



## Mississippi Valley Workforce Development Board

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### **Full Board Meeting Agenda** **Monday, November 21, 2022, 5:00 p.m. – 6:30 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/89520973270?pwd=yWvjIxi8jRKgvX0o2YQC9Jo2EzLaxg.1>

Meeting ID: 895 2097 3270      Passcode: 597113

One tap mobile [+13126266799](tel:+13126266799)..89520973270#

Call to Order	Dennis Duke
Roll Call	Mandy Tripp
Introductions/New Members	Dennis Duke
* Excused Absences	Dennis Duke
* Approval of Agenda	Dennis Duke
* Approval of Previous Minutes	Dennis Duke
Success Story	Kendra Schaapveld

#### **Standing Reports**

Executive Committee Report (Page 7)	Dennis Duke
One-Stop Operator (Page 10)	Robert Ryan
Title I Adult/DW/Youth (Page 26)	Kendra Schaapveld
Title II Adult Education (Page 39)	Martha Bell
Title IV Vocational Rehabilitation (Page 45)	Cindy Whalen

#### **New Business**

*Retrain & Retain (IWT) Grant Program (Page 49)	Matthew Nicol
*Business Committee Recommendation (Page 60)	Andrea Taylor
*Rapid Response Funds Request (Page 63)	Miranda Swafford
*Lee County Pilot Program (Page 66)	Miranda Swafford
*Nondiscrimination Policy (Page 69)	Cindy Whalen
Sub-recipient Discussion	Dennis Duke
PY22/PY23 Performance Levels (Page 78)	Miranda Swafford
Outreach Campaign Update	Matthew Nicol
Board Staff Report (Page 81)	Miranda Swafford
Other Business	
Public Comment	
*Adjournment	Dennis Duke

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

#### **Accommodations**

Accommodations are available upon request for individuals with disabilities. If you need accommodation, please contact Andrea Taylor at [associate@mississippivalleyworkforce.org](mailto:associate@mississippivalleyworkforce.org) or at 1-844-



# Mississippi Valley Workforce Development Board

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## Quarterly Board Meeting Minutes August 15, 2022

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, August 15, 2022, at 5:00 p.m. via Zoom conferencing.

### **CALL TO ORDER**

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

### **ATTENDEES**

**Board Members Present:** Dennis Duke, Kirby Phillips, Matthew Nicol, Joyce Stimpson, Lori Bassow, Heather Halbrook, Cory Bergfeld, Patrick Stock, Andy Sokolovich, Carolyn Farley, Martha Bell, Regina Matheson, Carol Reynolds, Mandy Parchert, Tim Brown, and Brad Quigley

**Board Members Absent:** Jacob Nye (excused), Cynthia Whalen (excused), Ryan Drew (excused)

**CEO Present:** Jim Irwin and Chuck Holmes

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

**Contractor Staff:** Cherisa Price-Wells, Regional Project Director, Kendra Schaapveld, Project Director, Tabytha Siegfried, Quality Assurance, Taylor Longstreth, Operations Supervisor, and Nicholas Clayton, Youth Career Navigator

**Guest:** Lonna Wheeler, Youth Program Participant and Krista Tedrow

### **QUORUM**

A quorum was established for the board to conduct business.

### **EXCUSED ABSENCES**

Brown made a motion to excuse absences for Nye, Whalen, and Drew, seconded by Nicol, the motion carried.

### **APPROVAL OF AGENDA**

Nicol made a motion to approve the agenda, seconded by Brown, the motion carried.

### **APPROVAL OF MINUTES**

Nicol made a motion to approve the previous meeting minutes, seconded by Parchert, the motion carried.

### **SUCCESS STORY**

Clayton introduced Wheeler, a 16-year-old high schooler and current Youth participant. Wheeler shared how the program has helped her stay motivated to stay in school, helped her get her first job, and when that wasn't a good fit, helped her get her next job, which she really likes. Due to personal circumstances, she was struggling with school and really wants to finish high school.

The program makes her feel like she can accomplish that goal and is now motivated to finish. Through her employment, and program assistance with financial literacy, Wheeler was able to

save for her first vehicle. Wheeler expressed gratitude for the program and will share her experience with peers. Schaapveld shared that Wheeler was one of the first participants to use the virtual reality headsets as part of her work experience. McCampbell asked Wheeler to share her experience. Wheeler said it was fun and better than actual work.

### **EXECUTIVE COMMITTEE REPORT**

Duke summarized the accomplishments of the committees in the previous quarter, noting the implementation or modification of multiple policies to support service delivery and administration of programs. The PY22 committee officers were elected with the addition of vice-chair roles. The board's status as a 501(c)(3) non-profit with the IRS was approved. Board staff and membership changes included the departure of Liz Rodriguez and the addition of Brad Quigley and Tim Brown to the board.

## **PARTNER REPORTS**

### **ONE-STOP OPERATOR**

Robert Ryan was out on vacation, so Swafford reviewed the OSO report, noting the report covered activities for the previous program year. Swafford advised the board to ask any questions they may have about the report-out data and focused on the one-stop certification process. Swafford shared the preliminary self-assessment teams had done an initial scoring for one-stop certification with only continuous improvement measures currently meeting the standards for full certification. The slightly better scoring of the Burlington AJC was credited to improvements implemented as a result of the Davenport AJC evaluation. The areas of opportunity will be addressed prior to the Evaluation team conducting their review in January 2023.

### **TITLE I EQUUS ADULT/DW/YOUTH**

Schaapveld provided the PY21 full-year report for all programs. One hundred fifty-two ITA's were written for a total of \$383,024, \$112,271 was spent on work experience with \$13,578.68 of that being OJT reimbursement and \$135,558.36 on support services. A total of 284 Adult or Dislocated Worker referrals were received for Burlington and 650 for Davenport. Youth referrals for both centers totaled 332 of which there were 70 enrollments for the year or 113% of that enrollment goal. Other deliverables for Adult/DW include 90% of work-based learning enrollments and 270% of the occupational skills training goal. The 20% required Youth work-based learning expenditures were met. Legacy in Action customer satisfaction survey for the year came in at a 95.38% satisfaction rate.

### **TITLE III WAGNER PEYSER**

Farley shared the most recent unemployment and labor force numbers for the Mississippi Valley workforce area. For PY21 the Burlington AJC saw 837 Wagner-Peyser enrollments and the Davenport AJC had 1,561. Farley shared that Registered Apprenticeships (RA) had 27 initial meetings with businesses about the idea of what is an RA, 24 in-depth meetings about what implementation would look like, and 4 programs were fully developed, and some are still in the works. The re-entry program at Mt Pleasant Correctional Facility helped 936 different individuals with resume assistance, career guidance, and mock interviewing. The re-entry worker also connects individuals with the Iowa DOT to arrange for identification and licenses upon

release. A new concept the re-entry worker has initiated is getting individuals released to an area that is not their original area of incarceration if a participant has sustainable employment in a different area.

## **NEW BUSINESS**

### **\*PERFORMANCE NEGOTIATIONS**

Swafford shared this is not an actionable item due to a requirement for the CEO, Board Chair, and executive staff to meet and discuss before finalizing. The state has issued PY22 and PY23 performance rates based on US DOL negotiated rates. PY24 and beyond will incorporate a statistical adjustment model to account for actual economic conditions.

### **\*SOCIAL MEDIA RFP**

Nicol reviewed the scope of work and deliverables of the request for proposal, highlighting the three campaigns of rebranding IowaWORKS, work-based learning, and business engagement. Parchert, from the Sector Board perspective, stated the business engagement campaign is a great opportunity to partner and she's excited about the process. Irwin thanked Nicol, Duke, and Swafford for their efforts to research and put together the RFP. Matheson made a motion to accept the RFP as presented, seconded by Reynolds, and the motion was carried.

### **\*RFP SELECTION COMMITTEE**

Swafford reported Nicol, Matheson, and Angela Rheingans, a finance committee member had volunteered to serve on the selection committee. Duke asked if there were any additional volunteers and Farley said she would like to participate as well. Bell made a motion to appoint Nicol, Matheson, Rheingans, and Farley to the selection committee, seconded by Phillips, and the motion carried.

### **\*OSO CONTRACT EXTENSION**

Swafford stated we were coming up on the end of the first year of the One-Stop Operator contract. The board had the option to end the contract and issue a new request for proposals, extend the contract for another year, or extend the contract through June 30, 2023, to align with the other program and service contracts. Quigley made a motion to extend the OSO contract through June 20, 2023, seconded by Bell, and the motion carried.

### **\*PY22 OSO KPI'S**

Swafford reviewed the One-Stop Operator performance today and presented updated KPIs for the remainder of PY22. The proposed KPIs condensed some of the existing KPIs, removed completed items, and added several as related to completing One-Stop Certification. Matheson made a motion to approve the KPIs as presented, seconded by Nicol, and the motion carried.

### **\*INCENTIVE AND STIPEND POLICY**

With Nye's absence, Swafford and Schaapveld summarized the changes approved by the Youth Committee. Nicol made a motion to approve the modifications, seconded by Matheson, and the motion carried.

### **\*ACCESSIBILITY PLAN**

Swafford presented the Accessibility Plan as a new and required policy of the board. Parchert made a motion to approve the Accessibility Plan as presented, seconded by Quigley, the motion carried.

**\*LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

Swafford presented the LEP Plan as a new and required policy noting the existing LEP process and the addition of the HandsUp Communication account to ensure ongoing access. Stimpson made a motion to approve the LEP Plan, seconded by Stock, and the motion carried.

**\*BOARD MEMBER QUALIFICATIONS POLICY**

Swafford shared the policy as presented at the previous board meeting but tabled it to allow time for additional input from members. Parchert made a motion to approve the Board Member Qualification plan as written, seconded by Matheson, and the motion carried.

**OTHER BUSINESS**

There was no other business.

**PUBLIC COMMENT**

There were no public comments.

**\*ADJOURNMENT**

Nicol made a motion to adjourn the meeting, seconded by Quigley, the motion carried. Duke adjourned the meeting at 6:05 p.m.

# Executive Committee Report



## Mississippi Valley Workforce Development Board

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### **CEO and Executive Committee Report for MVWDB**

#### **Prepared for November 2022 Full Board Meeting**

##### **Board Re-Appointments and Nominations**

- New Board Members – Jana Whittenburg. Jana replaced Carolyn Farley as Carolyn is now a Program Manager for IWD and no longer the Title III Operations Manager for the Burlington Center.

##### **Approvals**

- Budgets for PY22 for the One Stop Operator, Adult/DW, NDWG, and Youth programs.
- Quarter 4 OSO KPI Report
- Awarded amplified digital RFP for the Outreach Campaign
- Board's business service plan
- PY21 Annual Report
- Ticket to Work Budget and Unrestricted Funds Policy
- Modifications to the Support Services Policy
- New Property Management and Procurement Policies
- CEOs voted to resubmit Lee County Plan with changes.

##### **Other Business**

- Submitted a waiver to be able to have a physical youth space outside the IowaWORKS Center in Burlington to IWD, still waiting on a response.
- OSO report – customer satisfaction area of concern seems to be a challenge related to the UI process, IowaWORKS system, and the RCM program.

***\*Financial Summary on the Following Page***

**WIOA Financial Report**  
**Expenditures Through 9/30/2022 (Approximately 25% through Program Year)**

Stream	Expended	% of Total Available Spent	Total Available	Remaining Balance	Funds That End 6/30/2023
Admin	\$76,967.72	15.60%	\$493,239.02	\$416,271.30	\$167,124.02
Adult	\$270,729.13	22.44%	\$1,206,299.97	\$935,570.84	\$212,751.97
Dislocated Worker	\$171,011.42	20.08%	\$851,657.99	\$680,646.57	\$180,288.99
Youth	\$287,667.69	14.91%	\$1,929,200.47	\$1,641,532.78	\$659,066.47
Nat. DW Grant	\$4,404.27	1.88%	\$234,163.40	\$229,759.13	\$234,163.40
<b>Total</b>	<b>\$810,780.23</b>		<b>\$4,714,560.85</b>	<b>\$3,903,780.62</b>	<b>\$1,453,394.85</b>

Equus Program Expenditure Updates through 9/30/2022

Adult	Budgeted	% of Total	Actual Expenditures	% of Total Spent
Total P&O	558,632.02	54.07%	95,327.35	39.38%
Total Participant	474,445.46	45.93%	146718	60.62%
<b>Total</b>	<b>\$1,033,077.48</b>	<b>100.00%</b>	<b>\$242,045.35</b>	<b>100.00%</b>
DW	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	439,513.28	64.78%	99,779.96	69.74%
Total Participant	238,922.21	35.22%	43,294.04	30.26%
<b>Total</b>	<b>\$678,435.49</b>	<b>100.00%</b>	<b>\$143,074.00</b>	<b>100.00%</b>
Out of School Youth	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	931350.64	73.72%	168548.34	90.99%
Total Participant	331954.53	26.28%	16,689.11	9.01%
<b>Total</b>	<b>\$1,263,305.17</b>	<b>100.00%</b>	<b>\$185,237.45</b>	<b>100.00%</b>
In-School Youth	Budgeted	% of Total	Actual to Date	% of Total
Total P&O	249480.06	48.34%	66,087.95	90.95%
Total Part.	266642.05	51.66%	6,573.27	9.05%
<b>Total</b>	<b>\$516,122.11</b>	<b>100.00%</b>	<b>\$72,661.22</b>	<b>100.00%</b>
WEP	Required to Date	Actual	%	
	\$57,533.54	\$45,456.16	<b>15.80%</b>	



# One-Stop Operator Report



# Iowa **WORKS**

A proud partner of the American  Job Center network

One-Stop Operator  
October 2022



IN PARTNERSHIP WITH **MISSISSIPPI VALLEY**  
WORKFORCE DEVELOPMENT BOARD

# October Hiring Events/Job Fairs

<b>Date</b>	<b>Type</b>	<b>Location</b>	<b>Job Seekers</b>
10/3/2022	Opportunity Knocks on Mondays Hiring Event	Davenport IowaWORKS	27
10/17/2022	Opportunity Knocks on Mondays Hiring Event	Davenport IowaWORKS	23
10/18/2022	Hire Talent Tuesdays Job Fair	Burlington IowaWORKS	24
10/24/2022	Opportunity Knocks on Mondays Hiring Event	Davenport IowaWORKS	26
10/31/2022	Opportunity Knocks on Mondays Hiring Event	Davenport IowaWORKS	13

# MVWA October Workshops

<b>Workshop</b>	<b>Burlington</b>	<b>Davenport</b>
Resumes	14	41
Job Search	5	14
Interviewing	44	31
Career Interest	0	12
Personal Growth	3	26
Work Readiness	11	0
Unemployment Info	9	64
Labor Market Info	2	0
Job Finding Club	8	51

# October VOS Numbers Burlington



## VOSGreeter® - by Office

Report Date: 11/04/2022

Region/Lwia: Mississippi Valley LWDA

Office: Burlington

Start Date: 10/1/2022

End Date: 10/31/2022

Report Run Time: 11/4/2022 12:03:48 PM

Office	Individuals	%	Veterans	%	Lang
<input checked="" type="checkbox"/> Burlington	545	100.00%	19	3.49%	
File UI Claim / Questions	239	43.85%	11	2.02%	
File Temporary Unemployment Claim	102	18.72%	3	0.55%	
I am here to see a specific staff member	70	12.84%	1	0.18%	
RESEA-Amanda	9	1.65%	0	0.00%	
Unsure / Other	55	10.09%	2	0.37%	
Find a Job	34	6.24%	2	0.37%	
RESEA.Appointment	5	0.92%	0	0.00%	
NCRC	11	2.02%	0	0.00%	
AJC Workshops	11	2.02%	0	0.00%	
Mock Interview	1	0.18%	0	0.00%	
PJ Orientation	1	0.18%	0	0.00%	
Interview & Negotiate	1	0.18%	0	0.00%	
Essential Tools for Job Seekers: Virtual	1	0.18%	0	0.00%	
Create A Great Resume: Virtual	1	0.18%	0	0.00%	
NCRC - AO Only	14	2.57%	0	0.00%	
Hiring Event	2	0.37%	0	0.00%	

20 business days in October  
545 Individuals = 27/day



# October VOS Numbers Davenport



## VOSGreeter® - by Office

Report Date: 11/04/2022

Region/Lwia: Mississippi Valley LWDA

Office: Davenport

Start Date: 10/1/2022

End Date: 10/31/2022

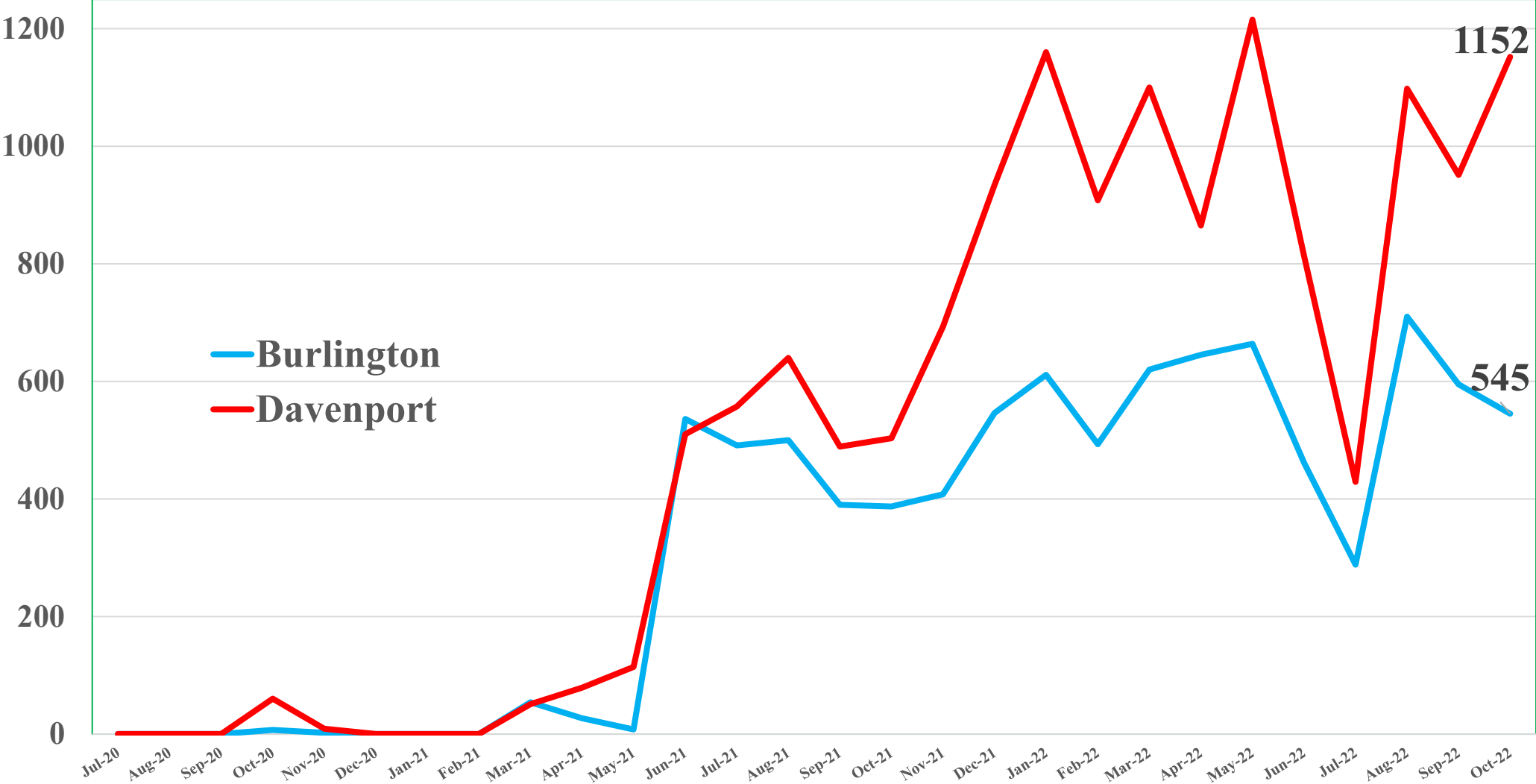
Report Run Time: 11/4/2022 12:07:32 PM

Office	Individuals	%	Veterans	%	Langu
<input checked="" type="checkbox"/> Davenport	1,152	100.00%	66	5.73%	
Unsure / Other	75	6.51%	1	0.09%	
File UI Claim / Questions	633	54.96%	24	2.08%	
File Temporary Unemployment Claim	171	14.84%	14	1.22%	
Find a Job	118	10.24%	12	1.04%	
Hiring Event	62	5.38%	8	0.52%	
RESEA-Amy	13	1.13%	0	0.00%	
I am here to see a specific staff member	91	7.90%	7	0.61%	
Sub RESEA - Angie	1	0.09%	0	0.00%	
RCM-Andrea	3	0.26%	0	0.00%	
RESEA-Tina	4	0.35%	0	0.00%	
RESEA-Appointment	10	0.87%	1	0.09%	
RCM-Mandy	1	0.09%	0	0.00%	
AJC Orientation	3	0.26%	0	0.00%	
AJC Workshops	9	0.78%	1	0.09%	
Sub RESEA-Tina	1	0.09%	1	0.09%	
Create a Great Resume	1	0.09%	0	0.00%	
AJC 101	1	0.09%	1	0.09%	

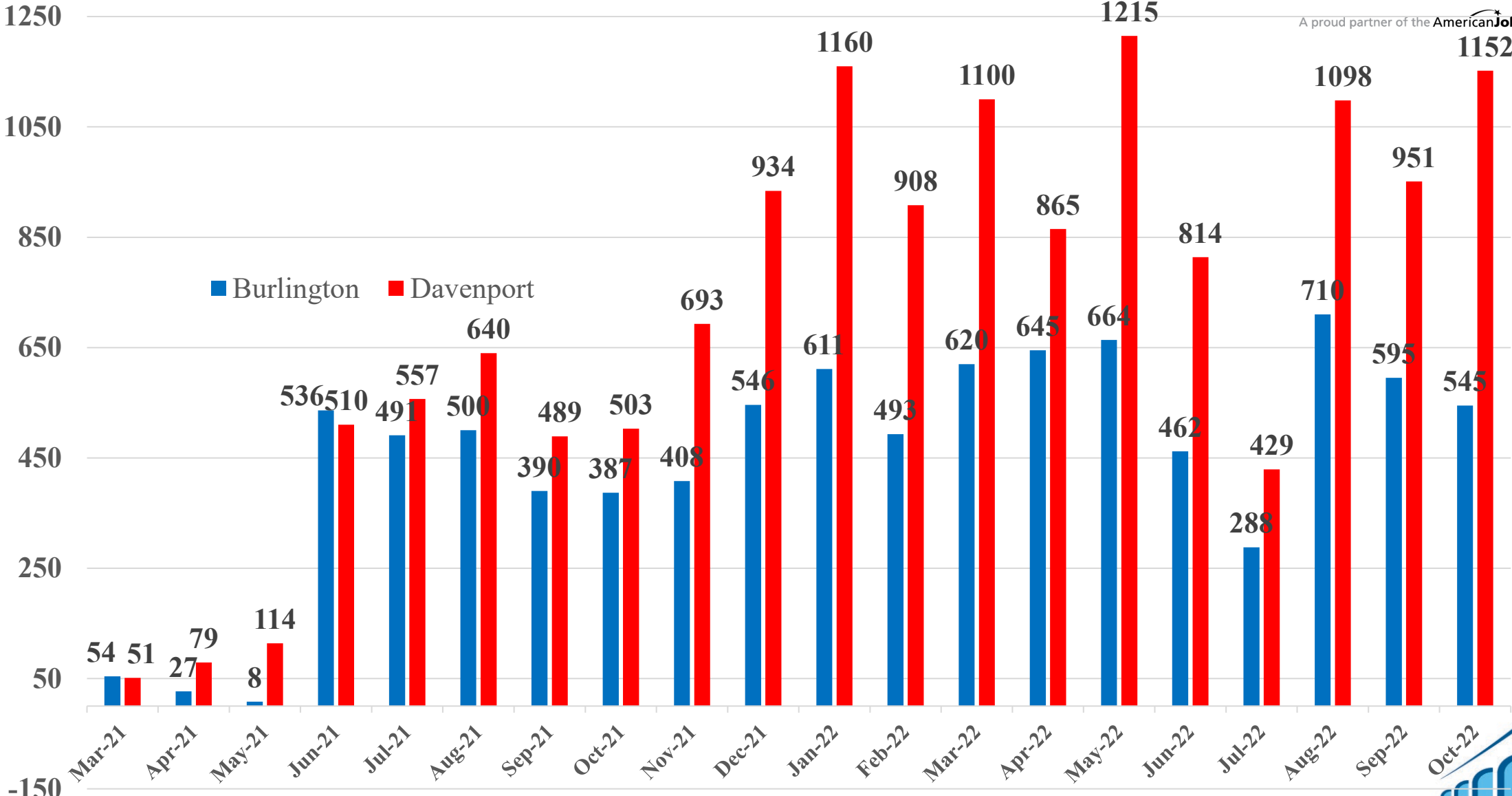
20 business days in September  
 1,152 Individuals = 58/day



# Historical VOS Numbers

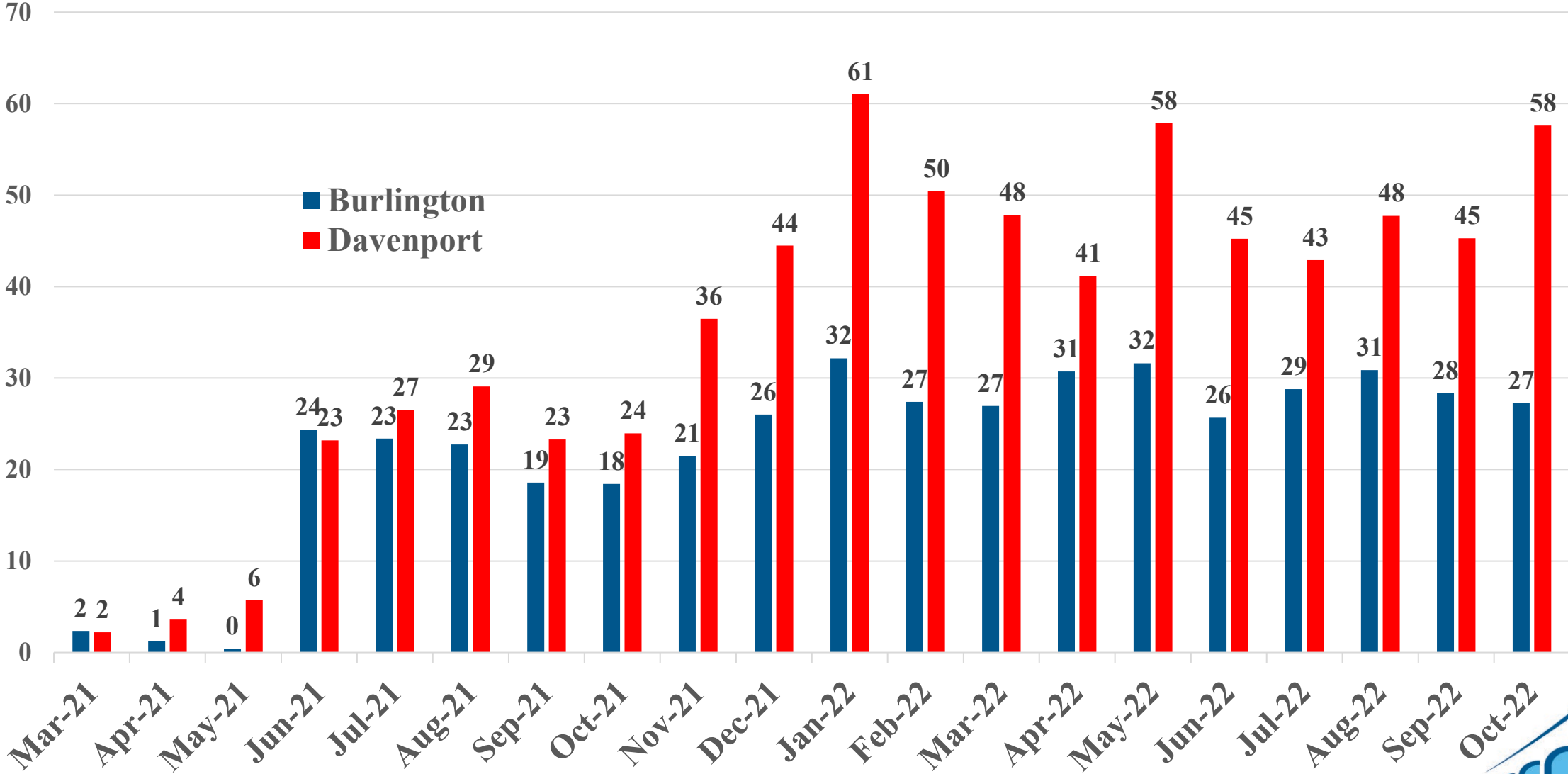


# Historical VOS Numbers





# Historical VOS Numbers Daily Avg.



# Services Provided Employers October

Service	Total Employers	Total Services
Assisted Employer w/Accessing Untapped Labor Pools	18	19
Automatic Service - Job Order Created	40	75
Employers view internal resumes	35	524
Notification to Employer of Potential Applicant	2	2
Provided Candidate Pre-Screening	1	1
Provided Employer Information and Support Services	72	74
Provided Job Fair Services	39	40
Provided Job Order Follow-up/Assistance	10	14
Provided Rapid Response/Downsizing Assistance	4	5
Provided Training Services	1	2
Provided Workforce Recruitment Assistance	9	10
Referred Qualified Applicants	15	24
Registered Apprenticeship - In-Depth Meeting	1	1
Registered Apprenticeship - Intro Meeting	1	1
<b>TOTAL</b>	<b>248</b>	<b>792</b>



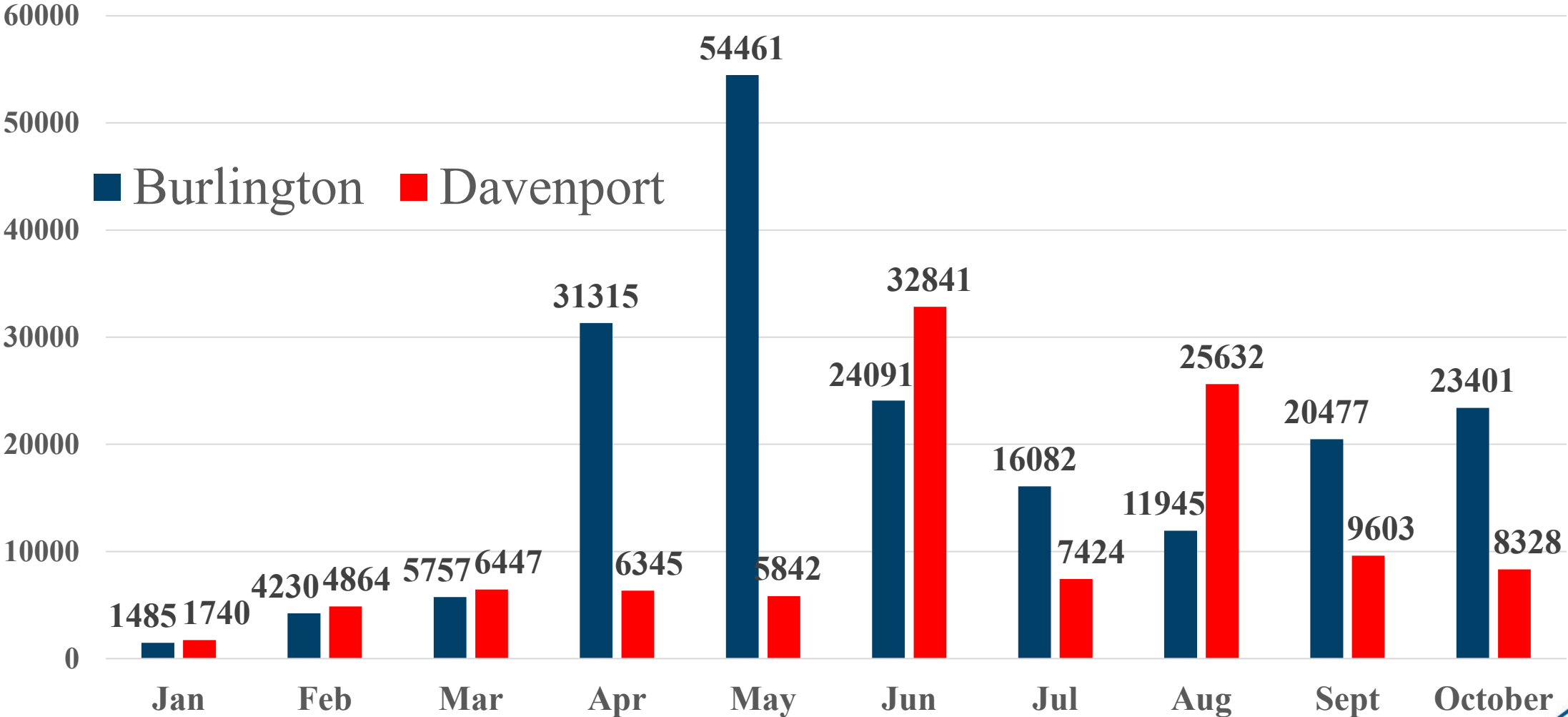
# Facebook October

Office Page	Total Reach*	Impressions**
Davenport	8,328	12,572
Burlington	24,301	28,140

*\*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)*

# Historical Facebook Total Reach



# Customer Satisfaction September



## **Six questions in which respondents can report a level of satisfaction/dissatisfaction:**

1. Overall, please rate your satisfaction with IowaWORKS services/assistance
2. Overall, please rate your satisfaction with IowaWORKS staff
3. Overall, please rate our technology
4. Please rate the accessibility of our building (location/sidewalks/ramps/doorways/classrooms/restrooms)
5. Please rate the accessibility of our programming (computer access/materials/teaching styles)
6. Please rate the accessibility of our assistive technology (large-screen monitor/trackball mouse/variable height desk)

**Choices are: Very Dissatisfied, Somewhat Dissatisfied, Somewhat Satisfied, Very Satisfied**

# Customer Satisfaction October

**25 of 36 (69.4%) responded “somewhat or very satisfied” to a majority of the questions**

- 6 were somewhat or very satisfied in **0/3, 0/4, or 0/6** categories
- 1 was somewhat or very satisfied in **1/6** categories
- 4 were somewhat or very satisfied in **3/6** categories (these were considered “dissatisfied”)
- 1 was somewhat or very satisfied in **2/3** categories
- 4 were somewhat or very satisfied in **4/6** categories
- 3 were somewhat or very satisfied in **5/6** categories
- 3 were somewhat or very satisfied in **5/5** categories
- 14 were somewhat or very satisfied in **6/6** categories

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
100%	100%	100%	89%	100%	100%	100%	91.4%	92.5%	69.4%

# Customer Satisfaction October

## Areas of concern

- Difficult to get help via phone
- The Unemployment system is unnecessarily complex; too many obstacles and hoops
- Website is convoluted and not user-friendly

## Positive comments

- M.G. is professional
- A.J is amazing
- Everyone has been helpful and very patient with me on doing my unemployment benefits

# MVWA (October) Partner Referrals



Referred To	Burlington	Davenport
CTE	1	3
IDB	1	0
Proteus	1	0
Title I Adult/DW	10	23
Title I Youth	17	0
Title II (AEL/HiSED)	3	3
Title IV (Voc Rehab)	3	3
Veterans	0	3

Referred From	# of Referrals
AEL/HiSED	17
Promise Jobs	3
RCM/RESEA	24
Title I	1
Title III	11
Title IV	2



**Title I Adult/DW/Youth**



**EQUUS<sup>®</sup>**

**WORKFORCE SOLUTIONS**

**Creating Opportunities. Changing Lives.**

# Mississippi Valley

Title I Quarterly Report

Q1 PY22

# Property/Equipment Purchased

- ▶ 2 Locked cabinets for VR headsets

# Enrollments

	Q1	YTD	Goal	% of Goal
Adult	37	37		
Dislocated Worker	59	59	125	77%
NDWG	4	127	40	317.5%
In School Youth	3	3		
Out of School Youth	24	24	60	40%

# Caseload

- ▶ Out of School Youth 69
- ▶ In School Youth 6
- ▶ Youth Follow Up 47
- ▶ Average Case load size per case manager is 24
- ▶ Exits: 3

# Caseload

- ▶ 131 Adult
  - ▶ 110 Adult Follow Up
- ▶ 146 Dislocated Worker
  - ▶ 44 Dislocated Worker Follow Up
  - ▶ 84 Co-Enrolled NDWG
- ▶ Average caseload: 48 adults
- ▶ Average caseload: 38 dislocated workers
- ▶ Exits:
  - ▶ Adult: 13
  - ▶ Dislocated Worker: 12

# Occupational Skills Training

	Q1	Goal	YTD Actual	% of Goal
Adult/Dislocated Worker	121	125	121	97%
Youth	8	15	8	53%



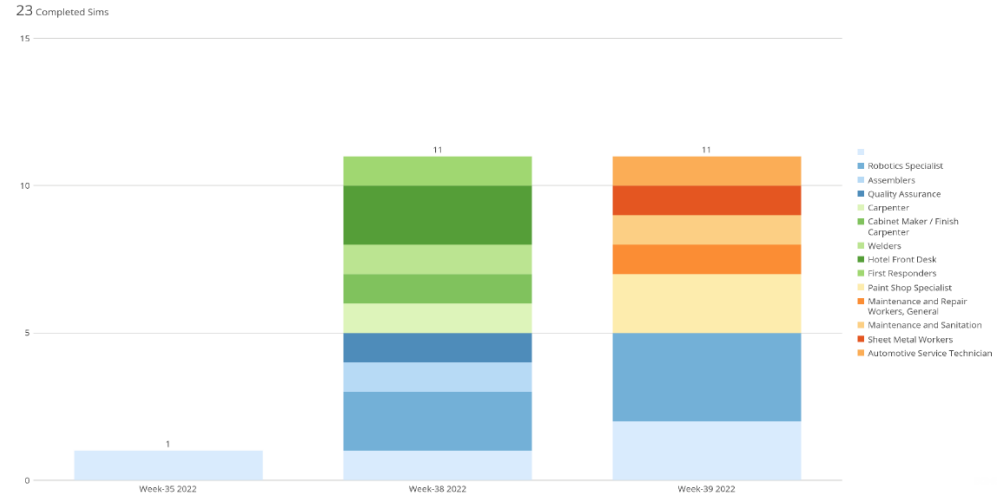
# Work-Based Learning

	Q1	Goal	YTD Actual	% of Goal
NDWG	0	28	2	7%
Youth	24%	20%	N/A	100%
Adult & Dislocated Worker	4	30	4	13%

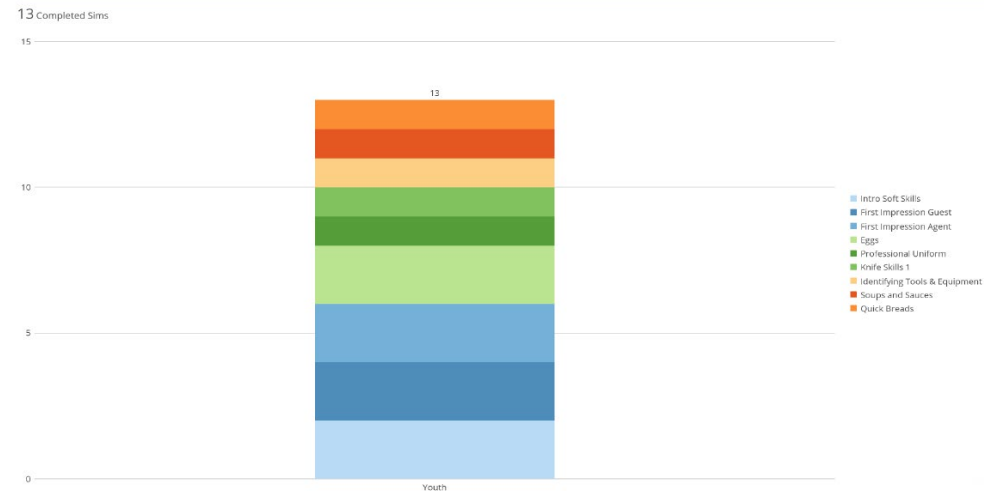
# Virtual Reality Headsets

2 Youth Utilize Virtual Training Facility in Q1

## Career Exploration: Completed in Last 30 Days by Occupation



## Virtual Training Facility: Completed Sims by Class with Sim Detail



# Rapid Response

- ▶ KPI TRADE assistance meetings
  - ▶ Siemens Gamesa impacted workers received packets from Worker Information Meetings-30 packets handed out
  - ▶ ADM, 2 Worker Information Meetings (WIM) at SCC in Keokuk
  - ▶ Blessing Hospital, 6 WIMs
  - ▶ Great River/Southeast Iowa Regional Health Center, no WIMs, workers absorbed in new contract
  - ▶ Black Hawk Services, WIMs next quarter
- ▶ Green State Credit Union-offered packets to impacted worker

# Legacy in Action

- ▶ 96.15% customer satisfaction rate
- ▶ 93 surveys

MISSISSIPPI VALLEY IOWA ADW	07/01/22	Great communication. Great at making things work
MISSISSIPPI VALLEY IOWA ADW	09/27/22	Great on communication and timing. I appreciate everything that Brent does for me!
MISSISSIPPI VALLEY IOWA ADW	08/30/22	Helped me figure things out. Nothing needs worked on
MISSISSIPPI VALLEY IOWA ADW	09/01/22	I couldn't have done this without the help and guidance I received. Thank you for being there for me
MISSISSIPPI VALLEY IOWA ADW	08/29/22	I feel that it very useful for anyone who is willing and trying to become self sufficient
MISSISSIPPI VALLEY IOWA ADW	08/27/22	I feel they do a great job with helping.
MISSISSIPPI VALLEY IOWA ADW	09/13/22	I have worked with a number of IowaWorks offices in the state of Iowa, and have found the staff at the Davenport office to be the most professional, helpful and dedicated of any I've encountered. I work for the VA and often connect the veterans I serve with IowaWorks for employment services the VA can't provide, and they have truly gone above and beyond to help those veterans meet their employment goals.

# Outcomes

## Adult/Dislocated Worker

- ▶ July
  - ▶ 18 Unsubsidized employment
  - ▶ 1 Phlebotomy credential
- ▶ August
  - ▶ 1 Adult internship started
  - ▶ 6 Unsubsidized employment
  - ▶ 1 Measurable skills gain
  - ▶ 3 Dislocated Worker internships
  - ▶ 1 Phlebotomy credential
- ▶ Sept
  - ▶ 3 Unsubsidized employment
  - ▶ 1 Measurable skills gain
  - ▶ Credentials:
    - ▶ 3 CDL, Hazmat Endorsement
    - ▶ 4 Techworks
    - ▶ 1 CNA

## Youth

- ▶ July
  - ▶ 1 CDL credential
  - ▶ 1 Measurable skills gain
  - ▶ 1 ISY work based learning began
  - ▶ 13 Unsubsidized employment
- ▶ August
  - ▶ 1 OSY OJT started
  - ▶ 1 OSY WEX started
  - ▶ 1 Measurable skills gain
  - ▶ 1 Unsubsidized employment
  - ▶ 1 CDL credential
- ▶ September
  - ▶ 3 Unsubsidized Employment
  - ▶ 1 OSY started CAN
  - ▶ 1 HiSED completion
  - ▶ 1 OSY completed 2 HiSED tests (Measurable skills gains)
  - ▶ 2 OSY completed CAN class and passed exam
  - ▶ 1 Measurable skills gain

# Title II Adult Education

# WIOA Title II Report

Annual report for FY2021-2022

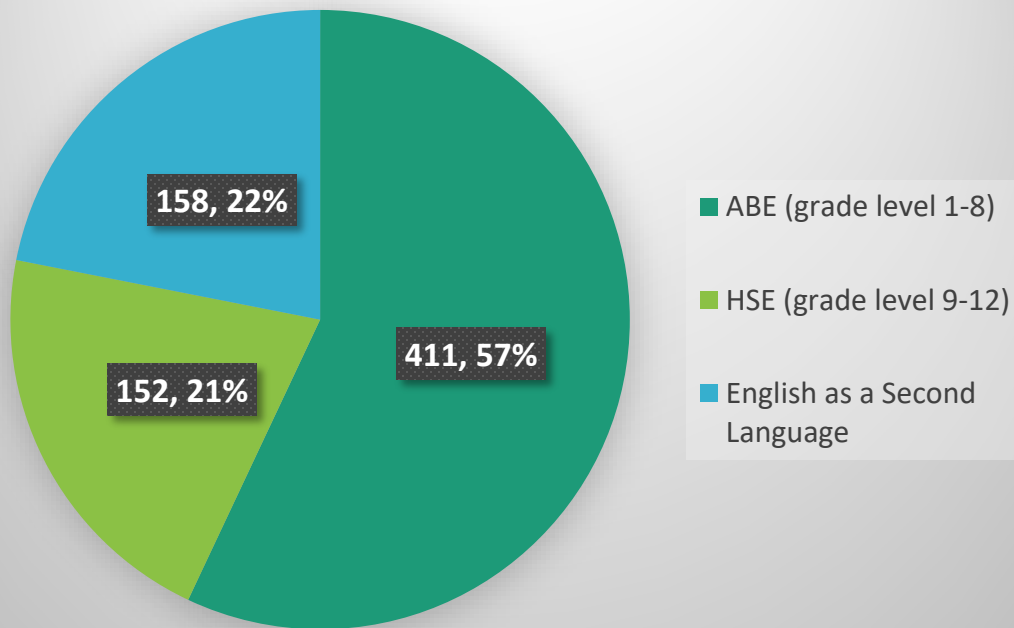
Presented to Mississippi Valley Workforce Development Board

Monday, Nov. 21, 2022

# FY 2021-2022 Participants

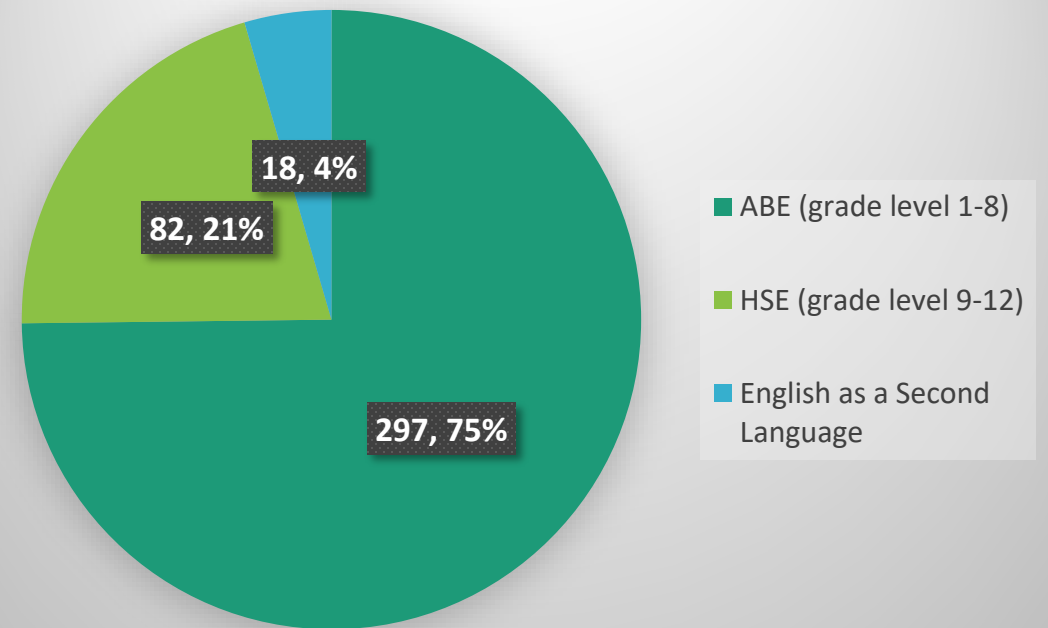
## Eastern Iowa Community College

Participants with 12+ hours = 721



## Southeastern Community College

Participants with 12+ hours = 397





# Participant Demographics

## **Eastern Iowa Community College**

- Ages
  - Estimated 60% = ages 20-29
  - Next highest = ages 16-19 & 30-39
- Gender
  - 56% Female
  - 43% Male
  - <1% Non-binary
- Race
  - 63% White
  - 25% Black or African American

## **Southeastern Community College**

- Ages
  - Estimated 60% = ages 20-29
  - Next highest = ages 30-39
- Gender
  - 34% Female
  - 65% Male
  - <1% Non-binary
- Race
  - 67% White
  - 27% Black or African American

# FY2021-2022 HiSET Testing Statistics

## **Eastern Iowa Community College**

- Graduates = 198
  - Community = 192
  - Corrections = 6
  
- 244 individuals took 1 or more HiSET subtests

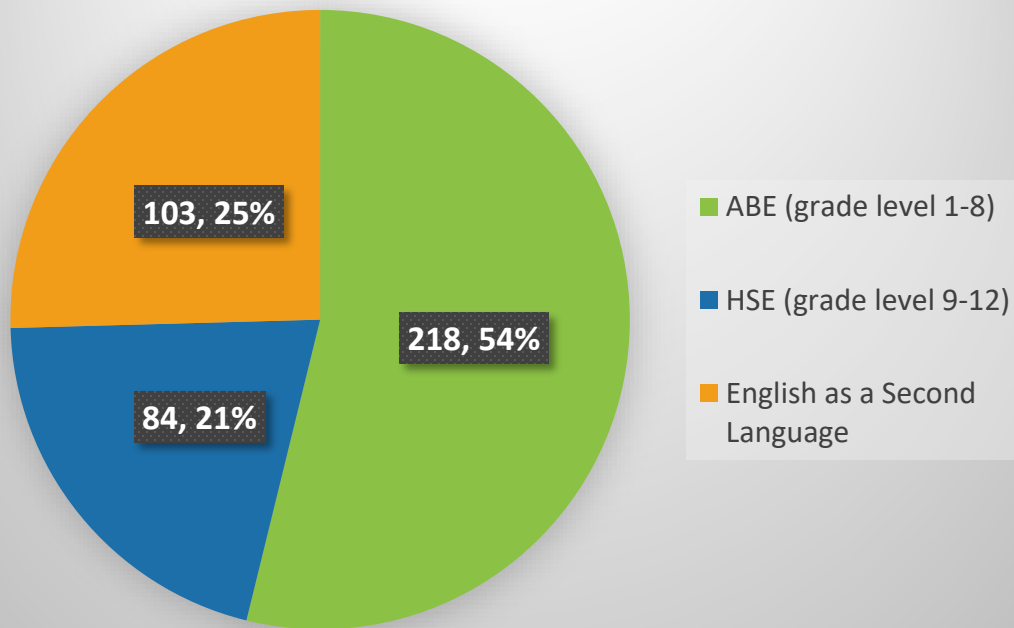
## **Southeastern Community College**

- Graduates = 60
  - Community = 16
  - Corrections = 44
  
- 122 individuals took 1 or more HiSET subtests

# FY2022-2023 Participants as of October 2022

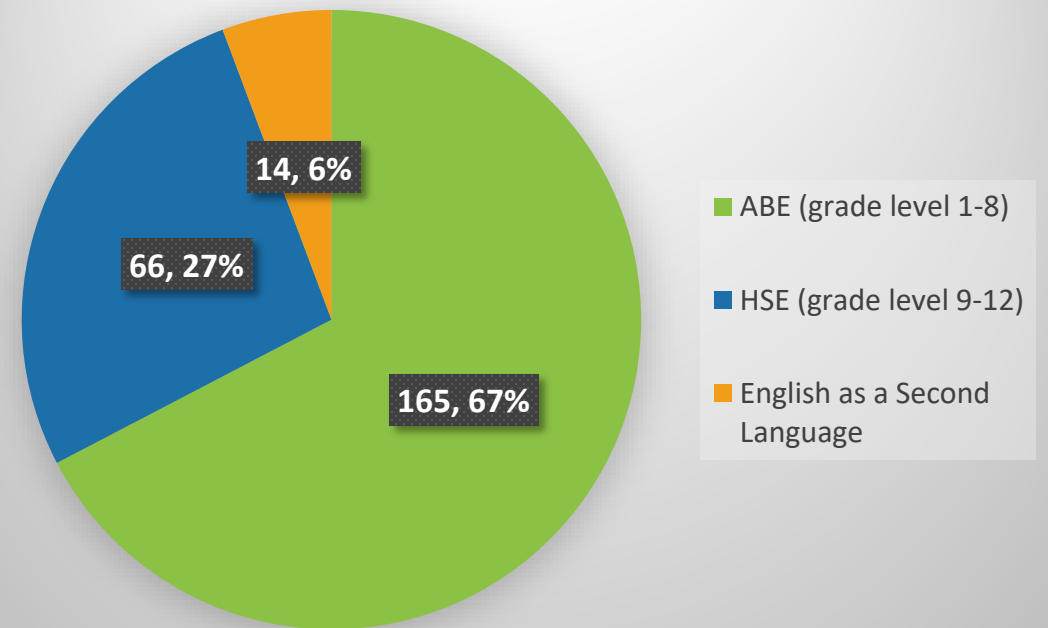
## Eastern Iowa Community College

Participants with 12+ hours = 405



## Southeastern Community College

Participants with 12+ hours = 245



# Title IV Vocational Rehabilitation

# Mississippi Valley Workforce Development Board

November 2022

## Iowa Vocational Rehabilitation Services-Title IV

### Performance Analysis PY2022:

IWD Region	CountyName	Potentially Eligible Clients (Status 01-0)	Potentially Eligible Job Candidates Without IPE Age < 22 (open case)	Participants - Job Candidates with IPE Age < 25	Participants - Job Candidate with IPE Age 25 and Older	PY2022 Count of Successful Closures (26-0)	PY2022 Average of Closure Hours Worked Per Week	PY2022 Average of Closure Hourly Wage
Mississippi Valley LWDA	Clinton	97	6	75	63	9	25	\$ 14.92
	Des Moines	188	3	114	105	9	29	\$ 14.57
	Henry	29	1	46	25	3	35	\$ 18.23
	Jackson	37	1	25	17	1	40	\$ 23.00
	Lee	171	8	87	48	8	27	\$ 14.19
	Louisa	13	1	40	13	2	40	\$ 23.90
	Muscatine	2	1	26	23	6	30	\$ 19.17
	Scott	149	20	158	130	16	26	\$ 12.22
<b>Mississippi Valley LWDA Total</b>		<b>686</b>	<b>41</b>	<b>571</b>	<b>424</b>	<b>54</b>	<b>28</b>	<b>\$ 15.09</b>

IWD Region	CountyName	PY2022 Count of Participants Unsuccessful Closures (28-0)	Total Participants Served	Participants Co-Enrolled with Other WIOA Program	Percent Co-Enrolled
Mississippi Valley LWDA	Clinton	8	155	7	4.5%
	Des Moines	11	239	84	35.1%
	Henry	3	77	13	16.9%
	Jackson	2	45	1	2.2%
	Lee	9	152	20	13.2%
	Louisa	2	57	3	5.3%
	Muscatine	4	59	2	3.4%
	Scott	14	318	47	14.8%
<b>Mississippi Valley LWDA Total</b>		<b>53</b>	<b>1102</b>	<b>177</b>	<b>16.1%</b>

### Referrals

Referred to IVRS	FFY2022
Mississippi Valley LWDA	60

Referred from IVRS	FFY2022
Mississippi Valley LWDA	22

## **Program Success Story (Burlington):**

### **Joseph: From riding the bus to working on it!**



Joseph Stephens was a student at Fort Madison High School that worked with the Transition Alliance Program (TAP). He graduated in 2020 during COVID from FMHS. Joseph had an IEP with goals in reading, writing and math along with a physical disability to his right hand.

While in high school he worked with IVRS Counselor Aleena Garr and TAP Coordinator Heather Harter. Joseph was provided pre-ets activities, joined our summer program and had some non-paid work experiences in the FMHS cafeteria, cleaning tables and sweeping the floor after lunch and at Fareway Grocery, where he was a courtesy clerk. This means that Joseph would bag groceries, unload groceries in customer vehicles and stock shelves.

When Joseph graduated he did apply for a job at Fareway, but unfortunately was not offered the position. Since COVID was still a concern at that time jobs were a little sparse in our area. IVRS Counselor Aleena Garr and TAP Coordinator Heather Harter continued to work with Joseph on his workplace readiness skills. During one of his meetings while discussing what type of career Joseph would like he stated he would like to work for the Fort Madison Community School District. Joseph, TAP Coordinator Harter and IVRS Counselor Aleena Garr got online and looked to see what was available at that time with FMCS D. They were looking for custodians, cafeteria servers and bus associates. Joseph expressed an interest in working as a bus associate for the bus he used to ride.

So TAP Coordinator Heather Harter reached out to the Fort Madison Community School District Bus Director Rich Hand and Bus Secretary Lisa Yeargin to see if they would consider allowing Joseph to job shadow for a couple days. They said yes and knew which bus and driver they felt would be a good fit. Since Joseph does not have a driver's license they also suggested that they would just pick him up at his house before the route and drop him off when done. This accommodation was amazing as Joseph does not drive. After the job shadow, Joseph and the bus driver Joe felt they were a great fit and that Joseph could do the job.

Therefore, TAP Coordinator Heather Harter helped Joseph update his resume and fill out the application online for the position. She then prepared Joseph for an interview. Joseph did a great job answering their questions and speaking up about workplace accommodations he would need to be successful as a bus associate. Once he was hired she helped him fill out his background paperwork and get a bank account. Joseph had never had a bank account, but needed one as the school district only pays by direct deposit.

Joseph loves his job! He rides the bus Monday through Friday in the morning and afternoon when school is done for the day. His favorite part is running the wheelchair lift. He gets to help the students on and off the bus and make sure they are all buckled in for their ride. The employer continued the workplace accommodation of picking Joseph up at home and dropping him off after their route. His co-workers Joe (bus driver) and Kendra (another associate) really enjoy having Joseph work with them. They all like to joke with each other and make the bus ride fun for the kids. Joe expressed that having Joseph there to run the lift saves him time as he doesn't have to go in and out of the bus. He states there is a difficult student sometimes and Joseph does a great job at taking care of the other students' needs if Kendra has to focus on just one student. Rich Hand and Lisa Yeargin report that Joseph is always reliable and is ready when Joe gets to his house to pick him up. They have put him on the list as a sub associate for the noon route if needed.

Due to having this job, Joseph has been able to get himself a cell phone and help buy groceries for his family. He is very proud of himself and what he has accomplished. IVRS Counselor Aleena Garr and TAP Coordinator Heather Harter are also very proud of Joseph and the job he is doing!

# Retrain & Retain (IWT) Grant Program





# Mississippi Valley Workforce Development Board

## RETRAIN & RETAIN GRANT PROGRAM POLICY, GUIDELINES, AND PROCEDURES

### PURPOSE

The Mississippi Valley Workforce Development Board (MVWDB) establishes this local policy, guidance, and procedures for the Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Training (IWT) Program as outlined in WIOA Section 134 et.al. [29 U.S.C. 3174]. This program will be referred to as the Retrain & Retain (R&R) Grant Program in the Mississippi Valley Workforce Area (MVWA).

### BACKGROUND

*Incumbent Worker Definition* - An Incumbent Worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through training. The training should give the employee the opportunity for advancement and wage gains within their company. Incumbent Workers will be referred to in the R&R Grant Program as “employees.”

R&R Grants are designed to meet the special requirement of an employer to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Grants provide both workers and employers with the opportunity to build and maintain a quality workforce. Mississippi Valley R&R Grant Program is a business-driven program designed to meet the needs of an employer or group of employers. There is an expectation that the employee will be promoted or retained by the company after they receive training. Ideally, this would also create additional back-fill opportunities for other workers.

The program is intended to offset a portion, via reimbursement, of the business’s cost to train and upgrade the skills of its employees. Eligible businesses must demonstrate that by receiving funding assistance through the program, their business will not only improve the skills of their workers but also improve their business processes and competitiveness and decrease the risk of permanent layoffs.

### PROGRAM OVERVIEW

Grant funds are limited and therefore will be awarded through an application process. The maximum award per grant, per year, is \$10,000 and the initial training agreement duration may not exceed 12 months. The maximum award may be adjusted based on funding availability, each program year. The total amount of funding available for all training projects from July 1, 2022 – June 30, 2023, is \$50,000. A notification will be posted on [www.mississippivalleyworkforce.org](http://www.mississippivalleyworkforce.org) when funds are no longer available. Grant deadlines are as follows for the current available funding:

Applications Accepted	Due Date	Award Notification
February 1, 2023 – March 1, 2023	March 1, 2023	March 15, 2023
March 1, 2023 – April 1, 2023	April 1, 2023	April 15, 2023
April 1, 2023 – May 1, 2023	May 1, 2023	May 15, 2023

When workers lack necessary training and businesses experience skill gaps, the company's ability to compete, expand and retain workers can be compromised. Mississippi Valley R&R Grant Program addresses such needs. The Grant Program is to provide funding for continuing education and training of employees at existing Iowa businesses with physical locations in the MVWA. The program will provide reimbursement grants to businesses that pay for preapproved direct training-related costs.

The program helps established MVWA businesses to upgrade the skills of current employees, which provides enormous benefits including:

*For employers:*

- Increased Competitiveness
- Skilled Workforce
- Increased Productivity
- Increased Profits
- Company Growth
- Reduced Turnover

*For employees:*

- Advancement Opportunities
- Increased Job Opportunities
- Industry Recognized Credentials
- Job Retention
- Transportable/Transferrable Skills
- Improved Morale and Work Culture

## **ELIGIBLE EMPLOYEES**

An eligible employee is one who is directly employed by the company at a facility located within the MVWA and meets these requirements:

1. Employee must be at least 18 years of age.
2. A citizen of the United States or a non-citizen whose status permits employment in the United States
3. Iowa resident
4. Employee must work at least 32 hours per week
5. Employee must have an established employment history with the employer for six months or more and receives a W-2.
6. Employee must be committed to attending all trainings.
7. Employee must earn an hourly wage above the state minimum wage.
8. Employee must agree to cooperate with data collection requirements.

\*An employee does not have to meet the eligibility requirements for participation in career and training services for Adults and Dislocated Workers under WIOA unless they are also enrolled as a participant in the WIOA Adult or Dislocated Worker program.

\*\*There is an exception to the six-month requirement: In the event, R&R funding is being

provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more, as long as a majority (at least 51%) of those employees being trained meet the employment history requirement.

\*\*\*R&R funding can also be used for underemployed if workers if the use of the funding focuses on increasing skills for underemployed frontline workers in an effort to advance these workers to more skilled positions with the same employer; or workers who would prefer full-time work but are working part-time for economic reasons.

### **INELIGIBLE EMPLOYEES**

- Anyone who receives a 1099 Form: or
- Those who are placed through a temporary agency.

### **EMPLOYER ELIGIBILITY**

Employers applying for an R&R Grant must meet the following criteria:

- Financially viable, private sector employers and certain nonprofit and local government entities (e.g., a nonprofit or county hospital) are eligible to receive R&R funds.
- The business or businesses must have been in operation for 12 months, not currently or recently experiencing bankruptcy, be current on all local, state, and federal tax obligations, and not appear on any federal suspensions or debarment lists.
- An eligible business must be located in Iowa and registered with the Iowa Secretary of State Office and have a physical location in the Mississippi Valley Workforce Area (MVWA).
- Businesses are encouraged to provide training to a group of employees and not individual training, although the number of employees in the company will be taken into consideration.
- Businesses should also demonstrate a commitment to retain or avert the layoff of employees receiving training.

Companies that are in the process of a layoff or have had a layoff in the last six months are not eligible for the R&R Grant Program (excludes temporary hires or contract workers.) If a layoff occurs in a company while they have an open R&R Grant, the current workers will be able to complete the training.

### **MULTIPLE BUSINESS APPLICATIONS**

A group of employers who need the same training for their workers may submit a joint application. Multiple businesses can collaborate and apply for a collaborative training grant.

The proposal for the common request must:

- Train employees of at least two different businesses, with one of those businesses designated as the Lead Applicant.
- Include employees of the Lead Applicant in the training.
- Include training descriptions and outcomes that address the employees from all businesses impacted by the proposed common training
- Include information on each business that will be part of the training.

A business may be treated as a single company or multiple companies depending on the number

of locations and Federal Employer Identification Number (FEIN). If each location operates under a different FEIN, each location will be considered a separate company and will need to submit separate applications to receive separate awards. If the locations operate under one FEIN, it will be considered one company and will therefore need to join its training efforts, submit one application, and receive one award.

### **INELIGIBLE EMPLOYERS**

The following businesses are not eligible to apply for funds under this program:

- Not-for-profit agencies or organizations. [Note: This does not apply to hospitals operated by nonprofit or local government entities in the State of Iowa)
- Retail establishments.
- Entities whose administrations only comprise volunteers.
- Local Workforce Development Boards and their administrative entities.
- Labor unions.
- Federal, state, county, or city governmental entities [Note: This does not apply to hospitals operated by nonprofit or local government entities in the State of Iowa)
- Businesses that received an R&R Grant award in the current program year.

### **FUNDING CONSIDERATIONS**

Funding considerations shall be given to the following:

- Businesses that provide employees with opportunities to acquire new or improved skills by earning a credential.
- Businesses whose grant proposals represent a significant upgrade in employee skills.
- The characteristics of the participants in the program, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA sec. 3(24), and how they would benefit from retention or advancement.
- The employees' advancement opportunities along with wages and benefits (both pre-and post-training earnings).
- The existence of other training and advancement opportunities provided by the employer.
- Layoffs averted because of the training.
- Utilization as part of a larger sector and/or career pathway strategy; or
- Employer size

While these considerations do not include an increased reimbursement percentage, applications that meet one or more of these conditions will receive priority during times of limited funding.

### **EMPLOYER'S COST-SHARING REQUIREMENT**

Businesses will be required to provide a portion of the training costs dependent upon the size of the business and the number of employees either through direct cost contribution or in-kind contributions.

- At least 10% of the cost for employers with 50 or fewer employees.
- At least 25% of the cost for employers with 51 to 100 employees.
- At least 50% of the cost for employers with more than 100 employees.

The business must disclose cash and in-kind contributions. Examples of in-kind contributions, in addition to any direct costs, may include expenses associated with the use of space and equipment during the training project and trainee wages (including benefits) of employees during the training.

### **PERFORMANCE ACCOUNTABILITY**

The employer must agree to provide performance records and keep accurate records of the project's implementation process and certify that all information provided, to request reimbursements and report training activity, is accurate and true, including evidence that the business has paid the training expenses in accordance with the terms of the agreement prior to requesting reimbursement of allowable training costs. During the grant and/or the completion of the grant, businesses will be asked to provide the following:

- Employer will collect and supply all trainee documentation (e.g., proof of SSN, proof of citizenship/right to work, and proof of physical address, etc.) to MVWDB (before the start date of the training).
- All training sessions must have signed attendance sheets or digital confirmation of attendance. Trainee participation is required.
- Employee satisfaction surveys
- The business must submit to MVWDB copies of all credentials, certificates of completion, or other documentation of the employee's participation within 60 days of the end of training to be considered eligible for reimbursement.
- R&R Grant projects require monthly communication with a Business Services staff member on the status of the project.
- Upon training completion, each project requires one year of follow-up to track project outcomes (e.g., providing updated trainee wages and promotions).
- Employers submitting an R&R Grant application are agreeing to provide this information.

### **ALLOWABILITY OF USE OF R&R FUNDS**

With proper documentation allowable costs for R&R Grants include (but are not limited to):

- Training/Course Registration
- Instructors/Trainer Salaries
- Curriculum Development
- Textbooks and Manuals
- Materials and Supplies
- Tuition Expenses
- Off-site Training Space (e.g., classroom rental)

Non-reimbursable costs include (but are not limited to):

- Administrative Costs
- Trainee's Wages
- Purchases of Capital Equipment or Capital Improvement
- Purchases of items or services that will be used primarily outside of the R&R program
- Travel Expenses for Trainers or Trainees

- Assessment, Testing, or Certification Fees
- Advertisement or Recruitment
- Annual Membership for Online Courses

### **TRAINING SERVICES**

The R&R Grant Program provides flexibility regarding the type(s) of training and the training provider(s). Based on the needs of the company and its overall workforce development needs, the company chooses its training and training provider that provides employees with opportunities to acquire new or improved skills.

Training can include, but is not limited to, industry or employer-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, changes in production processes, and skills such as leadership, teamwork, communication, conflict resolution, and management skills if the employer can document the need and effect on employee production and/or retention with the company.

Employers will determine and select the types of training and training provider(s) that meet their business and training requirements before submitting a grant application for consideration.

All proposals must show an end date that completes training within 12 months of the award date. All training should have specific start and end dates.

### **INELIGIBLE TRAINING**

- New hire orientation
- Degree programs
- Training that takes place where food and/or beverages are included in the cost
- Training that includes the purchase of equipment (such as iPads or other equipment/ supplies/devices that can be used outside of training) in the cost of the training
- Self-paced learning
- Non skill related assessments
- Mandated safety training (such as OSHA)
- Regularly provided annual training
- English as a second language
- Basic skills or remedial education
- Non-job-related training

### **ELIGIBLE TRAINING PROVIDERS AND ACTIVITIES**

Public or private educational institutions, trade associations, community-based organizations, economic development agencies, unions, government agencies, or subject matter experts may provide R&R, and training can be conducted at the business facility, at the training provider's facility, online, or a combination of sites.

### **MVWDB CRITERIA**

The MVWDB reserves the right to accept or reject any or all grant applications submitted. MVWDB does not commit to pay for any cost incurred before any award notification or the execution of any contract. All grant applications and their accompanying attachments will become the property of the MVWDB after submission, and materials will not be returned. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually agreed-upon conditions and delivery schedules with the submission of appropriate documentation.

## **GRANT PROGRAM PROCEDURES**

### **APPLICATION PROCESS**

Eligible businesses can apply during the time periods listed above until funds are fully expended. The R&R Program Grant Application must be downloaded, completed, and emailed to the MVWDB. The application is the only document that may be used to apply for the R&R Grant. Applications should be submitted at least 30 business days before the start date of the training. However, submittal within this timeframe does not guarantee that the approval date will be on or before the training start date.

### **APPLICATION RECEIPT**

The business will receive a notification email that the application has been submitted within 48 hours. If the business does not receive this, the application was not received. A holiday or a large influx of applications may cause a delay in the sending of this email. Incomplete applications will delay the approval process, and the application will return to the queue.

### **REVIEW AND APPROVAL**

Upon receipt of a completed R&R Grant Application, the grant application will be reviewed to determine the employer's eligibility for R&R funding by board staff. More information may be requested from the employer to determine eligibility. The business committee will review all applications and make award decisions.

### **GRANT CONTRACT**

Within two weeks of the grant approval, the contract between MVWDB and the business will be prepared and sent electronically through DocuSign for signature. Once received, MVWDB will execute the contract through DocuSign. The fully executed contract will then be emailed to the company. This contract must be executed prior to the start date of the R&R. Funding cannot be provided for any costs for an R&R program that starts before the contract for delivery of training has been completed. After the contract is fully executed, all required forms will be provided to the employer. These forms will include:

- Trainee Data Submission Form
- Reimbursement Request Form
- Trainee Roster
- Training Expense Summary Report
- Final Training Evaluation Form

### **REIMBURSEMENTS**

The first reimbursement can be requested once the contract has been executed by MVWDB.

Businesses may request reimbursement as frequently as needed during the 12-month period. Reimbursements will be made in direct correlation with the business's training progress. The percentage of funds reimbursed must stay equal to or less than the percentage of trainees that have been trained to date. All reimbursements must be submitted within 60 days of the contract end date. Reimbursement requests received after the 60-day cutoff will not be processed. Before an invoice can be paid, the Reimbursement Request Form must be completed and submitted to the MVWDB. Before the final payment can be processed the Final Training Evaluation form must be completed.

## **CONTRACT TERMS**

The contract will set forth all processes and expectations for administering, implementing, and completing the training. If the contract is not executed within a 45- day time frame, the grant award becomes null and void unless permission is granted by the MVWDB. In the contract the employer will agree to and assure the following:

- The business will disclose whether they are currently receiving training funds, either directly or indirectly, from Iowa state government. (If an employer is receiving training funds from Iowa state government, they are not eligible to receive R&R funds as it would be a duplication of funding).
- Employer will assure they are not presently debarred, suspended, proposed for disbarment, and declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the State of Iowa.
- Employer will assure they do not have any outstanding tax liability to the State of Iowa and will disclose outstanding tax liabilities with any other state(s).
- Employer will assure they will not make offers of gratuities or favors to any officer, employee, or board member, or to any subcontractor staff of the MVWDB.
- Employer will assure they have not relocated from any location in the U.S. until the date that is 120 days after the date on which business commences operations at a new location if the relocation of such business or part of a business results in a loss of employment for any employee of such business at the original location and such original location is within the United States.
- Employer will assure that all records relating to activities covered under the R&R (Incumbent Worker Training Program) will be available and accessible, upon request, during normal business hours and as often as deemed necessary by state and federal duly authorized representative(s), for the purposes to include monitoring, reviewing, verification, audit, and/or investigation. This shall include authorization to make excerpts or transcripts from all applicable records.
- The employer will agree to monitoring by the MVWDB, Iowa Workforce Development, U.S. Department of Labor, or other such related agencies of training records to ensure compliance with rules and regulations.
- The Employer must agree to not discriminate against any participant because of age, race, creed, color, religion, political belief or affiliation, sex, national origin, ancestry, or disability.
- The Employer must agree to comply with the Americans with Disabilities Act of 1991, Public Law 101-336, or as amended and associated code of federal regulations published in the Federal Register as applicable to the Employer directly or indirectly as recipients of



contracted funds for the State of Iowa.

- The employer will assure that all employees will receive a copy of the completion record for the training that each employee successfully completed.

### **LENGTH OF CONTRACT**

Training must be completed within 12 months from the date of approval. From there, the company will have 60 days to submit final reimbursement requests for training completed during the contract period.

### **EXTENSIONS**

There is no provision in the contract for extensions. A business is expected to have carefully assessed its training needs so that it will apply only for the funds needed for training that can be completed in a 12-month timeframe.

### **AMENDMENTS**

If there is an extenuating circumstance that leads to a need to request a change to the approved training, the business must contact the MVWDB to discuss the best alternatives. Changes in the training(s) may not necessitate a new application, but the business will need to complete an amended training form and submit it to the MVWDB as soon as possible. If necessary, the MVWDB may convene the grant review committee to review these changes as it relates to the purpose of this grant. The training will still need to be completed within the one-year time frame.

### **TECHNICAL ASSISTANCE**

The MVWDB staff is available to provide technical assistance throughout the process, from the application stage through contract execution, contract management, and fiscal closeout. An individual or organization may assist a business or group of businesses in the application process; however, that individual/organization may not be compensated with grant funds.

### **OTHER TRAINING RESOURCES**

There are additional training programs at the local and state level designed to support Iowa businesses by providing training grants. A business can also apply for a State of Iowa grant through Future Ready Iowa's Employer Innovation Fund <https://www.futurereadyiowa.gov/innovation#:~:text=What%20is%20the%20Employer%20Innovation,developing%20regional%20workforce%20talent%20pools>

The Iowa New Jobs Training Program (260E) was developed to assist businesses that are creating new positions or new jobs. If the company is expanding operations or relocating to a new facility in the state, the 260E program can provide flexible funding to meet a wide variety of training and employee development needs.

The Iowa Jobs Training Program (260F) provides job training services to current employees of eligible businesses.

- Helps companies train current employees with new skills.
- Eligible businesses collaborate with the local community college, which will assess training needs, determine funds available and provide training.
- Valuable employee training for little to no cost

Other local options for funding include customized training which is designed to meet the specific requirements of an employer or group of employers, with the commitment that the employer(s) will retain current employees or hire individuals who successfully complete the training or an On-the-Job Training grant (On-the-Job Training is training conducted by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job) through the MVWDB. Contact MVWDB for more information about customized and On-the-Job Training options.

## Business Committee Recommendation



# Mississippi Valley Workforce Development Board

## Business Committee Recommendation

As outlined in the Business Services Plan “the MVWDB will establish a Business Committee to provide guidance and support to the WIOA partners in ensuring implementation of this plan.” The projected launch date of this committee is January 2023 to align with the release of the Retrain & Retain Grant program.

### Optional Names:

- Business Committee
- Business Services Committee
- Business Strategy Committee
- Employer Committee
- Employer Engagement Committee

### Proposed Membership

The below individuals are proposed for membership to this committee to provide a cross-county representation, to further collaboration with our Chamber and Economic Development partners, and to ensure we have a vast array of perspectives to bring to the table to oversee Business Services through our Iowa*WORKS* Centers.

First Name	Last Name	County	Affiliation
Brad	Quigley	Louisa	County Elected Official
Christine	Caves	Scott	Chamber
Dennis	Fraise	Lee	Economic Development
Kelley	Brown	Jackson	Economic Development
Rebecca	Paulsen	Muscatine	Chamber
Stephanie	Torrance	Muscatine	Goodwill
Mandy	Parchert	Muscatine	Manufacturing Sector Board Chair
Tracey	Lamm	Des Moines	SEIRPC (Econ. Dev)

### Expressed Interest

Other individuals did express interest in serving on this committee as well.

First Name	Last Name	Affiliation
Ashley	Barnes	IVRS
Jana	Wittenberg	Title III
Carol	Reynolds	Kent Corporation
Brenda	Ruby	SCC

**Roles of the Business Committee include but are not limited to:**

- Evaluate, identify, and establish appropriate information technology solutions to assist in the effective delivery of business services.
- Encourage local workforce agencies to participate in the Business Services Teams.
- Convene sector partnerships, and host roundtables and networking events.
- Oversee and manage the Incumbent Worker Training Grant Program and other work-based learning options in MVWA under WIOA.
- Evaluate promising practices in business services delivery across Iowa and the United States and communicate those practices to local business services teams.
- Analyze and address barriers to collaboration between state, regional, and local business services teams.
- Map business solution assets and provide training to business services staff on standardizing outreach and marketing materials and how to mobilize these resources including peer-to-peer learning opportunities.
- Develop a tool and process for evaluating business customer satisfaction.
- Seek additional funding opportunities to support Business Service delivery.
- Develop and oversee systemwide Business Assessments and surveys
- Coordinate employer education activities

# Rapid Response Funds Request

# RRAA FUNDS APPLICATION FORM

LWDB APPLICANT DATA				
LWDB:		DATE:		
LWDB CONTACT:		EMAIL:		
CHECK FUNDING TYPE: <input type="checkbox"/> Bridge Gap Funds Only <input type="checkbox"/> Additional Funds (TRADE/NEG NOT APPLICATBLE)				
TOTAL AMOUNT REQUESTED:				
AFFECTED EMPLOYER DATA				
(If more than one employer affected, please attach additional sheets providing required data on each.)				
COMPANY NAME:				
COMPANY ADDRESS:		FACILITY ADDRESS IF DIFFERENT:		
IF MORE THAN ONE FACILITY AFFECTED, PLEASE LIST:				
CHECK TYPE OF NOTIFICATION: <input type="checkbox"/> WARN <input type="checkbox"/> PUBLIC ANNOUNCEMENT <input type="checkbox"/> NONE <input type="checkbox"/> OTHER				
PERMANENT CLOSURE: <input type="checkbox"/> YES <input type="checkbox"/> NO	LAYOFF DATES	1:	2:	3:
	# AFFECTED:			
TOTAL NUMBER AFFECTED:		TOTAL TO BE SERVED W/RRAA FUNDS:		
If Labor Organization(s) involved, please list and provide contact data:				
RAPID RESPONSE DATA				
Activity	Date	# Attended	Method	Notes
Initial Contact with Employer				
Worker Information Meeting(s)				
Total Number of Workers Served:		Number of Dislocated Worker Surveys Completed:		
TAA Petition if applicable		DWG Application if applicable		
Date File		At least 100 affected workers	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Filed By: (Workers, IWD, etc)		At least 50 Require Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Workers to be Covered		Number of Workers to be Covered		
1. Please provide the expected outcomes including a description of performance measures, if applicable:				

2. What is the obligation rate for Dislocated Worker formula funds? (Please provide calculations)

3. Is the obligation rate at or above 70%?  Yes  No

4. If a TAA petition has been filed, specify how RRAA funds would be used in the interim until a certification has been determined.

### Project Plan

Please describe how the LWDA plans to approach and conduct providing Direct Career Services to participants.

### Budget Narrative

Please detail the funding need to provide Direct Career Service to participants.

\*Additional pages can be added to give a clear picture of Project Plan and Budget Narrative.

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Signature of Local Workforce Development Board Chair

Date

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Signature of IWD Representative

Date

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# Lee County Pilot Program

# LEE COUNTY PROGRAM DISCUSSION

## SUMMARY AND BACKGROUND

- We were asked in March to develop a pilot program for Lee County to address the historically high unemployment rate and turn it around in a 3-week period.
- We convened 20 different organizations to determine the best approach and solution to lower the unemployment rate.
- Lee County Econ Dev. had surveyed employers and implemented Manufacturing 101 in 2017 and therefore, we based our proposal on this outline of the curriculum.
- Upon approval of our proposal in September we convened the Lee County employers again to review the original topics they had selected back in 2017 and they were not in favor of Manufacturing 101 this time and requested that it be changed to Employment 101 including curriculum topics that would include transferable skills across industries.
- Our original proposal did not include mandatory enrollment into Title I programs to provide the most flexibility to participants.
- The proposed budget from the Governor's office includes state-set-aside Title I funds which means all participants would be required to enroll in Title I to be eligible for this program. This restricts what the funds can be used for specifically in regard to the Transportation and Childcare portion of our proposal.
- The Governor's office will not approve the Employment 101 replacement course or adjust the budget and is requesting we move forward with Manufacturing 101, enroll everyone in Title I and restructure the Transportation and Childcare section of our proposal to fit into Title I guidelines.

## OPTIONS

- Move forward with the original proposal that does not have employer support and changes the RideShare and Childcare components.
- Revise and resubmit the proposal with the Employment 101 course and clearly detail and outline our RideShare and Childcare activities that cannot be paid for with Title I funding. Revised proposal should emphasize that not all participants will be enrolled in Title I.
- Withdraw proposal and serve Lee County with alternative program.

## EXCERPT FROM ORIGINAL PROPOSAL

Under this pilot program we will subsidize three (3) Rideshare programs to provide for thirty-six (36) employees to get to and from work for six (6) months. The board will implement and subsidize a Des Moines Area Regional Transit (DART) Rideshare Vanpool Program as training program participants transition to permanent employment. DART supplies the van, fuel, maintenance, and insurance so the organization does not have to. Monthly vanpool rates are calculated based on the number of vanpool passengers and the daily roundtrip mileage traveled if not fully subsidized by organizations. Rideshare vans are driven by either an approved volunteer or a dedicated driver provided by the organization (DART, 2022). The board will partner with DART to facilitate relationships between DART Rideshare and businesses in Lee County to transition responsibility of vanpools started by the board for long term sustainability.

The Lee County Empowering Families Initiative has conducted extensive community outreach over the last year and a half. They have received feedback from several hundred families in Lee County on what would improve their quality of life. One thing identified is the expansion of 2nd and 3rd shift childcare providers who are licensed and/or registered with the state to provide needed care. We propose providing subsidies for expanding childcare slots, and childcare staff for a period of time with the goal of working with our Lee County employers to develop private public partnerships to fund childcare centers or to take over the subsidies when this pilot program ends. To facilitate these centers or develop partnerships we would work with employers, current childcare centers, the Rural Child Care Market Study Committee, Early Childhood Iowa, Iowa Child Care Resource & Referral, and Southeastern Community College Early Childhood program.

## **CURRENT TITLE I SUPPORT SERVICES POLICY**

### **Transportation Covers:**

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- Per mile reimbursement,
- fuel purchase orders,
- ride share services, like Uber and Lyft for example,
- bus and/or taxi passes.
- Bicycle and safety equipment

### **Dependent Care (DPC)**

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- Dependent care support should only be used when the participant is not eligible for, or is pending approval of, childcare assistance through DHS/Promise Jobs.
- Maximum of \$50 per day for one dependent.
- Maximum of \$100 per day for two or more dependents.
- Maximum of \$500 per week for two or more dependents.

# Nondiscrimination Policy



# Mississippi Valley Workforce Development Board

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## Non-Discrimination Policy

**Approved Date:**

**Effective Date:**

### Purpose

The Mississippi Valley Workforce Development Board (MVWDB) ensures that policies are in place that prohibit discrimination against:

- MVWDB stakeholders and Mississippi Valley Workforce Area (MVWA) core partner agencies
- Applicants & employers
- Current or potential service/program participants based on protected classes, including race, creed, color, religion, sex, marital status, national origin, age, physical or mental disability, sexual orientation or gender identity, and program participation status.

Programs and services offered within and through the American Job Center (AJC) or IowaWORKS Centers in the Mississippi Valley Workforce Area (MVWA) are covered by this policy.

One Stop Certification also requires compliance with WIOA Section 188 non-discrimination legislation. It is the intent of the MVWDB through the development and dissemination of this policy that subsequent processes, plans, and procedures are developed that are aligned with this policy and fully integrated into all core and required partner operations.

### MVWDB Non-Discrimination Policy Terms

MVWDB stakeholders include board staff, board members, committee members, CEOs, board contractors, and sub-recipients. AJCs and IowaWORKS Centers will be referred to as MVWA IowaWORKS Center or Center (s).

### Background

To comply with Section 188 of the Workforce Innovation and Opportunity Act, the MVWDB has established this policy to ensure compliance with:

- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)

This policy also addresses federal and state laws prohibiting discrimination including:

- Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act 29 CFR 37
- The Civil Rights act of 1964, its amendments, and the Equal Employment Opportunity Commission (EEOC)
- Pregnancy Discrimination Act of 1978 prohibits discrimination based on pregnancy, childbirth, or related medical conditions.
- Americans with Disabilities Act (ADA) broadly protects the rights of individuals with disabilities in employment and access to state and local government services, places of public accommodation, transportation, and other important areas of American life.
- Genetic Information Non-Discrimination Act (GNA) makes it illegal to discriminate against employees or applicants because of genetic information, effective on November 21, 2009. The law forbids discrimination when it comes to any aspect of employment, including hiring, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.
- Iowa Civil Rights Act of 1965 and Iowa Code 19B.12.

### **Discriminatory Practices**

Unlawful discrimination can take on many forms – some are easier to detect than others. It happens when people in protected classes, as defined in the “Background” section of this policy, are treated in inequitable ways. These actions can negatively impact an individual’s ability to access or participate in MVWA opportunities, programs, and services offered within or through the MVWA IowaWORKS Center(s).

### **Definitions and Examples of Prohibited Discrimination**

Race/Color Discrimination – this means treating someone unfavorably because they are of a certain race, or because of a person’s connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color. This type of discrimination can also occur between people who are of the same race or color. An example includes:

- Treating someone less favorably because of their race/color may include making frequent, disparaging jokes and/or demeaning statements about coworkers based on their race or color.

Sex Discrimination – the law forbids sex discrimination when it comes to providing access and the ability to participate in any aspect of employment including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other terms or conditions of employment. Examples of treating someone less equitably because of his or her sex includes:

- Choosing not to assist qualified applicants for employment because of assumptions about gender, or the preference of a business to hire men or women.
- Overlooking, overvaluing, or undervaluing someone's efforts, dismissing someone's ideas or concerns because of their sex.
- Assuming a job seeker wants to take on a certain work role because of their sex.

Pregnancy Discrimination – pregnancy itself is not considered a disability; however medical conditions that arise during or due to pregnancy can be classified as such. If this were to occur, accommodations or changes in work schedule, types of work assigned, etc. should first be requested. Without a specific request for accommodation, any changes to a person's performance expectation or job duties because of a pregnancy can be considered unlawful discrimination. Other examples of pregnancy discrimination may include:

- Not providing opportunities to work on more challenging projects because of their pregnancy.
- Overlooking a qualified candidate for job placement or inclusion in a program because assumptions are made about availability to work based on their current pregnancy.

National Origin Discrimination – this means treating people unfavorably because they are from a particular country or part of the world, their ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not) is against the law. Treating someone less favorably because of their national origin may include:

- Deciding to transfer all participants with an accent to other programs or service providers to avoid working with them.
- Reviewing the names of applicants for employment and eliminating those applicants with names that are not traditional "American" names.

Disability Discrimination – a disability is defined as "a physical or mental impairment that substantially limits one or more of the major life activities of an individual, a record of having a such impairment or being regarded as having such impairment." (ADA) an example includes:

- Treating someone less favorably because of their disability may include not providing reasonable accommodations for someone to access or participate in programs, events, or activities offered through or within the Center.

Genetic Information Discrimination – increasingly, individuals are providing their DNA to companies that evaluate and provide information about ancestry, traits – such as eye or hair color- and certain health conditions. The law forbids discrimination based on this type of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions layoff, training, fringe benefits, and any other terms or condition of employment. An example includes:

- Treating someone less favorably because of their genetic information might include overlooking a qualified candidate for a promotion because of genetic information they shared in a different conversation or forum suggesting they are genetically predisposed to developing one of three types of degenerative health diseases.

## **Harassment**

Harassment includes any verbal or physical conduct designed to threaten, intimidate, or coerce an applicant, employee, or current or potential program/service participant. Verbal taunting (including racial and ethnic slurs) that impairs an employee's ability to perform their job or a participant's ability to access and/or participate in programs and services is included in the definition of harassment.

Sexual Harassment – is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for” employment or program/service access and participation decisions or “such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.”

- Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is, made explicitly or implicitly a term or condition of employment or placement in a program/service, used for a basis for employment or program/service access/participation decision, unreasonably interferes with work or program performance or creates an intimidating, hostile, or otherwise offensive environment.
- There are two types of sexual harassment:
  - **“Quid Pro Quo” harassment** – this describes when there is an explicit or implicit exchange of sexual favors for access to employment, program, and/or service opportunities.
  - **“Hostile work environment”** - this describes when the harassment creates an offensive and unpleasant environment to work and or participate in programs/services. A hostile work environment can be created by anyone in the work environment, whether it be a supervisor, other employees, or customers. Hostile environment harassment consists of the verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons, or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.



- Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:
  - **Verbal** sexual harassment includes innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
  - **Nonverbal** sexual harassment includes the distribution, display, and discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes; facsimiles, e-mail, photos, text messages, tweets, and internet postings; or other forms of communication that is sexual in nature and offensive.
  - **Physical** sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.
  - Courteous, mutually respectful, pleasant, noncoercive interactives that are appropriate in the workplace, acceptable to and welcomed by both parties are not considered to be harassment.

### **Retaliation Discrimination is Prohibited**

No hardship, loss, benefits, or penalty may be imposed on an MVWDB stakeholder in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness to the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to disciplinary action up to and including termination of employment.

Retaliation is defined as a form of unlawful discrimination that occurs when an employer, employment agency service provider, or labor organization takes adverse action against an employee, applicant, or other “covered individual” because they engaged in a protected activity, like filing a charge of misconduct, complaint, or grievance.

Covered individuals under the laws administered by the Equal Employment Opportunity Commission (EEOC) are people who have:

- Opposed unlawful practices, participated in proceedings, or requested accommodations related to employment discrimination based on race, color, sex, religion, national origin, age, or disability.
- Individuals who have a close association with someone who has engaged in filing a complaint or cooperating in an investigation.

### **Complaint Procedure**

Complaints must be filed within 180 days from the start of the event or condition that is alleged to be a violation of WIOA.

### Information Resolution

1. You must attempt to work things out informally before a grievance can be filed.
2. Discuss your concern first with the WIOA staff with whom you are currently working.
3. If the matter is not resolved, you may request a meeting with the Equal Opportunity Officer which will occur within 72 hours or the next business day if there is an intervening weekend.
4. A form is available for you to complete when requesting this meeting but is not required.
5. Completing the form will assure that your request is handled properly and promptly.
6. This informal resolution process must be completed within 10 days from the date the complaint was filed.
7. If all parties are satisfied, the complaint is considered resolved.

### Local, State, and Federal Formal Resolution

If you think you have been subjected to discrimination under WIOA Title 1- financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the local Equal Opportunity Officer (or the person whom the recipient has designated for this purpose).

Mississippi Valley Workforce Area  
 Local Equal Opportunity Officer  
 550 S Gear Avenue, Suite 35  
 West Burlington, IA 52655  
 Phone: (844) 967-5365 option 2

Iowa State WIOA EO Officer  
 1000 East Grand Ave  
 Des Moines, IA 50319  
 Phone: (515) 281-8149

Director, Civil Rights Center (CRC)  
 U.S. Department of Labor  
 200 Constitution Avenue, NW Room N4123  
 Washington, DC 20210

1. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action or until 90 days have passed (whichever comes sooner), before filing with the Civil Rights Center (see above address).
2. If the recipient does not give you a written notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC.
3. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).
4. If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC.
5. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

### **Information for Complaint**

The complainant may also submit a written and signed complaint narrative, at any level, containing the information required under 29 CFR 38.73, which describes what a complaint must contain as follows:

1. The complainant's name and address (or another means of contacting the complainant).
2. The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
3. A description of the complainant's allegations. This description must include enough detail to allow the local WIOA EO Officer or the Director of the DOL CRC as applicable, to decide whether:
  - a. CRC or the recipient, as applicable, has jurisdiction over the complaint
  - b. The complaint was filed in time; and
  - c. The complaint as apparent merit: in other words, whether the complainant's allegations, if true, would violate any of the nondiscrimination and equal opportunity provisions of WIOA or 29 CFR Part 38; and
  - d. The complainant's signature or the signature of the complainant's authorized representative.

The complaint may be filed with the local Equal Opportunity Officer to be forwarded to the State WIOA EO Officer for processing; at Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, Iowa 50319-0209, Telephone 515-281-8149. Hearing Impaired dial 711. Or complaints may be filed with the U.S Department of Labor, Director, Civil Rights Center, 200 Constitution Ave. NW, Room N-4123, Washington, DC 20210.

Discrimination complaints must be submitted within 180 days of the alleged violation. An extension of the 180-day filing period may be allowed by the CRC when the complainant

demonstrates good cause. Filing a complaint at the state level shall be deemed to have occurred on the date the written notice is received by Iowa Workforce Development (IWD). The local or State WIOA EO Officer shall accept and investigate only those discrimination complaints within the jurisdiction alleging a violation of Section 188 of the WIOA or 29 CFR 38 by a respondent.

## PY22/FY23 Performance Levels



## Mississippi Valley Workforce Development Board

### PY21 Annual Performance Report

<b>Mississippi Valley</b>		
<b>Wagner-Peyser</b>		
	<b>Negotiated Rate</b>	<b>Actual Rate</b>
Employment 2nd Qtr	73.0%	68.2%
Employment 4th Qtr	70.0%	72.0%
Median Earnings 2nd Qtr	\$6,100	\$6,974
<b>Adult</b>		
	<b>Negotiated Rate</b>	<b>Actual Rate</b>
Employment 2nd Qtr	73.0%	84.2%
Employment 4th Qtr	70.0%	83.3%
Median Earnings 2nd Qtr	\$5,400	\$6,775
Credential Attainment	67.0%	78.9%
Measurable Skills Gain	44.0%	56.3%
<b>Dislocated Worker</b>		
	<b>Negotiated Rate</b>	<b>Actual Rate</b>
Employment 2nd Qtr	85.0%	86.0%
Employment 4th Qtr	83.0%	94.1%
Median Earnings 2nd Qtr	\$8,400	\$8,633
Credential Attainment	68.0%	73.3%
Measurable Skills Gain	31.0%	63.5%
<b>Youth</b>		
	<b>Negotiated Rate</b>	<b>Actual Rate</b>
Employment 2nd Qtr	73.0%	73.3%
Employment 4th Qtr	72.0%	93.8%
Median Earnings 2nd Qtr	\$3,600	\$4,016
Credential Attainment	59.0%	40.0%
Measurable Skills Gain	41.0%	21.4%



## Mississippi Valley Workforce Development Board

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### Negotiated Levels of Performance for PY22 and PY23

Adult	PY22	Py23
Employment Rate 2nd Quarter after Exit	72.5%	73%
Employment Rate 4th Quarter after Exit	66%	67%
Median Earnings 2nd Quarter after Exit	\$6,100	\$6,100
Credential Attainment within 4 Quarters after Exit	65%	66%
Measurable Skill Gains	44%	44%

DW	PY22	PY23
Employment Rate 2nd Quarter after Exit	85%	85%
Employment Rate 4th Quarter after Exit	85%	85%
Median Earnings 2nd Quarter after Exit	\$8,900	\$9,000
Credential Attainment within 4 Quarters after Exit	69%	69.5%
Measurable Skill Gains	44%	44%

Youth	PY22	PY23
Employment Rate 2nd Quarter after Exit	73%	74%
Employment Rate 4th Quarter after Exit	73%	74%
Median Earnings 2nd Quarter after Exit	\$3,700	\$3,800
Credential Attainment within 4 Quarters after Exit	52%	57%
Measurable Skill Gains	35%	36%

# Board Staff Report





## Mississippi Valley Workforce Development Board

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### **Executive Director Report November 2022**

- Andrea Taylor is the new Associate Director and Mandy Tripp is the new Executive Assistant.
- MVWA is going through IWD monitoring and the onsite visit took place on November 7 & 8 at the Davenport center. Final monitoring reporting is expected to be received by December 23<sup>rd</sup>. While completing the monitoring tool several policies were identified that need developed locally by board staff. These have not yet been identified as findings or areas of concern in a monitoring report. Policies currently being worked on and are in draft form include Records Retention, Program Income, Budget Modification, Unlikely to Return to Work, Fraud and Incident Reporting, and Subaward Closeout policies. Policies not started customized training, Sanctions and Resolutions, Indirect Cost Rate and Cash Management policies
- Resource Guides were released to the centers that lists assistive technology available, referral process and community resources by county.
- Screen readers/magnifiers have been tested and downloaded on computers in the centers and are now available in all centers statewide.
- Holding staff appreciation luncheon in Burlington on November 21 and Davenport on the 22<sup>nd</sup>.
- October 10<sup>th</sup> in-service professional development day was held for all MVWA center staff in Muscatine.
- One Stop Certification Evaluation Team is planning on completing assessment in January for full board approval in February.
- December 1<sup>st</sup> Board Training – Muscatine – Registration ends November 24<sup>th</sup> - Tentative Agenda includes - Client Simulation, Virtual Reality Headsets, Mississippi Valley Labor Market Information, Incumbent Worker Training (IWT) Grant Program, Employer Transportation Solutions, and Innovative Business Recruitment Strategies.
- NAWB 2023 Forum dates are March 25-28
- Andrea attended the Rapid Response Summit in Des Moines November 9-10 and the Equal Opportunity Officer Summit held in Kansas City November 16-18.
- We are preparing for local monitoring by updating our monitoring tools based on recent policy changes to begin in January 2023. Will coordinate with the Fiscal Agent to conduct financial monitoring at this same time.