision Request form is complete and will coordinate with appropriate MVWDB committee so policy revision requests can be added to agenda, reviewed, discussed, and approved for submission to MVWDB.
 - a. Consultation from CEO's may be required if a revision impacts board operations.
3. If the appropriate MVWB committee approves revision, it must be submitted for review and approval by either the MVWDB or Executive Committee (to be determined by whichever body is scheduled to meet next).

B. Review and Approval

1. **If Significant Changes Needed.** If the MVWDB or Executive Committee requests significant changes, or changes that fundamentally alter the purpose or goal of the original policy revision, the request for change as well as justification must be documented and returned to the committee from which the revision request originated to be re-worked and resubmitted.
2. **No Significant Changes Needed.** After either the MVWDB or Executive Committee approves of revision, the final approved language will be:
 - a. Finalized within a revised version of the policy using Policy Format Template.
 - b. Filed in the internal MVWB staff policies folder.
 - c. Published on the external MVWB website, in the policy library.

C. Communication

Formal memos, training and/or question & answer sessions may be developed, arranged and/or administered by committee members to increase stakeholder awareness and understanding of policy revision requirements.

D. Implementation

The committee must establish a reasonable implementation timeline for policy revision(s), especially those that cause changes to established processes, procedures, forms and/or other practices that impact program administration and providing service(s).

E. Revision History

MVWB staff will ensure that an accurate approval and revision history for each policy is kept up to date and stored in the internal MVWB staff policies folder using guidance set forth in the Policy Format Template.

F. Review and Maintenance

The MVWB staff will facilitate policy review no less than every 3 years. The effective, approved and, if applicable, the last amended date will be included on each policy.



Mississippi Valley Workforce Development Board

Policy Format Template

Policy Title

Approved Date: [This is the date that the policy was originally approved by the MVWDB]

Effective Date: [This is the date the policy came into effect. This may be specified as later than the approval date in some cases but will otherwise default to the approval date.]

Amended Date: [The date the policy was last revised. This may be blank and will be updated when a change to the policy document is approved.]

A. Purpose

[Background, description of the purpose of the policy.]

B. Section 1

1. Describe section here
 - a. Further describe

C. Section 2

1. Describe section here

D. Section 3

1. Describe Section here

E. Related Information

1. [Include any policies or procedures that help support or complement policy.]



Mississippi Valley Workforce Development Board

Policy Amendment Form

(This form can also be used to request policy development.)

Requesting Individuals Information:

Date of Request	
First Name	
Last Name	
Email	
Phone Number	
Organization	

Reason for policy amendment/development:

Mark all that apply.	
<input type="checkbox"/>	Change in regulations or other compliance requirements
<input type="checkbox"/>	Better use of resources
<input type="checkbox"/>	Seeking simplification(s)
<input type="checkbox"/>	Operations have changed
<input type="checkbox"/>	Customer needs have changed
<input type="checkbox"/>	Other

Short Answers:

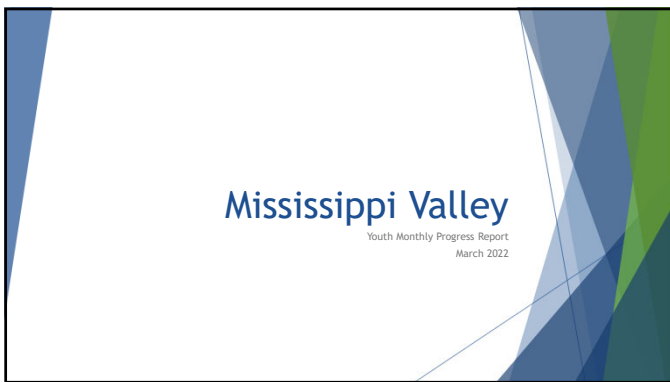
What policy is being requested to be amended/developed?
What section of the policy is being requested to be changed?
What is the language of the proposed change?
Please provide any data, statistics or cite other information to support the need for this amendment/development?
Who was consulted in drafting this revision?
Who will the revision affect? (e.g., Core Partners, Title I staff, Veteran participants.)
Proposed effective date/implementation timeframe? (a minimum of 3 weeks is suggested)
Do you believe a communication plan is needed?

For Board Internal Use

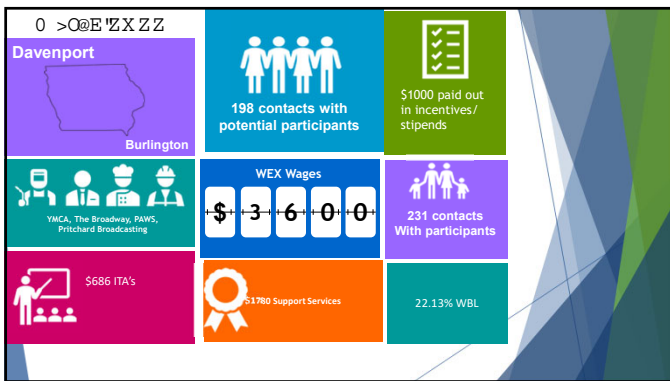
Committee Responsible for Policy?			
Date of Committee Review?			
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Declined
Policy change language approved:			
Date of Executive Committee/MVWDB Review?			
<input type="checkbox"/>	Approved	<input type="checkbox"/>	Declined
Board Chair Signature			



1



2

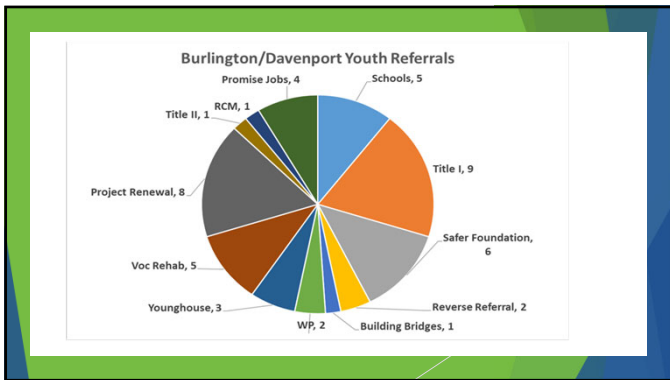


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Youth Outreach

- ▶ 7 New community contacts, 3 follow up contacts
 - ▶ Presented to community partners and students
 - ▶ Received 10 new referrals
 - ▶ 2 new contacts in Muscatine county
 - ▶ 2 new contacts in Clinton County
 - ▶ 1 contact in Jackson county
 - ▶ 4 events in Clinton county

4



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Enrollments

	March	YTD Actual	% of Goal (60)
In School Youth	0	2	
Out of School Youth	7	40	70%

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Caseload

- ▶ Out of School Youth 43
- ▶ In School Youth 4
- ▶ Youth Follow Up 54
- ▶ Average Case load size per case manager is 34
- ▶ Exits 2
 - ▶ Employed 2

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Occupational Skills Training

	March	YTD Goal	YTD Actual	% of Goal
Occupational Skills Training	3	15	16	107%

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Legacy in Action

Ms. Sumita Amrik was key inspiration for my success in completing my class and motivated me along the way. I'm greatly appreciated by her professionalism and inspiration.
My case worker Jody is very nice and helpful.

N/A

Shayla Taeger was very helpful to me today! She was respectful and sensitive to my situation and needs. She took the time to review services that are available to me through Iowa Workforce and the community. She offered a variety of information on local resources to assist me.



90.32% Customer Satisfaction Rate



26 Surveys Completed

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iLegacy

- ▶ 6 iLegacy Classes Offered
 - ▶ 3 participants attended
 - ▶ 2 participant completed

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Outcomes

- ▶ 1 CNA OST began
- ▶ 2 unsubsidized employment
- ▶ 1 CNA credential

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Challenges

- ▶ Referrals not completing enrollment process
- ▶ Transportation barriers for appointments, class, or employment
- ▶ Disengaged target population
- ▶ Participant did not follow through with WEX that partner agency created position for them

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Participant Highlights

A dual enrolled client OSY//Adult attained her credential from Cosmetology school today. Has been enrolled since 2020-we did a brief internship with her prior to COVID shutting everything down. She lost a parent during her schooling but continued on. Paid the \$100 YIP today.

Scott County OSY (reverse referral from ManorCare) verify that she completed CNA and passed her state exams. She transitioned from a patient care tech to CNA on 3/28, still in Unsub. Employment at ManorCare.
