



Mississippi Valley Workforce Development Board

Full Board Meeting Agenda

Monday, May 15, 1:00 p.m. – 2:30 p.m.

In-person – Hon Headquarters 200 Oak Street Muscatine, Iowa

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	
Standing Committee Reports	
Executive Committee Report (Page 6)	Dennis Duke
Finance Committee Report (Page 8)	Lori Bassow
Youth Committee Report (Page 10)	Jacob Nye
Operations Committee Report (Page 12)	Matthew Nicol
Business Committee Report (Page 14)	Mandy Parchert
Newsletter Questions (Page 16)	Nick Clayton
New Business	
*Board Elections (Page 21)	Dennis Duke
Monitoring and Performance (Page 23)	Mandy T/Miranda S
*Contract Extensions (Page 31)	Dennis Duke
*In-demand Industries (Page 33)	Mandy Tripp
*Outreach Policy and Strategy Update (Page 46)	Matthew Nicol
*Youth Work Experience Policy Mod (Page 56)	Jacob Nye
*Records Retention Policy (Page 63)	Miranda Swafford
PY23 Budget (Page 68)	Miranda Swafford
Infrastructure Funding Agreements (Page 70)	Miranda Swafford
In-Person Full Board Meetings (Page 74)	Dennis Duke
Board Staff Report	Board Staff
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



Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes February 20, 2023

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, February 20, 2023, at 5:00 p.m. via Zoom.

CALL TO ORDER

Duke called the meeting to order at 5:01 p.m.

ATTENDEES

Board Members Present: Dennis Duke, Kirby Phillips, Matthew Nicol, Joyce Stimpson, Lori Bassow, Heather Halbrook, Andy Sokolovich, Martha Bell, Regina Matheson, Carol Reynolds, Mandy Parchert, Patrick Stock, Jacob Nye, Jana Wittenberg, and Ryan Drew

Board Members Absent: Tim Brown, (unexcused), Cory Bergfeld (Unexcused), Brad Quigley (unexcused) Cindy Whalen (excused)

CEO Present: Jim Irwin, Danny Chick, Don Schwenker

Staff: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, and Mandy Tripp Executive Assistant

Contractor Staff: Kendra Schaapveld, Project Director, Tabytha Siegfried, Quality Assurance, Taylor Longstreth, Operations Supervisor, Nick Clayton, One-Stop Operator

Guest: none

QUORUM

A quorum was established for the board to conduct business.

EXCUSED ABSENCES

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

NEWSLETTER QUESTIONS

Swafford advised this will be sent out at the beginning of each quarter and in the packet from now on for the Full Board meetings. Irwin asked where the UI data came from and Wittenberg advised it is from the State LMI data.

EXECUTIVE COMMITTEE REPORT

Duke summarized the report and asked if there was any discussion, but there was none.

NEW BUSINESS

***DAVENPORT ONE-STOP CERTIFICATION**

Nicol advised the OSO Certification Team for the Davenport AJC evaluated the standards and interviewed staff. Their team recommends full certification with suggested improvements in effectiveness and continuous improvement to formalize cross trainings and formats of trainings. Nye made a motion to accept the recommendation for full certification, seconded by Matheson, and the motion carried.

***BURLINGTON ONE-STOP CERTIFICATION**

Wittenberg advised the Burlington Center OSO Certification Team also recommends full certification based on the standards they evaluated. The team provided recommendations in effectiveness and continuous improvement as well. Parchert made a motion to accept the recommendation for full certification, seconded by Nicol, and the motion carried.

***BUDGET MODIFICATION POLICY**

Swafford advised this policy was put before the finance committee and is a policy that formalizes the processes already in place. Bassow advised she did not recall this policy, so Tripp presented the minutes from the meeting on 1/4/23 in which the committee approved the policy. Phillips made a motion to approve the policy, seconded by Nicol and the motion carried.

***ADULT MENTORING POLICY**

Nye advised the biggest piece of this policy is the lack of mentors for youth, this policy allows for career navigators to be used for that role when there are no mentors available. Drew made a motion to approve the policy, seconded by Reynolds and the motion carried.

***UNLIKELY TO RETURN**

Nicol reviewed the policy and the criteria used to determine if a person is unlikely to return to a previous industry or occupation for determining eligibility for the Dislocated Worker Program. Nye made a motion to accept the policy, seconded by Parchert and the motion carried.

***CUSTOMER SURVEY POLICY**

Nicol advised after it was brought to the Operations Committee, it was suggested a flow chart be added to show the flow of complaints through the system. The complaints that are system-related will be removed from the customer satisfaction equation. Wittenberg made a motion to accept the policy, seconded by Matheson and the motion carried.

***JOB QUALITY ACADEMY**

Swafford gave an overview presentation of the Job Quality Academy opportunity that the Department of Labor has put out for applications. 16 Workforce boards across the Country would commit to a 4-5 month academy where a team would work on a strategic plan to increase the job quality of the local area. Nicol supported it from the perspective of this team being a consultant to bring back information from the academy. Reynolds voiced concerns about it saddling small and mid-sized employers. Reynolds stated she does not support the board

applying for it. Sokolovich was concerned with how it would be marketed as a good job, not a great job, and that it would be in every company's window that they have "good jobs" because they participated. Swafford advised the board could do a recommendation program without participating in this academy. Schwenker added that it is already hard enough for employers to find employees, he was concerned this would make it harder for employers. Nye advised he sees it as an opportunity to improve and educate employers, the intent is to possibly fill the gap. Reynolds reminded everyone that businesses are in business to be profitable. Drew added it allows for more collaboration and the ability to funnel employees to those employers who participate. Swafford clarified that the team would be from our local area that would create strategic plans for our area. The hope of the DOL is that the 16 teams would develop plans that could be replicated nationwide. There were a lot of questions to be asked of the DOL, but with a tight turnaround for the application with less than 3 weeks to put in the application, Swafford advised she would email them, but did not expect a quick response. Nicol posed the question of if we participate, but decide not to implement it, are there any repercussions? Drew made a motion to apply with contingencies of if awarded, having the right to reject it and should we develop a plan, what are the expectations? Nye seconded the motion, and a roll call vote was conducted with 9 yes votes and 4 no votes, the motion carried. The 9 yes votes were: Nicol, Stimpson, Drew, Nye, Sokolovich, Wittenberg, Bell, Matheson, and Parchert. The 4 no votes were: Phillips, Bassow, Halbrook, and Reynolds

PERFORMANCE LEVELS

Swafford presented the performance levels drawing concern in the youth areas. Nye advised he was concerned that the delay in data for reporting has an effect on the decision made, they are trying to make decisions on data that is 6 months old. Nye advised they have taken measures to try to boost performance. Schaapveld added that measurable skill gains decrease at the start of a semester, but the goal is always MSG.

BOARD STAFF REPORT

Swafford advised that Nick Clayton is the new OSO. IWD conducted monitoring and had 6 findings, but no disallowed costs. The board begins local monitoring next week. Statewide board training will be June 1, 2023, in Ankeny with more details to come. NAWB will be March 25-28 with board staff and 3 board members attending (Nicol, Parchert, and Matheson). The business committee has launched. The system as a whole is working on an outreach strategy. The Disability Access Campaign is being worked on by DAC. The OSO is working with the core partners on developing an overarching plan and strategy, and the board's social media plan will fit into this plan. The board applied for a grant through the Community Foundation of Des Moines County to assist with the launch and implementation of the Disability Awareness Campaign.

OTHER BUSINESS

Irwin advised that Western, Northwest, and North Central workforce boards voted unanimously to disband and will refuse their WIOA funds. IWD will now oversee the 34 counties affected by this change.

PUBLIC COMMENT

There were no public comments.

***ADJOURNMENT**

Nye made a motion to adjourn the meeting, seconded by Nicol, and the motion carried. Duke adjourned the meeting at 6:43 p.m.

Executive Committee Report



Mississippi Valley Workforce Development Board

Executive Committee Report

Prepared for May 15, 2023, Full Board Meeting

Approvals

Approved policy modification to the Retain & Retain Grant policy to make retail establishments eligible entities.

Approved Hiring Policy

Voted to serve as the Local Grant Recipient for MVWA.

Approved One Stop Operator Q3 key performance indicators Report.

Transfer of \$30,000 from the Adult budget to the DW budget.

VR Summer program request in the amount of \$270 out of unrestricted funds to cover providing lunch for participants.

Approved Accelerate Iowa Youth brand logo:

Other Business

Reviewed ADA concerns with the Burlington Center.

Reviewed performance and discussed levels.

Reviewed Iowa House Study Bill 126

Reviewing request to decrease the mileage rate in the Support Services Policy will continue discussions at the June executive committee meeting.

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

Finance Committee Report

WIOA Financial Report
Expenditures Through 3/31/2023 (75% through Program Year)

Stream	Expended	% of Total		Funds That End		
		Available	Spent	Total Available	Remaining Balance 6/30/2023	
Admin	\$237,799.20	48.21%		493,239.02	\$255,439.82	\$167,124.02
Adult	\$708,540.79	58.74%		1,206,299.97	\$497,759.18	\$212,751.97
Dislocated Worker	\$550,756.07	64.67%		851,657.99	\$300,901.92	\$180,288.99
Youth	\$1,014,954.16	52.61%		1,929,200.47	\$914,246.31	\$659,066.47
Nat. DW Grant	\$37,150.27	15.87%		234,163.40	\$197,013.13	\$234,163.40
Total	\$2,549,200.49			4,714,560.85	\$2,165,360.36	\$1,453,394.85

Equus Program Expenditure Updates through 3/31/2023

Adult	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	558,632.02	54.07%	315,681.13	50.85%
Total Participant	474,445.46	45.93%	305173.16	49.15%
Total	\$ 1,033,077.48	100.00%	\$ 620,854.29	100.00%

Unrestricted Funding	
Expended	Total Available
5,115.89	43397.4

DW	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	439,513.28	64.78%	\$ 263,149.65	62.54%
Total Participant	238,922.21	35.22%	\$ 157,589.45	37.46%
Total	\$ 678,435.49	100.00%	\$ 420,739.10	100.00%

Youth	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	1180830.72	66.36%	778546.32	84.34%
Total Participant	598547.16	33.64%	144544.71	15.66%
Total	\$1,779,377.88	100.00%	\$ 923,091.03	100.00%

WEP	Required to Date	Actual	% Met	% Required
	\$ 184,618.21	\$ 171,715.28	18.60%	20%

Note: PY21 carryover funding 20% work experience requirement has been met

Youth Report



Mississippi Valley Workforce Development Board

Youth Committee Report **Prepared for May 15, 2023 – Full Board Meeting**

Items of Discussion

- Out of School Youth eligibility vs suitability was discussed.
- Data showed that the majority of OSY is basic skills deficient which is less than 8th grade.
- JOBS EQ data was sent to the committee to review after a brief overview of the data in the meeting.

Equus Report

- 9 OSY enrolled in March and 1 entered into Occupational Skills Training.
- 38 Stipends were paid, and 17 incentives were paid out.
- Outcomes were 1 OJT started, 1 Phlebotomy certificate, 1 HISED completion, 1 High School Diploma, 3 measurable skill gains, 2 credentials, and 10 unsubsidized employments.
- VR headsets had 59 unique users with 72 SIMS started and 46 completed.

Operations Committee Report



Mississippi Valley Workforce Development Board

Operations Committee Meeting Report Prepared for May 15, 2023 Full Board Meeting

One-Stop Operator Report Review

- Burlington averaged 24 visitors per day in March Davenport had an average of 52 visitors per day in March.
- Facebook's total reach in Davenport was 20,313 in March. Burlington's Facebook total reach was 13,091 in March. The increase in Davenport's number is due to the community spotlights for women in the workplace that was highlighted in March.
- Customer satisfaction was not available due to the system having an issue.

- **Adult/DW/RR Report**
- March had 6 Enrollments in Adult, 0 in Dislocated Worker, and 0 NDWG.
- 1 participant entered occupational skills training and 3WBL.
- Rapid Response events in March for West Liberty Foods, Iowa Wesleyan College, Durham School Services, Bed Bath & Beyond, and Tuesday Mornings
- Legacy in Action reports a 93.63% customer satisfaction rate.

Title III Review

- Burlington office served 603 distinct users in March with Davenport serving 975
- There were 97 Title III enrollments in March for Burlington and 176 for Davenport

Testing out a new format for reporting out information at Operations Meetings to try to further engagement and discussion on moving forward.

Business Services Committee Report



Mississippi Valley Workforce Development Board

Business Committee Report

Prepared for May 15, 2023 – Full Board Meeting

Highlights

- The Business Committee welcomed a new member, Stephanie Torrance, and possibly another from Grow Clinton.
- One grant application has been reviewed and approved for the Retrain & Retain Grant. The committee approved \$825 in grant funds to Carl A. Nelson and Co.
- After completing this review there were a couple of changes that need to be made to the scoring rubric and possibly the application to help the scoring process go a little smoother, Andrea is working on this.
- Andrea is also meeting with those wanting to apply to walk through the application itself rather than having them complete it on their own to turn in to help lessen some confusion and make the process a little quicker.
- The Business Service Teams are scheduled to meet in person on May 22nd to discuss the Strategic Plan. Mandy Parchert and Kathy Leggett have both stated they would be in attendance.

Newsletter

THE QUARTERLY ADVISOR



January 1- March 31, 2023

Announcements

- April 25th - LMI Lunch and Learn
- May 5th - Quarterly Lunch and Learn
- May 15th - In Person Full Board Meeting

Business Services

- 557 Services Provided
- 220 Businesses Served
- 12 In-house Job Fairs
- 1 Off site Job Fairs

Rapid Response Events

- West Liberty Foods
- Bed Bath and Beyond
- Tuesday Mornings
- Durham School Services
- Crestridge Inc.
- Iowa Wesleyan University



Retrain & Retain Grant applications accepted until May 1, 2023



Scan the QR code or visit the website for more information

www.mississippivalleyworkforce.org/grants

CUSTOMER SATISFACTION

Data Unavailable

WORKSHOPS ATTENDED

1228

PARTNER REFERRALS

198

JOB CANDIDATES SERVED



Adult & Dislocated Worker Services

Enrolled:	15
Active Receiving Services:	242
Follow Up:	174
Services Provided:	370
Work Based Learning:	9
Scholarships:	4

Youth Services

Enrolled:	27
Active Receiving Services:	100
Receiving Follow Up Services:	51
Services Provided:	498
Work Based Learning:	9
Scholarships:	13

Employment Services

New Enrollments:	779
Total Individuals Served:	3,512
Total Veterans Served:	163
Total Services Provided:	29,660



Adult Education Services

Total Participants:	1,159
Corrections HiSET Tested:	56
Corrections Graduates:	39
Community HiSET Tested:	209
Community Graduates:	131

Disability Services

Total Served:	1280
Successful Closures:	148
Hourly Wage of Successful Closures:	\$14.26
Unsuccessful Closures:	125
Co-Enrolled with Partners:	211

Success Stories

Veteran

A veteran began working with Davenport HBI Career Planner on March 2, 2023. He was urgently looking for a job with good benefits so he can take care of his future family with a baby on the way.

Through career planning and support and job referrals, the veteran quickly landed a job as a Construction Materials Testing/Engineering Technician with a Scott County Employer making \$18 per hour. He was excited and relieved about receiving a great benefits package

Active National Guard

A new soldier with the Iowa Army National Guard recently completed his Advanced Individual Training. He is enrolled in full-time classes at a local community college with plans to pursue a bachelor's degree in preparation for his full-time civilian career. His goal was to find a part-time job to support himself while in school and serving in the National Guard. Through conversations, that included job referrals, with his HBI career planner he secured employment with a local employer that was near his home making \$20 per hour



The Board Corner

On February 20, 2023, all center staff had a day of training at the Merrill Hotel in Muscatine. The day was filled with a variety of activities such as partner presentations to better understand how the partners can support our customers. Interactive activities to drive home when to make the referrals to partners made the day fun and interactive. Matthew Nicol provided an overview of the board's role in the overall system.

Unemployment Rates and Labor Force Data (February)

<u>County</u>	<u>UI Rate</u>	<u>Labor Force</u>	<u>Unemployed</u>
Des Moines	4.7%	18,300	860
Henry	4.5%	9,510	330
Lee	4.5%	14,710	660
Louisa	4.4%	5,970	260
Muscatine	3.6%	20,980	760
Jackson	4.4%	10,780	510
Clinton	4.0%	22,380	910
Scott	3.8%	88,700	3,100



Hiring Events

January

Burlington: 1 Events 103 Attendees
 Davenport: 1 Events 13 Attendees

February

Burlington: 3 Events 33 Attendees
 Davenport: 1 Events 21 Attendees

March

Burlington: 3 Events 52 Attendees
 Davenport: 2 Events 66 Attendees

Average Daily Center Traffic

<u>Vos Greeter</u>	<u>January</u>	<u>February</u>	<u>March</u>
Burlington	39	29	24
Davenport	90	62	2052



*Board Elections



Mississippi Valley Workforce Development Board

PY22 Current Officers

Elections must be held for PY23 offices. The board chair must be a representative of business.

Board Chair – Dennis Duke

Vice Chair – Kirby Phillips

Secretary – Matthew Nicol

Treasurer - Lori Bassow

Monitoring & Performance



Mississippi Valley Workforce Development Board

Summary of Monitoring and Performance Reports

STATE MONITORING

A full 14-page IWD monitoring report can be shared upon request. IWD PY22 monitoring is closed, and all corrective action plans have been accepted by IWD.

FINDINGS

Finding #1

During the review of participant files, it was discovered that the Objective Assessment Summary (OBA) and Individual Service Strategy (ISS) were not completed within 30 days of eligibility determination. For program participation, youth must have a completed OBA, ISS, and one of the fourteen youth elements. In addition, the completion of the OBA is important to assess the service needs of the participant, while the creation of the ISS outlines the appropriate service goals and objectives.

Corrective Action Plan

The service provider updated the case management enrollment checklist so that the OBA and ISS are completed within 30 days of enrollment. All new enrollments are reviewed by Operations Supervisors within 20 days of enrollment to ensure this process is completed. Career Navigators trained in this process on 1/24/23.

Finding #2

During the review of participant files, it was discovered that youth goals were not documented as being achieved by their estimated date of completion. While progress reviews were documented, they did not include a review of the specific Individual Service Strategy (ISS) goals, nor were the goals updated to reflect the completion of the goal. This is important, as the ISS serves as the main mechanism for evaluating and tracking participant progress in relation to their goals.

Corrective Action Plan

Staff completed training on the career pathway goal development, keeping goals specific, realistic length, aligning goals with OAS and ISS case notes; benchmark goals opening for less than 1 year, best practices for review dates on goals, and goal reporting; and closing goals and objectives; documenting progress towards goals at the time of review, potential extensions needed, and organizational methods. Operations Supervisors also met individually with Career Navigators to set up IowaWORKS alerts. We request the IowaWORKS youth goals report, in case management program specific, to be researched for usage as this report does not seem to be functioning as of this request.

Finding #3

During the review of participant files, it was discovered that training services were provided in a manner that did not maximize informed consumer choice in selecting an eligible training provider. Informed choice plays a significant role in career planning and ensuring the participant explores all available providers and programs to attend the program that best suits their career objectives.

Corrective Action Plan

The training was held on 1/24/23 regarding the thorough completion of the consumer choice worksheet, ensuring the participant is the one completing it and the accurate review of the ETPL with During the training, the consumer choice worksheet was shown, an example of a completed worksheet with multiple ETPL choices was given and an example of a worksheet with only one certificate from the ETPL was shown. Each situation was demonstrated on how to complete and the importance of completing the LMI data, walking through the tool to completion with participants to demonstrate consumer choice and guidance on their career pathway.

Finding #4

During the review of participant files, there were several observed instances where services were not being accurately delivered or documented according to state and local policy. For effective service delivery, accurate documentation, and sound performance and reporting, it is important service delivery aligns with policies.

Corrective Action Plan

State IDs: 2202685831; 2202878698; & 2202878698 were all confirmed to have correct support services paid case notes. The rest of the cases reviewed have been corrected in case notes. The service provider trained staff on 1/11/23 on entering case notes for paid support services and utilization of case note templates.

Regarding condition #2, the state's response to questions indicates that local policy applies to the condition. The board will update the current local support services policy to clearly identify to staff which local support service payment ties to each option in the Iowa *WORKS* system. Once the policy has been updated appropriate training will be provided to staff.

Regarding condition #3; training was held regarding PVA and OST on 1/24/23 for Career Navigators, those in attendance were Kendra Schaapveld, Logan Akers, Sumita Amrik, Cynthia Anderson, Alicia Domino Keenan, Makenzie Failyer, Leah Haberichter, Robert Hummel, Jamie McLaughlin, Deborah Leatherman, Megan Race, Jennifer Schuster, Brent Schwoebel, Tabytha Seigfried, Cheryl Tipsword, Dashawn Banks, Shannon Weaver, Tyler Weger, and Autumn Fjeld. Taylor Longstreth and Tabytha Seigfried were trained on 1/23/23.

Finding #5

During the review of participant files, it was discovered that the grant outcome was not entered for a participant. The grant outcome is required for reporting purposes specifically related to National Dislocated Worker Grants (NDWG). This is important to ensure accurate performance and reporting.

Corrective Action Plan

Quality Assurance staff completed a review to ensure compliance with the grant outcome was completed on all NDWG files. The training was held on 1/24/23 regarding the NDWG grant outcome ribbon. Quality Assurance staff emailed the desk aid directions to staff and presented the steps in a live demonstration.

Finding #6

During the onsite review, it was observed that specific equal opportunity and nondiscrimination guidelines were not followed. No quarterly complaint logs have been received to date. This was an area of concern during PY21 monitoring.

Corrective Action Plan

Condition #2: Brochures and pamphlets do not include the required tagline or Relay This condition was removed by IWD as it was not Title I materials lacking this required information.

An SOP has been written for this process and quarterly the Title III Operations Manager will email the logs to the state EOO and copy the local EOO into this communication. The local EOO will file the confirmation of the submission of these logs for documentation purposes. If the LWDB is going to receive findings for actions taken or not taken by Title III all communication regarding Equal Opportunity policies and procedures should be sent directly to the local EOO and not to the Title III Operations Managers. It is the responsibility of the EOO to keep the relevant parties informed of changes and requirements regarding Equal Opportunity.

LOCAL MONITORING

FINDINGS

Finding #1

During the review of work-based learning contracts, it was discovered that the current contracts used do not comply with local policies:

Corrective Action Plan

WEX/Transitional Jobs Contract was updated and sent to the MVWD board. The board sent the contract back to us on 4/19/23 indicating the updates were approved. On 4/20/23, the contract was given to the business services consultants for immediate implementation. On 4/17/23, Project Director sent an email to the board asking if all active WEX contracts need to be updated and reissued, Executive Director responded that no, they did not, that the updated contract needed to be implemented immediately upon updates. The updated contract is at the end of this monitoring response report.

Finding #2

During the review of common measures data, it was discovered that the youth program is underperforming in multiple common measure categories.

Corrective Action Plan (Provisionally Approved with Revisions)

Leadership team brought full youth team together in Muscatine April 14 for training on common measures and suitability, those in attendance were Kendra Schaapveld, Taylor Longstreth, Shannon Weaver, Kenzie Failyer, Robert Hummel, DaShawn Banks, Barbie Havener, Leah Haberichter, and Autumn Fjeld. Shannon Weaver has been in communication with Iowa Workforce Development regarding 2 cases that are pulling into the denominator for measurable skills gain against state policy and they are looking into system issues for resolution

MVWA Performance Data

Adult Program

Indicator	PY21				PY22				
	Required	Q3	Q4		Required	Q1	Q2	Q3	Q4
Employment 2nd Qtr	73.0%	84.6%	84.2%		72.5%	82.9%	80%		
Employment 4th Qtr	70.0%	80.0%	83.3%		66.0%	78.5%	78.90%		
Median Earnings 2nd Qtr	\$5,400	\$6,948	\$6,775		\$6,100	\$6,473	6,589		
Credential Attainment	67.0%	70.0%	78.9%		65.0%	77.1%	76.60%		
Measurable Skills Gain	44.0%	46.9%	56.3%		44.0%	46.7%	60%		

Dislocated Worker

Indicator	PY21				PY22				
	Required	Q3	Q4		Required	Q1	Q2	Q3	Q4
Employment 2nd Qtr	85.0%	88.0%	86.0%		85.0%	83.7%	85.70%		
Employment 4th Qtr	83.0%	100.0%	94.1%		85.0%	88.0%	83.70%		
Median Earnings 2nd Qtr	\$8,400	\$8,418	\$8,633		\$8,900	\$8,744	\$10,038		
Credential Attainment	68.0%	83.3%	73.3%		69.0%	81.8%	78.80%		
Measurable Skills Gain	31.0%	64.8%	62.6%		44.0%	53.8%	63.40%		

Youth

Indicator	PY21				PY22				
	Required	Q3	Q4		Required	Q1	Q2	Q3	Q4
Employment 2nd Qtr	73.0%	72.4%	72.7%		73.0%	71.9%	68.90%		
Employment 4th Qtr	72.0%	100.0%	93.3%		73.0%	80.0%	80%		
Median Earnings 2nd Qtr	\$3,600	\$3,198	\$3,886		\$3,700	\$3,454	\$3,376		
Credential Attainment	59.0%	40.0%	22.2%		52.0%	41.2%	44		
Measurable Skills Gain	41.0%	22.0%	17.9%		35.0%	24.3%	27.30%		



Mississippi Valley Workforce Development Board

Adult/DW Annual Goals

PY2022 YTD (July 1, 2022 – June 1, 2023)

Current Deliverables	Goal/Deliverable	Performance YTD
Work Based Learning (WBL)	30	
Occupational Skills Training (Scholarships)	125	
Enrollments	125	

PY2021 (July 1, 2021 – June 30, 2022)

Current Deliverables	Goal/Deliverable	Performance YTD
Work Based Learning (WBL)	30	27
Occupational Skills Training (Scholarships)	90	243
Enrollments	No Goal Set	183

PY2020 (July 1, 2020 – June 30, 2021)

Current Deliverables	Goal/Deliverable	Performance YTD
Registered Apprenticeship (RA)	5	0
Transitional Job Placements (TJB)	20	5
On-the-job Training (OJT)	30	10
Occupational Skills Training (Scholarships)	90	176
Enrollments	No Goal Set	173

Work Based Learning (WBL) is the broad category that covers RA, TJB, and OJT



Mississippi Valley Workforce Development Board

Youth Program Annual Goals

PY2022 YTD (July 1, 2022 – April 30, 2023)

Current Deliverables	Goal/Deliverable	Performance
Work Experience Expenditure Requirement	20%	17% (PY21 Carryover Goal met)
Occupational Skills Training (Scholarships)	15	27
Enrollments	60	85

PY2021 (July 1, 2021 – June 30, 2022)

Deliverables	Goal/Deliverable	Performance
Work Experience Expenditure Requirement	20%	20%
Occupational Skills Training (Scholarships)	15	17
Enrollments	60	70

PY2020 (July 1, 2020 – June 30, 2021)

Deliverables	Goal/Deliverable	Performance
Work Experience Expenditure Requirement	20%	13.3%
Occupational Skills Training (Scholarships)	15	12
Enrollments	60	47

*Contract Extensions



Mississippi Valley Workforce Development Board

Contract Extensions

Action Required:

The board must determine whether to:

- extend all contracts (Adult/DW, Youth, and One-Stop Operator) for 1 additional year
- or extend contracts for a timeframe of less than one year.
- terminate contracts and procure new service providers

Background

- The Adult/DW and Youth contracts were executed in 2020 through 2021, with 3 possible 1-year extensions through June 30, 2024. In 2024, a Request for Proposals competitive procurement process is required to be completed for both of these contracts.
- The One-Stop Operator's current contract extension ends on June 30, 2023. The One Stop Operator is not required to be competitively procured again until 2025.

Related Policies

Contract Section 2. TIME OF PERFORMANCE B. Option to Extend. Funding will be made available on a year-to-year basis, dependent upon congressional action which appropriates funds for these programs. There will be an option to renew the contract under the same terms and conditions for three (3) successive one-year periods by mutual agreement of both parties to the contract should funding be available. If any extension renewal is deemed to be desirable by the LWDB and the CONTRACTOR, such extension shall be executed by formal contract amendment. In the event the contract is extended, all terms, conditions, and provisions of the original contract shall remain the same and apply during the extension period, except that any changes to improve the program be made to the "Scope of Services", approved budget, and approved performance goals as specified in the contract.

***In-Demand Industries**



Mississippi Valley Workforce Development Board

Mississippi Valley In-Demand Industries

Introduction

The Grantee and the Local Board assure that training provided for WIOA Title IB (Adult, Dislocated Worker, and Youth) program participants will be provided only for those occupations that are directly linked to an in-demand industry sector or occupation in the local area or the planning region, as those terms are defined in Sections 3(23), 3(32), and 3(48) of WIOA, or in another local area or planning region to which a WIOA Title IB (Adult, Dislocated Worker, and Youth) program participant is willing to relocate.

WIOA Law

(23) IN-DEMAND INDUSTRY SECTOR OR OCCUPATION.— (A) IN GENERAL.—The term “in-demand industry sector or occupation” means— (i) an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or (ii) an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate. (B) DETERMINATION.— The determination of whether an industry sector or occupation is in demand under this paragraph shall be made by the State board or local board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.

MVWA Economic Self-Sufficiency Policy

1. Individuals who are employed full-time, but are not receiving self-sufficiency wages, may be eligible for WIOA individualized career and training services. The MVWDB establishes the self-sufficiency wage levels that will be used to determine eligibility for services.
1. Economic self-sufficiency is the minimum level of income an individual must earn in order to meet the most basic expenses without public or private assistance.
2. Self-sufficiency wage is defined as employment that provides a wage equal to or greater than the following:

Family of 1	Family of 2	Family of 3 or more
225% of LLSIL	200% of LLSIL	150% of LLSIL
\$32,553	\$47,378	\$48,787

Next Steps and Options

The board must determine the in-demand industries for the MVWA. This means that only training related to these industries can be provided with the board’s WIOA funding. Possible options include but are not limited to:

1. Adopt the State Workforce Board High Demand Industries based on the Future Ready Iowa handout included in the packet. These industries are eligible for Last Dollar Scholarships across the state.
2. Select in-demand industries based on LightCast or IWD LMI data specific to MVWA included in the packet.
3. Select a combination of industries from each list.
4. Only select industries on either list that lead to self-sufficiency as defined above.

Mississippi Valley 09 Projections (2020 - 2030)

Industry Description	NAICS Code	2020	2030	Total Growth	Percent Change
		Estimated Employment	Projected Employment		
Total All Industries (Nonag)	000	197,120	223,640	26,520	13.5%
Administrative and Support Services	561	9,295	13,220	3,925	42.2%
Educational Services	611	14,060	16,780	2,720	19.3%
Ambulatory Health Care Services	621	8,155	10,540	2,385	29.2%
Specialty Trade Contractors	238	6,505	8,115	1,610	24.8%
Food Services and Drinking Places	722	12,405	13,965	1,560	12.6%
Warehousing and Storage	493	1,980	3,300	1,320	66.7%
Professional, Scientific, and Technical Services	541	5,050	6,030	980	19.4%
Self Employed and Unpaid Family Workers	671	18,650	19,525	875	4.7%
Accommodation	721	2,055	2,865	810	39.4%
Management of Companies and Enterprises	551	3,365	4,065	700	20.8%
Construction of Buildings	236	1,795	2,480	685	38.2%
General Merchandise Stores	452	4,485	5,125	640	14.3%
Nursing and Residential Care Facilities	623	5,965	6,565	600	10.1%
Truck Transportation	484	3,200	3,770	570	17.8%
Amusement, Gambling, and Recreation Industries	713	1,500	2,040	540	36.0%
Hospitals	622	5,875	6,335	460	7.8%
Couriers and Messengers	492	795	1,250	455	57.2%
Transportation Equipment Manufacturing	336	1,275	1,725	450	35.3%
Social Assistance	624	4,400	4,810	410	9.3%
Food Manufacturing	311	8,315	8,680	365	4.4%
Heavy and Civil Engineering Construction	237	915	1,275	360	39.3%
Local Government, Excluding Education and Hospitals	930	6,305	6,655	350	5.6%
Personal and Laundry Services	812	1,345	1,690	345	25.7%
Primary Metal Manufacturing	331	4,300	4,580	280	6.5%
Credit Intermediation and Related Activities	522	2,830	3,080	250	8.8%
Motor Vehicle and Parts Dealers	441	2,950	3,195	245	8.3%
Repair and Maintenance	811	1,975	2,215	240	12.2%
Machinery Manufacturing	333	5,215	5,440	225	4.3%
Performing Arts, Spectator Sports, and Related Industries	711	310	520	210	67.7%
Insurance Carriers and Related Activities	524	1,740	1,920	180	10.3%
Support Activities for Transportation	488	630	805	175	27.8%
Nonmetallic Mineral Product Manufacturing	327	1,335	1,500	165	12.4%
Health and Personal Care Stores	446	1,175	1,320	145	12.3%

Mississippi Valley 09 Projections (2020 - 2030)

Industry Description	NAICS Code	2020	2030	Total Growth	Percent Change
		Estimated Employment	Projected Employment		
Merchant Wholesalers, Durable Goods	423	4,190	4,330	140	3.3%
Fabricated Metal Manufacturing	332	3,520	3,650	130	3.7%
Transit and Ground Passenger Transport	485	390	520	130	33.3%
Furniture and Related Product	337	3,150	3,270	120	3.8%
Furniture and Home Furnishings Stores	442	545	655	110	20.2%
Wood Product Manufacturing	321	160	265	105	65.6%
Food and Beverage Stores	445	4,390	4,480	90	2.1%
Motion Picture and Sound Recording	512	105	190	85	81.0%
Building Material and Garden Equipment	444	2,295	2,375	80	3.5%
Chemical Manufacturing	325	2,210	2,285	75	3.4%
Electrical Equipment, Appliance and Component Manufac.	335	895	970	75	8.4%
Religious, Grantmaking, Civic, Professional Organizations	813	1,160	1,235	75	6.5%
Sporting Goods, Hobby, Book and Music Stores	451	645	710	65	10.1%
Securities, Commodity Contracts, and Other Investments	523	435	500	65	14.9%
Rental and Leasing Services	532	435	495	60	13.8%
Waste Management and Remediation	562	445	505	60	13.5%
Miscellaneous Store Retailers	453	850	905	55	6.5%
Real Estate	531	1,065	1,120	55	5.2%
Support Activities for Agriculture	115	160	210	50	31.3%
Rail Transportation	482	1,425	1,465	40	2.8%
Clothing and Clothing Accessories Stores	448	785	820	35	4.5%
Merchant Wholesalers, Nondurable Goods	424	2,080	2,105	25	1.2%
Electronics and Appliance Stores	443	975	1,000	25	2.6%
Nonstore Retailers	454	355	380	25	7.0%
Private Households	814	135	160	25	18.5%
Miscellaneous Manufacturing	339	315	330	15	4.8%
Wholesale Electronic Markets and Agents	425	300	315	15	5.0%
Water Transportation	483	130	145	15	11.5%
Internet Service Providers, Web Search	518	175	190	15	8.6%
Museums, Historical Sites, and Similar Institutions	712	85	100	15	17.6%
Beverage and Tobacco Product	312	145	155	10	6.9%
Broadcasting (except Internet)	515	195	205	10	5.1%
Forestry and Logging	113	5	10	5	100.0%
Mining (except Oil and Gas)	212	230	235	5	2.2%
Pipeline Transportation	486	45	50	5	11.1%

Mississippi Valley 09 Projections (2020 - 2030)

Industry Description	NAICS Code	2020	2030	Total Growth	Percent Change
		Estimated Employment	Projected Employment		
Fishing, Hunting and Trapping	114	10	10	0	0.0%
Support Activities for Mining	213	0	0	0	0.0%
Textile Mills	313	0	0	0	0.0%
Apparel Manufacturing	315	5	5	0	0.0%
Leather and Allied Product Manufacturing	316	0	0	0	0.0%
Petroleum and Coal Products Manufacturing	324	0	0	0	0.0%
Air Transportation	481	0	0	0	0.0%
Scenic and Sightseeing Transportation	487	5	5	0	0.0%
Monetary Authorities - Central Bank	521	0	0	0	0.0%
Funds, Trusts, and Other Financial Vehicles	525	10	10	0	0.0%
Lessors of Nonfinancial Intangible Assets	533	0	0	0	0.0%
Computer and Electronic Product	334	705	700	-5	-0.7%
Other Information Services	519	15	10	-5	-33.3%
Federal Government	910	715	710	-5	-0.7%
State Government, Excluding Education and Hospitals	920	1,500	1,495	-5	-0.3%
Textile Product Mills	314	65	55	-10	-15.4%
Printing and Related Support Activities	323	810	790	-20	-2.5%
Gasoline Stations	447	2,720	2,700	-20	-0.7%
Postal Service	491	665	610	-55	-8.3%
Telecommunications	517	310	245	-65	-21.0%
Paper Manufacturing	322	700	630	-70	-10.0%
Utilities	221	795	710	-85	-10.7%
Publishing Industries	511	340	240	-100	-29.4%
Plastics and Rubber Products	326	3,175	3,000	-175	-5.5%

* Information on this NAIC suppressed

Source: Labor Market and Economic Research Bureau, Iowa Workforce Development

Mississippi Valley 09 Projections (2020 - 2030)

Industry Description	NAICS Code	2020 Estimated Employment	2030 Projected Employment	Total Growth	Percent Change	Decile Rank
Total All Industries (Nonag)	000	197,120	223,640	26,520	13.5%	
Warehousing and Storage	493	1,980	3,300	1,320	66.7%	10
Administrative and Support Services	561	9,295	13,220	3,925	42.2%	10
Accommodation	721	2,055	2,865	810	39.4%	10
Construction of Buildings	236	1,795	2,480	685	38.2%	10
Specialty Trade Contractors	238	6,505	8,115	1,610	24.8%	10
Couriers and Messengers	492	795	1,250	455	57.2%	10
Ambulatory Health Care Services	621	8,155	10,540	2,385	29.2%	10
Heavy and Civil Engineering Construction	237	915	1,275	360	39.3%	10
Transportation Equipment Manufacturing	336	1,275	1,725	450	35.3%	10
Professional, Scientific, and Technical Services	541	5,050	6,030	980	19.4%	10
Management of Companies and Enterprises	551	3,365	4,065	700	20.8%	10
Educational Services	611	14,060	16,780	2,720	19.3%	10
Amusement, Gambling, and Recreation Industries	713	1,500	2,040	540	36.0%	10
General Merchandise Stores	452	4,485	5,125	640	14.3%	9
Truck Transportation	484	3,200	3,770	570	17.8%	9
Performing Arts, Spectator Sports, and Related Industries	711	310	520	210	67.7%	9
Food Services and Drinking Places	722	12,405	13,965	1,560	12.6%	9
Personal and Laundry Services	812	1,345	1,690	345	25.7%	9
Wood Product Manufacturing	321	160	265	105	65.6%	9
Transit and Ground Passenger Transport	485	390	520	130	33.3%	9
Support Activities for Transportation	488	630	805	175	27.8%	9
Motion Picture and Sound Recording	512	105	190	85	81.0%	9
Self Employed and Unpaid Family Workers	671	18,650	19,525	875	4.7%	8
Hospitals	622	5,875	6,335	460	7.8%	8
Nursing and Residential Care Facilities	623	5,965	6,565	600	10.1%	8
Repair and Maintenance	811	1,975	2,215	240	12.2%	8
Support Activities for Agriculture	115	160	210	50	31.3%	8
Nonmetallic Mineral Product Manufacturing	327	1,335	1,500	165	12.4%	8
Motor Vehicle and Parts Dealers	441	2,950	3,195	245	8.3%	8
Furniture and Home Furnishings Stores	442	545	655	110	20.2%	8
Health and Personal Care Stores	446	1,175	1,320	145	12.3%	8
Credit Intermediation and Related Activities	522	2,830	3,080	250	8.8%	8
Securities, Commodity Contracts, and Other Investments	523	435	500	65	14.9%	8

Mississippi Valley 09 Projections (2020 - 2030)

Industry Description	NAICS Code	2020	2030	Total Growth	Percent Change	Decile Rank
		Estimated Employment	Projected Employment			
Insurance Carriers and Related Activities	524	1,740	1,920	180	10.3%	8
Social Assistance	624	4,400	4,810	410	9.3%	8
Forestry and Logging	113	5	10	5	100.0%	7
Primary Metal Manufacturing	331	4,300	4,580	280	6.5%	7
Rental and Leasing Services	532	435	495	60	13.8%	7
Private Households	814	135	160	25	18.5%	7
Local Government, Excluding Education and Hospitals	930	6,305	6,655	350	5.6%	7
Food Manufacturing	311	8,315	8,680	365	4.4%	6
Electrical Equipment, Appliance and Component Manufac.	335	895	970	75	8.4%	6
Sporting Goods, Hobby, Book and Music Stores	451	645	710	65	10.1%	6
Waste Management and Remediation	562	445	505	60	13.5%	6
Museums, Historical Sites, and Similar Institutions	712	85	100	15	17.6%	6
Fabricated Metal Manufacturing	332	3,520	3,650	130	3.7%	6
Machinery Manufacturing	333	5,215	5,440	225	4.3%	6
Merchant Wholesalers, Durable Goods	423	4,190	4,330	140	3.3%	6
Nonstore Retailers	454	355	380	25	7.0%	6
Water Transportation	483	130	145	15	11.5%	6
Religious, Grantmaking, Civic, Professional Organizations	813	1,160	1,235	75	6.5%	6
Beverage and Tobacco Product	312	145	155	10	6.9%	5
Chemical Manufacturing	325	2,210	2,285	75	3.4%	5
Furniture and Related Product	337	3,150	3,270	120	3.8%	5
Building Material and Garden Equipment	444	2,295	2,375	80	3.5%	5
Miscellaneous Store Retailers	453	850	905	55	6.5%	5
Pipeline Transportation	486	45	50	5	11.1%	5
Internet Service Providers, Web Search	518	175	190	15	8.6%	5
Real Estate	531	1,065	1,120	55	5.2%	5
Miscellaneous Manufacturing	339	315	330	15	4.8%	4
Wholesale Electronic Markets and Agents	425	300	315	15	5.0%	4
Food and Beverage Stores	445	4,390	4,480	90	2.1%	4
Clothing and Clothing Accessories Stores	448	785	820	35	4.5%	4
Rail Transportation	482	1,425	1,465	40	2.8%	4
Broadcasting (except Internet)	515	195	205	10	5.1%	4
Merchant Wholesalers, Nondurable Goods	424	2,080	2,105	25	1.2%	3
Electronics and Appliance Stores	443	975	1,000	25	2.6%	3
Fishing, Hunting and Trapping	114	10	10	0	0.0%	3

Mississippi Valley 09 Projections (2020 - 2030)

Industry Description	NAICS Code	2020	2030	Total Growth	Percent Change	Decile Rank
		Estimated Employment	Projected Employment			
Mining (except Oil and Gas)	212	230	235	5	2.2%	3
Support Activities for Mining	213	0	0	0	0.0%	3
Textile Mills	313	0	0	0	0.0%	3
Apparel Manufacturing	315	5	5	0	0.0%	3
Leather and Allied Product Manufacturing	316	0	0	0	0.0%	3
Petroleum and Coal Products Manufacturing	324	0	0	0	0.0%	3
Air Transportation	481	0	0	0	0.0%	3
Scenic and Sightseeing Transportation	487	5	5	0	0.0%	3
Monetary Authorities - Central Bank	521	0	0	0	0.0%	3
Funds, Trusts, and Other Financial Vehicles	525	10	10	0	0.0%	3
Lessors of Nonfinancial Intangible Assets	533	0	0	0	0.0%	3
Computer and Electronic Product	334	705	700	-5	-0.7%	2
Federal Government	910	715	710	-5	-0.7%	2
State Government, Excluding Education and Hospitals	920	1,500	1,495	-5	-0.3%	2
Other Information Services	519	15	10	-5	-33.3%	1
Utilities	221	795	710	-85	-10.7%	1
Textile Product Mills	314	65	55	-10	-15.4%	1
Paper Manufacturing	322	700	630	-70	-10.0%	1
Printing and Related Support Activities	323	810	790	-20	-2.5%	1
Plastics and Rubber Products	326	3,175	3,000	-175	-5.5%	1
Gasoline Stations	447	2,720	2,700	-20	-0.7%	1
Postal Service	491	665	610	-55	-8.3%	1
Publishing Industries	511	340	240	-100	-29.4%	1
Telecommunications	517	310	245	-65	-21.0%	1

* Information on this NAIC suppressed

Source: Labor Market and Economic Research Bureau, Iowa Workforce Development

Decile Rankings Notes

Decile rankings is a tool to help evaluate and compare Industry projections based on numeric growth and the percent change. The decile ratings incorporate both sorted numeric and percent growth in assigning a decile. Industry sector with 10 decile ranked high in both numeric growth and percent change and indicate a better outlook. Industry sector with 1 decile ranked low in both numeric growth and percent change and indicate a low outlook. The decile ratings are intended to assist and empower decision maker; to enable customer to differentiate and

Overall Decile Ratings category

Top growth industries: 10,9,8

Moderate growth industries: 7,6,5

Low/no growth industries: 4,3,2,1

(LWDA). The decile ratings in each LWDA are determined by assessing the industry projections within that LWDA. It is possible for an industry sector to have high ranking in one LWDA and low ranking in another LWDA due to geographic differences and other economic factors.

Future Ready Iowa High Demand Industries

The State Workforce Development Board reviews this list and updates for the most High Demand jobs in Iowa. The careers in this list are eligible for Last-Dollar Scholarships and Future Ready Iowa Grant.

	Job Category	Starting Salary
Agricultural Technicians	Healthcare & Biosciences	\$31,530
Biological Technicians	Healthcare & Biosciences	\$37,095
Clinical Laboratory Technologists & Techs	Healthcare & Biosciences	\$37,571
Dental Assistants	Healthcare & Biosciences	\$34,536
Dental Hygienists	Healthcare & Biosciences	\$68,102
Dental Laboratory Technicians	Healthcare & Biosciences	\$32,579
Diagnostic Medical Sonographers	Healthcare & Biosciences	\$60,086
Environmental Scientists & Specialists	Healthcare & Biosciences	\$49,561
Food Science Technicians	Healthcare & Biosciences	\$33,842
Health Information Technologists & Medical Registrars	Healthcare & Biosciences	\$47,933
Licensed Practical & Licensed Vocational Nurses	Healthcare & Biosciences	\$40,557
Medical Assistant	Healthcare & Biosciences	\$31,147
Medical Records & Health Information Technician	Healthcare & Biosciences	
Medical Records Specialists	Healthcare & Biosciences	\$33,838
Occupational Therapy Assistants	Healthcare & Biosciences	\$44,229
Physical Therapist Assistants	Healthcare & Biosciences	\$44,505
Radiologic Technologists	Healthcare & Biosciences	\$44,093
Registered Nurses	Healthcare & Biosciences	\$53,452
Respiratory Therapists	Healthcare & Biosciences	\$46,620
Surgical Technologists	Healthcare & Biosciences	\$35,846
Veterinary Technologists & Technicians	Healthcare & Biosciences	\$27,982
Computer Network Support Specialists	Information Technology	\$43,595
Computer Occupations, All Other	Information Technology	\$51,245
Computer Programmers	Information Technology	\$46,345
Computer Systems Analysts	Information Technology	\$61,870
Computer User Support Specialists	Information Technology	\$37,382
Network & Computer Systems Administrators	Information Technology	\$58,780
Software Developers	Information Technology	\$69,948
Web Developers	Information Technology	\$31,796
Web Developers & Digital Interface Designers	Information Technology	\$43,395
Accountants & Auditors	Financial Operations	\$47,486
Buyers & Purchasing Agents, Farm Products* (13-1020)	Financial Operations	\$38,618
Farmers, Ranchers, & Other Agricultural Managers	Financial Operations	\$36,345
Workers	Financial Operations	\$34,745
Managers, All Other	Financial Operations	\$68,989
Transportation Storage & Distribution Managers	Financial Operations	\$53,507
Carpenters	Construction	\$32,185
Construction Manager	Construction	\$63,988
Electricians	Construction	\$39,007

First-Line Supervisors Construction Workers	Construction	\$47,776
Operators	Construction	\$41,604
Plumbers, Pipefitters, & Steamfitters	Construction	\$38,779
Butchers & Meat Cutters **	Support	\$24,366
Chef's & Head Cooks	Support	\$29,091
Eligibility Interviewers, Government Programs	Support	\$41,616
First Line Supervisors of Police & Detectives	Support	\$65,976
Food Service Managers	Support	\$41,469
Human Resources Assistants, Ex Payroll & Timekeeping	Support	\$33,074
Interpreters & Translators	Support	\$31,157
Paralegals & Legal Assistants	Support	\$34,666
Police & Sheriff's Patrol Officers	Support	\$49,218
Slaughterers & Meat Packers**	Support	\$31,042
Architectural & Civil Drafters	Architecture	\$38,659
Calibration & Engineering Techs, Ex Drafters, All Other	Architecture	
Calibration Technologists & Technicians	Architecture	\$35,852
Civil Engineering Techs	Architecture	\$41,614
Drafters, All Other	Architecture	\$44,749
Electrical & Electronics Engineering Techs	Architecture	\$48,451
Engineering Technologists & Technicians, All Other	Architecture	\$44,027
Industrial Engineering Techs	Architecture	\$38,234
Mechanical Drafters	Architecture	\$44,372
Aircraft Mechanics & Service Technicians	Installation & Maintenance	\$47,145
Automotive Body & Related Repairer	Installation & Maintenance	\$33,217
Automotive Service Technician & Mechanics	Installation & Maintenance	\$28,377
Bus & Truck Mechanics & Diesel Engine Specialists	Installation & Maintenance	\$38,441
Metal & Plastic	Installation & Maintenance	\$41,473
Equipment	Installation & Maintenance	\$47,164
Electrical Power-Line Installers & Repairers	Installation & Maintenance	\$62,099
Farm Equipment Mechanics & Service Techs	Installation & Maintenance	\$38,391
Other)	Installation & Maintenance	\$30,049
Heating, AC, & Refrigeration Mechanics & Installers	Installation & Maintenance	\$36,757
Industrial Machinery Mechanics	Installation & Maintenance	\$42,969
Machinists	Installation & Maintenance	\$34,893
Maintenance Workers, Machinery	Installation & Maintenance	\$42,870
Medical Equipment Repairers	Installation & Maintenance	\$35,065
Millwrights	Installation & Maintenance	\$40,892
Telecom Equipment Installers & Repairers, Ex Line Installers	Installation & Maintenance	\$35,400
Telecommunications Line Installers & Repairers	Installation & Maintenance	\$38,916
Tool & Die Makers	Installation & Maintenance	\$40,107
Water & Wastewater Treatment Plant & System Operators	Installation & Maintenance	\$37,661
Welders, Cutters, Solderers, & Brazers	Installation & Maintenance	\$35,042
Tenders	Installation & Maintenance	\$36,437
Wind Turbine Service Techs	Installation & Maintenance	\$45,286

LightCast Information for MVWA

NAICS	Description	2022 Jobs	2025 Jobs	2022 - 2025 Change	2022 - 2025 % Change	Current Wages, Salaries, & Proprietor Earnings
31	Manufacturing	36,285	37,133	848	2%	\$68,512
62	Health Care and So	24,157	24,767	610	3%	\$51,930
44	Retail Trade	23,063	23,293	229	1%	\$33,341
90	Government	22,950	23,298	349	2%	\$48,113
72	Accommodation and	15,975	16,783	808	5%	\$19,491
23	Construction	9,879	10,074	195	2%	\$64,430
56	Administrative and	9,364	8,936	(428)	(5%)	\$41,932
48	Transportation and	8,112	8,232	120	1%	\$56,752
81	Other Services (exc	7,764	7,780	16	0%	\$29,528
42	Wholesale Trade	6,430	6,528	98	2%	\$74,103
52	Finance and Insura	5,489	5,556	67	1%	\$76,938
61	Educational Service	4,305	4,382	76	2%	\$25,987
55	Management of Co	3,952	4,465	514	13%	\$107,344
71	Arts, Entertainment	2,408	2,681	273	11%	\$20,993
		180,133	183,907	3,774	2%	\$50,680

*Outreach Expense Policy



Mississippi Valley Workforce Development Board

Outreach Expense Policy

APPROVED DATE:

EFFECTIVE DATE:

PURPOSE

To provide information and guidance for the Local Workforce Development Board and sub-recipients regarding the use of state and federal funds to conduct outreach and promote/market local workforce services.

BACKGROUND

Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance), restricts the use of federal funds for advertising and public relations (see 2 CFR 200.421).

DEFINITIONS

- **Program Outreach:** Program outreach is an activity conducted by workforce boards and sub-recipients to educate the public about services available and how to access those services. Program outreach also includes activities designed to inform and recruit individuals that have particular needs and have been targeted for services.
- **Outreach/Informational Item:** An outreach/informational item is purchased for distribution to job seekers and employers to reinforce the program outreach that a Local Workforce Development Board does.
- **Promotional/Marketing Item:** An item purchased for distribution to the general public that promotes the organization (only contains the name of the Local Workforce Development Board, Iowa*WORKS*, or Accelerate Iowa).
- **Public Relations:** Include activities dedicated to maintaining the image of the organization and promoting relationships with the community or public at large.
- **Connection to Programs/Services:** A statement that connects a business, partner, or job seeker to services offered at the workforce board. For example, "Call [phone #] or visit [website] for assistance in locating employment or job training," etc.

APPLICABILITY

The policy and procedures contained in this guidance apply to the use of federal or state grant funding received from DOL. It does not apply to outreach/informational and promotional/marketing items purchased with non-federal and non-state funds.

This policy does not apply to the following items that are not considered "outreach/informational." These items may include the name and/or the logo of the

organization and tagline, so long as the cost of adding that information is not significantly different from the cost of the supplies unmarked, and those supplies are used only for the conduct of grant business and not as outreach/informational purposes. The Local Workforce Development Board and/or sub-recipient should maintain cost comparison data between the items marked and unmarked to demonstrate that the cost variance was reasonable. These items include:

- Office supplies such as pens, pencils, pads of paper, business cards, stationary, post-it note pads, mouse pads, lanyards, or similar items used by staff, board members, or individuals participating in workforce program activities.
- Balloons, banners, and table skirts that include the organization’s name used to identify the organization at events such as job fairs and other community events.
- T-shirts and other types of uniform materials worn by staff or participants used to identify staff and participants as members of the local workforce team.
- Supportive services such as grooming supplies (pocket valets) and other similar items that may be used to help participants successfully interview for jobs, etc.
- Supplies, materials, booklets, and videos purchased for resource rooms, job readiness classes, and Rapid Response.

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ADVERTISING AND PUBLIC RELATIONS ALLOWABILITY

2CFR 200.421(e)(4) identifies “Costs of advertising and public relations designed solely to promote the non-Federal entity” as unallowable advertising and public relations costs. The only allowable advertising costs are those which are solely for:

- The recruitment of personnel required by the non-Federal entity for the performance of a Federal award (See also § 200.463).
- The procurement of goods and services for the performance of a Federal award.
- The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount.
- Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

The term “public relations” includes community relations and means those activities dedicated to maintaining the image of the non-Federal entity or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public. The only allowable public relations costs are:

- Costs specifically required by the Federal award.
- Costs of communicating with the public and press about specific activities or accomplishments which result from the performance of the Federal award (these costs are considered necessary as part of the outreach effort for the Federal award).
- Costs of conducting general liaison with news media and government public relations

officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc.

Unallowable advertising and public relations costs include the following:

- Costs of meetings, conventions, convocations, or other events related to other activities of the entity (see also § 200.432 Conferences), including:
 - Costs of displays, demonstrations, and exhibits.
 - Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and
 - Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings.
- Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
- Costs of advertising and public relations designed solely to promote the non-Federal entity.

PROGRAM OUTREACH AND INFORMATIONAL ITEMS ALLOWABILITY

Commented [MS2]: Format like heading with underline.

Federal regulations allow costs associated with advertising to conduct program outreach activities. Allowable advertising includes TV and radio spots, billboards, spots on transit media, signage, social media, websites, brochures, etc. Program outreach should be a coordinated activity that supports and benefits the various workforce grants operated by the local workforce development board.

Allowable advertising should be targeted to businesses, job seekers, and/or community partners and: 1) connects job seekers, businesses, and/or community partners to programs and services offered by the Local Workforce Development Board, or 2) serves a business purpose by assisting job seekers to obtain employment, and for employers to find qualified job seekers. In order to be allowable, program outreach/informational items must meet the following criteria:

- Be reasonable in price and necessary to assist in outreach to businesses, community partners, and job seekers. Only the number of items determined necessary to support outreach efforts planned for the program year should be purchased.
- Any outreach/informational items purchased for distribution as giveaways must be intended for businesses and community partners in the context of doing business with the Local Workforce Development Area, or for job seeker customers as part of program recruitment, participation, or follow-up.
- Outreach items provided to businesses/community partners should be items that can be used in the work environment and have the added benefit/value of connecting the business/community partner to the programs and services provided by the Local Workforce Development Board.
- Outreach items provided to job seekers should be useful during the search for employment while connecting the individual back to employment programs and

services.

All outreach and informational items must include:

- Contain a phone number, e-mail address, web address, or street address for customers to contact.
- Trackable QR codes or another type of tracking system should be used when possible.
- Include the Iowa *WORKS* brand “Iowa *WORKS* Mississippi Valley” logo and follow the style guide when applicable.
- The Accelerate Iowa Logo should be used for youth programming outreach in conjunction with the Iowa *WORKS* logo.
- Include a tagline (call to action) that connects a business, partner, or job seeker to services offered at the workforce board. For example, “Call [phone #] or visit [website] for assistance in locating employment or job training,” etc.
- Funding Acknowledgement. The following statement shall be included on all products developed in whole or in part with WIOA Funds:
 - "This project [is being] [was] supported, in whole or in part, by the federal award number [enter project FAIN] award to the State of Iowa by the U.S. Department of the Treasury."
 - When space is limited, the tagline may be shortened to “Funded by DOL, WIOA Title I-B programs”

The following are some examples of allowable outreach/informational items, provided that the items meet the criteria outlined above:

- Any outreach items paid for with federal funds must be intended for general workforce business use by staff or partners, or business or job seeker customers as part of program recruitment, participation, or follow-up. Please note that the costs of promotional items and memorabilia including models, gifts, and souvenirs are unallowable.
- Folders purchased for distribution to job seekers to assist them in seeking employment. These items should include information on available workforce services (brochures, pamphlets, etc.).
- Pens and pencils purchased for distribution to job seekers and participants to assist them in seeking jobs and participating in program services and/or for distribution to businesses and community partners to remind them of services available through the Local Workforce Development Board.
- USB drives that include pre-loaded information about available services purchased for distribution to job seekers and participants to assist them in seeking jobs and participating in program services and/or for distribution to businesses and community partners to remind them of services available through the Local Workforce Development Board.
- Tote bags for distribution to job seekers at job fairs and community events. Tote bags

and other similar items purchased for distribution to job seekers should include information on available workforce services (brochures, pamphlets, etc.).

- Cups/Water Bottles – Cups are generally not as acceptable as water bottles. Water bottles are more related to program participation. (For example, working on resumes at a computer in a workforce center.)
- Disposable items are not allowable.

The following are examples of items that are not allowed to be purchased from state or federal grant resources:

- Balloons purchased for distribution to the general public at job fairs or community events. These and other promotional/marketing items intended to be distributed to the general public as a “giveaway” are not allowable.
- Hairbrushes/other personal items purchased for distribution as a marketing item to the general public or job seekers. These and other promotional/marketing items intended to be distributed to the general public as a “giveaway” are not allowable.
- Umbrellas purchased for distribution to businesses and community partners to engage and remind them of services available through the Local Workforce Development Board. Although the item may be intended for distribution to only businesses targeted for recruitment, the item is determined to have limited value/benefit and has a high cost per item for that limited benefit.

ALLOWABILITY OF EMPLOYER OUTREACH AND JOB DEVELOPMENT ACTIVITIES

Commented [MS3]: Format like heading with underline.

Allowable employer outreach and job development activities must be directly related to training individuals, such as:

- Development of work-based learning opportunities.
- Contracts with potential employers for the purpose of placement of WIOA Title I-B participants.
- Participation in business associations such as chambers of commerce, economic development boards, joint labor-management committees, labor associations, and resource centers.
- Have contact with potential employers for purpose of placement of WIOA Title I-B participants.
- Provide information about WIOA Title I-B programs;
- Coordinate regional or local activities to promote entrepreneurial training and microenterprise services.
- Assist in making informed decisions about job training needs.
- Actively participate in local business resource centers (incubators) to provide technical assistance to small and new businesses to reduce the rate of business failure.
- Subscribe to relevant publications.

- Conduct labor market surveys.
- Conduct other allowable WIOA activities in the private sector.

FUNDING ALLOWABILITY

Generally, USDOL Employment and Training Administration programs like the Workforce Innovation and Opportunity Act allow for the purchase of outreach and informational materials. Other programs depend on grantor preference on the issue or the nature of the services provided. The “Outreach/Informational Items Decision Tree” in Attachment I is provided as a resource tool for determining funding allowability. All outreach expenses may be subject to audit.

PRIOR WRITTEN APPROVAL

Prior written approval is not required to purchase allowable program outreach activities. Prior written approval is required for any purchases of allowable outreach/informational items exceeding 5,000 in total for the program year. Exceptions can be made to this policy on a case-by-case basis by the Executive Director.

DOCUMENTATION

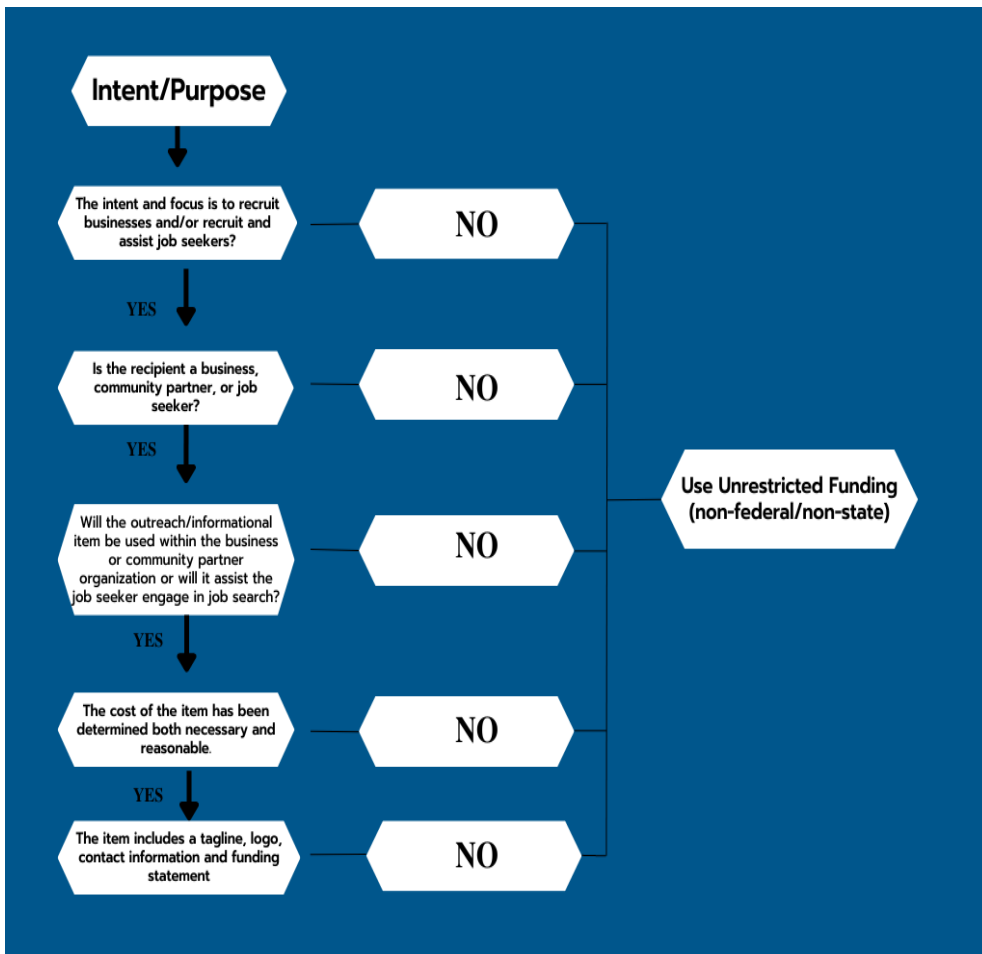
The Board and sub-recipients must have good, clear supporting documentation for all costs associated with program outreach and informational activities. Good, clear supporting documentation establishes that the expenditure:

- meets the cost principles (is necessary and reasonable for proper and efficient performance and administration of the grant);
- is allocable to the grant based upon benefits received.
- is authorized or not prohibited under federal, state, or local laws or regulations.
- conforms to any limitations or exclusions outlined in the principles, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items; and
- is consistent with policies, regulations, and procedures that apply.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA; 29 U.S.C. 2701 et seq.)
- Regulations for the Workforce Development Systems Under Title I of WIOA (20 C.F.R. Part 675 et seq.)
- Title 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance).

**Attachment I Outreach/Informational Items
Decision Tree**



Attachment II Questions and Answers

1. What's the intent or purpose of the transaction (items purchased)?

- **Transactions benefitting the client:** the intent or purpose should be to assist the client in their employment and training activities or to direct the client to the services provided by the federal program(s).
- **Transactions benefitting the program(s) offered:** the information included should be clear and purposeful. For example, if the item purchased is a banner showcasing Veterans Services, the banner should clearly display the programs and/or services offered.
- **Transactions benefitting businesses and other stakeholders:** the intent should be to highlight the services that the federal program(s) can provide to the business. For example, testing prospective employees or providing an overview of the program/s available, etc.

2. Who will benefit from the transaction?

As you analyze this question, think about the benefits to the targeted audience. The transaction might benefit the job seeker/client by increasing their awareness of the program or services. Employers might be drawn into using programs or services when they are reminded of the provided transaction. Also, the transaction will hopefully enhance or create new relationships with employers. And lastly, advertisements for outreach efforts should be designed to draw in those customers seeking services, such as job seekers looking for employment and training opportunities or employers who are considering hiring staff.

- Will the items purchased benefit the job seeker/client?
- Will they create relationships with potential employers?
- In the case of ads in the local media outlets, are the ads designed to draw in those seeking our services, or are they designed to reach out to local businesses that may be contemplating hiring?

3. Can the items be intended solely for personal use?

Items purchased using federal monies are not intended solely for personal use. Items purchased for clients should assist the client in finding a job or completing the program objectives as intended by the grant or program. Gadgets and toys that don't support program activities should be purchased with money or awards that are not from federal sources.

4. What programs, services, and organizations must be identified?

Outreach, advertising, public relations, and informational activities may highlight the programs or services provided by the grants, but may **not** focus on an organization including workforce centers, a governmental agency, a business, a partner or sub-contractor, or any other service provider

- Those clients or businesses receiving materials should be able to understand what programs and services are available.
- Organizations (such as a workforce center or Local Area) should not be the main

focus of the outreach materials. Focus on the organization may not provide enough detail and understanding of the programs and services available at the organization. An organization must be a part of the design, but programs and services must be included to make the messaging meaningful.

- When including information about the programs, a locally branded name can be used to describe that program; however, contact information must be added to the design so that the recipient will know how to take further actions and whom to contact.

5. What level of detail is acceptable when there is “limited space available” on the item purchased?

At a minimum, there should be a URL that directs the user to specific information on the program or service from which they will receive the benefit.

6. When including a website in the design, what URL is acceptable?

The pages that the user is directed to must contain information on the programs/ services offered and the funding source. Including basic contact information such as an address, phone number, and business hours is encouraged. For example, if your outreach item will be funded with WIOA Youth program money, the appropriate link to include would direct the client to the WIOA Youth page on the website.

Equal Opportunity Programs/Employer

Auxiliary aids and services are available upon request for individuals with disabilities.

*Youth WEP Modification



Mississippi Valley Workforce Development Board

Youth Work Experience Policy

Amendment Date: March 28, 2022

Approved Date: February 15, 2021

Effective Date: December 6, 2022

Purpose

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

Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

Types of Work Experience

WEPs may include the following types:

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

WIOA Expenditure Requirements

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

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

managing the WEP.

- Staff time spent evaluating the WEP.
- Participant in WEP orientation sessions.
- Employer WEP orientation sessions.
- Classroom training or the required academic education component directly related to the WEP.
- Incentive payments directly tied to the completion of WEP; and
- Employability skills/job readiness training to prepare youth for a WEP.
- Supportive services that enable WIOA participants to participate in a WP.

Commented [MS1]: Proposing this addition to the policy based on the latest TEGL released.

Worksite Agreement

Every WEP opportunity will include a written, signed WEP agreement between the authorized youth services provider representative and an authorized employer representative before the start of work.

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

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

Commented [LR2]: These requirements are listed under Wages and Funding Limits section(s) and should be here in order to be included in Worksite agreement

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

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

A WEP program is not intended for long-term continued training within the occupation. A WEP contract must be limited to the period of time required for a participant to gain employability skills and knowledge of employer expectations required for unsubsidized employment, as well as the specific skills or knowledge needed to perform the daily duties and tasks of a specific career.

In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's ISS. All determinations must be documented.

Procedural Guidance

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

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

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

Employer Eligibility

The WEP Employer:

- Must be a legal business/entity by all federal, state, and local laws.
- Every employer of employees subject to the Fair Labor Standards Act's minimum wage provisions must post, and keep posted, a notice explaining the Act in a place in all their establishments to permit employees to readily read it.
- Must have safe and healthy working conditions with no previously reported OSHA violations that have been reported but have not been corrected.
- Does not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, physical or mental disability, political beliefs or affiliations, or age; WIOA Sec. 188(a)(2)
- Shall not terminate the employment of any of their current employees or otherwise reduce its workforce either fully or partially (such as reduction in hours or benefits) with the intention of filling the vacancy with a WEP participant or as the result of having a WEP participant; 20 CFR 683.270

- Shall not allow the WEP activity to result in the infringement of promotional opportunities of their current employees; 20 CFR 683.270
- Shall not allow the participant to be involved in the construction, operation, or maintenance of any part of any facility that is used, or to be used, for religious instruction or as a place for religious worship; WIOA Sec. 188(a)(3)
- The employer must not currently be involved in a labor dispute or have workers currently in layoff status. 20 CFR 680.840

Documentation

The Youth services provider will record all WEP activities in Iowa *WORKS*. Participant-scanned files must contain the required WEP documentation:

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

Duration and Limits

The participant may enter into more than one paid WEP activity before exiting from the WIOA youth program. A WEP agreement at one worksite can be written for a maximum of 13 calendar weeks unless the agreement is for a part-time WEP of fewer than 520 hours, then the WEP activity period can be extended to a maximum of 26 weeks.

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

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

Wages

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

Funding Limits

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

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

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

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

Monitoring

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

Exceptions

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

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

*Records Retention Policy



Mississippi Valley Workforce Development Board

RECORD RETENTION AND PUBLIC ACCESS POLICY

Approved Date:

Effective Date:

PURPOSE

This policy sets forth the minimum requirements for the Mississippi Valley Workforce Development Board (MVWDB) and its sub-recipients for the timeframes of record retention (paper and/or electronic) and the extent to which such records may be made available to the public.

BACKGROUND

Grantees, sub-recipients, and contractors funded under the Workforce Innovation and Opportunity Act (WIOA) must abide by WIOA law, regulations, and guidance, all applicable Office of Management and Budget (OMB) Circulars, state regulations in laws and rules, Iowa Statutes, and State WIOA policies.

POLICY

Public agencies and non-public agencies will comply with the applicable records retention and disclosure laws in regard to WIOA records. Recipients of WIOA funds must keep records that are sufficient to permit the preparation of reports required by the Secretary of Labor and the tracing of funds to a level of expenditure adequate to ensure that the funds have been spent lawfully. This policy covers both federal and non-federal funding through the MVWDB.

RECORD RETENTION

Grantees, sub-recipients, fiscal agents, and contractors are required to maintain and retain records of all fiscal and program activities funded under WIOA. With some exceptions, such records must be available to the public. The minimum requirements, timeframes for records retention, and the extent to which such records may be made available to the public are as follows:

1. Retain all records pertinent to grants, grant agreements, interagency agreements, contracts, or any other awards, including financial, statistical, property, and supporting documentation, for a period of at least five (5) years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency.
2. Retain all records of non-expendable property for a period of at least five (5) years after the final disposition of the property.
3. Retain all program and data validation records pertinent to applicants, registrants, eligible applicants/registrants, participants, employees, and applicants for

employment for a period of not less than five (5) years from the point that the record is no longer included in reportable outcomes (as opposed to the close of the applicant's program year).

4. When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
5. Retain records regarding complaints and actions taken on complaints for at least five (5) years from the date of the resolution of the complaints.
6. Retain all records beyond the required five (5) years if any litigation or audit is underway or a claim is instituted involving the grant or agreement covered by the records. The records must be retained for at least five (5) years after the litigation, audit, or claim has been resolved.
7. In the event of the termination of the relationship between MVWDB and the subrecipient, the subrecipient will transfer ownership of the records to MVWDB. The subrecipient will make copies of records and take responsibility for maintaining and retaining the records of the sub-recipient for five (5) years or otherwise outlined in this policy.
8. Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
9. Indirect cost rate proposals and cost allocation plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).
 - a. If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 5-year retention period for its supporting records starts from the date of such submission.
 - b. If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 5-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.
10. All records retained beyond the mandatory retention period are subject to audit and/or review.

RECORDS STORAGE

1. Records shall be retained in a manner that will preserve their integrity and admissibility as evidence in any audit litigation or other proceeding. The burden of production and authentication of the records shall be on the custodian of the records.
2. Photocopied records can be substituted for original records if complete and unaltered because they are generally accepted as admissible for evidence purposes.
3. In the event data is stored in a computer or similar device, any printout or file readable by sight, shown to reflect the data accurately, is an original.
4. To prove the content of a writing or recording, the original writing or recording is required.

DISASTER RECOVERY

Occasionally, records are destroyed by fires, vandalism, or natural disasters such as floods, storms, and earthquakes. Recipients/sub-recipients must have a satisfactory plan of record recovery if critical records are lost.

LIMITATION OF PUBLIC ACCESS TO RECORDS

Personal records of WIOA registrants are private and confidential and will not be disclosed to the public. Personal information will be made available to the MVWDB, MVWDB staff, and MVWDB partners or service providers on a selective basis consistent with the registrant's signed "Authorization to Share Information and Records" form upon request for the purpose of the program and/or financial monitoring and audits. In addition, this information may be made available to persons or entities having responsibilities under WIOA, including representatives of:

- The U.S. Department of Labor
- The Governor
- WIOA Grant Recipients and Public Agencies
- State WDB
- Local Subrecipients
- MVWDB Consultants
- MVWDB Consortium Members/Contractors
- MVWDB Designated Auditors/Contract Evaluators

The conditions under which information may be released or withheld are shown below:

- WIOA registrants will have access to all information concerning themselves as individuals unless the records or information are exempt from disclosure.
- The names of MVWDB, and sub-recipient staff in positions funded by WIOA, in part or in whole, will be a matter of public record. Other information pertaining to these recipients or subrecipient employees will be made available to the public in the same manner and to the same extent as such information is made available on staff in positions not funded by WIOA.

IOWA OPEN RECORDS LAW

The Iowa Open Records Law is a series of laws designed to guarantee that the public has access to public records of government bodies at all levels. The law includes all records of government agencies except where the documents have been deemed confidential. Exemptions can be found at Iowa Chapter 22.2.

Anyone can request public records and the law does not require a statement of purpose for records requests. There are no restrictions for use of the records in the law and 10-20 days is required for a record request response to be completed.

PY23 Budget

PY 23 Budget Estimate

PY23 Estimated Amounts and Difference from PY22				
Streams	PY22	Estimated PY23	Decrease	% Change
Admin	\$326,116.00	\$305,628.30	\$20,487.70	6.28%
Youth Program	\$1,270,134.00	\$1,154,453.40	\$115,680.60	9.11%
Adult Program	\$993,548.00	\$924,950.70	\$68,597.30	6.90%
DW Program	\$671,369.00	\$671,250.60	\$118.40	0.02%
Total	\$3,261,167.00	\$3,056,283.00	\$204,884.00	6.28%

Estimated Carryover and Previous Carryover Amounts		
Streams	Previous Carryover	Estimated Carryover
Admin	167,124.02	175,000
Youth Program	659,066.47	420,000
Adult Program	212,751.97	145,000.00
DW Program	180,288.99	130,000.00
Total	1,219,231.45	870,000

Estimated Total Levels PY23	
Streams	Amount
Admin	\$480,628.30
Youth Program	\$1,574,453.40
Adult Program	\$1,069,950.70
DW Program	\$801,250.60
Total	\$3,926,283.00

Infrastructure Funding Agreements (IFAs)



Mississippi Valley Workforce Development Board

MOU and Infrastructure Funding Agreement Overview

The local workforce development board has responsibility for negotiating and developing the memorandum of understanding, including the one-stop operating budget. The board, utilizing its staff, must convene the partners to complete this task.

The Memorandum of Understanding (MOU) is the agreement that outlines the operation of the one-stop delivery system and identifies the role each partner will play.

- How will the one-stop system provide services?
- How will the one-stop system be funded?

The goal of the one-stop operating budget is to develop a funding mechanism that:

- Establishes and maintains the local workforce system and meets the needs of all customers.
- Reduces duplication and maximizes program impact through Partner sharing of services and resources.
- Reduces overhead costs for any one Partner by streamlining and sharing costs.
- Ensures costs are appropriately shared by Partners by determining contributions based on proportionate use and relative benefit received.

Each entity that carries out programs or activities through a local One-Stop center must use a portion of their funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop Centers. Currently, we have 20 programs offering services through the Iowa *WORKS* Centers.

The **Infrastructure Funding Agreement** is a component of the MOU that details the financial plan to fund the services and operating costs of the one-stop delivery system. There are two types of costs making up the Agreement, Infrastructure Costs and Additional Shared Costs.

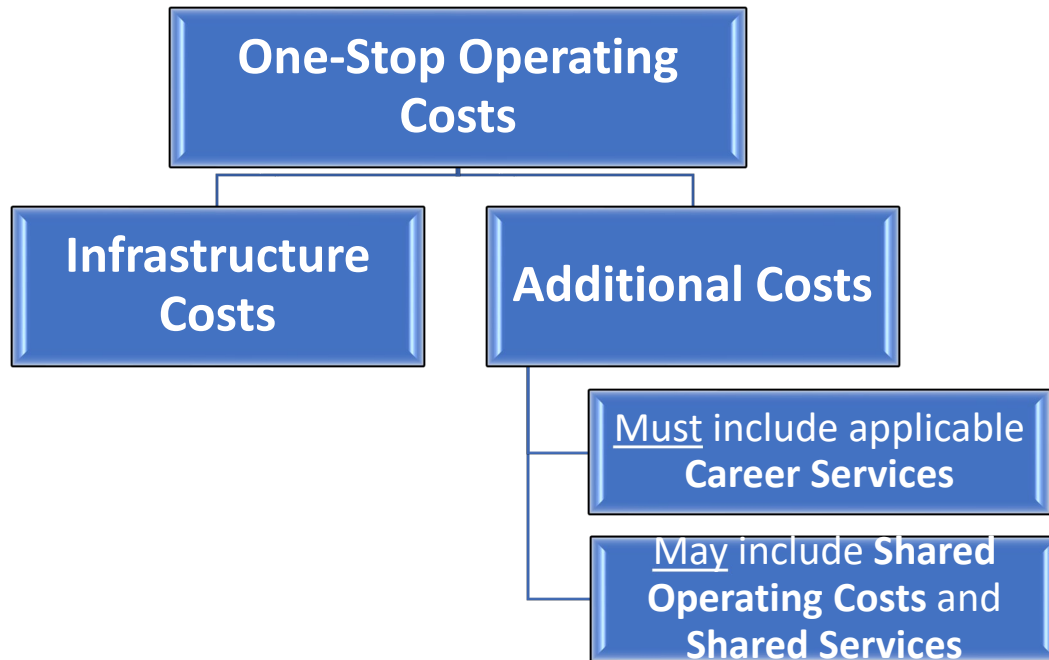
- Infrastructure costs –ALL required one-stop partners in the local area regardless of co-location at the center must pay these costs.
- Additional shared costs –only those required partners who have agreed to share in the costs of one or more career services and/or any other shared service(s).

Types of Infrastructure Costs:

- Facility Costs
- Space costs – lease agreements, depreciation costs
- Utility Costs – heat, electricity, etc.
- Insurance - building
- Equipment - adaptive technology

- Security Costs
- Maintenance Costs
- Signage-related costs
- Contracts related to facilities, buildings, etc.
- Costs to keep the building open, etc.

*Note the Infrastructure Costs **CANNOT** include any personnel costs.*



Additional Costs

Shared Costs

- Front Desk staff
- One-Stop Operator
- Resource Room Staff
- Training Software

Career Services Costs

- Initial intake
- Identification of appropriate services
- Assessment of needs
- Referrals to other One-Stop partners
- Appraisal of basic skills
- Business services

Cost Allocation

- Partners must agree on their methodologies for cost allocation.
- An allocation base must be selected that can include:

- # of Enrollments
- Square Footage
- Number of Full-Time Equivalentents

Cost Category, Cost Pool, and Cost Item

- Each expense is categorized into one cost category, costs are either Infrastructure costs, career services, or shared costs.
- Next costs are put into a cost pool. Examples of cost pools include but are not limited to general office, accessibility, consultants, facilities, etc.
- Finally, they are identified by their cost item.

For example, the AJC wants to hire a staff to run the front desk, it would be categorized as follows:

- Cost Category - Shared Costs
- Cost Pool - Contracted Services
- Cost Item – Front Desk Staff

Note: Since this is a shared cost and not an Infrastructure Cost, not all WIOA-required partners would be required to contribute to this Cost Category.

Reconciliation

Reconciliation is a required component of the IFA that is typically completed by the local grant recipient. All partner contributions, regardless of the type, must be reconciled on a regular basis (i.e., monthly or quarterly). Reconciliation should include a comparison of planned to actual expenses from the one-stop operating budget as well as actual expenses occurred vs. relative benefits received. The purpose of reconciliation is to ensure each partner program is contributing its proportionate share in accordance with the terms of the MOU.

Impasse

- If a local negotiation impasse persists, assistance may be requested from the US Department of Labor Region V office to preserve the local funding mechanism.
- The LWDB and partners must document the negotiations and efforts that have taken place in the MOU.
- If the local WDB fails to reach a consensus with all required partners regarding contributions to infrastructure costs, the State funding mechanism (SFM) for infrastructure cost funding is triggered. The SFM is intended as a failsafe if local partners cannot come to consensus regarding infrastructure funding.

In-Person Full Board Meetings



Mississippi Valley Workforce Development Board

PY23 In-Person Full Board Meeting Proposal

In PY21 we tried having one full board meeting in-person along with each committee holding one in-person meeting during the program year. The proposal for PY23 is to hold all full board meetings in-person and have all committee meetings held virtually over Zoom.

One possible option is to move the meeting time to 12:00 – 1:30 and provide lunch or have it directly after lunch from 1:00-2:30 so that individuals are not traveling late at night as our normal meeting time is 5:00 p.m.

***Note:** The annual board training would be held on November 30th in Burlington should we follow the same schedule as past years.*

August 21st, 2023

1:00 – 2:30

Davenport IowaWORKS Center

November 20, 2023

1:00 -2:30

Muscatine

February 19, 2024

1:00 – 2:30

Burlington IowaWORKS Center

May 20, 2024

1:00 – 2:30

Muscatine

Board Report