



Mississippi Valley Workforce Development Board

Full Board Meeting Agenda

Monday, August 21, 1:00 p.m. – 2:30 p.m.

In-person – Davenport IowaWORKS 1801 East Kimberly Rd. Suite A Davenport, IA 52807

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	Tyler Lanz
Introductions/New Members	Dennis Duke
*Consent Agenda	Dennis Duke
Excused Absences	
Approval of Agenda	
Approval of Previous Minutes	
Newsletter	
Financial Report Summary	

Standing Committee Reports

Executive Committee Report (Page 32)	Dennis Duke
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New Business

*PY23 Program Budgets (Page 39)	Kendra Schaapveld
*One Stop Operator PY23 Budget (Page 56)	Nick Clayton
*In-Demand Industries and Policy (Page 61)	Mandy Tripp
*Outreach Expense Policy (Page 67)	Miranda Swafford
*Whistleblower Policy (Page 78)	Mandy Tripp
Title I Annual Review (Page 81)	Kendra Schaapveld
VR Year in Review (Page 92)	Kendra Schaapveld
Job Quality Update (Page 101)	Andrea Taylor
Board Staff Report (Page 108)	Board Staff

Other Business

Public Comment

*Adjournment	Dennis Duke
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*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 Mandy Tripp at assistant@mississippivalleyworkforce.org

*Consent Agenda

Documents Included: Agenda, Previous Meeting Minutes, Newsletter, Financial Report Summary

Action Requested: Approve consent agenda



Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes May 15, 2023

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, May 15, 2023, at 1:00 p.m. in-person at Hon Headquarters in Muscatine with a Zoom conferencing option.

CALL TO ORDER

Duke called the meeting to order at 1:11 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, Jana Wittenberg, Jacob Nye, Cynthia Whalen, and Ryan Drew

Board Members Absent: Cory Bergfeld (excused), Brad Quigley (unexcused)

CEO Present: Jim Irwin, Chuck Holmes, Danny Chick, Don Schwenker, Jean Dickson, Chad White, and Shane McCampbell

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

Contractor Staff: Cherisa Price-Wells, Regional Project Director, Kendra Schaapveld, Project Director, Tabytha Siegfried, Quality Assurance, Taylor Longstreth, Operations Supervisor, Shannon Weaver, Operations Supervisor, Nick Clayton, One-Stop Operator, Jennifer Schuster, Business Service Consultant, Autumn Fjeld, Career Navigator

Guest: Ken Petersen, Brianna Lee

QUORUM

A quorum was established for the board to conduct business.

EXCUSED ABSENCES

Nicol made a motion to excuse the absence of Bergfeld, seconded by Reynolds, and the motion carried. Quigley had an unexcused absence.

APPROVAL OF AGENDA

Drew made a motion to approve the agenda, seconded by Reynolds, and the motion carried.

APPROVAL OF MINUTES

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

SUCCESS STORY

Schuster presented a success story with Fjeld about an on-the-job training success with Ken Petersen Insurance in Burlington. The participant was also present to give her experience in the program including how the career navigator helped her after a referral from her HISED teacher

with more than she expected from resume help to finding her job. The participant shared how happy she was that she was referred and how well it has been going. Ken Petersen spoke very highly of the participant and the process for the job placement, he said the participant has been a great asset to his office.

EXECUTIVE COMMITTEE REPORT

Duke summarized the report advising the policies that have been updated and approved. Duke advised the committee voted for the board to serve as the local grant recipient. Duke advised they approved the \$30,000 transfer from the adult budget to the dislocated worker budget.

FINANCE COMMITTEE

Bassow advised she was not at the last finance meeting and requested Swafford present the committee report. Swafford presented the information from the packet advising the invoices are on track and there was nothing to note.

YOUTH COMMITTEE

Nye advised we continue to struggle with performance measures, possibly due to taking on people who may meet eligibility criteria but are not suitable for the program to follow through with the requirements. The committee continues to try to work through the challenges as they are presented.

OPERATIONS COMMITTEE

Nicol advised the last meeting did not have a quorum. He stated the biggest change for the operations committee is they will be testing a new format for reporting out the data and trying to have a narrative from the numbers to make sense of it and use it to shift the focus.

BUSINESS COMMITTEE

Parchert advised they welcomed two new members to the business committee this past month, Stacy Borgeson from Grow Clinton, and Stephanie Torrance from Goodwill. The main focus of the committee has been reviewing the Retrain & Retain grant applications, so far two have been approved: Carl A. Nelson Co and Novelis.

NEWSLETTER QUESTIONS

There were no questions and Swafford advised this will replace the report-outs to save time at full board meetings moving forward.

NEW BUSINESS

***BOARD ELECTIONS**

Duke requested nominations for new board officer positions, but none were given. Nye made a motion to continue with the current board officers Dennis Duke, Kirby Phillips, Matthew Nicol, and Lori Bassow, Parchert seconded, and the motion carried.

MONITORING AND PERFORMANCE

Tripp presented the IWD monitoring report with a broad overview of 6 findings, none that were significant and no disallowed costs. Reynolds asked for clarification on the EOO finding and Swafford provided clarification and that it was removed due to the documentation not being a

board document, but a state document that was missing the EOO information. Swafford presented the performance goals and Phillips asked how the goals are connected to the performance and felt they should be directly correlated. Bell asked a question about the goals being based on everyone enrolled in the program. Price-Wells answered that yes, they do count everyone enrolled. She gave an overview of how they can get to the end goal. Swafford advised that a subject matter expert will be brought in to train at the annual board training on this topic for a better understanding.

***CONTRACT EXTENSIONS**

Duke advised they needed to vote on extending the current contracts for the OSO, and Title One provider. Nye made a motion to extend the contract by one year, Bell seconded the motion and the motion carried.

***IN-DEMAND INDUSTRIES**

Tripp presented the information that was provided in the packet and broke it down by explaining where the documents in the packet about labor market information for in-demand industries were from IWD, LightCast, and Future Ready Iowa's website. Tripp advised the industries chosen need to meet the self-sufficiency threshold or be a career path that will lead to self-sufficiency.

Swafford advised this is the first time the board is completing this task and is required by WIOA. It will affect where participants can be placed by Title One Staff for OJT and WBL.

Reynolds liked the "next steps" portion of the In-demand form and requested it be in all packets so they know what their role is and what should be discussed during the meetings to get things accomplished. She liked the idea of an executive summary overview.

Parchert advised she felt in our area Manufacturing, IT, Healthcare, Logistics, and essential jobs that were determined during the pandemic should be considered in-demand industries, and while she felt it was important to have broad industries, she was not opposed to it being narrowed down. Reynolds felt the Future Ready Iowa list was sufficient for a starting place. Swafford requested Weaver explain the last dollar scholarship process since that is a part of the Future Ready Iowa program. Weaver advised it is FAFSA based, and the last dollar scholarship will pay 90% of the tuition, but WIOA pays first which would present a challenge to investing our WIOA funds. Whalen clarified that even if someone is not going to college, they could still choose to participate in a field that doesn't result in a degree, Weaver clarified that yes that still is an option with consumer choice still being required. Irwin requested Tripp send out only the LMI data to the board to review for further discussion. Bell made a motion to table the decision until the August 21, 2023, meeting, Reynolds seconded that motion and the motion carried.

***OUTREACH POLICY AND STRATEGY UPDATE**

Nicol advised this policy covers funding sources and what can be purchased for swag with WIOA funds. Nye requested the information from the Buy American Act be included in this policy. Bell and Irwin asked if there was a limit on cost for the Buy American Act, Swafford and Nye did not know for sure. Drew made a motion to table this topic until the August meeting when the policy can be updated with that language, seconded by Bell and the motion carried.

***YOUTH WORK EXPERIENCE POLICY MODIFICATION**

Nye advised the policy was amended due to an updated TEGL that now included Supportive Services for work experience. That was the only addition to the policy. Reynolds made a motion to approve the policy modification, seconded by Nicol, and the motion carried.

***RECORDS RETENTION POLICY**

Swafford presented the policy advising it is required to retain all WIOA records for 5 years and an additional 5 years if there is litigation. Participants always have access to their files and the board must comply with the Iowa Open Records law. Bassow asked if it had a specific form that had to be submitted, Swafford advised it did not. Bassow made a motion to accept the policy, seconded by Drew and the motion carried.

PY23 BUDGET

Swafford advised we have not received our official allocations for PY23, but these are the estimates given by IWD in the last couple of weeks, they advised the budgets may increase, but at this time this is a rough estimate. Reynolds asked for clarification on the carry-over estimates and Swafford explained what the carry-over funding means.

INFRASTRUCTURE FUNDING AGREEMENTS

Swafford advised starting July 1, 2023; the state will release guidance on creating Infrastructure Funding Agreements (IFA). Swafford advised all the partners will come together to do a budget for each center for all the costs associated with running the centers. Swafford shared the types of costs included and that it will be in a cost allocation format. Swafford advised the State wants to require it to be reconciled quarterly, but other states only do it semi-annually, so she has asked the state to reconsider this when they release the guidance.

IN-PERSON FULL BOARD MEETINGS

Duke advised the proposed dates for in-person quarterly board meetings be moved to 1:00-2:30 p.m. for PY23 are August 21, 2023, in Davenport, November 20, 2023, in Muscatine, February 19, 2024, in Burlington and May 20, 2024, in Muscatine. No opposition was raised during the discussion.

BOARD STAFF REPORT

Swafford advised we were accepted to the Job Quality Academy and the first session is June 27-30th in Washington D.C. Taylor and Tripp did not have any updates.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

***ADJOURNMENT**

Nye made a motion to adjourn the meeting, seconded by Drew, and the motion carried. Duke adjourned the meeting at 2:38 p.m.

THE QUARTERLY ADVISOR



April 1- June 31, 2023

Announcements

- August 14, 2023 Quad Cities Success Fair
- August 21, 2023 In Person Board Meeting
- September 21, 2023 SE Iowa Regional Job Fair

Business Services

- 810 Services Provided
- 322 Businesses Served
- 12 In-house Job Fairs
- 2 Off site Job Fairs

Rapid Response Events

- West Liberty Foods
- Lutheran Services of Iowa
- Bitwise
- David's Bridal
- Durham School Services
- Iowa Wesleyan University



Retrain & Retain Grant applications still being accepted



Scan the QR code or visit the website for more information

www.mississippivalleyworkforce.org/grants

CUSTOMER SATISFACTION

86%

WORKSHOPS ATTENDED

2359

PARTNER REFERRALS

187

JOB CANDIDATES SERVED



Adult & Dislocated Worker Services

Enrolled:	15
Active Receiving Services:	185
Follow Up:	177
Services Provided:	314
Work Based Learning:	14
Scholarships:	4

Youth Services

Enrolled:	35
Active Receiving Services:	104
Receiving Follow Up Services:	68
Services Provided:	479
Work Based Learning:	7
Scholarships:	5

Employment Services

New Enrollments:	903
Total Individuals Served:	3,393
Total Veterans Served:	204
Total Services Provided:	24,774



Adult Education Services

Total Participants:	1,446
Corrections HiSET Tested:	60
Corrections Graduates:	45
Community HiSET Tested:	327
Community Graduates:	240

Disability Services

Total Served:	1416
Successful Closures:	203
Hourly Wage of Successful Closures:	\$14.25
Unsuccessful Closures:	169
Co-Enrolled with Partners:	16.9%

ACCELERATE IOWA Success Stories

A local insurance agent shared he had a part-time administrative assistant position to fill. After interviewing Brianna, Ken agreed to hire her through our OJT program. Over the past two months, Ken and his staff have been highly impressed with Brianna. She has proven to be a valuable asset, quickly changing the minds of her initially skeptical coworkers. Ken described Brianna as a fast learner, receptive to feedback, motivated, and always ready to help. In April, Brianna achieved her HISED through SCC. She has enjoyed working with Ken and his team so much that she expressed her desire to become a licensed Insurance Agent. At last update, Brianna has passed her exams to become a licensed insurance agent.

In November of 2021, a young girl entered foster care and later moved to kinship care due to the challenges she had faced since a young age. Her academic performance suffered, reflecting the trauma and lack of support in her life. However, everything changed when she joined the WIOA program. The program provided attendance stipends and grade incentives, reigniting her motivation and improving her GPA from 2.0 to almost 3.0. With the program's support, she gained credits rapidly, putting her ahead in her academic journey and allowing her to pursue college courses while still in high school.

The WIOA program went beyond academics, helping her secure her first job and transition into on-the-job training at a local humane society. She showed dedication and completed the training successfully, while also saving money to purchase her own car within six months. Today, she stands as a symbol of hope and determination, set to be the first in her family to graduate high school and on her way to earning an associate degree. Her story demonstrates that with the right support, anyone can overcome barriers and create their own success.

Unemployment Rates and Labor Force Data (May)

<u>County</u>	<u>UI Rate</u>	<u>Labor Force</u>	<u>Unemployed</u>
Des Moines	3.8%	18380	700
Henry	2.9%	9440	280
Lee	3.8%	14740	560
Louisa	2.6%	5960	160
Muscatine	2.8%	20890	600
Jackson	2.8%	10830	300
Clinton	3.3%	22620	760
Scott	3.2%	89600	2900

Hiring Events

April

Burlington: 5 Events 62 Attendees

Davenport: 1 Events 45 Attendees

May

Burlington: 3 Events 32 Attendees

Davenport: 1 Events 17 Attendees

June

Burlington: 2 Events 16 Attendees

Davenport: 2 Events 65 Attendees

Average Daily Center Traffic

<u>Vos Greeter</u>	<u>April</u>	<u>May</u>	<u>June</u>
<u>Burlington</u>	30	25	26
<u>Davenport</u>	50	53	58

Hiring Event Highlight

Refugee Job Fair

36 Employers

8 Resource Tables

96 Refugee and Immigrant Job Seekers

Quarterly Board Meeting Highlights

The Quarterly Board meeting was held on May 15, 2023, in person at Hon Headquarters in Muscatine.

- All quarterly meetings will now be held in person, alternating locations for those who have to travel. August Meeting will be held at the Davenport AJC 1801 E Kimberly Rd at 1 p.m.
- Dennis Duke, Kirby Phillips, Matthew Nicol, and Lori Bassow ran a tight race but were all re-elected to their respective positions on the board.
- IWD Monitoring and Performance were presented, and questions answered, there were no disallowed costs.
- Policies approved: Youth Work Experience Policy Modification and Records Retention Policy. The Outreach Policy was tabled until August when the Buy American Act language could be added to the policy.
- Contract extensions were approved for the One-Stop Operator and Title One Provider.
- In-demand Industries were discussed and will be decided at the August Board Meeting.

The Board Corner

- MVWDB applied and was selected as 1 of 16 teams nationally to participate in the Job Quality Academy.
- MVWDB also selected as 1 of 20 teams nationally to participate in the JFF Workforce Communities of Action.
- MVWDB applied for and won \$2500 grant from the North Scott Rotary to enhance the Davenport Youth Space.
- The MVWDB launched the Accelerate Iowa Program with it's new logo.

ACCELERATE
IOWA

CIJDC

WIOA Statement of Rev & Exp YTD

For the Month Ending June 30th, 2023 FINAL

	Administration	Adult Program	Dislocated Worker Program	NDWG Program
WIOA Grant Revenues				
WIOA Grant - Administration	\$333,359.36			
WIOA Grant- Adult		\$916,264.20		
WIOA Grant- Dislocated Worker			\$673,638.78	
WIOA Grant- NDWG				\$59,336.07
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$333,359.36	\$916,264.20	\$673,638.78	\$59,336.07
WIOA Expenses				
Board Salaries and Benefits	\$189,952.57	\$30,108.27	\$30,108.27	\$419.75
Fiscal Agent Costs	\$68,196.00	\$0.00	\$0.00	\$0.00
Subleases	\$0.00	\$52,880.37	\$52,880.37	\$0.00
Contractual RFP's	\$0.00	\$0.00	\$0.00	\$0.00
One Stop Operator	\$0.00	\$33,634.37	\$33,634.37	\$0.00
60110-60190 Salaries 60310-60330 & 60610-60560	\$0.00	\$243,549.16	\$209,426.01	\$32,139.20
Payroll Taxes, Fringe / Work Comp	\$0.00	\$58,146.12	\$46,956.47	\$7,607.26
60850 Mileage & Travel	\$38,205.72	\$16,206.03	\$13,904.92	\$1,203.54
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$1,422.97	\$6,603.61	\$5,622.51	\$110.98
62830, 62860 Outreach & Public Relations / Job Fairs	\$2,092.16	\$7,840.07	\$5,588.60	\$3,940.22
65610 Reimbursable Equipment	\$2,251.11	\$3,789.58	\$2,127.00	\$0.00
62510-62520 Resource Sharing Allocation	\$0.00	\$11,155.45	\$6,402.39	\$0.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$5,493.23	\$17,659.06	\$13,771.16	\$76.69
Information Technology	\$6,723.18	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$6,648.50	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$1,487.16	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$10,049.56	\$0.00	\$0.00	\$0.00
Printing	\$837.20	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$38,064.18	\$31,686.23	\$4,469.83
Management Fee	\$0.00	\$48,057.46	\$42,683.02	\$4,641.72
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00
67408 Instructional Training	\$0.00	\$197,977.28	\$50,867.20	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$81,545.83	\$130,633.70	\$0.00
67426 Individual Career Services- New Service	\$0.00	\$2,766.00	\$2,045.00	\$0.00
67422 On the Job Training	\$0.00	\$81,094.05	\$26,497.34	\$0.00
67418,67420 Client Awards/Incentives	\$0.00	\$13,473.09	\$0.00	\$4,726.88
5% WEX Markup	\$0.00	\$4,054.72	\$1,324.86	\$0.00
Unobligated/Unbudgeted Grant	\$0.00	\$1,293.87	\$1,113.73	\$0.00
TOTAL	\$333,359.36	\$916,264.20	\$673,638.78	\$59,336.07

CIJDC

WIOA Statement of Rev & Exp YTD

For the Month Ending June 30th, 2023 FINAL

	Youth Program Out of School	Youth Program In School	One Stop Operator	Year To Date
WIOA Grant Revenues				
WIOA Grant - Administration			\$0.00	\$333,359.36
WIOA Grant- Adult			\$33,634.37	\$949,898.57
WIOA Grant- Dislocated Worker			\$33,634.37	\$707,273.15
WIOA Grant- NDWG			\$0.00	\$59,336.07
WIOA Grant- Youth Out of School	\$1,209,845.73		\$25,225.75	\$1,235,071.48
WIOA Grant- Youth In School		\$303,136.51	\$8,408.60	\$311,545.11
TOTAL	\$1,209,845.73	\$303,136.51	\$100,903.09	\$3,596,483.74
WIOA Expenses				
Board Salaries and Benefits	\$22,581.20	\$7,527.07	\$0.00	\$280,697.13
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$68,196.00
Subleases	\$40,862.08	\$13,620.67	\$0.00	\$160,243.49
Contractual RFP's	\$2,580.00	\$860.00	\$0.00	\$3,440.00
One Stop Operator	\$25,225.75	\$8,408.60	\$0.00	\$100,903.09
60110-60190 Salaries 60310-60330 & 60610-60560	\$456,227.32	\$118,459.24	\$44,675.15	\$1,059,800.93
Payroll Taxes, Fringe / Work Comp	\$113,378.18	\$29,708.98	\$10,631.21	\$255,797.01
60850 Mileage & Travel	\$27,445.74	\$7,099.65	\$7,401.60	\$104,065.60
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$18,100.25	\$4,578.43	\$743.78	\$36,438.75
62830, 62860 Outreach & Public Relations / Job Fairs	\$20,946.32	\$3,434.14	\$0.00	\$43,841.51
65610 Reimbursable Equipment	\$94,220.06	\$14,406.51	\$0.00	\$116,794.26
62510-62520 Resource Sharing Allocation	\$21,193.27	\$4,134.73	\$0.00	\$42,885.84
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$29,679.53	\$7,461.23	\$2,563.25	\$74,140.90
Information Technology	\$0.00	\$0.00	\$0.00	\$6,723.18
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$6,648.50
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$1,487.16
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$10,049.56
Printing	\$0.00	\$0.00	\$0.00	\$837.20
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$81,478.18	\$19,742.21	\$6,885.37	\$175,440.63
Management Fee	\$84,668.25	\$22,680.01	\$7,944.64	\$202,730.46
65602, 65603 Work Experience	\$36,825.79	\$10,789.80	\$0.00	\$47,615.59
67408 Instructional Training	\$23,760.00	\$0.00	\$0.00	\$272,604.48
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$33,777.27	\$5,028.65	\$0.00	\$250,985.45
67426 Individual Career Services- New Service	\$1,441.00	\$0.00	\$0.00	\$6,252.00
67422 On the Job Training	\$5,199.88	\$6,695.81	\$0.00	\$119,487.08
67418,67420 Client Awards/Incentives	\$91,362.61	\$25,610.00	\$0.00	\$135,172.58
5% WEX Markup	\$1,841.30	\$539.49	\$0.00	\$7,760.37
Unobligated/Unbudgeted Grant	\$2,277.50	\$759.89	\$0.00	\$5,444.99
TOTAL	\$1,209,845.73	\$303,136.51	\$80,845.00	\$3,596,483.74

CIJDC

WIOA Statement of Rev & Exp YTD

For the Month Ending June 30th, 2023 FINAL

	Total Annual Budget	Remaining Budget
WIOA Grant Revenues		
WIOA Grant - Administration	\$493,239.03	\$159,879.67
WIOA Grant- Adult	\$1,176,299.98	\$226,401.41
WIOA Grant- Dislocated Worker	\$881,657.99	\$174,384.84
WIOA Grant- NDWG	\$234,163.40	\$174,827.33
WIOA Grant- Youth Out of School	\$1,375,634.61	\$140,563.13
WIOA Grant- Youth In School	\$553,565.84	\$242,020.73
TOTAL	\$4,714,560.85	\$1,118,077.11
WIOA Expenses		
Board Salaries and Benefits	\$304,440.97	\$23,743.84
Fiscal Agent Costs	\$68,196.31	\$0.31
Subleases	\$155,006.09	-\$5,237.40
Contractual RFP's	\$75,275.01	\$71,835.01
One Stop Operator	\$107,391.09	\$6,488.00
60110-60190 Salaries 60310-60330 & 60610-60560	\$1,145,218.15	\$85,417.22
Payroll Taxes, Fringe / Work Comp	\$298,586.25	\$42,789.24
60850 Mileage & Travel	\$112,167.53	\$8,101.93
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$42,271.19	\$5,832.44
62830, 62860 Outreach & Public Relations / Job Fairs	\$58,293.23	\$14,451.72
65610 Reimbursable Equipment	\$121,126.57	\$4,332.31
62510-62520 Resource Sharing Allocation	\$45,129.38	\$2,243.54
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$80,535.33	\$6,394.43
Information Technology	\$7,000.00	\$276.82
Dues & Subscriptions	\$10,000.00	\$3,351.50
Meeting Expenses	\$4,000.00	\$2,512.84
Conferences and Trainings	\$15,000.00	\$4,950.44
Printing	\$4,000.00	\$3,162.80
Special Initiatives	\$15,000.00	\$15,000.00
Indirect Cost	\$191,476.82	\$16,036.19
Management Fee	\$202,730.45	-\$0.01
65602, 65603 Work Experience	\$459,092.82	\$411,477.23
67408 Instructional Training	\$336,891.64	\$64,287.16
Incumbent Worker Training	\$50,000.00	\$50,000.00
67412 Customer Support Service	\$306,683.73	\$55,698.28
67426 Individual Career Services- New Service	\$17,239.40	\$10,987.40
67422 On the Job Training	\$228,876.26	\$109,389.18
67418,67420 Client Awards/Incentives	\$115,972.61	-\$19,199.97
5% WEX Markup	\$22,954.64	\$15,194.27
Unobligated/Unbudgeted Grant	\$114,005.41	\$108,560.42
TOTAL	\$4,714,560.88	\$1,118,077.14

CIJDC
WIOA Statement of Revenue and Expenses- Administration YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	Administration Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant - Administration	\$333,359.36	\$493,239.03	\$159,879.67	32.41%
	0			
WIOA Expenses				
Board Salaries and Benefits	\$189,952.57	\$210,757.90	\$20,805.33	9.87%
Fiscal Agent Costs	\$68,196.00	\$68,196.31	\$0.31	0.00%
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$0.00	\$0.00	\$0.00	#DIV/0!
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$0.00	#DIV/0!
60850 Mileage & Travel	\$38,205.72	\$30,000.00	-\$8,205.72	-27.35%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$1,422.97	\$5,000.00	\$3,577.03	71.54%
62830, 62860 Outreach & Public Relations / Job Fairs	\$2,092.16	\$15,000.00	\$12,907.84	86.05%
65610 Reimbursable Equipment	\$2,251.11	\$5,000.00	\$2,748.89	54.98%
62510-62520 Resource Sharing Allocation	\$0.00		\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$5,493.23	\$8,500.00	\$3,006.77	35.37%
Information Technology	\$6,723.18	\$7,000.00	\$276.82	3.95%
Dues & Subscriptions	\$6,648.50	\$10,000.00	\$3,351.50	33.52%
Meeting Expenses	\$1,487.16	\$4,000.00	\$2,512.84	62.82%
Conferences and Trainings	\$10,049.56	\$15,000.00	\$4,950.44	33.00%
Printing	\$837.20	\$4,000.00	\$3,162.80	79.07%
Special Initiatives	\$0.00	\$15,000.00	\$15,000.00	100.00%
Indirect Cost	\$0.00	\$0.00	\$0.00	#DIV/0!
Management Fee	\$0.00	\$0.00	\$0.00	#DIV/0!
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$95,784.82	\$95,784.82	100.00%
TOTAL	\$333,359.36	\$493,239.03	\$159,879.67	

CIJDC
WIOA Statement of Revenue and Expenses- Adult YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	Adult Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- Adult	\$949,898.57	\$1,176,299.98	\$226,401.41	19.25%
WIOA Expenses				
Board Salaries and Benefits	\$30,108.27	\$30,108.27	\$0.00	0.00%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$52,880.37	\$51,152.00	-\$1,728.37	-3.38%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$33,634.37	\$35,797.03	\$2,162.66	6.04%
60110-60190 Salaries	\$243,549.16	\$275,175.82	\$31,626.66	11.49%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$58,146.12	\$77,368.25	\$19,222.13	24.84%
60850 Mileage & Travel	\$16,206.03	\$29,458.38	\$13,252.35	44.99%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$6,603.61	\$8,760.00	\$2,156.39	24.62%
62830, 62860 Outreach & Public Relations / Job Fairs	\$7,840.07	\$8,500.00	\$659.93	7.76%
65610 Reimbursable Equipment	\$3,789.58	\$4,500.00	\$710.42	15.79%
62510-62520 Resource Sharing Allocation	\$11,155.45	\$11,807.19	\$651.74	5.52%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$17,659.06	\$19,615.15	\$1,956.09	9.97%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$38,064.18	\$45,389.77	\$7,325.59	16.14%
Management Fee	\$48,057.46	\$48,057.46	\$0.00	0.00%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$197,977.28	\$241,891.64	\$43,914.36	18.15%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$81,545.83	\$100,000.00	\$18,454.17	18.45%
67426 Individual Career Services- New Service	\$2,766.00	\$6,000.00	\$3,234.00	53.90%
65602 Work Based Learning	\$81,094.05	\$96,717.92	\$15,623.87	16.15%
67422 On the Job Training	\$13,473.09	\$25,000.00	\$11,526.91	46.11%
5% WEX Markup	\$4,054.72	\$4,835.90	\$781.18	16.15%
Unobligated/Unbudgeted Grant	\$1,293.87	\$6,073.53	\$4,779.66	78.70%
TOTAL	\$949,898.57	\$1,176,299.98	\$226,401.41	

CIJDC
WIOA Statement of Revenue and Expenses- Dislocated Worker YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	Dislocated Worker Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Dislocated Worker	\$707,273.15	\$881,657.99	\$174,384.84	19.78%
WIOA Expenses				
Board Salaries and Benefits	\$30,108.27	\$30,108.27	\$0.00	0.00%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$52,880.37	\$51,152.00	-\$1,728.37	-3.38%
Contractual RFP's	\$0.00	\$25,091.67	\$25,091.67	100.00%
One Stop Operator	\$33,634.37	\$35,797.03	\$2,162.66	6.04%
60110-60190 Salaries	\$209,426.01	\$263,216.57	\$53,790.56	20.44%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$46,956.47	\$70,366.63	\$23,410.16	33.27%
60850 Mileage & Travel	\$13,904.92	\$16,757.51	\$2,852.59	17.02%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$5,622.51	\$5,622.51	\$0.00	0.00%
62830, 62860 Outreach & Public Relations / Job Fairs	\$5,588.60	\$6,000.00	\$411.40	6.86%
65610 Reimbursable Equipment	\$2,127.00	\$3,000.00	\$873.00	29.10%
62510-62520 Resource Sharing Allocation	\$6,402.39	\$6,787.39	\$385.00	5.67%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$13,771.16	\$14,765.97	\$994.81	6.74%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$31,686.23	\$40,313.68	\$8,627.45	21.40%
Management Fee	\$42,683.02	\$42,683.02	\$0.00	0.00%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$50,867.20	\$62,000.00	\$11,132.80	17.96%
Incumbent Worker Training	\$0.00	\$25,000.00	\$25,000.00	100.00%
67412 Customer Support Service	\$130,633.70	\$132,261.64	\$1,627.94	1.23%
67426 Individual Career Services- New Service	\$2,045.00	\$2,045.00	\$0.00	0.00%
65602 Work Based Learning	\$26,497.34	\$40,586.26	\$14,088.92	34.71%
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$1,324.86	\$2,029.31	\$704.45	34.71%
Unobligated/Unbudgeted Grant	\$1,113.73	\$6,073.53	\$4,959.80	81.66%
TOTAL	\$707,273.15	\$881,657.99	\$174,384.84	

CIJDC
WIOA Statement of Revenue and Expenses- NDWG YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	NDWG Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- NDWG	\$59,336.07	\$234,163.40	\$174,827.33	74.66%
WIOA Expenses				
Board Salaries and Benefits	\$419.75	\$3,358.26	\$2,938.51	87.50%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
One Stop Operator	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$32,139.20	\$32,139.20	\$0.00	0.00%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$7,607.26	\$7,764.21	\$156.95	2.02%
60850 Mileage & Travel	\$1,203.54	\$1,406.25	\$202.71	14.41%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$110.98	\$210.00	\$99.02	47.15%
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,940.22	\$4,000.00	\$59.78	1.49%
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$76.69	\$513.45	\$436.76	85.06%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$4,469.83	\$4,384.05	-\$85.78	-1.96%
Management Fee	\$4,641.72	\$4,641.72	\$0.00	0.00%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$4,726.88	\$175,746.26	\$171,019.38	97.31%
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL	\$59,336.07	\$234,163.40	\$171,370.36	

CIJDC
WIOA Statement of Revenue and Expenses- Youth Combined YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	Youth Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Youth	\$1,546,616.56	\$1,929,200.48	\$382,583.92	19.83%
WIOA Expenses				
Board Salaries and Benefits	\$30,108.27	\$30,108.27	\$0.00	0.00%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$54,482.75	\$52,702.09	-\$1,780.66	-3.38%
Contractual RFP's	\$3,440.00	\$25,091.67	\$21,651.67	86.29%
One Stop Operator	\$33,634.35	\$35,797.03	\$2,162.68	6.04%
60110-60190 Salaries	\$574,686.56	\$574,686.56	\$0.00	0.00%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$143,087.16	\$143,087.16	\$0.00	0.00%
60850 Mileage & Travel	\$34,545.39	\$34,545.39	\$0.00	0.00%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$22,678.68	\$22,678.68	\$0.00	0.00%
62830, 62860 Outreach & Public Relations / Job Fairs	\$24,380.46	\$24,793.23	\$412.77	1.66%
65610 Reimbursable Equipment	\$108,626.57	\$108,626.57	\$0.00	0.00%
62510-62520 Resource Sharing Allocation	\$25,328.00	\$26,534.80	\$1,206.80	4.55%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$37,140.76	\$37,140.76	\$0.00	0.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$101,220.39	\$101,389.32	\$168.93	0.17%
Management Fee	\$107,348.23	\$107,348.25	\$0.02	0.00%
65602, 65603 Work Experience	\$47,615.59	\$321,788.64	\$274,173.05	85.20%
67408 Instructional Training	\$23,760.00	\$33,000.00	\$9,240.00	28.00%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$38,805.92	\$74,422.09	\$35,616.17	47.86%
67426 Individual Career Services- New Service	\$1,441.00	\$9,194.40	\$7,753.40	84.33%
67422 On the Job Training	\$11,895.69	\$28,130.00	\$16,234.31	57.71%
67418, 67420 Client Awards/Incentives	\$116,972.61	\$115,972.61	-\$1,000.00	-0.86%
5% WEX Markup	\$2,380.79	\$16,089.43	\$13,708.64	85.20%
Unobligated/Unbudgeted Grant	\$3,037.39	\$6,073.53	\$3,036.14	49.99%
TOTAL	\$1,546,616.56	\$1,929,200.48	\$382,583.92	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$2,030.58			
Staff Wages	\$160,773.83			
Client Wage Subsidy	\$43,581.03			
Client Wages Taxes	\$4,034.56			
WEX Markup 5%	\$2,380.79			
On the Job Training	\$8,928.33			
Client Awards / Incentives	\$35,025.00			
Customer Support Service	\$482.93			
VR Headsets for WBL Training	\$101,837.03			
Total WEP Expenditures	\$359,074.08	\$385,840.10	\$26,766.02	6.94%

CIJDC
WIOA Statement of Revenue and Expenses- Youth Out of School YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	Youth Out of School Budget	Remaining Budget	
WIOA Grant Revenue				
WIOA Grant- Youth Out of School	\$1,235,071.48	\$1,375,634.61	\$140,563.13	10.22%
WIOA Expenses				
Board Salaries and Benefits	\$22,581.20	\$22,581.20	\$0.00	0.00%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$40,862.08	\$39,526.57	-\$1,335.51	-3.38%
Contractual RFP's	\$2,580.00	\$18,818.75	\$16,238.75	86.29%
One Stop Operator	\$25,225.75	\$26,847.77	\$1,622.02	6.04%
60110-60190 Salaries	\$456,227.32	\$451,516.22	-\$4,711.10	-1.04%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$113,378.18	\$113,378.18	\$0.00	0.00%
60850 Mileage & Travel	\$27,445.74	\$27,445.74	\$0.00	0.00%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$18,100.25	\$17,371.00	-\$729.25	-4.20%
62830, 62860 Outreach & Public Relations / Job Fairs	\$20,946.32	\$20,946.32	\$0.00	0.00%
65610 Reimbursable Equipment	\$94,220.06	\$88,966.25	-\$5,253.81	-5.91%
62510-62520 Resource Sharing Allocation	\$21,193.27	\$17,410.88	-\$3,782.39	-21.72%
Professional Services and Business Expenses	\$29,679.53	\$29,679.53	\$0.00	0.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$81,478.18	\$79,968.28	-\$1,509.90	-1.89%
Management Fee	\$84,668.25	\$84,668.24	-\$0.01	0.00%
65602, 65603 Work Experience	\$36,825.79	\$118,740.63	\$81,914.84	68.99%
67408 Instructional Training	\$23,760.00	\$33,000.00	\$9,240.00	28.00%
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$33,777.27	\$59,333.79	\$25,556.52	43.07%
67426 Individual Career Services- New Service	\$1,441.00	\$6,580.47	\$5,139.47	78.10%
67422 On the Job Training	\$5,199.88	\$18,000.00	\$12,800.12	71.11%
67418,67420 Client Awards/Incentives	\$91,362.61	\$90,362.61	-\$1,000.00	-1.11%
5% WEX Markup	\$1,841.30	\$5,937.03	\$4,095.73	68.99%
Unobligated/Unbudgeted Grant	\$2,277.50	\$4,555.15	\$2,277.65	50.00%
TOTAL	\$1,235,071.48	\$1,375,634.61	\$140,563.13	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$1,469.40			
Staff Wages	\$126,471.30			
Client Wage Subsidy	\$33,700.04			
Client Wages Taxes	\$3,125.75			
WEX Markup 5%	\$1,841.30			
On the Job Training	\$7,089.80			
Client Awards / Incentives	\$29,675.00			
Customer Support Service	\$482.93			
VR Headsets for WBL Training	\$88,343.59			
Total WEP Expenditures	\$291,716.18	\$291,020.10	-\$696.08	-0.24%

CIJDC
WIOA Statement of Revenue and Expenses- Youth In School YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	Youth in School Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Youth In School	\$311,545.11	\$553,565.84	\$242,020.73	43.72%
WIOA Expenses				
Board Salaries and Benefits	\$7,527.07	\$7,527.07	\$0.00	0.00%
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$13,620.67	\$13,175.52	-\$445.15	-3.38%
Contractual RFP's	\$860.00	\$6,272.92	\$5,412.92	86.29%
One Stop Operator	\$8,408.60	\$8,949.26	\$540.66	6.04%
60110-60190 Salaries	\$118,459.24	\$118,459.24	\$0.00	0.00%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$29,708.98	\$31,733.22	\$2,024.24	6.38%
60850 Mileage & Travel	\$7,099.65	\$9,351.00	\$2,251.35	24.08%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$4,578.43	\$5,068.00	\$489.57	9.66%
62830, 62860 Outreach & Public Relations / Job Fairs	\$3,434.14	\$6,773.44	\$3,339.30	49.30%
65610 Reimbursable Equipment	\$14,406.51	\$22,241.56	\$7,835.05	35.23%
62510-62520 Resource Sharing Allocation	\$4,134.73	\$4,291.33	\$156.60	3.65%
61745,64120,65120,65544,65520,65530,65125,65128,65130				
Professional Services and Business Expenses	\$7,461.23	\$7,461.23	\$0.00	0.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$19,742.21	\$21,421.03	\$1,678.82	7.84%
Management Fee	\$22,680.01	\$22,680.01	\$0.00	0.00%
65602, 65603 Work Experience	\$10,789.80	\$203,048.01	\$192,258.21	94.69%
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$5,028.65	\$15,088.29	\$10,059.64	66.67%
67426 Individual Career Services- New Service	\$0.00	\$2,613.93	\$2,613.93	100.00%
67422 On the Job Training	\$6,695.81	\$10,130.00	\$3,434.19	33.90%
67418,67420 Client Awards/Incentives	\$25,610.00	\$25,610.00	\$0.00	0.00%
5% WEX Markup	\$539.49	\$10,152.40	\$9,612.91	94.69%
Unobligated/Unbudgeted Grant	\$759.89	\$1,518.38	\$758.49	49.95%
TOTAL	\$311,545.11	\$553,565.84	\$242,020.73	
WEP- 20% Expected Expenditure				
Board Staff Salaries	\$454.11			
Staff Wages	\$34,302.53			
Client Wage Subsidy	\$9,880.99			
Client Wages Taxes	\$908.81			
WEX Markup 5%	\$539.49			
On the Job Training	\$5,383.43			
Client Awards / Incentives	\$5,350.00			
VR Headsets for WBL Training	\$13,493.44			
Total WEP Expenditures	\$70,312.80	\$97,006.70	\$26,693.90	27.52%

CIJDC
WIOA Statement of Revenue and Expenses- One Stop Operator YTD
For the Month Ending June 30th, 2023 FINAL

	Year to Date	OSO Budget	Remaining Budget	
WIOA Grant Revenues				
WIOA Grant- Adult	\$33,634.37	\$35,797.03	\$2,162.66	6.04%
WIOA Grant- Dislocated Worker	\$33,634.37	\$35,797.03	\$2,162.66	6.04%
WIOA Grant- Youth	\$33,634.35	\$35,797.03	\$2,162.68	6.04%
TOTAL	\$100,903.09	\$107,391.09	\$6,488.00	6.04%
WIOA Expenses				
Board Salaries and Benefits	\$0.00	\$0.00	\$0.00	#DIV/0!
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	#DIV/0!
Subleases	\$0.00	\$0.00	\$0.00	#DIV/0!
Contractual RFP's	\$0.00	\$0.00	\$0.00	#DIV/0!
60110-60190 Salaries	\$44,675.15	\$48,214.97	\$3,539.82	7.34%
60310-60330 & 60610-60560 Payroll Taxes, Fringe / Work Comp	\$10,631.21	\$12,718.82	\$2,087.61	16.41%
60850 Mileage & Travel	\$7,401.60	\$7,551.75	\$150.15	1.99%
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$743.78	\$894.00	\$150.22	16.80%
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$0.00	#DIV/0!
65610 Reimbursable Equipment	\$0.00	\$0.00	\$0.00	#DIV/0!
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$0.00	#DIV/0!
Professional Services and Business Expenses	\$2,563.25	\$2,563.25	\$0.00	0.00%
Information Technology	\$0.00	\$0.00	\$0.00	#DIV/0!
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	#DIV/0!
Meeting Expenses	\$0.00	\$0.00	\$0.00	#DIV/0!
Conferences and Trainings	\$0.00	\$0.00	\$0.00	#DIV/0!
Printing	\$0.00	\$0.00	\$0.00	#DIV/0!
Special Initiatives	\$0.00	\$0.00	\$0.00	#DIV/0!
Indirect Cost	\$6,885.37	\$7,503.63	\$618.26	8.24%
Management Fee	\$7,944.64	\$7,944.64	\$0.00	0.00%
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	#DIV/0!
67408 Instructional Training	\$0.00	\$0.00	\$0.00	#DIV/0!
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	#DIV/0!
67412 Customer Support Service	\$0.00	\$0.00	\$0.00	#DIV/0!
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$0.00	#DIV/0!
65602 Work Based Learning	\$0.00	\$0.00	\$0.00	#DIV/0!
67422 On the Job Training	\$0.00	\$0.00	\$0.00	#DIV/0!
5% WEX Markup	\$0.00	\$0.00	\$0.00	#DIV/0!
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL	\$80,845.00	\$87,391.06	\$6,546.06	

Administration:

	PY21 Carryover	FY22 Carryover	PY 22	FY23	Cumulative Totals
Grant	\$22,556.31	\$144,567.72	\$178,978.00	\$147,137.00	\$493,239.03
Unobligated Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated Funds	\$22,556.31	\$144,567.72	\$178,978.00	\$147,137.00	\$493,239.03
Expenditures to Date	\$22,556.31	\$144,567.72	\$166,235.33	\$0.00	\$333,359.36
Obligated Balance as of (06/30/23)	\$0.00	\$0.00	\$12,742.67	\$147,137.00	\$159,879.67
Unspent Funds	\$0.00	\$0.00	\$12,742.67	\$147,137.00	\$159,879.67
Funds that can be carried over	\$0.00	\$0.00	\$12,742.67	\$147,137.00	\$159,879.67

Dislocated Workers:

	FY22 Carryover	PY 22	FY 23	Cumulative Totals
Grant	\$180,288.99	\$189,003.00	\$512,366.00	\$881,657.99
Unobligated Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated Funds	\$180,288.99	\$189,003.00	\$512,366.00	\$881,657.99
Expenditures to date	\$180,288.99	\$189,003.00	\$337,981.16	\$707,273.15
Obligated Balance as of (06/30/23)	\$0.00	\$0.00	\$174,384.84	\$174,384.84
Unspent funds	\$0.00	\$0.00	\$174,384.84	\$174,384.84
Funds that can be carried over	\$0.00	\$0.00	\$174,384.84	\$174,384.84

Adult:

	FY22 Carryover	PY22	FY23	Cumulative Totals
Grant	\$212,751.97	\$151,674.00	\$811,874.00	\$1,176,299.97
Unobligated Funds	\$0.00	\$0.00	\$0.00	\$0.00
Total Obligated Funds	\$212,751.97	\$151,674.00	\$811,874.00	\$1,176,299.97
Expenditures to date	\$212,751.97	\$151,674.00	\$585,472.60	\$949,898.57
Obligated Balance as of (06/30/23)	\$0.00	\$0.00	\$226,401.40	\$226,401.40
Unspent funds	\$0.00	\$0.00	\$226,401.40	\$226,401.40
Funds that can be carried over	\$0.00	\$0.00	\$226,401.40	\$226,401.40

Youth Combined:

	PY21 Carryover	PY 22	Cumulative Totals
Grant	\$659,066.47	\$1,270,134.00	\$1,929,200.47
Unobligated Funds	\$0.00	\$0.00	\$0.00
Total Obligated Funds	\$659,066.47	\$1,270,134.00	\$1,929,200.47
Expenditures to date	\$659,066.47	\$887,550.09	\$1,546,616.56
Obligated Balance as of (06/30/23)	\$0.00	\$382,583.91	\$382,583.91
Unspent funds	\$0.00	\$382,583.91	\$382,583.91
Funds that can be carried over	\$0.00	\$382,583.91	\$382,583.91

Youth Work Experience:

	PY21 Carryover	PY 22 Expenses	Cumulative Totals
Drawn Amount to Date	\$659,066.47	\$887,550.09	\$1,546,616.56
Work Experience Expended	\$131,813.29	\$227,260.79	\$359,074.08
Work Experience Required	\$131,813.29	\$254,026.80	\$385,840.09
Percentage Expended	100%	89%	93%

NDWG:

Grant	\$234,163.40
Unobligated Funds	\$3,125.30
Total Obligated Funds	\$231,038.10
Expenditures to date	\$59,336.07
Obligated Balance as of (06/30/23)	\$171,702.03
Unspent funds	\$171,702.03
Funds that can be carried over	\$0.00

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**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending June 30th, 2023 FINAL**

	Administration	SIRPC Administration	Adult Program	SIRPC Adult Program
WIOA Grant Revenues				
WIOA Grant - Administration	\$333,359.36	\$309,324.34		
WIOA Grant- Adult			\$916,264.20	\$1,022,885.91
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$333,359.36	\$309,324.34	\$916,264.20	\$1,022,885.91
WIOA Expenses				
Board Salaries and Benefits	\$189,952.57	\$160,125.44	\$30,108.27	\$22,375.54
Fiscal Agent Costs	\$68,196.00	\$76,593.29	\$0.00	\$0.00
Subleases	\$0.00	\$880.26	\$52,880.37	\$43,893.95
Contractual RFP's	\$0.00	\$2,212.50	\$0.00	\$2,921.47
One Stop Operator	\$0.00	\$0.00	\$33,634.37	\$25,329.76
60110-60190 Salaries	\$0.00	\$0.00	\$243,549.16	\$277,351.62
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$0.00	\$0.00	\$58,146.12	\$71,575.57
60850 Mileage & Travel	\$38,205.72	\$20,447.11	\$16,206.03	\$10,865.46
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$1,422.97	\$182.00	\$6,603.61	\$8,353.16
62830, 62860 Outreach & Public Relations / Job Fairs	\$2,092.16	\$13,840.53	\$7,840.07	\$8,502.86
65610 Reimbursable Equipment	\$2,251.11	\$5,134.48	\$3,789.58	\$9,943.09
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$11,155.45	\$8,669.59
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$5,493.23	\$11,777.46	\$17,659.06	\$2,947.38
Information Technology	\$6,723.18	\$4,784.01	\$0.00	\$0.00
Dues & Subscriptions	\$6,648.50	\$4,796.25	\$0.00	\$0.00
Meeting Expenses	\$1,487.16	\$1,840.69	\$0.00	\$0.00
Conferences and Trainings	\$10,049.56	\$5,733.13	\$0.00	\$0.00
Printing	\$837.20	\$977.19	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$38,064.18	\$38,071.30
Management Fee	\$0.00	\$0.00	\$48,057.46	\$51,553.30
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$76,299.45
67408 Instructional Training	\$0.00	\$0.00	\$197,977.28	\$310,012.22
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$81,545.83	\$63,559.76
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$2,766.00	\$2,282.00
67422 On the Job Training	\$0.00	\$0.00	\$81,094.05	\$9,893.22
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$13,473.09	\$0.00
5% WEX Markup	\$0.00	\$0.00	\$4,054.72	\$3,814.97
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$1,293.87	\$0.00
TOTAL	\$333,359.36	\$309,324.34	\$916,264.20	\$1,022,885.91

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**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending June 30th, 2023 FINAL**

	Dislocated Worker Program	SIRPC Dislocated Worker Program	NDWG Program	SIRPC NDWG Program
WIOA Grant Revenues				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker	\$673,638.78	\$505,118.52		
WIOA Grant- NDWG			\$59,515.26	\$55,255.60
WIOA Grant- Youth Out of School				
WIOA Grant- Youth In School				
TOTAL	\$673,638.78	\$505,118.52	\$59,515.26	\$55,255.60
WIOA Expenses				
Board Salaries and Benefits	\$30,108.27	\$22,375.54	\$419.75	\$5,213.88
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$52,880.37	\$43,893.95	\$0.00	\$0.00
Contractual RFP's	\$0.00	\$2,325.59	\$0.00	-\$0.03
One Stop Operator	\$33,634.37	\$25,329.76	\$0.00	\$0.00
60110-60190 Salaries	\$209,426.01	\$185,676.38	\$32,139.20	\$31,476.65
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$46,956.47	\$41,492.92	\$7,607.26	\$3,463.29
60850 Mileage & Travel	\$13,904.92	\$9,249.69	\$1,203.54	\$6.25
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$5,622.51	\$5,051.11	\$110.98	\$21.91
62830, 62860 Outreach & Public Relations / Job Fairs	\$5,588.60	\$4,507.56	\$3,940.22	\$0.00
65610 Reimbursable Equipment	\$2,127.00	\$7,708.06	\$0.00	\$0.00
62510-62520 Resource Sharing Allocation	\$6,402.39	\$5,356.92	\$0.00	\$0.00
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$13,771.16	\$2,385.48	\$76.69	\$0.00
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$31,686.23	\$25,183.86	\$4,469.83	\$3,416.38
Management Fee	\$42,683.02	\$38,504.63	\$4,641.72	\$4,972.50
65602, 65603 Work Experience	\$0.00	\$0.00	\$0.00	\$0.00
67408 Instructional Training	\$50,867.20	\$63,545.79	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$130,633.70	\$45,930.04	\$0.00	\$0.00
67426 Individual Career Services- New Service	\$2,045.00	\$1,931.00	\$0.00	\$0.00
67422 On the Job Training	\$26,497.34	\$0.00	\$0.00	\$6,684.77
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$4,726.88	\$0.00
5% WEX Markup	\$1,324.86	\$0.00	\$0.00	\$0.00
Unobligated/Unbudgeted Grant	\$1,113.73	\$0.00	\$179.19	\$0.00
TOTAL	\$673,638.78	\$505,118.52	\$59,515.26	\$55,255.60

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**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending June 30th, 2023 FINAL**

	Youth Program Out of School	SIRPC Youth Program Out of School	Youth Program In School	SIRPC Youth Program In School
WIOA Grant Revenues				
WIOA Grant - Administration				
WIOA Grant- Adult				
WIOA Grant- Dislocated Worker				
WIOA Grant- NDWG				
WIOA Grant- Youth Out of School	\$1,209,845.73	\$728,230.45		
WIOA Grant- Youth In School			\$303,136.51	\$205,792.21
TOTAL	\$1,209,845.73	\$728,230.45	\$303,136.51	\$205,792.21
WIOA Expenses				
Board Salaries and Benefits	\$22,581.20	\$19,031.63	\$7,527.07	\$6,343.91
Fiscal Agent Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subleases	\$40,862.08	\$32,880.43	\$13,620.67	\$13,565.95
Contractual RFP's	\$2,580.00	\$2,970.79	\$860.00	\$1,256.97
One Stop Operator	\$25,225.75	\$18,997.33	\$8,408.60	\$6,332.47
60110-60190 Salaries	\$456,227.32	\$285,230.62	\$118,459.24	\$89,625.12
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$113,378.18	\$68,940.28	\$29,708.98	\$19,404.32
60850 Mileage & Travel	\$27,445.74	\$10,091.69	\$7,099.65	\$3,119.38
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$18,100.25	\$10,541.30	\$4,578.43	\$3,454.27
62830, 62860 Outreach & Public Relations / Job Fairs	\$20,946.32	\$3,987.01	\$3,434.14	\$1,243.07
65610 Reimbursable Equipment	\$94,220.06	\$86,409.53	\$14,406.51	\$25,313.81
62510-62520 Resource Sharing Allocation	\$21,193.27	\$7,105.27	\$4,134.73	\$2,266.65
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$29,679.53	\$10,594.64	\$7,461.23	\$3,403.81
Information Technology	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00
Meeting Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Conferences and Trainings	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$81,478.18	\$45,923.59	\$19,742.21	\$14,291.31
Management Fee	\$84,668.25	\$61,710.91	\$22,680.01	\$17,002.18
65602, 65603 Work Experience	\$36,825.79	\$44,675.20	\$10,789.80	\$3,334.72
67408 Instructional Training	\$23,760.00	\$14,238.50	\$0.00	\$0.00
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$33,777.27	\$16,941.83	\$5,028.65	\$1,685.00
67426 Individual Career Services- New Service	\$1,441.00	\$0.00	\$0.00	\$0.00
67422 On the Job Training	\$5,199.88	\$904.31	\$6,695.81	\$0.00
67418,67420 Client Awards/Incentives	\$91,362.61	\$3,830.00	\$25,610.00	\$315.00
5% WEX Markup	\$1,841.30	\$2,222.92	\$539.49	\$166.74
Unobligated/Unbudgeted Grant	\$2,277.50	\$0.00	\$759.89	\$0.00
TOTAL	\$1,209,845.73	\$728,230.45	\$303,136.51	\$205,792.21

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending June 30th, 2023 FINAL**

	One Stop Operator	SIRPC One Stop Operator	Year To Date	SIRPC Year To Date
WIOA Grant Revenues				
WIOA Grant - Administration	\$0.00	\$0.00	\$333,359.36	\$309,324.34
WIOA Grant- Adult	\$33,634.37	\$25,329.76	\$949,898.57	\$1,048,215.67
WIOA Grant- Dislocated Worker	\$33,634.37	\$25,329.76	\$707,273.15	\$530,448.28
WIOA Grant- NDWG	\$0.00	\$0.00	\$59,515.26	\$55,255.60
WIOA Grant- Youth Out of School	\$25,225.75	\$18,997.33	\$1,235,071.48	\$747,227.78
WIOA Grant- Youth In School	\$8,408.60	\$6,332.47	\$311,545.11	\$212,124.68
TOTAL	\$100,903.09	\$75,989.32	\$3,596,662.93	\$2,902,596.35
WIOA Expenses				
Board Salaries and Benefits	\$0.00	\$0.00	\$280,697.13	\$235,465.94
Fiscal Agent Costs	\$0.00	\$0.00	\$68,196.00	\$76,593.29
Subleases	\$0.00	\$0.00	\$160,243.49	\$135,114.54
Contractual RFP's	\$0.00	\$91.15	\$3,440.00	\$11,778.44
One Stop Operator	\$0.00	\$0.00	\$100,903.09	\$75,989.32
60110-60190 Salaries	\$44,675.15	\$49,090.67	\$1,059,800.93	\$918,451.06
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$10,631.21	\$9,721.12	\$255,797.01	\$214,597.50
60850 Mileage & Travel	\$7,401.60	\$2,575.74	\$104,065.60	\$56,355.32
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$743.78	\$795.60	\$36,438.75	\$28,399.35
62830, 62860 Outreach & Public Relations / Job Fairs	\$0.00	\$0.00	\$43,841.51	\$32,081.03
65610 Reimbursable Equipment	\$0.00	\$0.00	\$116,794.26	\$134,508.97
62510-62520 Resource Sharing Allocation	\$0.00	\$0.00	\$42,885.84	\$23,398.43
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$2,563.25	\$403.11	\$74,140.90	\$31,511.88
Information Technology	\$0.00	\$0.00	\$6,723.18	\$4,784.01
Dues & Subscriptions	\$0.00	\$0.00	\$6,648.50	\$4,796.25
Meeting Expenses	\$0.00	\$0.00	\$1,487.16	\$1,840.69
Conferences and Trainings	\$0.00	\$0.00	\$10,049.56	\$5,733.13
Printing	\$0.00	\$0.00	\$837.20	\$977.19
Special Initiatives	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$6,885.37	\$6,123.58	\$175,440.63	\$133,010.02
Management Fee	\$7,944.64	\$7,188.35	\$202,730.46	\$180,931.87
65602, 65603 Work Experience	\$0.00	\$0.00	\$47,615.59	\$124,309.37
67408 Instructional Training	\$0.00	\$0.00	\$272,604.48	\$387,796.51
Incumbent Worker Training	\$0.00	\$0.00	\$0.00	\$0.00
67412 Customer Support Service	\$0.00	\$0.00	\$250,985.45	\$128,116.63
67426 Individual Career Services- New Service	\$0.00	\$0.00	\$6,252.00	\$4,213.00
67422 On the Job Training	\$0.00	\$0.00	\$119,487.08	\$17,482.30
67418,67420 Client Awards/Incentives	\$0.00	\$0.00	\$135,172.58	\$4,145.00
5% WEX Markup	\$0.00	\$0.00	\$7,760.37	\$6,204.63
Unobligated/Unbudgeted Grant	\$0.00	\$0.00	\$5,624.18	\$0.00
TOTAL	\$80,845.00	\$75,989.32	\$3,591,038.75	\$2,902,596.35

CIJDC

**WIOA Statement of Rev & Exp YTD Comparison
For the Month Ending June 30th, 2023 FINAL**

	Total Annual Budget	SIRPC Total Annual Budget	Remaining Budget	SIRPC Remaining Budget
WIOA Grant Revenues				
WIOA Grant - Administration	\$493,239.03	\$476,448.36	\$159,879.67	\$167,124.02
WIOA Grant- Adult	\$1,176,299.98	\$1,260,967.64	\$226,401.41	\$212,751.97
WIOA Grant- Dislocated Worker	\$881,657.99	\$710,737.24	\$174,384.84	\$180,288.96
WIOA Grant- NDWG	\$234,163.40	\$289,419.00	\$174,648.14	\$234,163.40
WIOA Grant- Youth Out of School	\$1,375,634.61	\$1,298,239.45	\$140,563.13	\$551,011.67
WIOA Grant- Youth In School	\$553,565.84	\$320,179.48	\$242,020.73	\$108,054.80
TOTAL	\$4,714,560.85	\$4,355,991.17	\$1,117,897.92	\$1,453,394.82
WIOA Expenses				
Board Salaries and Benefits	\$304,440.97	\$196,908.77	\$23,743.84	-\$38,557.17
Fiscal Agent Costs	\$68,196.31	\$72,500.00	\$0.31	-\$4,093.29
Subleases	\$155,006.09	\$111,050.00	-\$5,237.40	-\$24,064.54
Contractual RFP's	\$75,275.01	\$22,851.00	\$71,835.01	\$11,072.56
One Stop Operator	\$107,391.09	\$99,882.00	\$6,488.00	\$23,892.68
60110-60190 Salaries	\$1,145,218.15	\$1,020,952.43	\$85,417.22	\$102,501.37
60310-60330 & 60610-60560				
Payroll Taxes, Fringe / Work Comp	\$298,586.25	\$243,165.26	\$42,789.24	\$28,567.76
60850 Mileage & Travel	\$112,167.53	\$103,609.00	\$8,101.93	\$47,253.68
62115, 65570, 63100-63130 Telephone, Postage, Supplies	\$42,271.19	\$34,409.63	\$5,832.44	\$6,010.28
62830, 62860 Outreach & Public Relations / Job Fairs	\$58,293.23	\$65,729.15	\$14,451.72	\$33,648.12
65610 Reimbursable Equipment	\$121,126.57	\$31,422.24	\$4,332.31	-\$103,086.73
62510-62520 Resource Sharing Allocation	\$45,129.38	\$28,735.00	\$2,243.54	\$5,336.57
61745,64120,65120,65544,65520,65530,65125,65128, 65130 Professional Services and Business Expenses	\$80,535.33	\$35,777.51	\$6,394.43	\$4,265.63
Information Technology	\$7,000.00	\$2,801.99	\$276.82	-\$1,982.02
Dues & Subscriptions	\$10,000.00	\$10,000.00	\$3,351.50	\$5,203.75
Meeting Expenses	\$4,000.00	\$2,500.00	\$2,512.84	\$659.31
Conferences and Trainings	\$15,000.00	\$15,371.86	\$4,950.44	\$9,638.73
Printing	\$4,000.00	\$7,007.00	\$3,162.80	\$6,029.81
Special Initiatives	\$15,000.00	\$0.00	\$15,000.00	\$0.00
Indirect Cost	\$191,476.82	\$141,142.77	\$16,036.19	\$8,132.75
Management Fee	\$202,730.45	\$163,509.63	-\$0.01	-\$17,422.24
65602, 65603 Work Experience	\$459,092.82	\$288,851.00	\$411,477.23	\$164,541.63
67408 Instructional Training	\$336,891.64	\$449,449.00	\$64,287.16	\$61,652.49
Incumbent Worker Training	\$50,000.00	\$0.00	\$50,000.00	\$0.00
67412 Customer Support Service	\$306,683.73	\$335,620.00	\$55,698.28	\$207,503.37
67426 Individual Career Services- New Service	\$17,239.40	\$0.00	\$10,987.40	-\$4,213.00
67422 On the Job Training	\$228,876.26	\$394,256.00	\$109,389.18	\$376,773.70
67418,67420 Client Awards/Incentives	\$115,972.61	\$22,503.00	-\$19,199.97	\$18,358.00
5% WEX Markup	\$22,954.64	\$14,443.00	\$15,194.27	\$8,238.37
Unobligated/Unbudgeted Grant	\$117,130.71	\$538,704.14	\$111,506.53	\$538,704.14
TOTAL	\$4,717,686.18	\$4,353,269.38	\$1,121,023.25	\$1,450,673.03

CIJDC
Non-WIOA Statement of Revenue and Expenses- Other Money YTD
For the Month Ending June 30th, 2023

	Year to Date	Other Money	Remaining Budget	
Non- WIOA Revenue				
Ticket to Work	\$1,604.19	\$3,500.00	\$1,895.81	54.17%
TOTAL	\$1,604.19	\$3,500.00	\$1,895.81	54.17%
Non- WIOA Expenses				
Clinton County	\$759.99	\$1,000.00	\$240.01	24.00%
North Scott Grant	\$844.20	\$2,500.00	\$1,655.80	66.23%
TOTAL	\$1,604.19	\$3,500.00	\$1,895.81	

CIJDC
Non-WIOA Statement of Revenue and Expenses- Ticket to Work YTD
For the Month Ending June 30th, 2023

	Year to Date	TTW Budget	Remaining Budget	
Ticket to Work Revenues				
Ticket to Work	\$5,897.30	\$45,647.40	\$39,750.10	87.08%
TOTAL	\$5,897.30	\$45,647.40	\$39,750.10	87.08%
 Ticket to Work Expenses				
Support Services	\$533.19	\$2,000.00	\$1,466.81	73.34%
Center Incentives	\$0.00	\$5,000.00	\$5,000.00	100.00%
Outreach for Incentives	\$0.00	\$5,500.00	\$5,500.00	100.00%
Food	\$2,297.23	\$2,500.00	\$202.77	8.11%
Sponsorships	\$935.00	\$2,000.00	\$1,065.00	53.25%
Professional Development	\$0.00	\$3,000.00	\$3,000.00	100.00%
Center Supplies	\$1,399.51	\$2,500.00	\$1,100.49	44.02%
General Transportation	\$103.00	\$2,000.00	\$1,897.00	94.85%
Lee County Project	\$0.00	\$5,000.00	\$5,000.00	100.00%
Assistive Technology	\$629.37	\$2,500.00	\$1,870.63	74.83%
Unobligated/Unbudgeted Grant	\$0.00	\$13,647.40	\$13,647.40	100.00%
TOTAL	\$5,897.30	\$45,647.40	\$39,750.10	

Executive Committee Report



Mississippi Valley Workforce Development Board

Executive Committee Report Prepared for August 21, 2023, Full Board Meeting

Approvals

- Board staff restructuring and the addition of one staff. Positions now include Executive Director, Strategic Partnership Specialist, Compliance Officer, and Communications Assistant.
- Annual staff raises and performance reviews.
- Annual inventory check completed.
- Quarterly One Stop Operator report
- PY23 deliverables for Adult/DW and Youth contracts (bottom of page)
- Admin budget and general program budgets.(next pages)
- Revise procurement, support services and Retrain & Retain Policy.
- New policies of subaward closeout and contract authorization and management policy.

Other Business

- Awarded North Scott Rotary grant in the amount of \$2,500 for Davenport youth space.
- Social media strategy is moving forward and everyone has access to the HooteSuite platform.

Current Deliverables	Annual Goal/Deliverable
Adult/Dislocated Worker Program	
Work Based Learning (WBL)	40
Occupational Skills Training (Scholarships)	100
Enrollments	125
Sector Strategy Events Quarterly (Healthcare, Manufacturing, Trades, Registered Apprenticeship, or IT)	4
Customer Satisfaction Level	90%
Youth Program	
Work Experience Expenditure Requirement	20%
Work Based learning Placements	27
Occupational Skills Training (Scholarships)	12
Enrollments	60
Quarterly Sector Strategy Outreach Events	1 per quarter
Customer Satisfaction Level	90%



Mississippi Valley Workforce Development Board

PY22 Admin Budget

Period: July 1, 2023 - June 30, 2024

Approved: July 11, 2023

Updated: August 8, 2023 (with final carryover amounts)

Funding Stream	
FY22 Carryover	159,879.70
Additional Carryover	3,255.00
PY23/FY24	311,858.00
Total Admin	474,992.70
Expense	Amount
Board Salaries	257,313.55
Fiscal Agent	59,956.00
Mileage and Travel	50,000.00
Telephone, Postage, Supplies	3,000.00
Outreach & Public Relations	15,000.00
Equipment	5,000.00
Professional Services/Business Expenses	8,000.00
Information Technology	8,000.00
Dues and Subscriptions	9,000.00
Meeting Expenses	5,000.00
Conferences and Trainings	20,000.00
Printing	3,000.00
Special Initiatives	15,000.00
Unobligated Funds	16,723.15
Total	474,992.70

Admin Budget Narrative

PY23 (July 1, 2023 – June 30, 2024)

Board Staff Salaries – Board staff salaries total \$407,197.86 with 257,313.55 allocated to this admin budget. Board staff salaries are allocated based on projected activities to be performed as follows Executive Director 100% admin, Strategic Partnership Specialist 30% admin – 70% program, Compliance Officer 40% admin – 60% program, and the Communications Assistant 60% admin – 40% program.

Fiscal Agent - The CEOs and Grant Recipient approved a budget in the amount of \$59,956.00 with Central Iowa Juvenile Detention Center to perform the Fiscal Agent functions.

Mileage and Travel - Including flight, hotel, ground transportation, cost to cover meals, and other out-of-town related expenses for quarterly GLETA and Local Workforce Association of Iowa (LWAI) meetings, conferences including the Youth Symposium, NAWDP, USWA, NAJA, NAWB conferences, and other related workforce-related events. Travel within the MVWA for board staff and board members is also covered for board-related activities. The current IRS Mileage Per Diem rate will be used and adjusted as necessary, currently at \$0.65.5.

Telephone, Postage, Supplies - Office supplies including binders, paper, pens, etc. Cost of a 1-800 board phone number that provides professional messaging and options that direct to staff cell phones and centers. Cost of postage for board-related functions.

Outreach and Public Relations - Costs for radio ads, booths, Lunch and Learns, radio slots, print ads, social media campaigns, etc. Two outreach efforts in each county will be conducted. Costs associated with the Disability Access Awareness Campaign and other outreach initiatives outlined in the MOU are covered under this line item including sector partnerships. Outreach to promote MVWA in-demand industries and promote WBL are also included.

Equipment - Purchase of tablets for surveys, computers, printers, monitors, other office equipment, and items with a serial number.

Professional Services and Business Expenses - Fees related to filing annual IRS forms and other financial documents, or other professional services needed. Fees associated with the review of contracts, agreements, and other legal documents. General Liability and Directors and Officers insurance to cover board members and CEOs.

Information Technology - Includes but is not limited to costs of website maintenance and email domain, Squarespace, Zoom subscriptions, DocuSign, Adobe, Microsoft 365 Business, Doodle Poll, Dropbox, Sortly, email newsletter software, IT support, mobile internet, maintenance of forms, and board training platform.

Dues and Subscriptions - Dues and Subscriptions– This includes memberships to all of the 13 Chambers of Commerce throughout the 8-county area, National Association of Workforce Boards (NAWB), National Association of Workforce Development Professionals (NAWDP), and other workforce-related organizations. A subscription for the LMI database is also included.

Meeting Expenses - Fees for regularly scheduled workforce meetings including the cost of facilities, presenters. Regular meetings can include but are not limited to CEOs, board, committees, core partner meetings, or in-service days.

Conferences and Trainings - Professional development opportunities for board staff and board members including but not limited to registration fees for the Youth Symposium, NAWDP, NAJA, USWA, IAWB, and NAWB. Fees associated with professional development webinars and trainings for board staff. Fees to coordinate a minimum of two in-person board trainings each year and contributions to the statewide board training including facilities, presenters, consultants, supplies, etc.

Printing - Cost of printing materials for meetings and record-keeping purposes, along with brochures and other outreach materials. Printing of board manuals and IowaWORKS resource guides are also covered. Monthly HP instant ink is included for board staff printers.

Special Initiatives - Special Initiatives – Funding to support sector initiatives, special projects in partnership with Chambers of Commerce, Economic Development entities, and other community and workforce partners for workforce-related events.

Unobligated Funds – Other funds that have not been budgeted at this time.

PY23 Allocations with Estimated Carryover
July 1, 2023 - June 30, 2024
Approved July 11, 2023

Youth	PY23 Amount	Adult	PY23 Amount	DW	PY23 Amount
estimated Carryover	358,000.00	estimated Carryover	170,000.00	estimated Carryover	118,000.00
PY23 Funding	1,154,454.00	PY23	181,915.00	Add. Carryover	29,303.00
Total	1,512,454.00	FY24	743,037.00	PY23	172,795.00
		Total	1,094,952.00	FY24	554,520.00
				Total	874,618.00
Expenses		Expenses		Expenses	
PY23 OSO Contract	\$33,333.00	PY23 OSO Contract	\$33,333.00	PY23 OSO Contract	33,333.00
Sublease	\$60,000.00	Sublease	\$55,000.00	Sublease	55,000.00
Board Staff	\$49,961.44	Board Staff	\$49,961.44	Board Staff	49,961.44
Outreach Activities	\$100,000.00	Outreach Activities	\$5,000.00	Outreach Activities	0.00
Sector Strategy/Job Quality	\$10,000.00	Sector Strategy/Job Quality	\$10,000.00	Sector Strategy/Job Quality	10,000.00
Youth System Strategy RFP	\$30,000.00	Incumbent Worker Training	\$37,205.00	Incumbent Worker Training	40,000.00
Equus Program Contract	\$1,213,168.32	Equus Program Contract	\$895,000.00	Equus Program Contract	675,332.90
Unobligated Funds	\$15,991.24	Unobligated Funds	\$9,452.56	Unobligated Funds	10,990.66
Total Expenses	\$1,512,454.00	Total Expenses	\$1,094,952.00	Total Expenses	874,618.00
% of Equus Contract To Total	80.21%	% of Equus Contract To Total	81.74%	% of Equus Contract To Total	77.21%

Program Budget Narratives

July 1, 2023 – June 30, 2024

Approved July 11, 2023

The narrative covers the Adult, Dislocated Worker, and Youth programs except where otherwise noted.

PY23 OSO Contract – The One Stop Operator contract is equally divided across all 3 programs. Once final contract amounts are approved the One Stop Operator will provide a detailed budget for approval.

Sublease - Sublease amounts are determined by IWD and are equally divided across all 3 program streams.

Board Staff - Allocation of board staff time spent on program-related activities.

Outreach Activities - Funding to support outreach initiatives or projects in-house or through outside vendors.

Sector Strategy/Job Quality – Adult and DW funding set aside to support programs directly or through consultants for the sector board or projects that are developed through our participation in the Job Quality Academy.

Youth System Strategy RFP – Youth funding set aside to support programs directly or through consultants for projects that are developed through our participation in the Workforce Communities of Action.

Incumbent Worker Training – Approximately \$37,000 of funding is being carried over with an additional \$40,000 being obligated to the grant program from the Adult and DW funding stream.

Equus Program Contract – Funds contracted to Equus to fulfill Title I services. Once contract amounts are approved Equus will provide detailed budgets for each program for approval.

Unobligated Funds - Funds that are not yet obligated to a contract or cost category.

*PY23 Program Budgets

Documents Included: Adult/Dislocated
Worker Budget and Narrative, Youth
Budget and Narrative

Action Requested: Approve budgets

ADULT/DW BUDGET NARRATIVE

Equus utilizes a cost allocation mechanism that meets the criteria established by the Department of Labor’s Technical Assistance Guide. Shared costs are distributed and charged based on either employee time reporting or the number of individuals served by activity.

PERSONNEL: \$606,615

Based on our experience operating [WIOA] programs throughout the country, we propose a staffing model that includes the positions listed in the following table. Our job titling aligns with Equus’ talent delivery model, emphasizing our commitment to delivering talent to business and increasing community access. The table below details the wages, and the number of full-time equivalents (FTE) proposed for each position budgeted. Proposed annual wages were developed with the intent of being competitive in the local market.

Job Title	Number of FTE's	Yearly Salary
Project Director- Prorated for ADW	1	37,502.40
Project Accountant -Prorated for ADW	1	30,860.07
Operations Supervisor – Prorated for ADW	1	33,040.28
Operations Supervisor – Prorated for ADW	1	31,055.75
Business Service Representative – Prorated for ADW	1	25,271.06
Business Service Representative – Prorated for ADW	1	24,226.02
Quality Assurance – Prorated for ADW	1	26,094.43
Accounting Specialist – Prorated for ADW	1	17,945.20
Talent Engagement Specialist	1	39,585.00
DW Talent Engagement Specialist	1	38,001.60
DW Career Navigator	1	46,446.40

A/DW Career Navigator	1	47,185.32
A/DW Career Navigator	1	45,245.21
A/DW Career Navigator	1	46,657.52
A/DW Career Navigator	1	47,185.32
A/DW Career Navigator	1	46,720.86
A/DW Career Navigator split with Youth	1	23,592.66

Equus offers a performance-based incentive to its Project Directors worth up to 15% of total wages: \$11,256. The incentive is based on a defined plan with identified benchmarks to be achieved. The Project Director can earn up to the maximum based on number of benchmarks achieved.

IF FRINGE BENEFITS: \$189,979

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$606,615. The cost of fringe benefits represents 30.30% of personnel costs.

- FICA payroll taxes are calculated as 7.65% of total wages and equal \$46,406.
- Federal unemployment is calculated as 0.006% of the first \$7,000 of wage per FTE and equals \$3,639.69.
- State unemployment is calculated as 3.08% of the first \$36,100 of wage per FTE and equals \$18,683.75.
- Medical benefits/health insurance is calculated as 13.60% of total wages and equals \$82,499.65. This was determined based on Equus' current employer costs related to health insurance benefits including estimated enrollment rates. All full-time employees will have access to medical, dental, and vision insurance policies, should they decide to enroll.
- Retirement is calculated as 1% of total wages as of December 31, 2023 and equals \$3,003.31. Then on January 1, 2024 Retirement will be calculated at 3% of total wages and equals \$9,237.26.
- Workers' Compensation is calculated as 3.43% of total wages and equals \$20,806.90.
- Tuition Reimbursement is calculated as .94% of total wages and equals \$5,702.18.

In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus' HR policy.

TRAVEL/MILEAGE: \$23,522

Regional meeting in September for the Project Director will be at our Equus location in Wisconsin, this year. In November NAWDP Youth Symposium, in Las Vegas, NV, the Project Director is one of the speakers for the event. This meets one time per year for professional development for the Career Navigators, Business Services, Quality Assurance, Operations Supervisor. In addition, the Project Director to the National Association of Workforce Boards Conference in Washington DC and the Career Navigators, Quality Assurance Specialist, Operations Supervisor, and Talent Engagement Specialists to the National Association of Workforce Partners annual conference in San Antonio, TX, in May 2024. Costs include airfare, lodging, and meals equaling \$7,420.

In order to operate this program efficiently and effectively, front-line employees will travel throughout the region to meet with customers, participants, and businesses that may be interested in being a worksite or hiring job ready participants. Therefore, we have budgeted for mileage reimbursement using the federal rate of \$0.655 per mile approved by the Finance Committee. Based on the size of the region and the customer flow, we anticipate reimbursing a total of 2033 miles per month. This equal \$16,102 for 12 months.

EQUIPMENT \$3,750

Replacement computers at \$2,500 (\$150 for docking station, \$500 for monitors, included in the \$2500) each for 3, a total of \$7500 to be split with youth for a total of \$3,750..

CLIENT SUPPLIES AND ASSESSMENT \$800

200 assessments at \$4 each.

COMMUNICATIONS: \$5,997

Equus provides a monthly cell phone stipend for the following employees, Project Director, Operations Supervisor, Project Accountant, Talent Engagement Specialist, Business Services Consultants, and Career Navigators. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. We have budgeted 9 stipends at \$35 per month for 12 months for Career Navigators. Project Leadership stipends 5 stipends at \$75 per stipend for 12 months.

WiFi in the American Job Center for customer usage and reliable access for staff at \$135 per month at \$807 as it is a shared cost across funding.

OFFICE SUPPLIES: \$4,500

Equus has estimated the cost of office supplies at \$375 per month for 12 months.

RESOURCE SHARING ALLOCATION: \$23,003

Equus has estimated the cost of resource sharing to be \$23,003 for the Davenport and West Burlington American Job Centers.

OUTREACH: \$16,878

This includes \$6,878 for bus wraps, and bus shelters. This also includes \$10,000 for 4 events this fiscal year (one to be scheduled for each quarter) for Adult and Dislocated worker, such as promotional swag such as pens, water bottles, sticky notes, pizza cutters, sunglasses, stress balls, portfolios, folders, bags, and items related to working the event.

OTHER COSTS \$5,824

Dues and subscriptions include fees associated with, but not limited to, National Association of Workforce Partnerships, and industry-specific literature.

Dues and subscriptions, staff education and seminars, couriers and overnight services, planned expenditures are estimated at \$485 per month for 12 months.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$20,197

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue and equals \$2,257.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE for 24 paychecks for 23 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$1,656.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$40.00 per user per month for 23 users for 12 months and equals \$11,040.

Hello Sign is a web-based electronic signature management system that allows for legally binding electronic signatures. This is estimated at \$216 per year for 21 licenses and equals \$4,530.

The Work Number is the world's largest employment verification site. Equus utilizes The Work Number to verify employment of job seekers to meet benchmarks or to determine if the job seeker is currently employed. This is estimated at \$45 per verification for 16 verifications and equals \$714

INSURANCE: \$2,966

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.46 per \$1,000 of revenue.

INDIRECT COSTS: \$94,290.40

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. We also have a partnership with WebEx that allows us to bring call/video conferencing capabilities to the project, which is included in our indirect costs. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance, leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$99,832.10

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated as 10% per month

DIRECT CLIENT SUPPORT SERVICES & TRAINING \$375,282.

We have budgeted for 100 ITAs at \$2800 each, for a total cost of \$280,000.

Supportive services may include, but are not limited to, linkages to community services; assistance with transportation, child care, and dependent care; assistance with housing; assistance with educational testing; reasonable accommodations for individuals with disabilities; referrals to healthcare; and assistance with uniforms or other appropriate work attire and tools, as needed and allowable, in order for participants to be properly prepared for work experience and/or to remove barriers to program participation or employment. This is estimated as \$1020 per adult participant.

We have budgeted \$6,332. for individualized career services, pre-vocational services.

DIRECT CLIENT WORK EXPERIENCE \$178,500

Equus estimates 40 participants to engage in work experience. We have budgeted wages at \$16.00 per hour. Participants would work 40 hours per week for 6 weeks. This comes to a total of \$3,600 in wages. Additionally, Equus budgeted for the cost of fringe benefits (FICA and Workers' Compensation) at 10.35% of total work experience wages and equals \$15,898.

ADP payroll processing for work experience is calculated at \$2.31 per participant per week for 4 weeks and equals \$370.

Work experience processing fees include the work to be performed, and benefit received and is calculated at 5% of payroll and fringe and equals \$8,500. This is not charged in

indirect costs.

DIRECT CLIENT ON THE JOB TRAINING: \$27,500

Equus anticipates coordinating OJT opportunities for 5 job seekers. As such, we have budgeted for the cost of wage reimbursement of up to \$5500.

We have dedicated 35% of the budget to training activities and support services

TOTAL BUDGET AMOUNT

\$1,679,434.58.

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
 7/1/23 to 6/30/24

	ADW
	Tentative Budget
Administration	
Salaries	\$ 606,615.10
Payroll Taxes, Fringe/Workers Comp	\$ 189,978.79
Total Personnel Expenses	\$ 796,593.89
OPERATING EXPENSES	
Mileage & Travel	\$ 23,522.39
Telephone, Postage, Supplies	\$ 11,297.00
Outreach & Public Relations/Job Fairs	\$ 16,877.50
Reimbursable Equipment	\$ 3,750.00
Resource Sharing Equipment	\$ 23,003.00
Professional Services and Business Expenses	\$ 28,986.79
Subtotal Personnel & Operating Expenses	\$ 904,030.57
Indirect Cost	\$ 94,290.40
Management Fee	\$ 99,832.10
Total Operating Expenses	\$ 1,098,153.07
PARTICIPANT EXPENSES	
Work Based Learning	\$ 170,000.00
Instructional Training	\$ 280,000.00
Customer Support Service	\$ 88,950.00
Individual Career Services	\$ 6,331.51
On the Job Training	\$ 27,500.00
5% WEX Markup	\$ 8,500.00
Total Participant Expenses	\$ 581,281.51
Total WIOA Adult Grant Cost	\$ 1,679,434.58

\$	(0.00)
1679434.58	
\$	0.65
\$	0.35

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
7/1/23 to 6/30/24

	Adult
	Tentative Budget
Administration	
Salaries	\$ 336,101.22
Payroll Taxes, Fringe/Workers Comp	\$ 105,631.87
Total Personnel Expenses	\$ 441,733.09
OPERATING EXPENSES	
Mileage & Travel	\$ 14,113.43
Telephone, Postage, Supplies	\$ 6,578.20
Outreach & Public Relations/Job Fairs	\$ 11,126.50
Reimbursable Equipment	\$ 2,250.00
Resource Sharing Equipment	\$ 13,802.00
Professional Services and Business Expenses	\$ 16,653.50
Subtotal Personnel & Operating Expenses	\$ 506,256.72
Indirect Cost	\$ 52,802.59
Management Fee	\$ 55,905.93
Total Operating Expenses	\$ 614,965.24
PARTICIPANT EXPENSES	
Work Based Learning	\$ 100,000.00
Instructional Training	\$ 148,000.00
Customer Support Service	\$ 50,000.00
Individual Career Services	\$ 2,676.76
On the Job Training	\$ 27,500.00
5% WEX Markup	\$ 5,000.00
Total Participant Expenses	\$ 333,176.76
Total WIOA Adult Grant Cost	\$ 948,142.00

948142	\$ (0.00)
	\$ 0.65
	\$ 0.35

GRANTEE NAME: Equus Workforce Solutions
 ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
 7/1/23 to 6/30/24

	DW
	Tentative Budget
Administration	
Salaries	\$ 270,513.88
Payroll Taxes, Fringe/Workers Comp	\$ 84,346.92
Total Personnel Expenses	\$ 354,860.80
OPERATING EXPENSES	
Mileage & Travel	\$ 9,408.96
Telephone, Postage, Supplies	\$ 4,718.80
Outreach & Public Relations/Job Fairs	\$ 5,751.00
Reimbursable Equipment	\$ 1,500.00
Resource Sharing Equipment	\$ 9,201.00
Professional Services and Business Expenses	\$ 12,333.29
Subtotal Personnel & Operating Expenses	\$ 397,773.85
Indirect Cost	\$ 41,487.82
Management Fee	\$ 43,926.17
Total Operating Expenses	\$ 483,187.84
PARTICIPANT EXPENSES	
Work Based Learning	\$ 70,000.00
Instructional Training	\$ 132,000.00
Customer Support Service	\$ 38,950.00
Individual Career Services	\$ 3,654.74
On the Job Training	\$ -
5% WEX Markup	\$ 3,500.00
Total Participant Expenses	\$ 248,104.74
Total WIOA Adult Grant Cost	\$ 731,292.58

\$	(0.00)
731292.58	
\$	0.66
\$	0.34

BUDGET NARRATIVE

Equus utilizes a cost allocation mechanism that meets the criteria established by the Department of Labor’s Technical Assistance Guide. Shared costs are distributed and charged based on either employee time reporting or the number of individuals served by activity.

PERSONNEL: \$475,936

Based on our experience operating [WIOA] programs throughout the country, we propose a staffing model that includes the positions listed in the following table. Our job titling aligns with Equus’ talent delivery model, emphasizing our commitment to delivering talent to business and increasing community access. The table below details the wages, and the number of full-time equivalents (FTE) proposed for each position budgeted. Proposed annual wages were developed with the intent of being competitive in the local market.

Job Title	Number of FTE's	Yearly Salary
Project Director – Prorated for Youth	1	37,502.40
Project Accountant – Prorated for Youth	1	30,860.07
Operations Supervisor – Prorated for Youth	1	33,040.28
Operations Supervisor – Prorated for Youth	1	31,055.75
Business Service Representative – Prorated for Youth	1	25,271.06
Business Service Representative – Prorated for Youth	1	24,226.02
Quality Assurance -Prorated for Youth	1	26,094.43
Accounting Specialist- Prorated for Youth	1	17,945.20
Youth Career Navigator	1	46,446.40
Youth Outreach Specialist	1	39,585.00
Youth Career Navigator	1	48,057.33
Youth Career Navigator	1	45,813.04

Youth Career Navigator	1	46,446.40
Youth Career Navigator split with ADW	.50	23,592.66

Equus offers a performance-based incentive to its Project Directors worth up to 15% of total wages: \$11,256. The incentive is based on a defined plan with identified benchmarks to be achieved. The Project Director can earn up to the maximum based on number of benchmarks achieved.

IF FRINGE BENEFITS: \$149,056

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$475,936 The cost of fringe benefits represents 30.30% of personnel costs.

- FICA Employer payroll taxes are calculated as 7.65% of total wages and equal \$36,409.11.
- Federal unemployment is calculated as 0.33% of the first \$7,000 of wage per FTE and equals \$2,856.
- State unemployment is calculated as 3.08% of the first \$9,000 of wage per FTE and equals \$14,659.
- Medical benefits/health insurance is calculated as 13.60% of total wages and equals \$64,727. This was determined based on Equus' current employer costs related to health insurance benefits including estimated enrollment rates. All full-time employees will have access to medical, dental, and vision insurance policies, should they decide to enroll.
- Retirement is calculated as 1% of total wages for July through December 31, 2023 and equals \$2,360.10. Then on January 1, 2024 Retirement will be calculated at 3% of total wages and equals \$7,246.50.
- Workers' Compensation is calculated as 3.43% of total wages and equals \$16,325.
- Tuition Reimbursement is calculated as .94% of total wages and equals \$4,474.

In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus' HR policy.

TRAVEL/MILEAGE: \$24,522

The Project Direct Equus September regional meeting in Wisconsin this year. In November National Association of Workforce Development Partners Youth Symposium in Las Vegas, NV. The Project Director is one of the speakers for the event. This meets one time per year

for professional development for the Career Navigators, Business Services, Quality Assurance, Operations Supervisor. In addition, the Project Director to the National Association of Workforce Boards Conference and the Career Navigators and Operations Supervisor, Youth Outreach Specialist to the Youth Symposium in Las Vegas, NV. Costs include airfare, lodging, and meals equaling \$8,420.

In order to operate this program efficiently and effectively, front-line employees will travel throughout the region to meet with customers, participants, and businesses that may be interested in being a worksite or hiring job ready participants. Therefore, we have budgeted for mileage reimbursement using the approved federal rate of \$0.66 per mile. Based on the size of the region and the customer flow, we anticipate reimbursing a total of 2033 miles per month. This equals \$16,102. for 12 months.

EQUIPMENT \$28,750

Replacement computers at \$2,500, including docking station and monitors, each for 3 1/2, a total of \$8,750. \$20,000 for the license renewal for the Virtual Reality headsets.

CLIENT ASSESSMENT \$800

200 assessments at \$4 each, \$800.

COMMUNICATIONS: \$5,997

Equus provides a monthly cell phone stipend for the following employees, Project Director, Operations Supervisor, Project Accountant, Talent Engagement Specialist, Business Services Consultants, and Career Navigators. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. We have budgeted 7 stipends at \$35 per month for 12 months for Career Navigators. Project Leadership stipends 7 stipends at \$75 per stipend for 12 months.

WiFi in the American Job Center for customer usage, youth space, reliable access for staff at \$134 per month at \$1608, which is a shared cost across all funding streams.

OFFICE SUPPLIES: \$4,000

Equus has estimated the cost of office supplies at \$333 per month for 12 months.

RESOURCE SHARING ALLOCATION: \$23,694

Equus has estimated the cost of resource sharing to be \$23,694 for the Davenport and West Burlington American Job Centers.

OUTREACH: \$17,478

This includes \$6,878 for bus wraps and bus shelters. This also includes \$10,600 for 4 events this fiscal year (one event to be scheduled each quarter) for In School and Out of

School Youth, such as promotional swag such as pens, water bottles, sticky notes, pizza cutters, sunglasses, stress balls, portfolios, folders, bags, and items related to working the event., youth job fairs, radio outreach, social media, printing, rental space for 4 events.

OTHER COSTS \$13,765

Application and hosting, staff education and seminars, couriers and overnight services, planned expenditures are estimated at \$1,147 per month for 12 months.

Dues and subscriptions include fees associated with, but not limited to, National Association of Workforce Partnerships, and industry-specific literature.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$10,954

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue and equals \$1,128.

Employee payroll processing, performed by ADP, is calculated as \$3 per paycheck per FTE for 24 paychecks for 23 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$848.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$40.00 per user per month for 11 users for 12 months and equals \$5,280 shared across funding.

Hello Sign is a web-based electronic signature management system that allows for legally binding electronic signatures. This is estimated at \$220 per year for 23 licenses shared across funding.

The Work Number is the world's largest employment verification site. Equus utilizes The Work Number to verify employment of job seekers to meet benchmarks or to determine if the job seeker is currently employed. This is estimated at \$45 per verification for 16 verifications and equals \$714.

INSURANCE: \$5,469

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.46 per \$1,000 of revenue.

INDIRECT COSTS: \$79,311.86

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. We also have a partnership with WebEx that allows us to bring call/video conferencing capabilities to the project, which is included in our indirect costs. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance,

leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$83,973.24

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated as 10% per month

DIRECT CLIENT SUPPORT SERVICES & TRAINING \$105,757

We have budgeted for 12 ITAs at \$3867 each, for a total cost of \$46,404

Supportive services may include, but are not limited to, linkages to community services; assistance with transportation, child care, and dependent care; assistance with housing; assistance with educational testing; reasonable accommodations for individuals with disabilities; referrals to healthcare; and assistance with uniforms or other appropriate work attire and tools, as needed and allowable, in order for participants to be properly prepared for work experience and/or to remove barriers to program participation or employment. This is estimated as \$1516 per youth participant.

We have budgeted \$9,257. for individualized career services, pre-vocational services.

CLIENT AWARDS/INCENTIVES \$80,000.

We have budgeted \$80,000 for incentives for credential obtained, future economic opportunity credits, grades, attendance.

DIRECT CLIENT WORK EXPERIENCE \$169,129

Equus estimates 27 participants to engage in work experience. We have budgeted wages at \$15.00 per hour. Participants would work 20 hours per week for 18 weeks. This comes to a total of \$5,400 in wages. Additionally, Equus budgeted for the cost of fringe benefits (FICA and Workers' Compensation) at 10.35% of total work experience wages and equals \$15,090.

ADP payroll processing for work experience is calculated at \$2.31 per participant per week for 4 weeks and equals \$185.

Work experience processing fees include the work to be performed, and benefit received and is calculated at 5% of payroll and fringe and equals \$8,054. This is not charged in indirect costs.

DIRECT CLIENT ON THE JOB TRAINING: \$50,000

Equus anticipates coordinating OJT opportunities for 10 job seekers. As such, we have budgeted for the cost of wage reimbursement of up to \$5000.

We have dedicated 30% of the budget to training activities, incentives, and support services

TOTAL BUDGET AMOUNT

\$1,328,591.67

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 806 n Whittington Parkway, Louisville, KY 40222

Grant Period:
7/1/23 to 6/30/24

	Youth Combined	
	Tentative Budget	
Administration		
Salaries	\$	475,936.04
Payroll Taxes, Fringe/Workers Comp	\$	149,055.86
Total Personnel Expenses	\$	624,991.90
OPERATING EXPENSES		
Mileage & Travel	\$	24,522.39
Telephone, Postage, Supplies	\$	10,797.00
Outreach & Public Relations/Job Fairs	\$	17,477.50
Reimbursable Equipment	\$	28,750.00
Resource Sharing Equipment	\$	23,693.53
Professional Services and Business Expenses	\$	30,188.22
Subtotal Personnel & Operating Expenses	\$	760,420.54
Indirect Cost	\$	79,311.86
Management Fee	\$	83,973.24
Total Operating Expenses	\$	923,705.64
PARTICIPANT EXPENSES		
Work Based Learning	\$	161,075.25
Instructional Training	\$	46,500.00
Customer Support Service	\$	50,000.00
Individual Career Services	\$	9,257.01
On the Job Training	\$	50,000.00
Client Awards and Incentives	\$	80,000.00
5% WEX Markup	\$	8,053.76
Total Participant Expenses	\$	404,886.02
Total WIOAYouth Combined Grant Expenses	\$	1,328,591.67

1328591.67 \$ (0.00)

	\$	0.70
	\$	0.30
Staff Wages	\$	95,187.21
Client Wage Subsidy (WEP)	\$	147,575.25
Client Wage Taxes (WEP)	\$	11,287.26
WEX Markup 5%	\$	8,053.76
On The Job Training	\$	50,000.00
Client Award Incentives	\$	80,000.00
Customer Support	\$	2,500.00
VR Headsets for WBL Training	\$	20,000.00
Total WEP Expenditures	\$	414,603.48

One Stop Operator PY23 Budget

Documents Included: Narrative, PY23 Budget

Action Requested: Approve the budget

BUDGET NARRATIVE

PERSONNEL: \$59,926.14

The budget is based on the time period of July 1, 2023 to June 30, 2024. A full-time One Stop Operator with an 12 month salary of \$56,645.06, this includes a 3% merit increase. To be supported by a 5% (or 2 hours per week) of the Project Accountant. The Project Accountant will ensure funding is tracked, expended, and reported appropriately.

Position/Title	Hourly Rate	Yearly Salary
One Stop Operator	27.23	\$56,645.06
Project Accountant	\$31.55	\$ 3,281.09
Total		\$59,926.14

FRINGE BENEFITS: \$17,668

The following fringe benefits and taxes have been budgeted in our total cost. Each calculation is based on a percentage of total wages from above \$59,926.14. The cost of fringe benefits represents 29.92% of personnel costs.

Fringe Benefits	% Benefit is of Salaries	Total WIOA Cost
FICA	7.65%	\$ 4,584.35
Worker Compensation	3.43%	\$2,055.47
Health Insurance	13.00%	\$ 8,149.96
FUTA	0.60%	\$ 61.69
SUTA	3.20%	\$ 1,618.01
Retirement July - December 2023	1.00%	\$299.63
Retirement Jan-June 2024	3.00%	\$899.89
Total		\$17,667.99

Equus will be changing the retirement January 1, 2024 from 1% to 3%. In addition to the above benefits, the tenure of incumbent staff hired by Equus will be considered in terms of calculating Paid Time Off. Newly hired incumbents will receive Paid Time Off per Equus' HR policy.

TRAVEL/MILEAGE: \$8,397.12

Travel – In September the Project Operator travels to New York, NY for a regional meeting to see the programs that Equus New York location has in place for a cost of \$2,030. Also, to send the Project Operator to a New Leadership Academy in Kentucky, for an estimate cost of \$2,500. The Project Operator is to travel three times a month to Davenport, to conduct meetings with staff on one stop operators for a cost of \$.655 at the federal rate per mile \$3,867.12. For a total cost of \$8,397.12.

COMMUNICATIONS: \$945

Equus provides a monthly cell phone stipend at \$75 a month for the One Stop Operator and 5% of the \$75 for the Project Accountant. These items are necessary for the success of this project and will be used to conduct outreach; perform follow up; travel to visit customers, partners, and business clients; and address customer concerns in a timely and professional manner. Furthermore, cell phones are provided in order for management team members to effectively communicate and promptly respond to external customers, internal management, partner organizations, and the Board while away from the office, traveling for business, or during non-business hours. .

OFFICE SUPPLIES: \$420

Equus has estimated the cost of office supplies at \$35 per month for 12 months.

PROFESSIONAL SERVICES AND BUSINESS EXPENSES: \$893

Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue at 12 months equals \$200.

Employee payroll processing, performed by ADP, is calculated as \$3.15 per paycheck per FTE for 26 paychecks for 1.05 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$81.90.

Quick Base is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$40.00 per user per month for 1.5 users for 12 months and equals \$504 shared a crossed funding.

Continuing Educaiton for Project Accountant CPA, estimate \$1,200 time .05 = \$60.00.

INSURANCE: \$557

Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.50 per \$1,000 of revenue for 12 months.

INDIRECT COSTS: \$9,262.49

Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. We also have a partnership with WebEx that allows us to bring call/video conferencing capabilities to the project, which is included in our indirect costs. Equus offers robust training that includes professional development through our proprietary online library, ResCare Talent System™, created using the Cornerstone OnDemand's Learning Management System platform. With more than 1,500 professional and personal skill development courses including business skills, compliance, leadership, personal and professional development, and management training employees. This standardized learning platform ensures training is consistent across all operations, which makes our processes measurable. Curriculum and content can be updated immediately, making us highly flexible. All completed training is automatically tracked, which ensures peak compliance documentation. Equus invests in its people by increasing knowledge and encouraging professional development of team members to ensure job seekers receive quality services with meaningful outcomes. There are no direct costs associated with the use of ResCare Talent System™.

Equus utilizes an indirect rate of 10.43% of subtotal direct cost

MANAGEMENT FEE: \$9,806.87

Equus' profit factors in the complexity of the work to be performed, benefit received, and quality of our past performance. Monthly fee of \$817.24.

TOTAL BUDGET AMOUNT**\$107,875.62**

In-Demand Industries and Policy

Reason: Disseminate guidelines related to the identification and utilization of in-demand occupations

Documents Included: Draft policy, Occupation Table

Action Requested: Approve the policy



Mississippi Valley Workforce Development Board

In-Demand Occupations Determination and Usage Policy

Approved Date:

Effective Date:

PURPOSE

The purpose of this policy is to disseminate guidelines concerning the identification and utilization of in-demand occupations by the Mississippi Valley Workforce Development Board (MVWDB) as mandated under the Workforce Innovation and Opportunity Act (WIOA) Section 3(23)(B).

BACKGROUND

According to WIOA regulations, local workforce boards are required to identify occupations that are in demand within their Local Areas. This policy outlines the process to be followed by MVWDB in developing and maintaining a local list of increasing and decreasing occupations in the area.

Definition: “In-demand refers to occupations, industry sectors, or career pathways that have been identified as emerging, growing, and a priority for local workforce partners, or that offer the best job prospects due to workforce needs and employer hiring demands. Utilization of WIOA Title I training funds is limited to customers enrolled in state-approved eligible training programs that lead to entry into an occupation on the approved in-demand list.

REFERENCES

This policy is based on the following references:

- Workforce Innovation and Opportunity Act (WIOA) Section 3(23)(B)
- WIOA Sec. 134(c)(3)(F)(v)
- WIOA Sec. 134(c)(3)(G)(ii)(V)(aa)
- WIOA Sec. 134(c)(3)(G)(iii)
- Subsequent guidance

DETERMINATION OF TARGETED INDUSTRIES

The Mississippi Valley Workforce Area (MVWA) has identified target sectors based on anecdotal evidence from employers, studies, and analyses conducted by workforce partners, such as the Iowa Workforce Development in-demand lists, the Future Ready Iowa Last Dollar Scholarship, and Lightcast’s economic overview.

The power sectors identified are as follows:

- Advanced Manufacturing

- Healthcare
- Information Technology
- Transportation, Distribution, & Logistics
- Construction

IN-DEMAND OCCUPATIONS

The MVWDB must establish, maintain and review, and annually update a list of existing or emerging occupations that fulfill the following criteria:

- Belong to sectors with a high potential for sustained demand or growth in the local area
- Align with target industry clusters within the local area
- Support economic growth priorities
- Address industry-specific shortages

“In-demand occupation standard” used to determine eligible occupations for training activities considers various factors, such as:

- 3-digit Standard Occupational Classification (SOC) code from Labor Market Data available through Lightcast
- Projected 2% job growth based on 3-year projections
- Earns a self-sufficiency wage as defined by the MVWDB
- Other factors that can be taken into consideration include:
 - turnover rates
 - minimum skills required
 - average entry-level wages for the occupation.

This policy enables MVWDB to:

- Extend services to low-income workers and facilitate their career path to self-sufficiency
- Prioritize high-wage industry sectors and occupations for training
- Make job-training programs leading to self-sufficiency a priority

USAGE OF THE IN-DEMAND OCCUPATION POLICY

The Title I Service Provider will use the MVWDB In-Demand Occupation Policy to determine the appropriate training program for participants seeking employment in a demand occupation. Training for a demand occupation may be targeted to employment status within or outside Local Area boundaries. Participants may request training for an occupation in demand in another area, provided an adult or dislocated worker is willing to relocate or commute for the approved training.

To establish a relationship between an occupation and an industry sector deemed “related to” an in-demand industry sector, the MVWDB will refer to the O*Net online website as a resource.

EXCEPTIONS

In specific circumstances, exceptions to the attached occupations list may be considered. The request for an exception must be submitted in writing to the MVWDB Executive Director. The request must include the occupation for which training is requested, the basis for the exception request with supporting documented evidence, and whether the request is temporary or

permanent. The request should be submitted before any training expenditure related to it. The MVWDB Executive Director will review the request with the Board Chair and respond in writing within ten (10) days.

AVAILABILITY OF THE IN-DEMAND OCCUPATION LIST

The MVWDB's In-Demand Occupation List will be made accessible at the American Job Centers in the MVWA and on the MVWDB website.

ANNUAL REPORTING

An updated report on the In-Demand Occupation List will be presented to the MVWDB during the last meeting of each program year, or more frequently if necessary. During this time the board may make exceptions for any occupation they feel should be included on the in-demand list but may not reach every criterion listed above. The vote on the report will be documented in the official minutes and exceptions noted.

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

SOC	Description	2022 Jobs	2026 Jobs	2022 - 2026 Change	2022 - 2026 % Change	2022 - 2026 Openings	Median Annual Earnings
53-5000	Water Transportation Workers	84	109	25	30%	70	\$57,399.85
51-5100	Printing Workers	239	284	45	19%	174	\$37,795.27
15-2000	Mathematical Science Occupations	217	257	40	18%	104	\$78,841.99
39-1000	Supervisors of Personal Care and Service Workers	343	396	53	15%	236	\$36,895.20
11-2000	Advertising, Marketing, Promotions, Public Relations, and Sales M	506	576	71	14%	251	\$122,639.07
11-3000	Operations Specialties Managers	2,325	2,551	226	10%	962	\$100,659.29
31-2000	Occupational Therapy and Physical Therapist Assistants and Aides	347	376	29	9%	238	\$53,878.00
45-1000	Supervisors of Farming, Fishing, and Forestry Workers	62	67	5	8%	42	\$60,898.69
19-2000	Physical Scientists	139	150	11	8%	60	\$78,390.73
21-1000	Counselors, Social Workers, and Other Community and Social Ser	2,297	2,482	185	8%	1,101	\$42,815.20
17-2000	Engineers	1,665	1,793	129	8%	567	\$91,168.34
13-1000	Business Operations Specialists	5,724	6,124	400	7%	2,570	\$64,249.45
19-3000	Social Scientists and Related Workers	112	119	8	7%	45	\$74,884.78
51-1000	Supervisors of Production Workers	1,509	1,608	99	7%	747	\$64,261.25
17-1000	Architects, Surveyors, and Cartographers	105	111	7	6%	41	\$70,364.90
15-1200	Computer Occupations	3,404	3,619	215	6%	1,224	\$75,512.78
49-9000	Other Installation, Maintenance, and Repair Occupations	4,534	4,819	285	6%	2,065	\$52,630.22
37-1000	Supervisors of Building and Grounds Cleaning and Maintenance W	364	386	22	6%	190	\$38,695.56
41-4000	Sales Representatives, Wholesale and Manufacturing	2,056	2,180	124	6%	969	\$59,901.50
19-5000	Occupational Health and Safety Specialists and Technicians	163	173	10	6%	79	\$70,893.02
11-9000	Other Management Occupations	3,876	4,096	220	6%	1,551	\$80,717.57
27-3000	Media and Communication Workers	495	522	27	5%	232	\$53,689.46
51-2000	Assemblers and Fabricators	2,639	2,784	144	5%	1,523	\$44,013.61
11-1000	Top Executives	4,023	4,217	195	5%	1,611	\$73,379.79
13-2000	Financial Specialists	2,771	2,904	133	5%	1,089	\$62,650.38
45-4000	Forest, Conservation, and Logging Workers	37	39	2	5%	28	\$35,518.95
51-9000	Other Production Occupations	5,665	5,929	263	5%	3,055	\$42,270.88
53-2000	Air Transportation Workers	77	81	3	4%	45	\$93,457.85
41-3000	Sales Representatives, Services	1,475	1,538	63	4%	672	\$51,727.75
51-4000	Metal Workers and Plastic Workers	6,068	6,314	246	4%	3,030	\$43,486.30
25-3000	Other Teachers and Instructors	1,277	1,328	51	4%	667	\$36,543.77
25-2000	Preschool, Elementary, Middle, Secondary, and Special Education	4,990	5,182	191	4%	1,750	\$55,672.54
25-1000	Postsecondary Teachers	1,165	1,208	43	4%	482	\$69,928.86
23-1000	Lawyers, Judges, and Related Workers	386	400	14	4%	92	\$97,924.56
53-7000	Material Moving Workers	10,874	11,249	375	3%	6,884	\$35,826.75
33-2000	Firefighting and Prevention Workers	239	247	8	3%	85	\$43,639.75
53-1000	Supervisors of Transportation and Material Moving Workers	965	994	29	3%	493	\$56,491.80

29-9000	Other Healthcare Practitioners and Technical Occupations	79	81	2	3%	25	\$55,616.09
49-1000	Supervisors of Installation, Maintenance, and Repair Workers	868	891	22	3%	350	\$73,178.08
19-4000	Life, Physical, and Social Science Technicians	449	460	11	2%	252	\$44,946.38
41-1000	Supervisors of Sales Workers	1,786	1,821	34	2%	817	\$42,217.81
53-3000	Motor Vehicle Operators	7,536	7,681	145	2%	3,965	\$43,214.76
47-3000	Helpers, Construction Trades	143	146	3	2%	79	\$36,707.34
43-1000	Supervisors of Office and Administrative Support Workers	1,312	1,335	23	2%	602	\$49,892.96
19-1000	Life Scientists	325	330	6	2%	132	\$72,383.73
49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairer	3,091	3,141	50	2%	1,301	\$46,375.06
47-4000	Other Construction and Related Workers	934	948	14	2%	434	\$50,963.24
29-1000	Healthcare Diagnosing or Treating Practitioners	6,327	6,422	95	2%	1,644	\$72,289.02
47-5000	Extraction Workers	90	91	1	1%	45	\$47,069.02
17-3000	Drafters, Engineering Technicians, and Mapping Technicians	1,401	1,422	20	1%	627	\$61,917.14
33-3000	Law Enforcement Workers	1,114	1,129	15	1%	411	\$59,434.73
23-2000	Legal Support Workers	236	239	3	1%	109	\$46,069.44
25-4000	Librarians, Curators, and Archivists	408	413	5	1%	202	\$39,289.42
47-2000	Construction Trades Workers	6,519	6,596	77	1%	2,831	\$50,534.25
21-2000	Religious Workers	578	584	6	1%	250	\$47,936.75
43-5000	Material Recording, Scheduling, Dispatching, and Distributing Wor	3,138	3,170	32	1%	1,399	\$46,030.71
29-2000	Health Technologists and Technicians	3,666	3,676	10	0%	1,212	\$46,559.11
47-1000	Supervisors of Construction and Extraction Workers	1,215	1,216	2	0%	478	\$68,040.16
51-3000	Food Processing Workers	3,653	3,653	(0)	(0%)	2,135	\$39,730.12
51-8000	Plant and System Operators	655	654	(0)	(0%)	305	\$61,739.68
49-2000	Electrical and Electronic Equipment Mechanics, Installers, and Rep	712	705	(7)	(1%)	332	\$52,322.95
39-4000	Funeral Service Workers	137	134	(3)	(2%)	85	\$37,325.25
53-4000	Rail Transportation Workers	281	273	(8)	(3%)	112	\$69,642.55
27-4000	Media and Communication Equipment Workers	144	135	(9)	(6%)	62	\$45,779.60
51-7000	Woodworkers	741	678	(63)	(8%)	335	\$47,407.59

*Outreach Expense Policy

Reason: Board requested additional information about the Buy American Act and a clause added to the draft policy.

Documents Included: Draft Policy

Actions Requested: Approve the policy

The Buy American Act, (41 U.S.C. § 10a-10d), applies to procurements of supplies and construction materials for the United States government. For example, if the U.S. government issues a solicitation for construction of a new wing to the Library of Congress, the Buy American Act would apply to the procurement.

Resources: <https://uscode.house.gov/view.xhtml?path=/prelim@title41/subtitle4/chapter83&edition=prelim>

The BAA applies to all U.S. federal government agency purchases of goods valued over the U.S. micro-purchase threshold (\$10,000).

Resource: [https://acqnotes.com/acqnote/careerfields/buy-american-act#:~:text=Buy%20American%20Act%20\(BAA\)%20Regulation&text=The%20BAA%20applies%20to%20all,%2Dpurchase%20threshold%20\(%2410%2C000\)](https://acqnotes.com/acqnote/careerfields/buy-american-act#:~:text=Buy%20American%20Act%20(BAA)%20Regulation&text=The%20BAA%20applies%20to%20all,%2Dpurchase%20threshold%20(%2410%2C000))



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.

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

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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

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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 Buy American Act must be followed when applicable. All attempts should be made to buy American except when the price and delivery time are deemed to be unreasonable.

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

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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

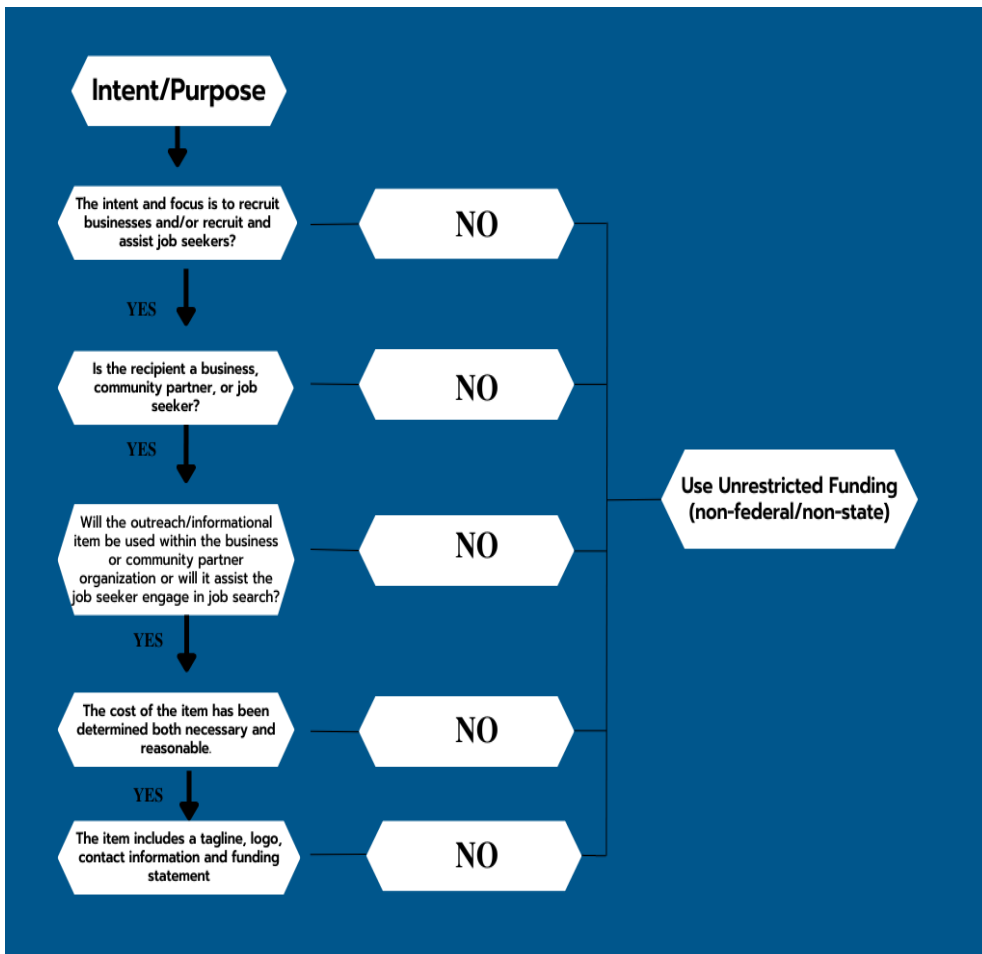
The Board and sub-recipients must have good, clear supporting documentation for all costs associated with program outreach and informational activities. Good, clear supporting documentation establishes that the expenditure:

- 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.

*Whistleblower Policy

Reason: Maintain ethical and compliant work environment

Documents Included: Draft policy

Action Requested: Approve the policy



Mississippi Valley Workforce Development Board

Whistleblower Policy

Approved Date:

Effective Date:

Amended Date:

Purpose

The Mississippi Valley Workforce Development Board (MVWDB) recognizes the importance of maintaining an ethical and compliant work environment. This policy encourages employees, volunteers, and affiliated individuals to promptly report any violation of policy, procedure, ethics, illegal activities, or other misconduct by employees, volunteers, or others associated with the organization. The MVWDB is committed to ensuring that individuals who report such violations in good faith are protected from harassment, retaliation, or adverse employment consequences. Additionally, this policy establishes procedures for reporting violations and conducting thorough investigations to address any reported concerns.

Reporting Process

Reports of violations or suspected violations can be made directly to the Executive Director, Board Chair, Vice-Chair, or any special committee constituted by the MVWDB to receive and process confidential information.

- If the reported activity or misconduct involves the Executive Director, the report should be directed to the Board Chair or Vice-Chair.
- Violations or suspected violations may be submitted confidentially by the complainant or anonymously.

Confidentiality

The MVWDB will make every effort to keep reports of violations or suspected violations confidential to the extent possible while ensuring an adequate investigation can be conducted. Only those directly involved in the investigation and decision-making will be informed about the reported violation or misconduct.

Acknowledgment of Receipt

Upon receiving a complaint, the designated recipient will acknowledge receipt of the reported violation or misconduct within five business days.

Investigation and Corrective Action

The appropriate authority will promptly and thoroughly investigate all reports. If the investigation reveals a violation has occurred, appropriate corrective action will be taken promptly based on the findings and in accordance with the organization's policies and procedures.

Corrective Actions may include but are not limited to, retraining, counseling, warnings, disciplinary actions, and in severe cases termination of employment.

Whistleblower Protection

No individual who makes a good faith report of a violation shall suffer harassment, retaliation, or adverse employment consequences due to their report. Any employee, board member, or volunteer found to have retaliated against someone who has reported a violation in good faith will be subject to disciplinary action, up to and including termination of employment.

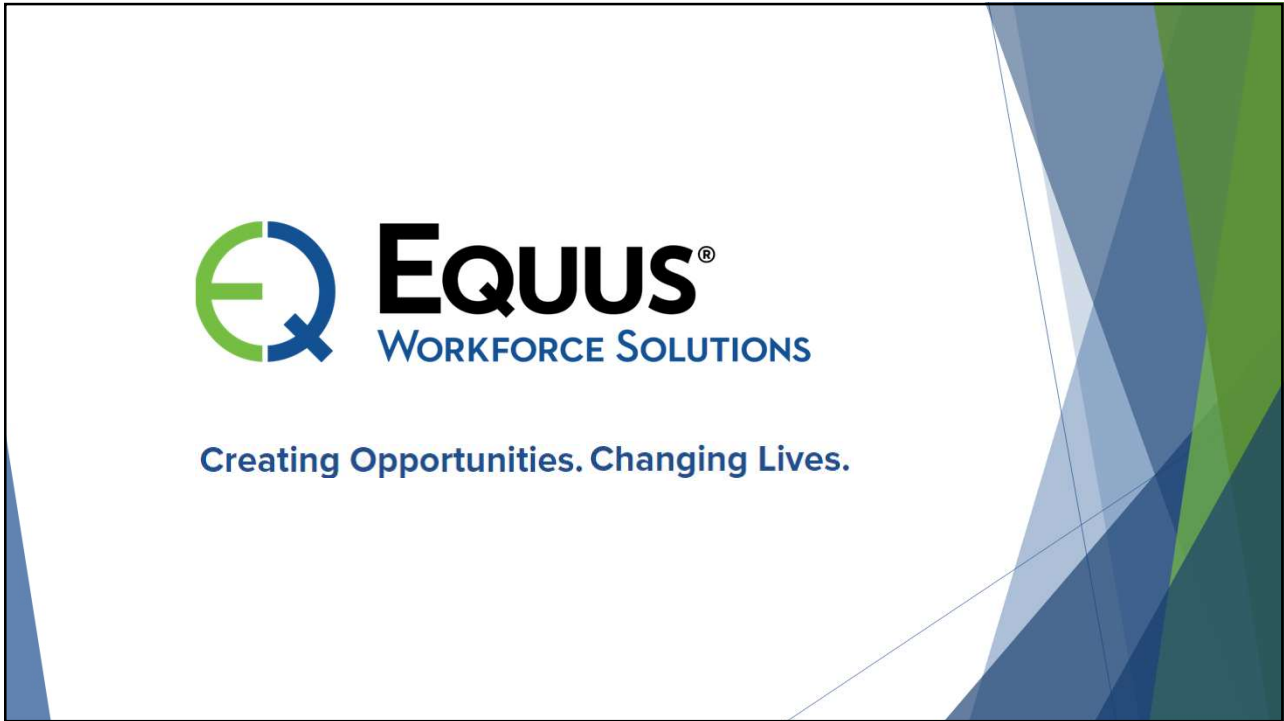
Non-Retaliation Assurance

The MVWDB will actively promote an environment that discourages retaliation against individuals who report violations or misconduct and will take appropriate measures to prevent and address any potential acts of retaliation.

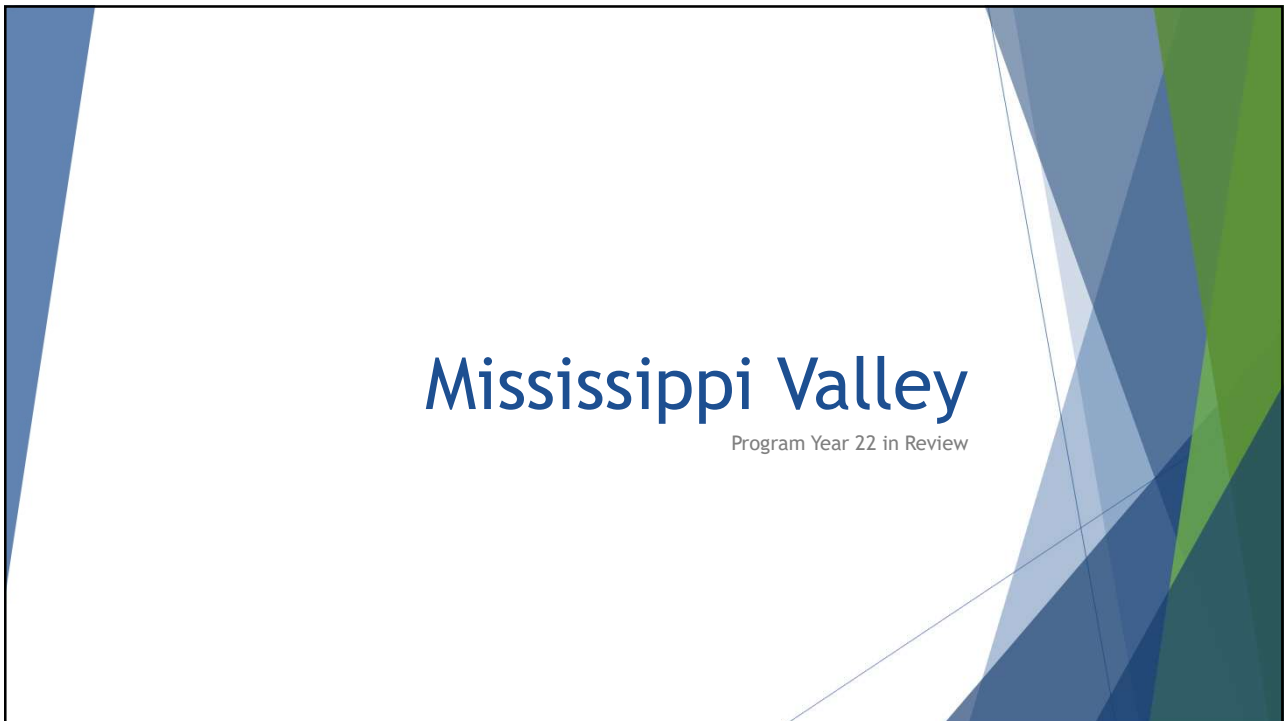
Equal Opportunity Programs/Employer

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

Title I Annual Review

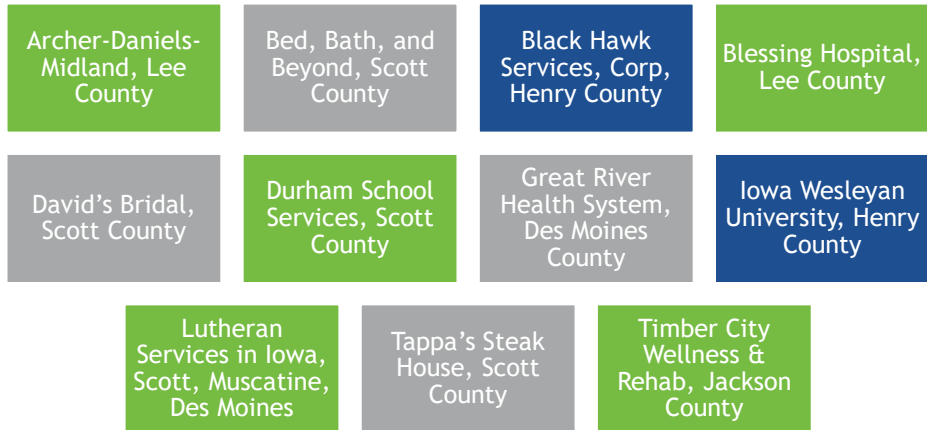


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Rapid Response



3

Enrollments

	YTD Goal	YTD Actual	% of Goal
Adult	125 (Total)	75	
Dislocated Worker	125 (Total)	63	110%
National Dislocated Worker Grant	40 co-enrolled	127	315%
In School Youth	60 (Total)	18	
Out of School Youth	60 (Total)	105	205%

4

Caseload-June

Adult

- ▶ 68 Active
- ▶ 113 Follow Up
- ▶ 36.2 Average caseload
- ▶ 11 Exit
 - ▶ 6 Employed
 - ▶ 3 Not employed
 - ▶ 1 Unknown
 - ▶ 1 Stay at Home Mom

Dislocated Worker

- ▶ 96 Active
- ▶ 64 Follow Up
- ▶ 32 Average caseload
- ▶ 2 Exit
 - ▶ 2 Employed

5

Caseload-June

Youth

- ▶ 106 Active
- ▶ 68 Follow Up
- ▶ 29 Average caseload
- ▶ 12 Exit
 - ▶ 7 Employed
 - ▶ 3 Not Employed
 - ▶ 1 Unknown

6

Occupational Skills Training

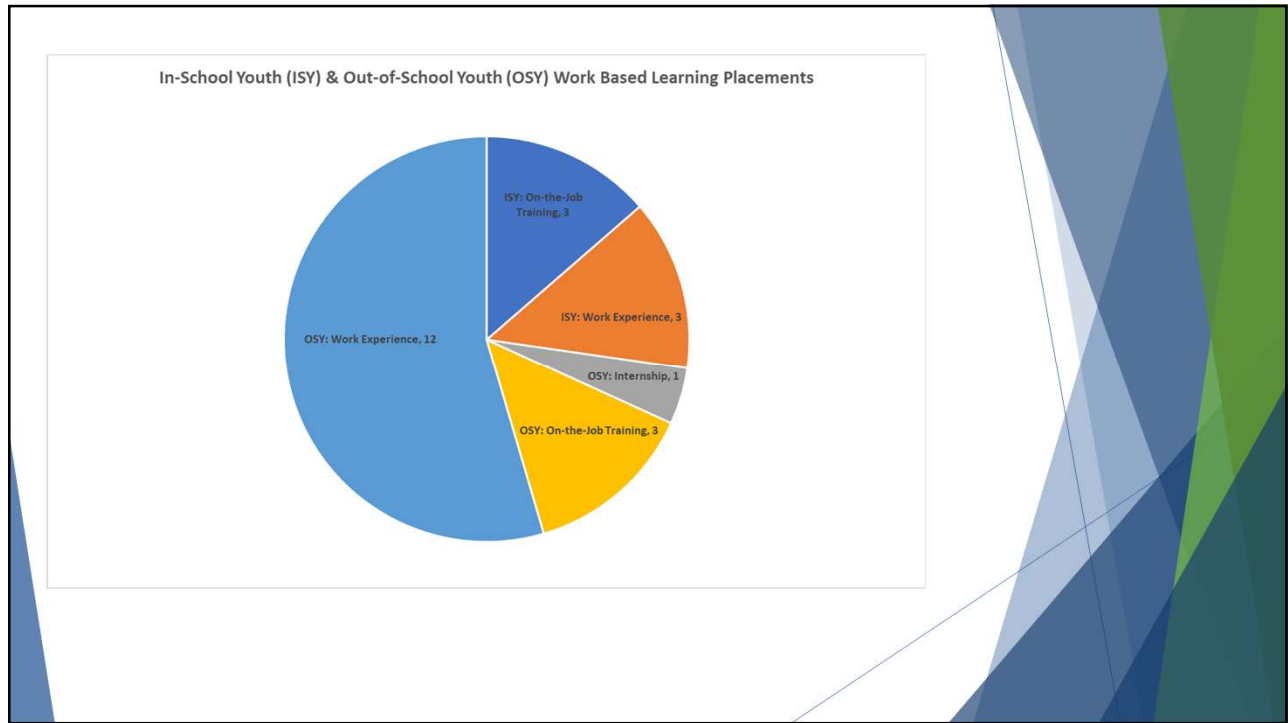
	YTD Goal	YTD Actual	% of Goal
Adult/Dislocated Worker	125	148	118%
Youth	15	30	200%

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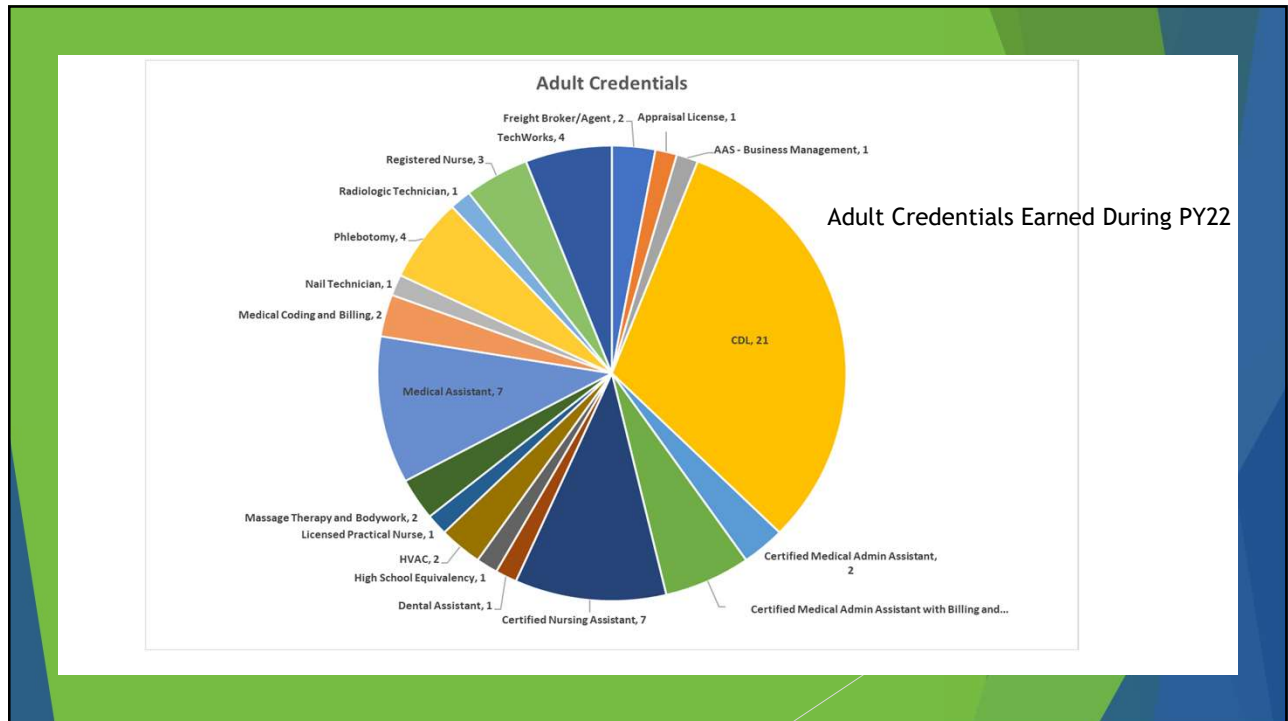
Work Based Learning

	YTD Goal	YTD Actual	% of Goal
Adult/Dislocated Worker	30	30	100%
NDWG OJT	28	3	11%

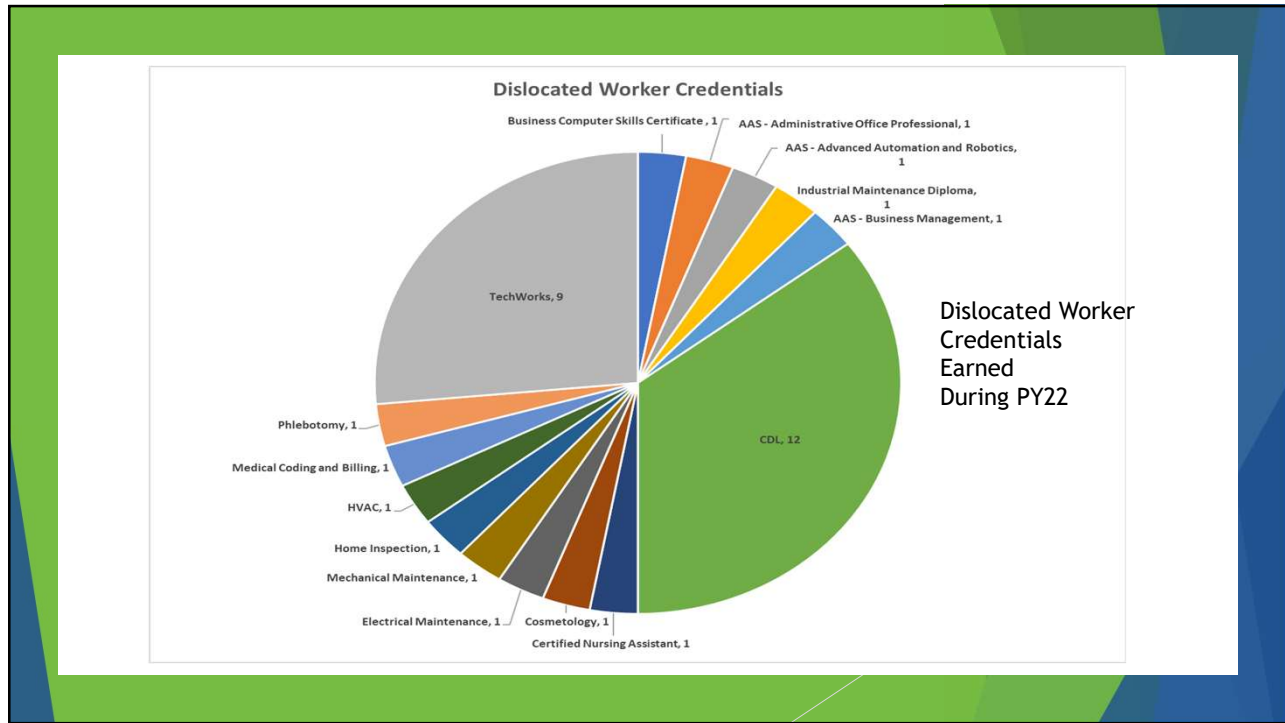
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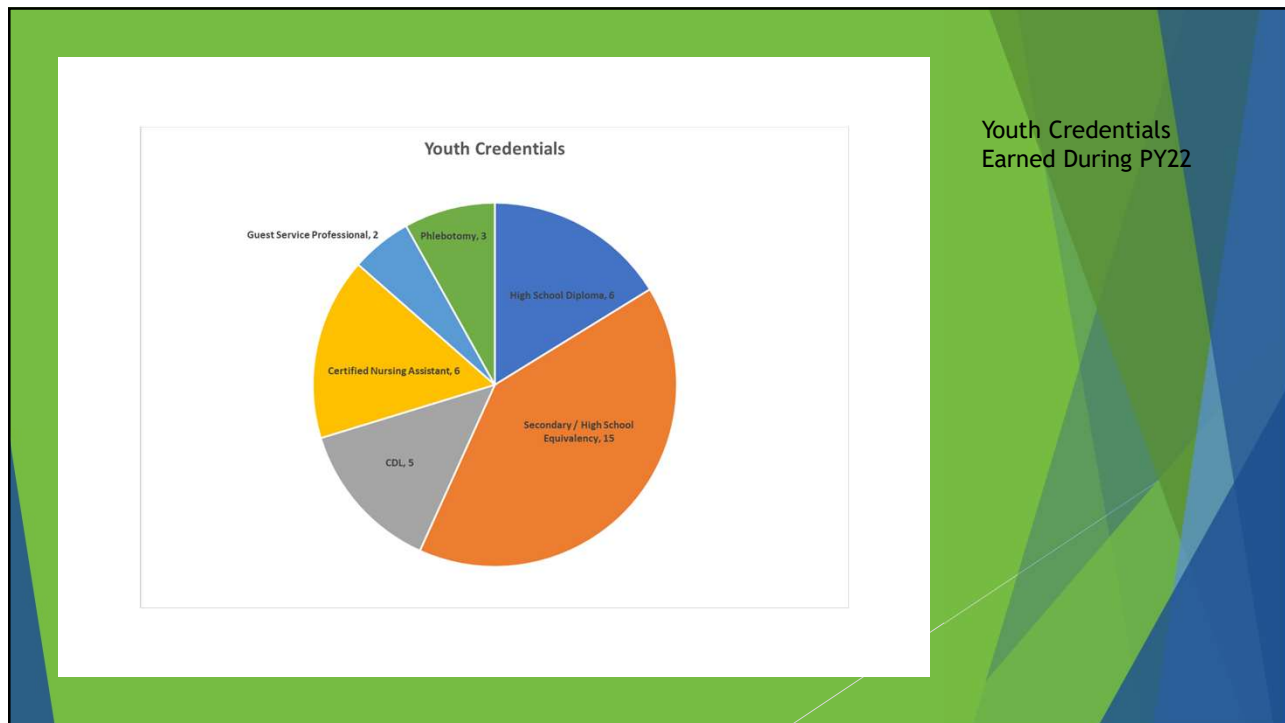
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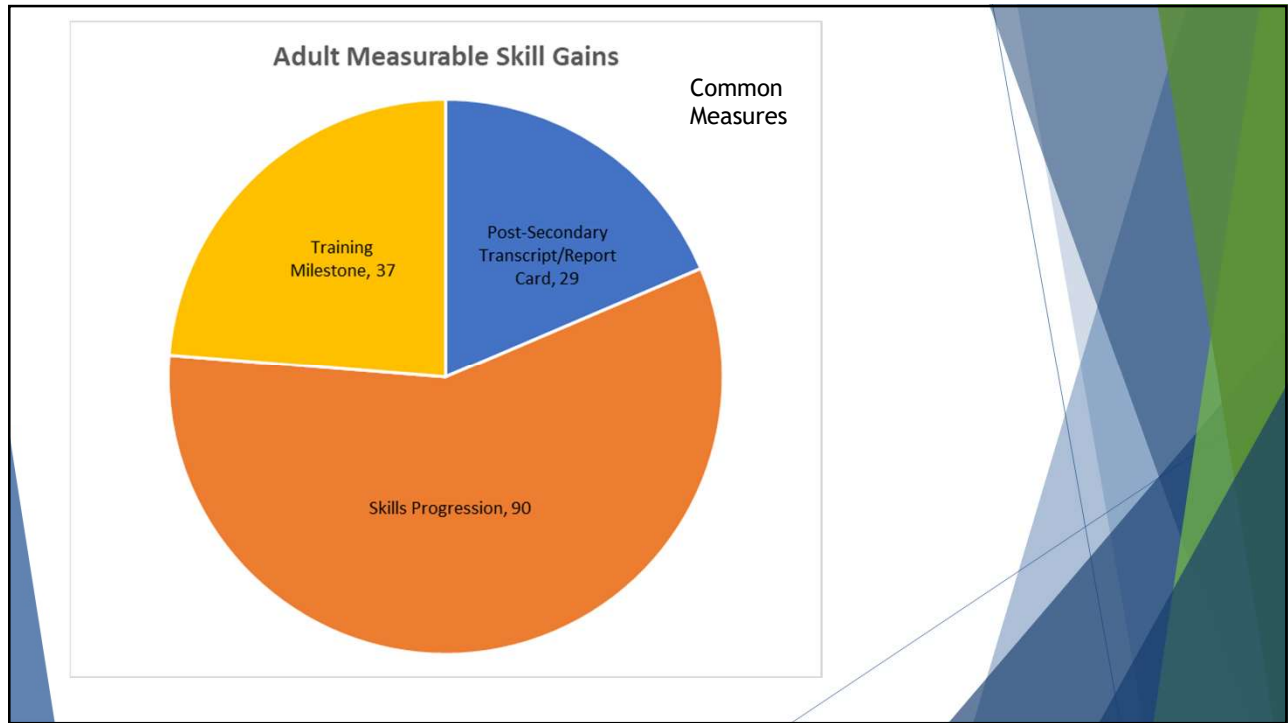
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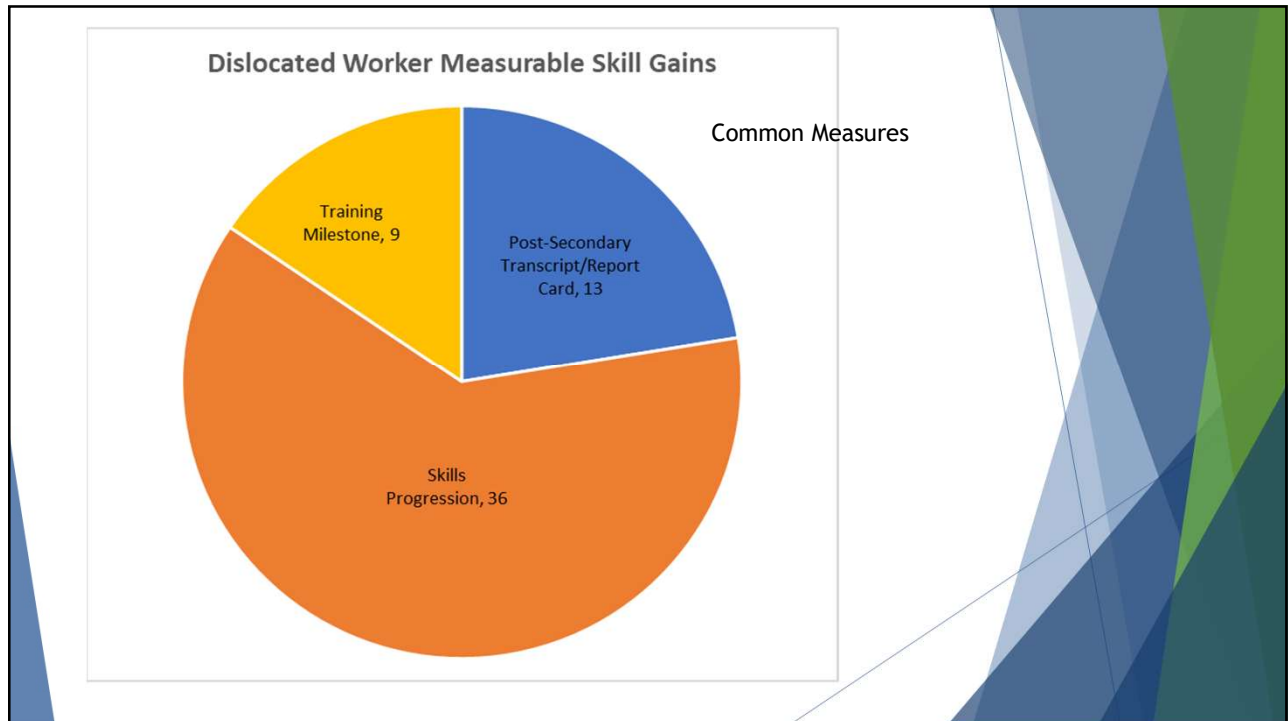
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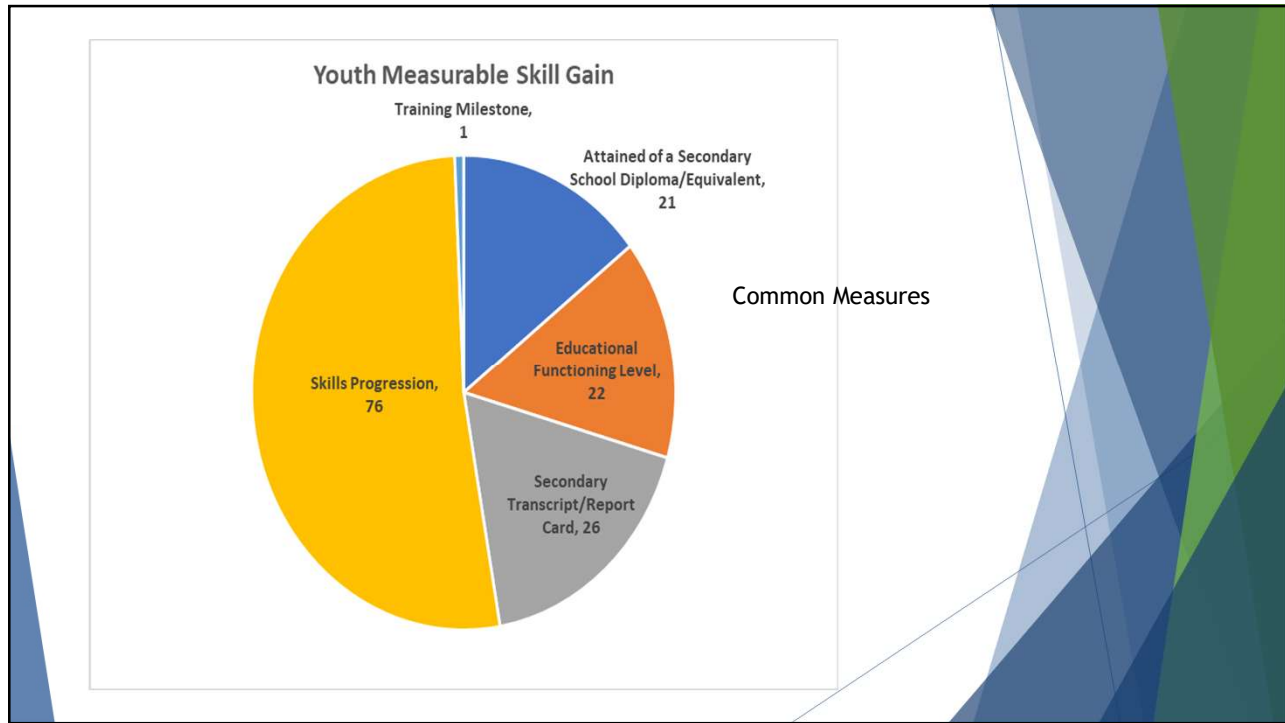
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13



14



15

Youth Elements Program Year

PY22 Youth Elements	Service	Number of Services Provided	Youth Impacted
1	Tutoring, study skills training, dropout prevention	10	10
2	Alternative secondary school services	5	5
3	Paid and unpaid work experience	22	22
4	Occupational skills training	30	30
5	Education offered concurrently with workforce preparation	0	0
6	Leadership development	16	16
7	Support Services	452	274
8	Adult mentoring	0	0
9	Follow-up services	118	72
10	Comprehensive guidance and counseling	1	1
11	Financial literacy education	8	8
12	Entrepreneurial skills training	0	0
13	Services that provide labor market information	662	590
14	Postsecondary preparation and transition activities	1	1

16

Legacy in Action



323 SURVEYS



94.22% OVERALL CUSTOMER
SATISFACTION RATE FOR PY22

17

Success Stories-Youth

- ▶ Youth - Six months ago, Accelerate Iowa and Iowa Vocational Rehabilitation worked together to find a first job for a Davenport young adult, Mercedes. Stuff ETC. was happy to partner with both programs to facilitate this exciting opportunity for Mercedes through Accelerate Iowa's Work Based Learning program. Mercedes started her work experience by utilizing our Virtual Reality Headsets. She successfully completed and got paid for her time practicing her skills in hospitality and customer service to prepare for her first day at STUFF ECT. After a few weeks on the job, she brought up her apprehension about getting moved to the cash register to her career navigator, Robert. After that conversation, Robert set up cashier practice for Mercedes in our IowaWORKS office. She practiced her customer service with our staff, made change for purchases, and most importantly, left that day a lot less nervous about being moved to the cash register. After 520 hours of paid experience, Mercedes was hired full time by STUFF ETC., received a pay raise, and will be eligible for benefits. Accelerate Iowa helped her build confidence in herself, try new things, and find a job to add to her resume. This opportunity launched her future in the local workforce. She is now one of the first smiling faces you see when walking into the STUFF ECT. location in Davenport.

18

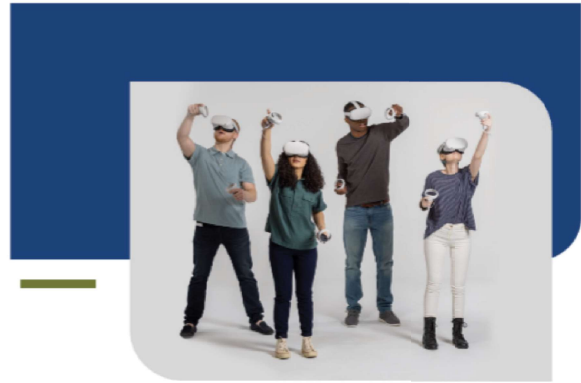
Success Stories-Adult

- ▶ Adult - While working on her medical billing and coding certification, Employment and Training at IowaWORKS helped Rebecca connect to a career she didn't know she would enjoy. In August of 2022, Rebecca and her career navigator, Sumita, worked together to find her a job closer related to the medical field than the customer service positions she had held in the past. Sumita and Jamie, our business service consultant, met with Rebecca to identify potential work-based learning opportunities. After applying with local hospitals and pharmacies, Main at Locust Pharmacy hired Rebecca and agreed to partner through an on-the-job training opportunity. We were able to support Rebecca by purchasing her required uniform and study book for her pharmacy technician test. We were able to support a local, small business, Main at Locust Pharmacy, by reimbursing part of Rebecca's wages during her agreed upon training period. Rebecca has successfully completed her on-the-job training in February of 2023, she is still studying for her pharmacy technician certification sponsored by Main at Locust Pharmacy and should test around August 2023. She successfully completed her medical billing and coding certification as of July 2023. Rebecca is still working at Main at Locust Pharmacy and intends to use the knowledge she has gained through her occupational skills training and on-the-job training for the rest of her life.

Virtual Reality Year in Review



Quarterly Business Review

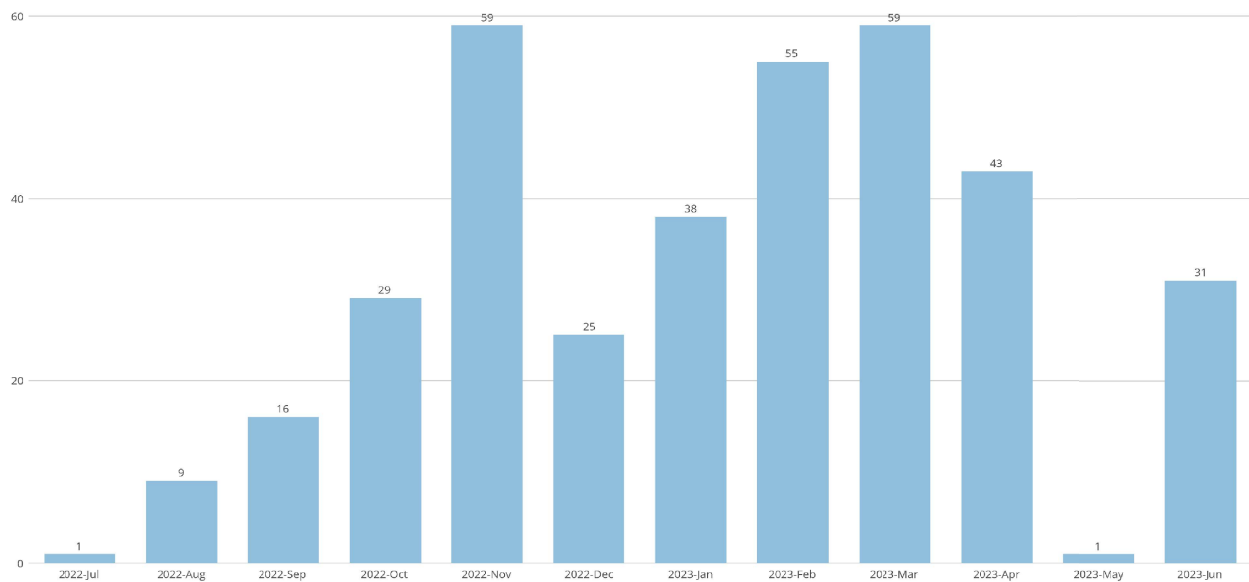


This report summarizes key metrics for Equus - Mississippi Valley Workforce Development Board Equus - Mississippi Valley Workforce Development Board Equus - Mississippi Valley Workforce Development Board Equus - Mississippi Valley Workforce Development Board

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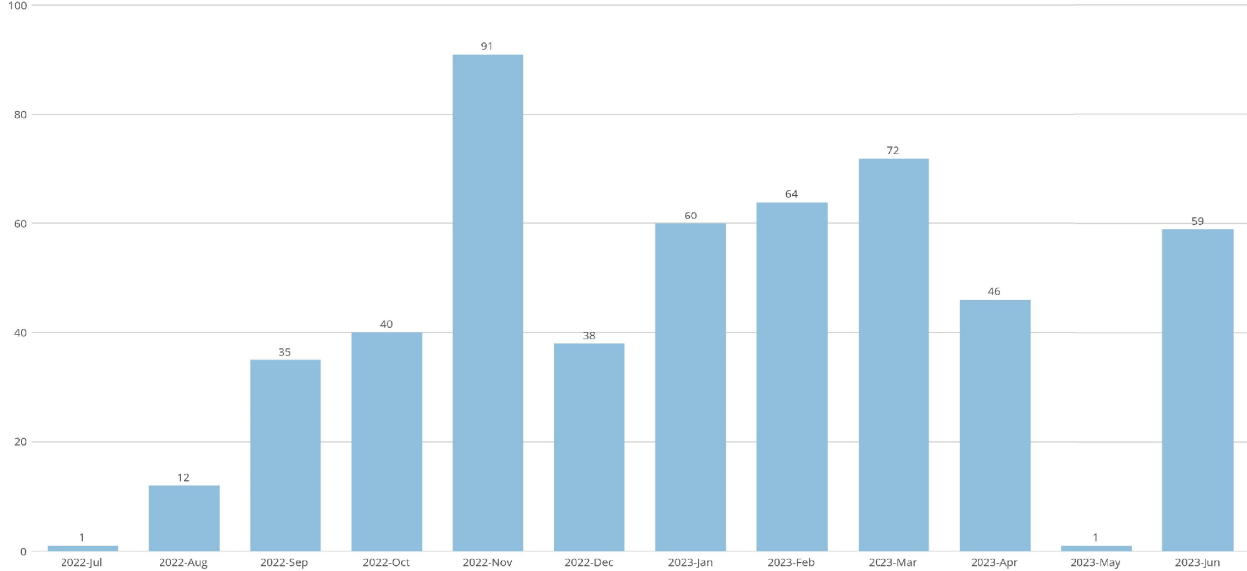
Career Exploration: Unique Users by Month

366 Unique Users



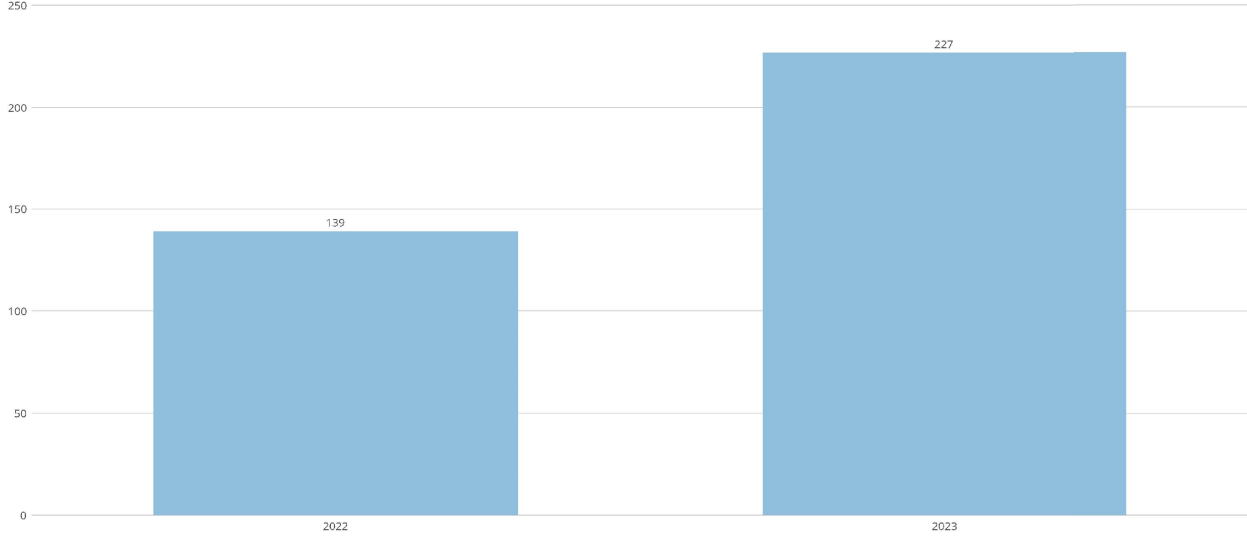
Career Exploration: Sims Started by Month

519 Sims Started



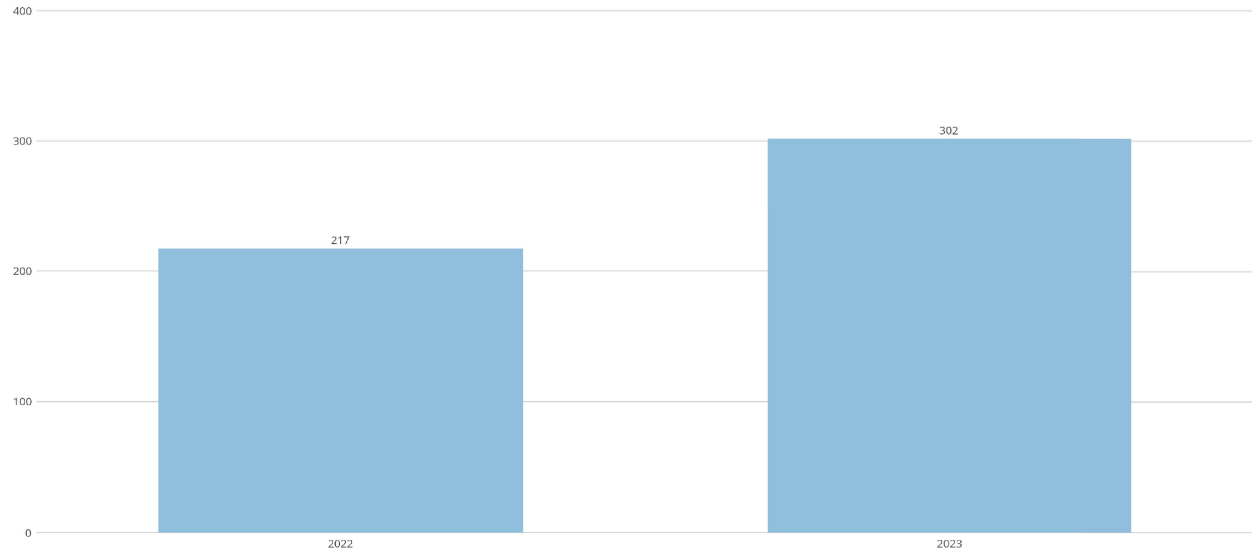
Career Exploration: Unique Users by Year

366 Unique Users



Career Exploration: Sims Started by Year

519 Sims Started



Career Exploration: Sims Started by Occupation

519 Sims Started

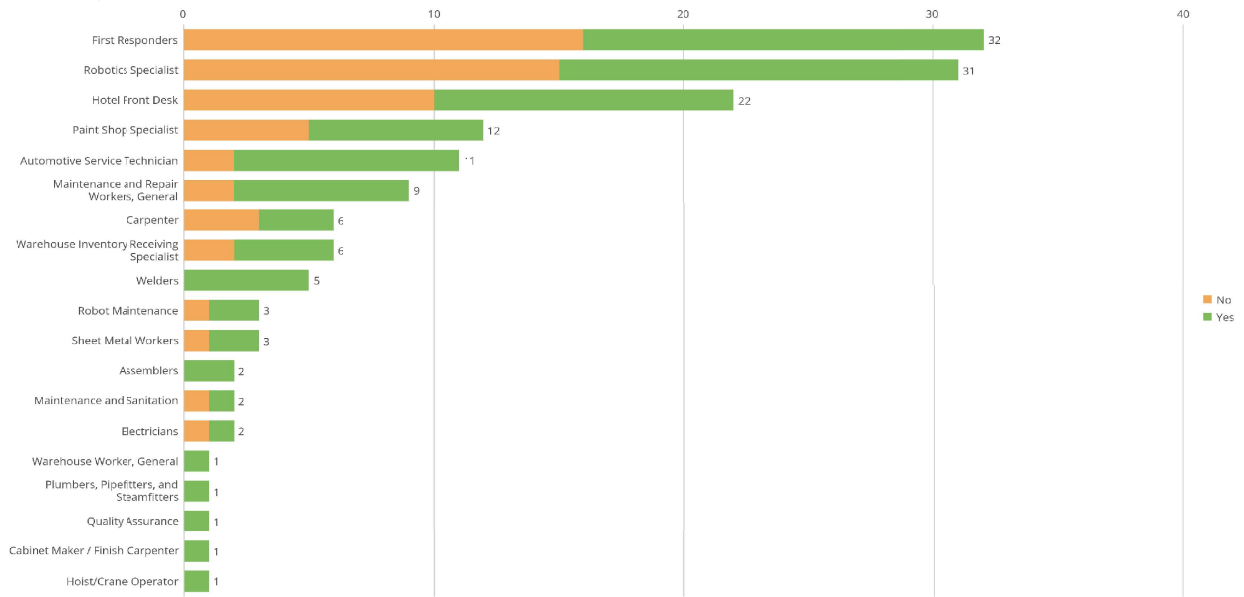
Robotics Specialist/RoboticSafety	90
First Responders/FireExtinguisherSafety	86
Hotel Front Desk/FirstImpressionGuest	52
Paint Shop Specialist/IntroPaintRobot	45
Automotive Service Technician/OilChange	35
Carpenter/ElectricCircularSaws	35
Assemblers/PneumaticWrenchesAncScr...	32
Welders/MIGWelding	27
Warehouse Inventory Receiving Spedaill...	26
Robot Maintenance/IsolationLineLeakage	18
Maintenance and Repair Workers, Gene...	15
Electricians/EnergyRelatedHazards	10
Other	48



Total
519

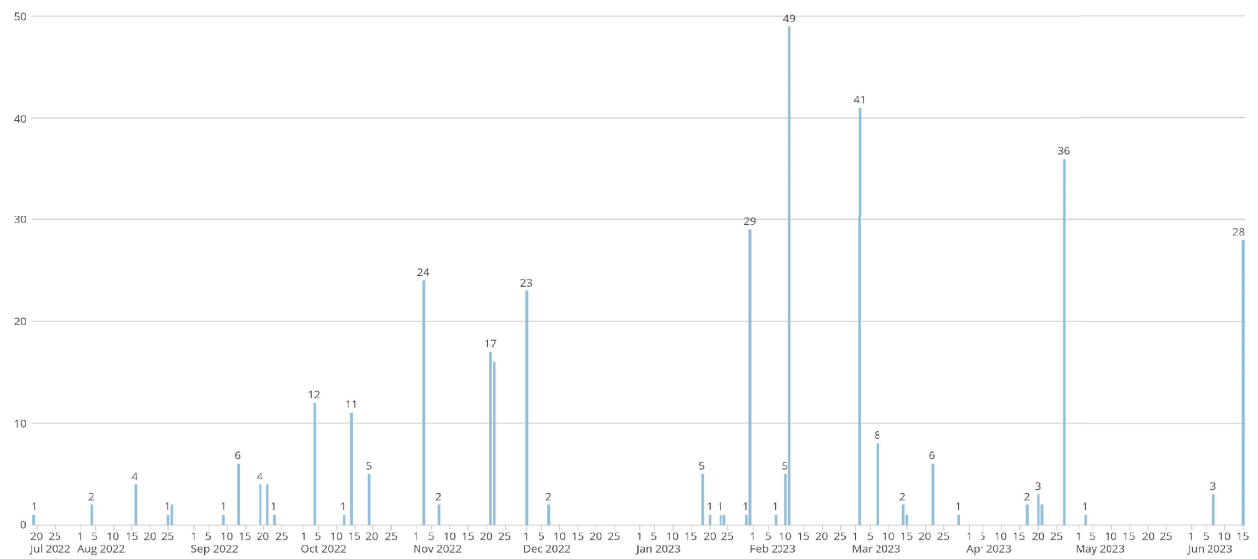
Career Exploration: Sims Completed by Preference

151 Sims Completed



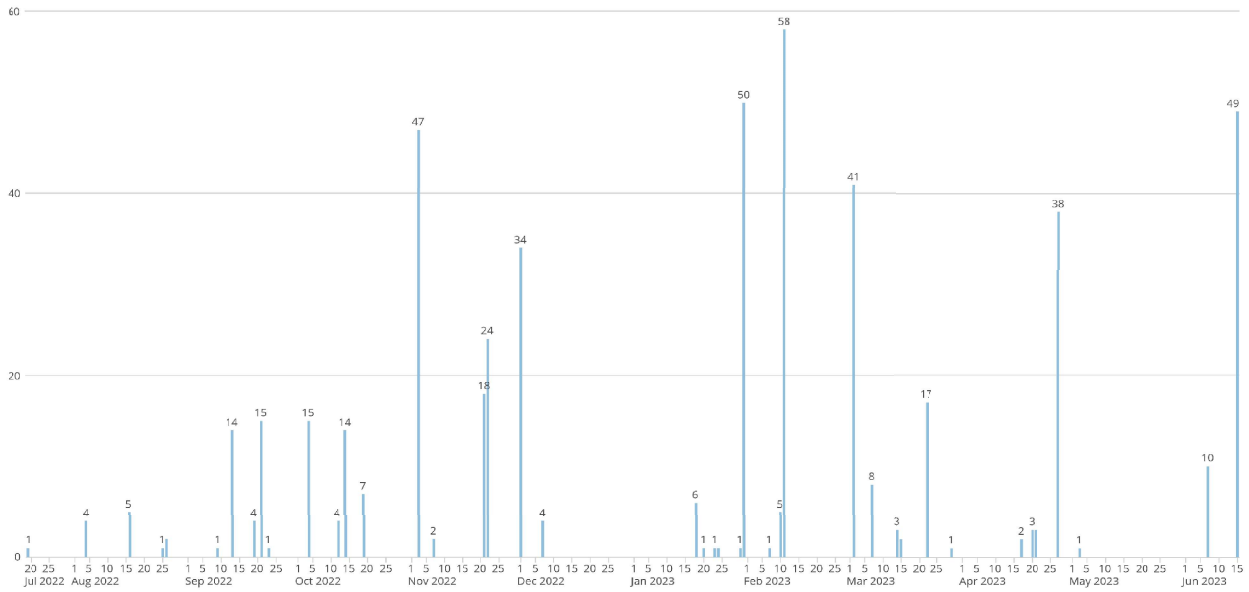
Career Exploration: Unique Users in Last 30 Days by Day

366 Unique Users



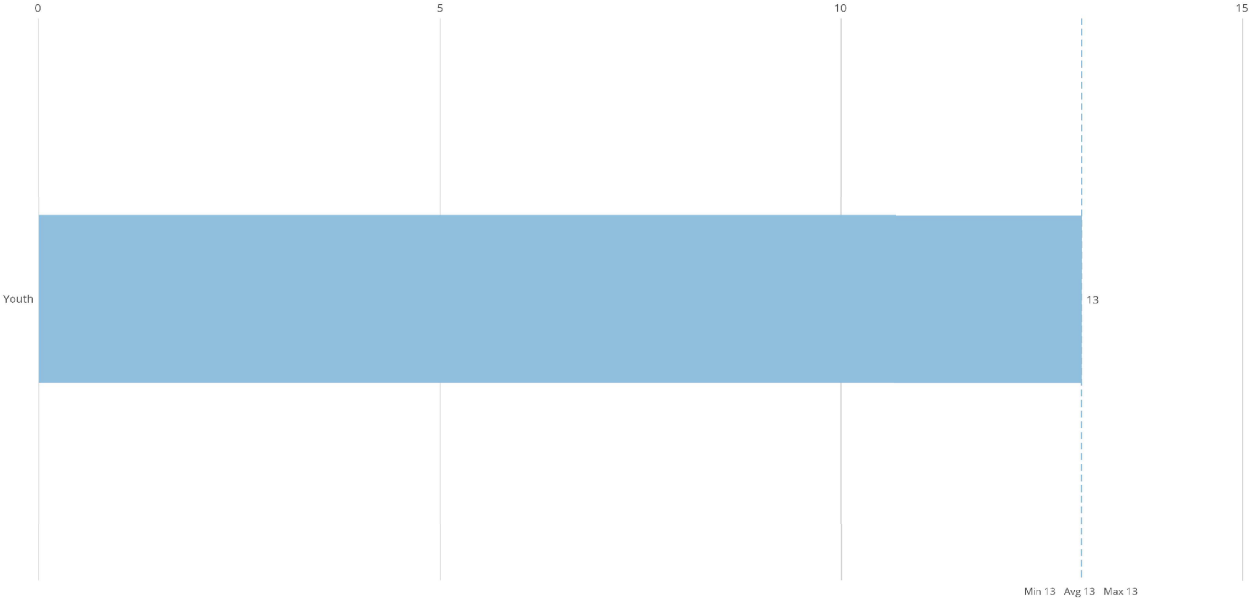
Career Exploration: Started Sims in Last 30 Days by Day

519 Sims Started

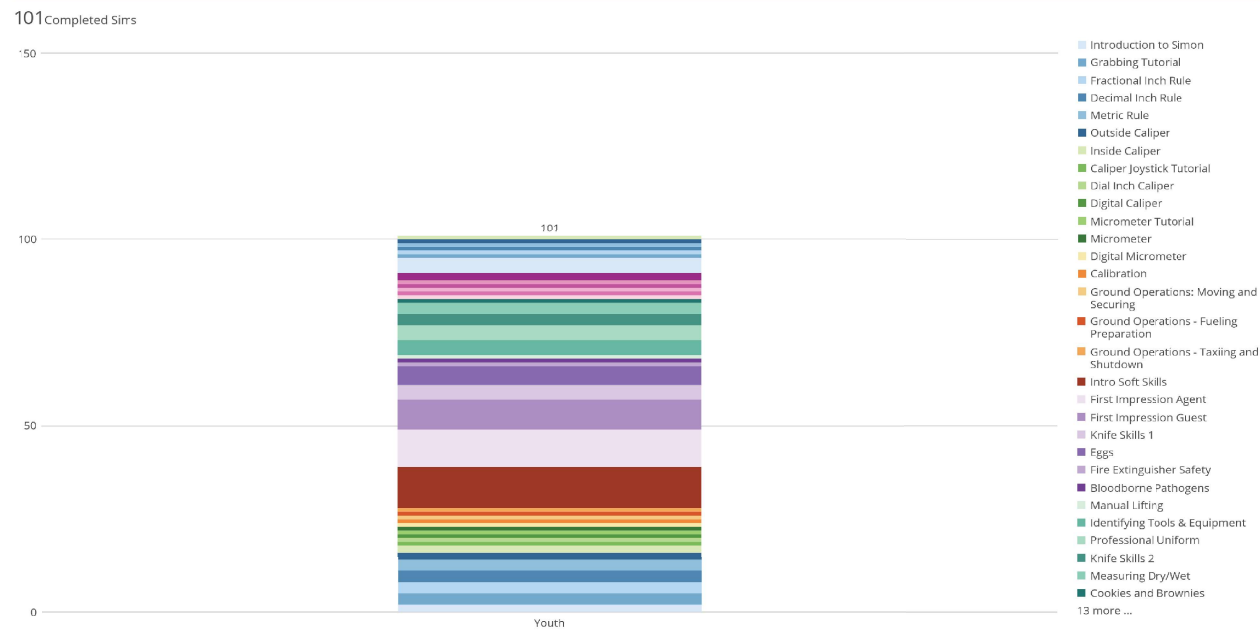


Virtual Training Facility: Total Trainees by Class

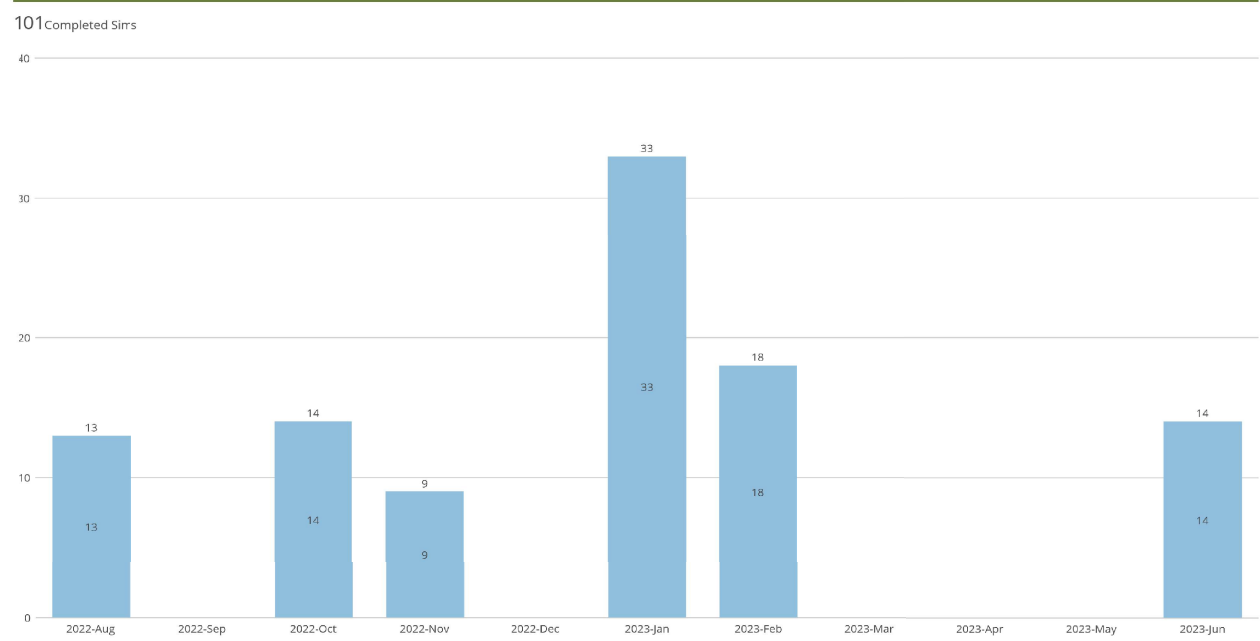
13 Students



Virtual Training Facility: Completed Sims by Class with Sim Detail

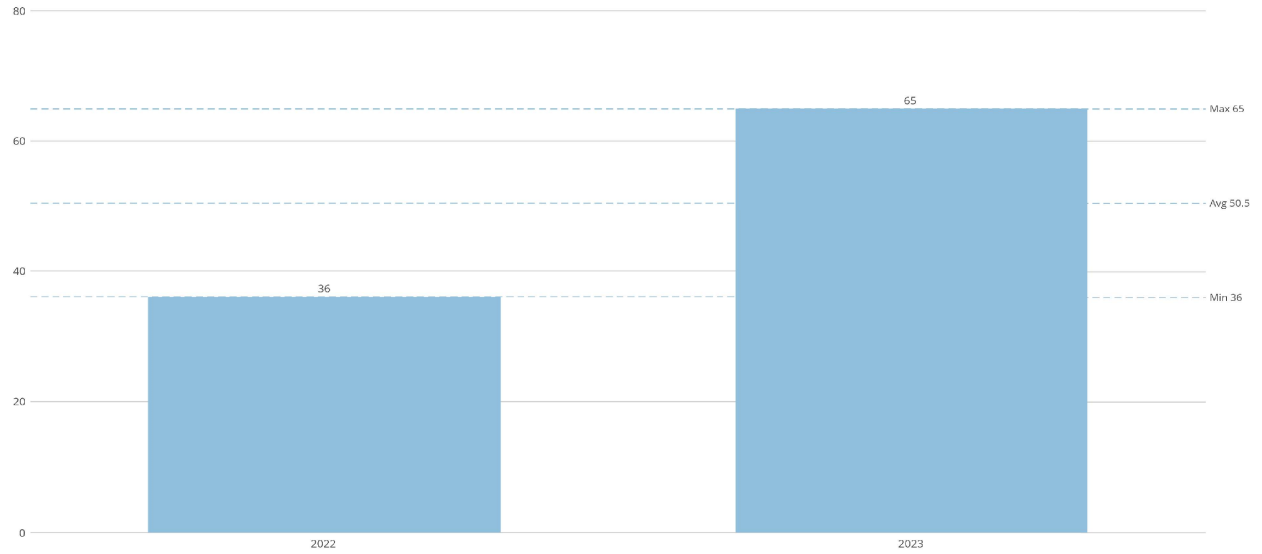


Virtual Training Facility: Completed Sims by Month



Virtual Training Facility: Completed Sims by Year

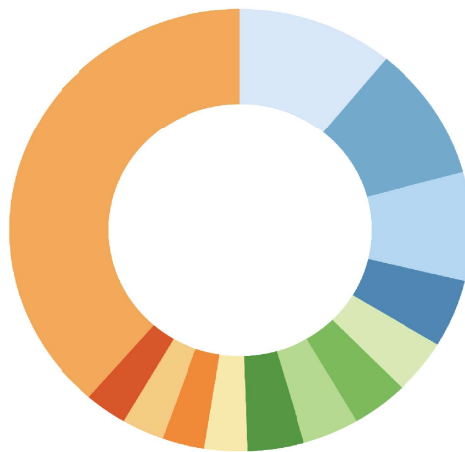
101 Completed Sims



Virtual Training Facility: Completed Sims by Sim Detail

101 Completed Sims

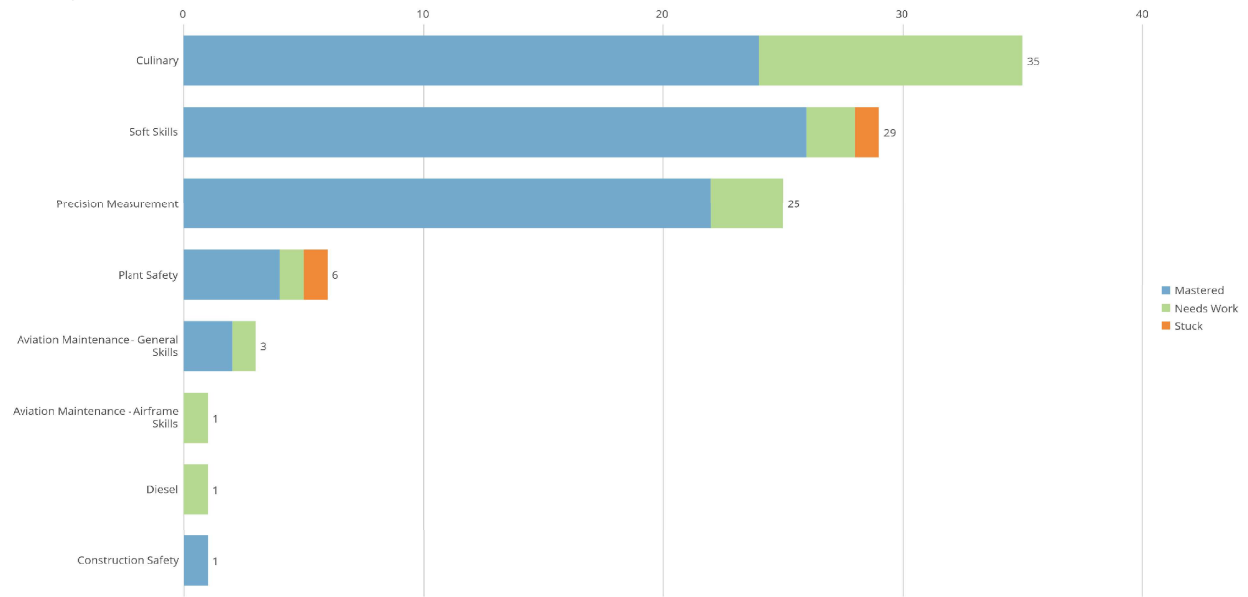
Intro Soft Skills	11	10.9%
First Impression Agent	10	9.9%
First Impression Guest	8	7.92%
Eggs	5	4.95%
Soups and Sauces	4	3.96%
Professional Uniform	4	3.96%
Identifying Tools & Equipment	4	3.96%
Knife Skills 1	4	3.96%
Measuring Dry/Wet	3	2.97%
Knife Skills 2	3	2.97%
Metric Rule	3	2.97%
Decimal Inch Rule	3	2.97%
Other	39	38.6%



Total
101

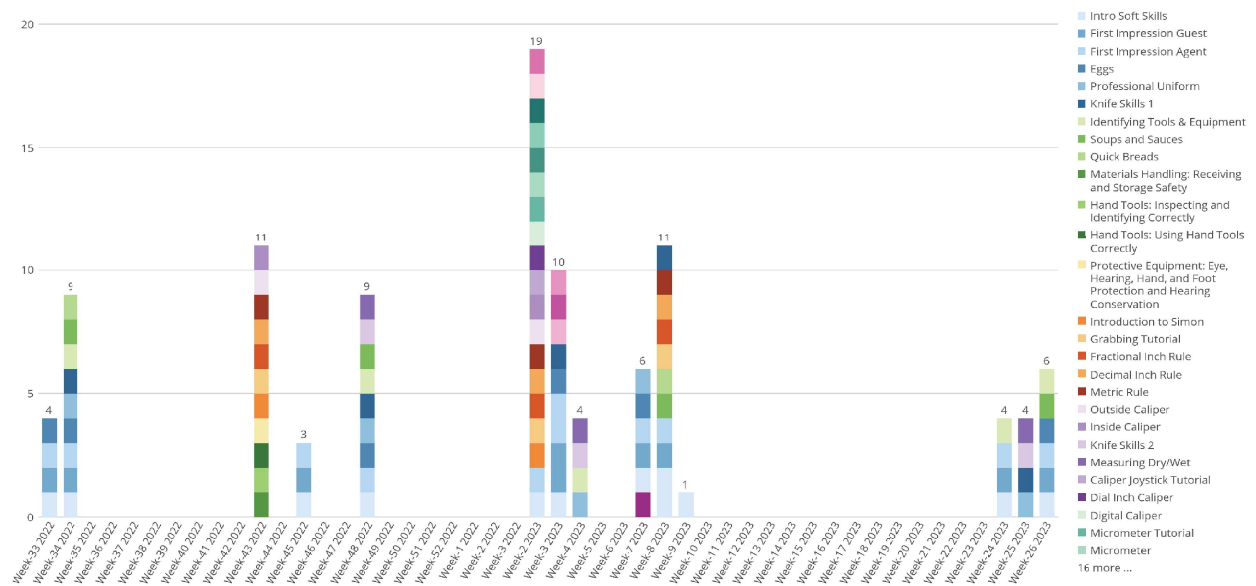
Virtual Training Facility - Sims by Module with Mastery Detail

101 Completed Sims



Virtual Training Facility - Usage in Last 30 Days by Sim

101 Completed Sims



Job Quality Academy Update

Job Quality Academy Update

Mississippi Valley Workforce Development Board
August 2023

1

What is the Job Quality Academy?

-  1 of 16 boards selected
-  The Academy is a professional development and strategic planning experience for teams to receive intensive technical assistance towards developing job quality action plans for their communities.
-  Attend two three-day in-person summits in Washington, DC
-  Teams will learn how good job principles can be incorporated into workforce development strategies from experts in the field.
-  Develop an action plan to put these ideas into practice by the end of the Academy.

2

Our Application Goals



3

Our Application Outcomes



4

Core Team Members

Andrea Taylor - Mississippi Valley Workforce Development Board (Lead)

Stacey Borgeson - Grow Clinton

Jacob Nye – Iowa Federation of Labor AFL-CIO

Chris Caves – Advanced Manufacturing Sector Board

Katelyn Orth - Iowa Workforce Development – Business Division

5

Extended Team Members

Regina Matheson- St. Ambrose University

Kendra Schaapveld- Equus Title I Programs

Mandy Parchert-HON Company

Steve Ott- Ott Lead





Brenda Martin and Jeff White - Iowa State University, Center for Industrial Research and Service (CIRAS),
Manufacturing Extension Partnership

Kim Jaber- Berry Global

Shelly Chapman-Vera French and SHRM

6

Progress to Date

- 
 Attended first in-person summit June 27-29
 Completed skeleton action plan
- 
 Scheduled bi-weekly meetings with extended team members
- 
 Recruited more extended team members
- 
 Working on Draft Action Plan

7

Team Value Proposition

Our local workforce services help underemployed individuals who want to become self-sufficient and advance their individual goals by engaging the business community in dialogue around the development of a local framework for high-quality job best practices. We are a collaborative group of local leaders focused on raising the standards for an equitable, sustainable, and prosperous economy.

8

Draft Action Plan



Extend JQA team



Enhance the effectiveness and influence of the manufacturing sector board by improving its structure, engagement, and representation.



Development of website and outreach materials for sector board.



Mini Job Quality Teasers on Social Media and Various Outlets



Pilot CIRAS survey by identifying 10 employers to take the survey that are interested in taking a deep dive into their job Quality practices.

9

Draft Action Plan Continued



Gather feedback from employees on job quality



Use the Sector Board as a pilot audience to introduce Job Quality topics and best practices at their quarterly meetings.



Define what Job Quality means in the MVWA



Collaborate to develop educational toolkits that promote registered apprenticeship programs in Manufacturing

10

Draft Action Plan Continued



Use and promote NIST Job Quality toolkit



Implement job Quality Principles into Local Plan, Procurement and Contracts



Integrate the Job Quality Principles from TEGL 7.22 into workforce services



Train workforce staff on Job Quality standards



Develop career pathway ladders and lattice structures for high-demand manufacturing occupations.

11

Long Term Goals



01

Organize a conference to facilitate dialogue and collaboration among local manufacturers

02

Start a "Good Wage Initiative" for employers to become recognized as "Preferred Employers" of the workforce.

03

Start a sector board in the southern portion of our service area based on High Road Sector Partnership models

12

Next Steps

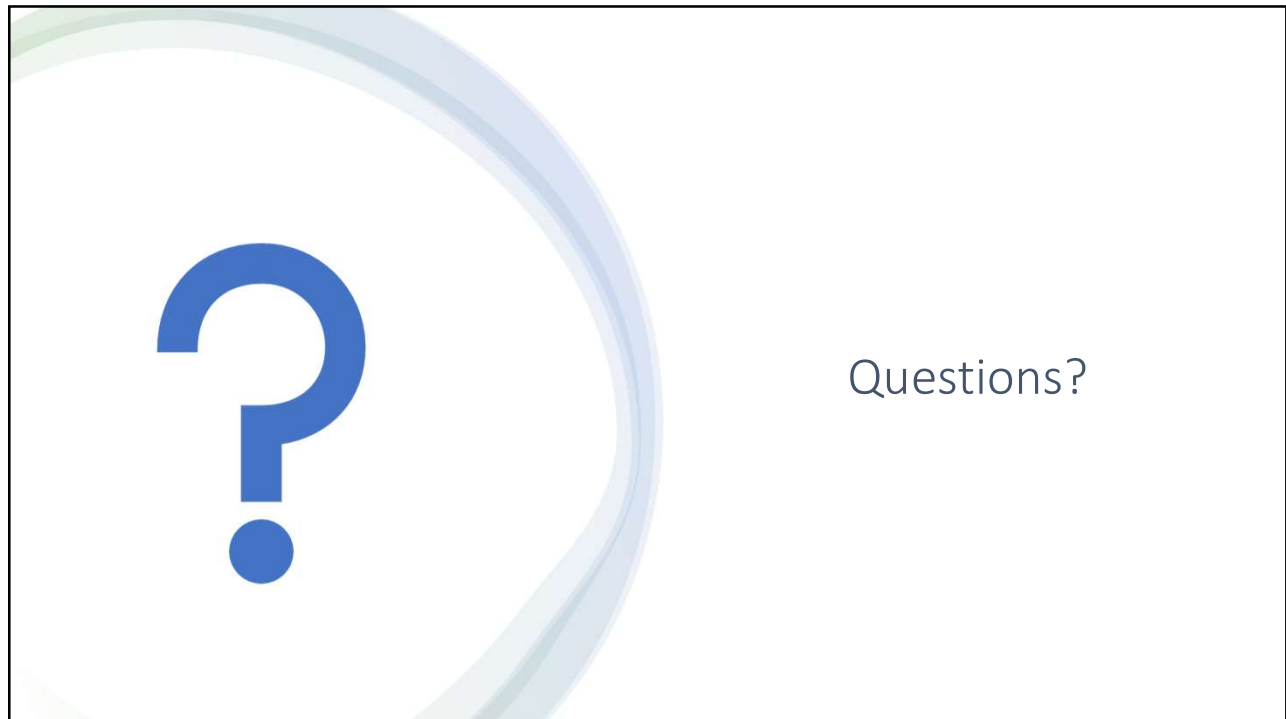
Complete Implementation Plan with Team to include:

- Action Steps
- Person(s)/Partners Responsible
- Resources Needed
 - Program Indicators/Milestones
 - Target Completion Dates

Attend Summit 2

- September 27-29

13



14

Board Staff Report



Mississippi Valley Workforce Development Board

Board Staff Report **Prepared for August 21st, 2023, Full Board Meeting**

General Updates

- Tyler Lanz started as the new Communications Assistant on July 17th.
- The Job Quality Academy and Workforce Communities of Action initiatives have started.
- Started initial steps on the Memorandum of Understanding and Infrastructure Funding Agreement.
- KWQC news came to the Davenport center to talk about the Retrain and Retain grant. Aired on July 13th at 5p, 6p, 10p and the 14th at 6a, and noon.
- Business Services Update
- Social Media Update

Upcoming Activities

- Presentation at ISAC on August 24th about Local Workforce Development Boards
- Virtual Reality presentation accepted to present at the NAWDP Youth Symposium November 6-8
- Next full board in-person meeting November 20th in Muscatine.
- Annual local board training on November 30th in Burlington. The main focus will be on workforce strategic planning for the next 3 years.

Discussion Topics

- What type of information would you like to see in the quarterly board newsletter?
Looking at switching to an email newsletter service.
- Would individuals be interested in a platform to store and communicate board related items such as Boardable?