

Central Iowa Workforce Development Board
QUARTERLY BOARD MEETING

Thursday, November 9, 2023 – 8:00 a.m. to 10:00 a.m.

In-Person: IowaWorks Center, 200 Army Post Road, Des Moines

Join Zoom Meeting

<https://us02web.zoom.us/j/85270107699?pwd=RXFGY3J6cm83aGRtRzVPY0NsaVBpQT09>

Meeting ID: 852 7010 7699 Passcode: 993111

AGENDA

| Agenda Item | Person Responsible | Status |
|---|--------------------|--------|
| Welcome and Call to Order | Michelle Seibert | I |
| Consent Agenda <ol style="list-style-type: none"> 1. Full Board Meetings <ol style="list-style-type: none"> a. 11/9/23 - Agenda b. 8/10/23 - Minutes 2. Executive Committee <ol style="list-style-type: none"> a. 7/18/23 - Approved Minutes b. 9/26/23 - Approved Minutes 3. Finance Committee <ol style="list-style-type: none"> a. 8/3/23 - Approved Minutes b. 9/21/23 - Approved Minutes 4. Planning and Operations Committee <ol style="list-style-type: none"> a. 7/28/23 - Approved Minutes 5. Youth Committee <ol style="list-style-type: none"> a. 7/20/23 - Approved Minutes 6. Disability Access Committee <ol style="list-style-type: none"> a. 7/31/23 - Approved Minutes b. 9/25/23 - Approved Minutes 7. WIOA Performance Metrics - 4th Quarter 8. September Financial Report(s) <ol style="list-style-type: none"> a. September program b. September administration | Michelle Seibert | I/D/A |

Central Iowa Workforce Development Board
 QUARTERLY BOARD MEETING
 Thursday, August 10, 2023 – 8:00 a.m. to 10:00 a.m.

In-Person: IowaWorks Center, 200 Army Post Road, Des Moines
 Join Zoom Meeting option offered

Minutes

| Agenda Item | Person Responsible | Status |
|---|--|----------------------------------|
| Welcome and Call to Order | T. Waldmann-Williams | I |
| <ul style="list-style-type: none"> • <i>T. Waldmann-Williams called the meeting to order at 8:04 am.</i> • <i>In attendance: T. Waldmann-Williams, Stacy Sime, Michelle Seibert, Paula Martinez, Sara Bath, Kathleen Davis, Marcanne Lynch, Amy Landas, Jim Keck, Eric Sundermeyer, Tom Hayes, Teri Vos, Jenae Sikkink. Non board member volunteers: Jeremy Lindquist, Mark Cooper. Staff and Service Providers: Eric Kress, Cheryl Johnson, Paul LaMunyon, and Heather Brooks.</i> | | |
| Consent Agenda | T. Waldmann-Williams | I/D/A |
| <ul style="list-style-type: none"> • August 10, 2023, Agenda • May 11, 2022, Minutes • <i>Tom Hayes motioned for approval and XXX seconded for the August 10 agenda and May 11 minutes. Ayes: All</i> | | |
| Committee Reports | Stacy Sime Paula Martinez Marcanne Lynch Sonia Sledge | I/D I/D I/D I/D |
| <ul style="list-style-type: none"> • <i>Committee chairs provided verbal updates on work. Sonia Sledge was absent due to illness.</i> | | |
| Board Action | Stacy Sime T. Waldmann-Williams Amy Landas T. Waldmann-Williams | I/D/A I/D/A I/D/A I/D/A |
| <ul style="list-style-type: none"> • <i>Paula Martinez motioned to accept the PY23 budget as presented. Sara Bath seconded. Ayes: All</i> • <i>Eric Kress noted the budget will require additional modification at the November meeting due to increased carryover funds being available for program provision.</i> • <i>Paula Martinez motioned to accept the Local Monitoring report for Program Year 23. Sara Bath seconded. Ayes: All.</i> • <i>Michelle Seibert motioned to appoint Reginald McDade Equal Opportunity Officer for the Central Iowa area. Stacy Sime seconded. Ayes: All</i> • <i>Michelle Seibert motioned to dissolve the current Ticket to Work employment network December 31, 2023 and establish a new Ticket to Work presence at IowaWorks administered by Iowa Workforce Development. Paula Martinez seconded. Ayes: All</i> • <i>Stacy Sime motioned to pay direct costs of Ticket to Work delivery and administration out of Ticket to Work funds beginning with Program Year 23, as well as to create a separate bank account from WIOA funds for management of the funds. Michelle seconded. Ayes: All</i> | | |

| | | |
|---|------------------------------------|--------------|
| <ul style="list-style-type: none"> • <i>Paula Martinez motioned for approving the appointment of the Central Iowa Consortium of Core Partners to serve as the One-Stop Operator, with Iowa Workforce Development as the legal entity to serve as sub-recipient. Stacy Sime seconded. Ayes: All. Abstained: Sara Bath, Kathleen Davis, Eric Sundermeyer.</i> | | |
| Board Nominations and Appointments <ul style="list-style-type: none"> • Executive Officers – Vice Chair and Secretary/Treasurer • Introduction of New Board Members • Committee Rosters | T. Waldmann Williams | I/D/A |
| <ul style="list-style-type: none"> • <i>Stacy Sime motioned to close nominations for officer positions. Paula Martinez seconded. Ayes: All</i> • <i>Michelle Seibert motioned to appoint Amy Landas vice chair. Paula Martinez seconded. Ayes: All</i> • <i>Paula Martinez motioned to appoint Michelle Seibert, treasurer/secretary. Stacy Sime seconded. Ayes: All</i> • <i>Committee rosters and program year 23 calendar of meetings were shared.</i> | | |
| Strategic Planning/Assessment <ul style="list-style-type: none"> • Executive Summary • Close Out Approval | Eric Kress T. Waldmann-Williams | I/D I/D/A |
| <ul style="list-style-type: none"> • <i>Michelle Seibert motioned to accept receipt of the consultant assessment report and close out the contract. Stacy Sime seconded. Ayes: All</i> • <i>Eric will e-mail the full assessment deliverables to board members after the meeting.</i> | | |
| Program Report <ul style="list-style-type: none"> • Program Highlights • Workforce Data and Trends | Core Partners Eric Kress | I/D |
| CEO Board Report <ul style="list-style-type: none"> • Polk County Involvement Executive Director Report <ul style="list-style-type: none"> • Monitoring Updates | Eric Kress | I/D |
| Announcement and Next Steps | Eric Kress | I/D |
| Adjournment | T. Waldmann-Williams | I/D/A |
| <ul style="list-style-type: none"> • <i>T. Waldmann-Williams adjourned the meeting at 10:05 am.</i> | | |

Executive Committee Meeting
Tuesday, July 18, 2023 – 7:30 a.m. to 8:30 a.m.



Minutes

| Agenda Item | Person Responsible | Status |
|--|--|---------------------------|
| Call to Order <ul style="list-style-type: none"> • Welcome and Check-In Consent Agenda <ul style="list-style-type: none"> • Approve 7/18/23 Agenda • Approve 6/20/23 Minutes | T. Waldmann-Williams (Chair) | I/D/A |
| <p><i>Meeting called to order at 7:36 am by Amy Landas.</i></p> <p><i>Attendance: Paula Martinez, Amy Landas, Stacy Sime, Eric Kress. T. Waldmann-Williams joined at 8:00 am.</i></p> <p><i>Marcanne Lynch motioned for approval of the 7/18/23 agenda. Stacy Sime seconded. Ayes: All</i></p> <p><i>Paula Martinez motioned for approval of the 6/20/23 minutes. Marcanne Lynch seconded. Ayes: All</i></p> | | |
| Reports <ul style="list-style-type: none"> • Executive Director Report | Eric Kress | I/D |
| Issues and Discussion <ul style="list-style-type: none"> • August Board Meeting Preparation <ul style="list-style-type: none"> Strategic Consultant Close Out – Final Payment Ticket to Work Status Update Board Member Orientation Plan PY23 Budget One Stop Operator Contract Board Officers • Crisis Communication Follow Up • Board Member Orientation Plan | Eric Kress T. Waldmann-Williams Stacy Sime Eric Kress | I/D I/D I/D |
| <ul style="list-style-type: none"> • <i>The final project should be delivered by Focus First and MJ Dolan later this week. It was recommended that the full board votes to approve the final payment at the 8/10/23 meeting.</i> • <i>Directions were given for a one-page recommendation to be created to present to the board for future Ticket to Work administration.</i> • <i>The PY23 board budget will be reviewed by the Finance Committee at its next meeting to prepare for Full Board approval. A draft of a budget presentation was provided to the committee members.</i> • <i>One Stop Operator contract is with legal counsel for contract development.</i> • <i>Secretary and Vice Chair roles will be voted on at the 8/10/23 meeting. Current nominees are Paul Martinez (Secretary) Amy Landas (Vice Chair)</i> • <i>Members should review the Crisis Communication proposal. No board action should be needed.</i> • <i>Board Orientation will be scheduled for late August/early September and be delivered in person at the IowaWorks Job Center.</i> | | |
| Wrap Up and Adjourn | T. Waldmann-Williams | I/D/A |
| <p><i>T. Waldmann-Williams adjourned the meeting at 8:41 am.</i></p> | | |

Executive Committee Meeting

Tuesday, September 26, 2023 – 7:30 a.m. to 8:30 a.m.

Join Zoom Meeting

AGENDA/Minutes

| Agenda Item | Person Responsible | Status |
|--|--|-------------------|
| I. Call to Order a. Welcome and Check-In II. Consent Agenda a. Approve 9/25/23 Agenda b. Approve 7/18/23 Minutes | Stacy Sime Stacy Sime | I/D I/D/A |
| <ul style="list-style-type: none"> • Meeting called to order at 7:33 a.m. • Board members in attendance: Stacy Sime, Michelle Seibert, Amy Landas. Others present: Eric Kress, T. Waldmann-Williams, Tony Reed. • Amy Landas motioned for approval of the consent agenda. Michelle Seibert seconded. Ayes: All. | | |
| Action I. Executive Director Performance Appraisal Plan | Tony Reed T. Waldmann-Williams | I/D/A |
| <ul style="list-style-type: none"> • Michelle Seibert motioned the Executive Director Performance Appraisal be scored by all members of the CEO Board and Local Board. Seconded by Amy Landas. Ayes: All • Tony Reed will administer the performance appraisal and compile the appraisal feedback. • Eric will document the process for future applications. | | |
| Reports I. Board Performance II. Finance and Legal III. Administration IV. State Board Meeting V. CEO Board Updates | Eric Kress | I/D |
| <ul style="list-style-type: none"> • The "Measure what Matters" scorecard was introduced. • State negotiated local performance goals were shared and discussed. Michelle recommended a trend line be included with the metrics to compare quarter to quarter results. • State and CEO board updates tabled. | | |
| Issues and Discussion I. Board Member Orientation Update II. Committee Chart of Work III. November Board Meeting Preparation | Eric Kress Eric Kress Stacy Sime | I/D I/D I/D |
| <ul style="list-style-type: none"> • Board member orientation calendar and attendance reviewed. • Members should review the chart of work draft. Key PY23 challenges reviewed at a high level. • November board meeting prep tabled. | | |
| Wrap Up and Adjourn | Stacy Sime | I/D/A |
| <p>The meeting adjourned at 8:35 a.m.</p> | | |

Finance Committee Meeting

August 3, 2023

2:00 p.m. to 3:00 p.m.

Join Zoom Meeting



Minutes

| Agenda Item | Person Responsible | Status |
|---|---|-------------------|
| Call to Order <ul style="list-style-type: none"> Welcome and Check-In | Stacy Sime | |
| Consent Agenda <ul style="list-style-type: none"> Approve 8/3/2023 Agenda Approve 6/15/2023 Minutes | Stacy Sime Stacy Sime | I/D/A |
| <ul style="list-style-type: none"> Meeting called to order at 1:00pm. Attendance: Stacy Sime, Amy Landas, Michelle Seibert. Tom Leners joined later in the meeting. Staff and Service Provider Attendance: Eric Kress, Kassie Ruth, Cheryl Johnson. Michelle Seibert motioned for approval of the 8/3/23 agenda and 6/15/23 minutes. Amy Landas seconded. Ayes: All | | |
| Standing Items for Approval – June 2023 <ul style="list-style-type: none"> Approve Board Invoices Approve Board Staff Payroll Data | Stacy Sime Stacy Sime | I/D/A I/D/A |
| <ul style="list-style-type: none"> Michelle Seibert motioned for approval of the June invoices as presented, excluding the final installment of two consultant payments of \$7,500. Amy Landas seconded. Ayes: All - (The consultants final project summary will be accepted at the August full board meeting and payment authorized then.) Michelle Seibert motioned for approval of the staff payroll data as presented. Amy Landas seconded. Ayes: All | | |
| Reports <ul style="list-style-type: none"> Year End Admin Summary Year End Program Summary Local Monitoring Update | Eric Kress /Kassie Ruth Cheryl Johnson / Kassie Ruth Eric Kress | I/D I/D I/D |
| <ul style="list-style-type: none"> June financial summaries were reviewed. Both need some year-end additions to account for invoices received after July 1 for services delivered in June. Eric shared information related to local board monitoring of the Title I provider and Fiscal Agent. He will condense it into an Executive Summary for presentation. | | |
| Discussion and Action <ul style="list-style-type: none"> Budget Recommendation PY23/FY24 Ticket to Work Administrative Recommendations (TABLED) | Stacy Sime Eric Kress | I/D/A I/D/A |
| <ul style="list-style-type: none"> Michelle Seibert motioned to approve the budget as presented after modifying it and increasing postage expense to \$500. Amy Landas seconded. Ayes: All | | |
| Wrap Up and Adjourn | Stacy Sime | I/D/A |
| <ul style="list-style-type: none"> Amy Landas motioned for adjournment. Tom Leners seconded. Meeting adjourned at 2:01pm. | | |

Mission – To build a quality workforce for today and tomorrow.

Finance Committee Meeting

September 21, 2023

2:00 p.m. to 3:00 p.m.

Join Zoom Meeting

Agenda and Minutes

| Agenda Item | Person Responsible | Status |
|--|--|------------------------------|
| Call to Order <ul style="list-style-type: none"> Welcome and Check-In | Michelle Seibert | I |
| Consent Agenda <ul style="list-style-type: none"> Approve 9/21/2023 Agenda Approve 8/3/2023 Minutes Approve July and August 2023 Invoices Approve July and August 2023 Payroll | Michelle Seibert | I/D/A |
| <i>Meeting called to order at 1:00pm.</i> | | |
| <i>Attendance: Michelle Seibert, Tom Hayes, and Lana Pol. Staff and Service Provider Attendance: Eric Kress and Kassie Ruth. Tom Hayes motioned for approval of the consent agenda. Lana Pol seconded. Ayes: All</i> | | |
| Accept Financial Reports <ul style="list-style-type: none"> Administration Program Ticket to Work | Eric Kress/Kassie Ruth | I/D/A |
| <i>Tom Hayes motioned to accept the financials as presented. Lana Pol seconded. Ayes: All</i> | | |
| Discussion and Action <ul style="list-style-type: none"> Local Monitoring Service Provider Response Review Chart of Work Budget Modification Plan and Schedule Assess RFQ Statuses | Eric Kress Eric Kress Eric Kress Eric Kress | I/D/A I/D I/D I/D/A |
| <i>Lana Pol motioned to accept the Local Monitoring Response from Children & Families of Iowa. Tom Hayes seconded. Ayes: All</i> | | |
| <i>Tom Hayes motioned to recommend TWW Consulting's quote be selected from the RFQ procurement for Executive Coaching. Lana Pol seconded. Ayes: All</i> | | |
| Wrap Up and Adjourn | Michelle Seibert | I/D/A |
| <i>Meeting adjourned at 2:02 pm.</i> | | |

Planning and Operations Committee Meeting

Friday, July 28, 2023 - 8:00 a.m. to 9:00 a.m.

AGENDA

| Agenda Item | Person Responsible | Status |
|---|---|------------------------------|
| Call to Order <ul style="list-style-type: none"> Welcome and Check-In Consent Agenda 7/28/2023 Agenda 6/21/2023 Minutes | Sonia Sledge | I/D/A |
| <p>Attendance: Sara Bath, Sonia Sledge, Rob Denson, T. Waldmann-Williams and Jenae Sikkink. Pat Wells joined later in the meeting. Staff: Eric Kress. Service Providers; Cheryl Johnson. Sonia Sledge called the meeting to order at 8:04 am. Sara Bath motioned to approve the 6/21/23 agenda 4/28/23 minutes. T. Waldmann-Williams seconded. Ayes: All</p> | | |
| Reports and Updates <ul style="list-style-type: none"> Labor Analysis Information IowaWorks Programming E-Mail Title I Adult and DW Report – PY23 Preview | Eric Kress Sara Bath Eric Kress and Cheryl Johnson | I/D I/D I/D |
| <ul style="list-style-type: none"> <i>Discussion occurred around data sources available to the board, as well as expertise in interpreting them.</i> <i>County outreach strategies were discussed.</i> <i>Jenae offered to discuss further collaboratives with Greater Des Moines Partnership initiatives; especially related to reaching rural communities and Economic Development reps.</i> | | |
| Board Operations Discussion and Action Items <ul style="list-style-type: none"> One Stop Certification Timeline/Roster One Stop Operator Update Technology Assessment Proposal Review Equal Opportunity Officer | Sonia Sledge Eric Kress Eric Kress/Sonia Sledge Eric Kress | I/D I/D I/D/A I/D/A |
| <ul style="list-style-type: none"> <i>Sonia Sledge shared that the One Stop Certification Assessment will take place on August 22nd from 1 to 5 pm. Board volunteers will include T. Waldmann-Williams, Marianne Lynch, Paula Martinez, and Sonia.</i> <i>No action was taken on the Technology Assessment Proposal. If volunteers find the topic valuable and have connections to other potential bidders, they should submit references by next meeting.</i> <i>Eric shared the scope of services for an Equal Opportunity Officer for the area and resume of a consultant he's recommending fulfilling those duties. If there are concerns members should bring them forward. Will present to the full board at the August meeting for approval.</i> | | |
| Board Planning Discussion and Action Items <ul style="list-style-type: none"> RFQ Review – Communications Communication Piece Review | Eric Kress | I/D |
| <ul style="list-style-type: none"> <i>Eric shared an RFQ and project scope for contracting services to create an e-mail campaign strategy for the board. It did not require board action, but T. and Sonia commented on their approval of moving forward.</i> <i>Further discussion occurred about the importance of developing a communication strategy for the area; including specific audiences of County Supervisors and Economic Development specialists.</i> | | |
| Next Meeting <ul style="list-style-type: none"> Labor Market Analysis Review | | |
| Wrap Up and Adjourn | Sonia Sledge | I/D/A |
| <p>T. Waldmann-Williams motioned to adjourn the meeting; Rob Denson seconded. Ayes: All. Meeting adjourned at 9:13 am.</p> | | |

Central Iowa Workforce Development Board
 Youth Standing Committee Meeting
 Thursday, July 20, 2023
 3:00 p.m. to 4:00 p.m.

<https://us02web.zoom.us/j/88982648503?pwd=Z0VXSCtnM2xaNE1iKzdJQytGQW85UT09>

Minutes

| Agenda Item | Person Responsible | Status |
|---|---|-------------------|
| Call to Order <ul style="list-style-type: none"> Welcome, Check-In Consent Agenda <ul style="list-style-type: none"> Approve 7/20/2023 Agenda Approve 6/21/2023 Minutes | Paula Martinez | I/D/A |
| <ul style="list-style-type: none"> Board and Committee Member Attendance: Paula Martinez, Tom Hayes, Mark Cooper, Brandon Patterson, Eric Sundermeyer, Teri Vos, and Bob Brown. Board Staff: Eric Kress. CFI Staff Attendance: Cheryl Johnson, Paul LaMunyon. Paul Martinez called the meeting to order at 3:34pm. Mark Cooper voted to approve the 7/20/23 agenda and 6/21/23 minutes. Bob Brown seconded. Ayes: All | | |
| Reports <ul style="list-style-type: none"> Title 1 Youth Program Report Summer Celebration State Technical Assistance Meeting Scheduled | Paul LaMunyon Eric Kress Eric Kress | I/D I/D I/D |
| <ul style="list-style-type: none"> Paul reported on the success of summer programming collaborations; including 8 area programs which to date have served 129 participants and led to 31 new eligible Title I enrollments. The Group debriefed and shared observations and successes communicated by participants from the Summer Workshop Graduation held on July 7, 2023. Eligibility barriers were discussed. Eric invited any interested board members to attend a “data deep dive” into credential attainment and measurable skills gain with the assistance of IWD Technical assistance team. | | |
| Discussion <ul style="list-style-type: none"> Communication Strategy Rural County Outreach Updates | Eric Kress Paul LaMunyon | I/D I/D |
| <ul style="list-style-type: none"> Rural county outreach youth program staffing infrastructure was shared and discussed. Upcoming county based “drop-in office hours” were discussed. Strategy related to WIOA required formulas were discussed; including Work Experience and In-School vs Out-of School youth ratios. Eric challenged the board to communicate strategy with alignment of fund usage. | | |
| Adjourn | Paula Martinez | I/D/A |

Disability Access Committee Meeting Monday, July 31, 2023 – 2:30 to 3:30 p.m.

Microsoft Teams meeting

Minutes

| Agenda Item | Person Responsible | Status |
|--|---|--------------------------|
| Consent Approval: <ul style="list-style-type: none"> • 7/31/2023 Agenda • 6/5/2023 Minutes | Marcanne Lynch | I/D/A |
| <ul style="list-style-type: none"> • <i>In attendance: Sara Bath, Marcanne Lynch, Toni Reimers, Diane Hernandez, Kara Collins, Kathleen Davis, Reginald McDade and Eric Kress.</i> • <i>Marcanne Lynch called the meeting to order at 2:33pm.</i> • <i>Sara Bath motioned for approval of the 7/31/23 agenda. Kara Collins Seconded. Ayes: All</i> • <i>Sara Bath motioned for approval of the 6/5/23 minutes. Toni Reimers Seconded. Ayes: All</i> | | |
| Program Updates/Announcements: <ul style="list-style-type: none"> • Follow up from Last meeting • Title IV Voc Rehab • Title IV Dept for the Blind • Ticket to Work | All | I/D |
| <ul style="list-style-type: none"> • <i>The Windmills training was discussed as an opportunity to introduce to the business community through an event for NDEAM month in October. September 25th will be used as a practice date, and October 12th the delivery date. The desired audience will be front line supervisors and HR staff.</i> • <i>Continued delivery of IowaWorks focus groups were discussed. Marcanne identified a cohort of willing volunteers that would participate. Discussion also occurred around holding one for program case managers of various organizations. Target date for delivery, December 2023.</i> | | |
| Agenda: <ul style="list-style-type: none"> • Ticket to Work Micro Grant Request Form • Equal Opportunity Officer • Ticket To Work EN Administration Status • Review Committee Chart of Work 2023-2024 | Eric Kress Eric Kress Eric Kress All | I/D I/D I/D I/D |
| <ul style="list-style-type: none"> • <i>Eric shared a draft TTW Grant Request form and eligibility criteria document. Committee members will be sent a link to make edits and comments. Sara will get examples of similar forms from other workforce areas. Toni will check for similar resource documentation in her agency.</i> • <i>Eric shared a job description for Equal Opportunity Officer, as well as a resume and recommendation for Reginald McDade to fulfill those duties. He plans to make that recommendation to appoint Reggie as the EO Officer at the August board meeting. Committee members should bring forward any concerns now.</i> • <i>Eric shared a draft of his recommendations for administration of the Ticket to Work program. It includes three recommendations, including 1. Dissolving the current employee network, 2. Starting an Iowa Workforce Development administered network, and 3. accounting recommendations for paying Ticket operating expenses and fund holding. Marcanne and Sara recommended submitting them as presented to the full board at the August 2023 meeting. Ayes: all.</i> | | |
| Announcements <ul style="list-style-type: none"> • Next meeting | All | I/D |
| <i>Sara motioned for adjournment; Kathy seconded. Ayes all. The meeting adjourned at 3:51 pm.</i> | | |
| Wrap Up and Adjourn | Marcanne Lynch | I/D/A |

Disability Access Committee Meeting
Monday, September 25, 2023 – 2:30 to 3:15 p.m.

Join Zoom Meeting

AGENDA

| Agenda Item | Person Responsible | Status |
|--|--|-----------------------|
| Welcome and Call to Order | Marcanne Lynch <i>(absent)</i> | I/D |
| Consent Agenda: <ul style="list-style-type: none"> • 9/25/2023 Agenda • 7/31/2023 Minutes | Marcanne Lynch <i>(absent)</i> | I/D/A |
| <ul style="list-style-type: none"> • <i>In attendance: Sara Bath, Diane Hernandez, Kara Collins, Kathleen Davis, Reginald McDade, Rebecca Helm, William Berning, and Eric Kress.</i> | | |
| Program Updates/Announcements: <ul style="list-style-type: none"> • Title IV Voc Rehab • Title IV Dept for the Blind • Ticket to Work Administration • Equal Opportunity Officer | Kathleen Davis Toni Reimers <i>(absent)</i> Eric Kress/Kara Collins Reggie McDade | I/D |
| <ul style="list-style-type: none"> • <i>Vocational Rehabilitation will be relocating to the IowaWorks office. The program is currently experiencing high turnover and high waitlist for services.</i> • <i>Kara is working on closing out the board managed Ticket to Work Employment Network and transitioning clients to new service providers.</i> • <i>Reginald McDade is orientating into the role of Equal Opportunity Officer.</i> | | |
| Agenda: <ul style="list-style-type: none"> • Finalize Committee Chart of Work 2023-2024 • Ticket to Work Micro Grant Request Form • One Stop Certification Review | Eric Kress All Sara Bath | I/D/A I/D/A I/D |
| <ul style="list-style-type: none"> • <i>The chart of work was reviewed.</i> • <i>Links to the electronic request forms for Ticket to Work funds were shared.</i> • <i>Sara led discussion regarding Physical and Program Accessibility from the One Stop Certification process. Committee advice included defining key terms for the evaluators and allowing the DAC committee to review and sign off on the definition and interpretation of various standards. Eric stressed documentation of the plans and strategies is important for continuity.</i> | | |
| Wrap Up and Adjourn | Marcanne Lynch <i>(absent)</i> | I/D/A |
| <ul style="list-style-type: none"> • <i>Meeting Adjourned at 3:25 pm.</i> | | |
| Windmills Training Session (3:15 pm – 4:00 pm) | Sara Bath | I |

Central Iowa

| Wagner-Peyser | | |
|-------------------------|-----------------|-------------|
| | Negotiated Rate | Actual Rate |
| Employment 2nd Qtr | 60.0% | 72.5% |
| Employment 4th Qtr | 67.0% | 65.8% |
| Median Earnings 2nd Qtr | \$6,600 | \$9,722 |

| Adult | | |
|-------------------------|-----------------|-------------|
| | Negotiated Rate | Actual Rate |
| Employment 2nd Qtr | 72.5% | 78.1% |
| Employment 4th Qtr | 66.0% | 87.1% |
| Median Earnings 2nd Qtr | \$6,100 | \$4,274 |
| Credential Attainment | 65.0% | 70.6% |
| Measurable Skills Gain | 44.0% | 70.5% |

| Dislocated Worker | | |
|-------------------------|-----------------|-------------|
| | Negotiated Rate | Actual Rate |
| Employment 2nd Qtr | 81.0% | 91.7% |
| Employment 4th Qtr | 81.5% | 92.3% |
| Median Earnings 2nd Qtr | \$8,900 | \$9,832 |
| Credential Attainment | 69.0% | 88.9% |
| Measurable Skills Gain | 44.0% | 74.5% |

| Youth | | |
|-------------------------|-----------------|-------------|
| | Negotiated Rate | Actual Rate |
| Employment 2nd Qtr | 73.0% | 63.6% |
| Employment 4th Qtr | 73.0% | 67.9% |
| Median Earnings 2nd Qtr | \$3,700 | \$4,329 |
| Credential Attainment | 56.0% | 22.2% |
| Measurable Skills Gain | 41.0% | 50.0% |

Administration:

| | PY 22 Carryover | FY 23 Carryover | PY 23 | FY 24 | Cumulative Totals |
|--------------------------------|-----------------|-----------------|--------------|-------------|-------------------|
| Grant | \$76,459.77 | \$83,894.00 | \$124,236.00 | \$89,261.00 | \$373,850.77 |
| Unobligated Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Obligated Funds | \$76,459.77 | \$83,894.00 | \$124,236.00 | \$89,261.00 | \$373,850.77 |
| Expenditures to Date | \$25,676.56 | \$0.00 | \$0.00 | \$0.00 | \$25,676.56 |
| Obligated Balance | \$50,783.21 | \$83,894.00 | \$124,236.00 | \$89,261.00 | \$348,174.21 |
| Unspent Funds | \$50,783.21 | \$83,894.00 | \$124,236.00 | \$89,261.00 | \$348,174.21 |
| Funds that can be carried over | \$0.00 | \$0.00 | \$124,236.00 | \$89,261.00 | \$213,497.00 |

Adult:

| | | FY 23 Carryover | PY 23 | FY 24 | Cumulative Totals |
|--------------------------------|--|-----------------|--------------|--------------|-------------------|
| Grant | | \$236,016.09 | \$116,469.00 | \$475,717.00 | \$828,202.09 |
| Unobligated Funds | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Obligated Funds | | \$236,016.09 | \$116,469.00 | \$475,717.00 | \$828,202.09 |
| Expenditures to date | | \$90,767.87 | \$0.00 | \$0.00 | \$90,767.87 |
| Obligated Balance | | \$145,248.22 | \$116,469.00 | \$475,717.00 | \$737,434.22 |
| Unspent funds | | \$145,248.22 | \$116,469.00 | \$475,717.00 | \$737,434.22 |
| Funds that can be carried over | | \$0.00 | \$23,293.80 | \$95,143.40 | \$118,437.20 |

Dislocated Worker:

| | | FY 23 Carryover | PY 23 | FY 24 | Cumulative Totals |
|--------------------------------|--|-----------------|--------------|--------------|-------------------|
| Grant | | \$321,725.90 | \$102,096.00 | \$327,636.00 | \$751,457.90 |
| Unobligated Funds | | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Obligated Funds | | \$321,725.90 | \$102,096.00 | \$327,636.00 | \$751,457.90 |
| Expenditures to date | | \$61,935.11 | \$0.00 | \$0.00 | \$61,935.11 |
| Obligated Balance | | \$259,790.79 | \$102,096.00 | \$327,636.00 | \$689,522.79 |
| Unspent funds | | \$259,790.79 | \$102,096.00 | \$327,636.00 | \$689,522.79 |
| Funds that can be carried over | | \$0.00 | \$20,419.20 | \$65,527.20 | \$85,946.40 |

Youth Combined:

| | PY 22 Carryover | PY 23 | Cumulative Totals |
|--------------------------------|-----------------|--------------|-------------------|
| Grant | \$60,454.75 | \$899,586.00 | \$960,040.75 |
| Unobligated Funds | \$0.00 | \$0.00 | \$0.00 |
| Total Obligated Funds | \$60,454.75 | \$899,586.00 | \$960,040.75 |
| Expenditures to date | \$60,454.75 | \$86,365.35 | \$146,820.10 |
| Obligated Balance | \$0.00 | \$813,220.65 | \$813,220.65 |
| Unspent funds | \$0.00 | \$813,220.65 | \$813,220.65 |
| Funds that can be carried over | \$0.00 | \$179,917.20 | \$179,917.20 |

Youth Work Experience:

| | PY Carryover | PY Expenses | Cumulative Totals |
|--------------------------|--------------|--------------|-------------------|
| Drawn Amount to Date | \$60,454.75 | \$86,365.35 | \$146,820.10 |
| Work Experience Expended | \$12,090.95 | \$38,306.26 | \$50,397.21 |
| Work Experience Required | \$12,090.95 | \$179,917.20 | \$192,008.15 |

Youth Percentages:

| | |
|---------------------|-----|
| Youth In School | 18% |
| Youth Out of School | 82% |

Central Iowa Workforce Area

Fund Tracker 2023

| Description | Budget | 10/1/2023 | YTD Drawdown | Remaining Funds |
|-------------------|--------|---------------------|----------------------|------------------------|
| | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| Admin Youth PY 22 | \$ | 76,459.77 | \$ 25,676.56 | \$ 50,783.21 |
| Admin Adult FY 23 | \$ | 40,732.00 | \$ - | \$ 40,732.00 |
| Admin DW FY 23 | \$ | 43,162.00 | \$ - | \$ 43,162.00 |
| | | | \$ - | \$ - |
| Admin Adult PY23 | \$ | 12,940.00 | \$ - | \$ 12,940.00 |
| Admin DW PY23 | \$ | 11,343.00 | \$ - | \$ 11,343.00 |
| Admin Youth PY23 | \$ | 99,953.00 | \$ - | \$ 99,953.00 |
| Admin Adult FY24 | \$ | 52,857.00 | \$ - | \$ 52,857.00 |
| Admin DW FY24 | \$ | 36,404.00 | \$ - | \$ 36,404.00 |
| Admin Youth FY | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| Adult FY 23 | \$ | 236,016.09 | \$ 90,767.87 | \$ 145,248.22 |
| Adult PY 23 | \$ | 116,469.00 | \$ - | \$ 116,469.00 |
| Adult FY 24 | \$ | 475,717.00 | \$ - | \$ 475,717.00 |
| | | | \$ - | \$ - |
| DW FY 23 | \$ | 321,725.90 | \$ 61,935.11 | \$ 259,790.79 |
| DW PY23 | \$ | 102,096.00 | \$ - | \$ 102,096.00 |
| DW FY24 | \$ | 327,636.00 | \$ - | \$ 327,636.00 |
| Youth PY 22 | \$ | 60,454.75 | \$ 60,454.75 | \$ - |
| Youth PY23 | \$ | 899,586.00 | \$ 86,365.35 | \$ 813,220.65 |
| TOTAL | \$ | 2,913,551.51 | \$ 325,199.64 | \$ 2,588,351.87 |

| | | | | |
|-------|----|------------|---------------|---------------|
| Admin | \$ | 373,850.77 | \$ 25,676.56 | \$ 348,174.21 |
| Adult | \$ | 828,202.09 | \$ 90,767.87 | \$ 737,434.22 |
| DW | \$ | 751,457.90 | \$ 61,935.11 | \$ 689,522.79 |
| Youth | \$ | 960,040.75 | \$ 146,820.10 | \$ 813,220.65 |

Youth Breakdown

| | | | | |
|--------------|--|--|----------------------|--|
| YIS | | | \$ 17,666.50 | |
| YIS WEX | | | \$ 8,548.45 | |
| YOS | | | \$ 78,756.42 | |
| YOS WEX | | | \$ 41,848.76 | |
| TOTAL | | | \$ 146,820.13 | |

CIJDC

WIOA Statement of Revenue and Expenses- Administration YTD FY 24

For the Month Ending September 30th, 2023

| | Year to Date | Administration Budget | Remaining Budget | |
|--|-------------------------|----------------------------------|-----------------------------|---------|
| WIOA Grant - Administration | \$34,606.92 | \$376,318.77 | \$341,711.85 | 90.80% |
| WIOA Expenses | | | | |
| Wages and Benefits- Admin | \$23,235.83 | \$90,663.00 | \$67,427.17 | 74.37% |
| Contracted Services- HR | \$0.00 | \$9,000.00 | \$9,000.00 | 100.00% |
| Fiscal and Legal Contracted Services | \$10,079.50 | \$66,728.00 | \$56,648.50 | 84.89% |
| Contracted Services- Communication | \$747.50 | \$21,400.00 | \$20,652.50 | 96.51% |
| Polk County Indirect Cost Pool | \$0.00 | \$0.00 | \$0.00 | #DIV/0! |
| Annual Audit (Polk County) | \$0.00 | \$5,000.00 | \$5,000.00 | 100.00% |
| Board Training/Outreach Services | \$0.00 | \$5,000.00 | \$5,000.00 | 100.00% |
| Publications/Memberships | \$0.00 | \$1,000.00 | \$1,000.00 | 100.00% |
| Printing | \$135.11 | \$6,300.00 | \$6,164.89 | 97.86% |
| Event Attendance | \$0.00 | \$500.00 | \$500.00 | 100.00% |
| Postage | \$39.00 | \$50.00 | \$11.00 | 22.00% |
| Materials/Supplies | \$0.00 | \$500.00 | \$500.00 | 100.00% |
| Technology/Software | \$286.48 | \$3,000.00 | \$2,713.52 | 90.45% |
| Insurance | \$0.00 | \$8,000.00 | \$8,000.00 | 100.00% |
| Board and Staff Travel | \$3.50 | \$14,700.00 | \$14,696.50 | 99.98% |
| Board and Staff Development | \$80.00 | \$3,900.00 | \$3,820.00 | 97.95% |
| Miscellaneous/Contingency/Carryover | \$0.00 | \$140,577.77 | \$140,577.77 | 100.00% |
| TOTAL | \$34,606.92 | \$376,318.77 | \$341,711.85 | |