



**IOWA** State Workforce  
Development Board

April 3, 2020

# CEO Office Hours

# TODAY'S PRESENTER

**Michelle McNertney**

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# PURPOSE OF OFFICE HOURS

- ➔ To provide an opportunity for Chief Elected Officials (CEOs) to
  - Ask questions and seek clarification regarding their tasks within the Iowa workforce system transformation
  - Engage in dialogue with other CEOs and Iowa Workforce Development
- ➔ To provide an opportunity for Iowa Workforce Development to
  - Provide guidance or explanation on policies



## OBJECTIVES OF OFFICE HOURS

- ✓ Examine timeline and upcoming dates
- ✓ Review latest guidance issued by IWD
- ✓ Answer questions regarding CEO Transformation key tasks

# CEO KEY DELIVERABLES/ REVISED TIMELINE

Task	Old Deadline	New Deadline
Develop CEO Shared Liability Agreement	5/15/2020	9/1/2020
Select a Chief Lead Elected Official	5/15/2020	9/1/2020
Appoint the Local Workforce Development Board (LWDB)	5/15/2020	9/1/2020
Select a Fiscal Agent	5/15/2020	9/1/2020
Develop Local Workforce Development Board Bylaws	5/15/2020	9/1/2020
Develop and approve LWDB budget*	9/1/2020	12/1/2020
Select One Stop Operator and direct service provider after competitive procurement process*	12/31/2020	12/31/2020

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# Latest Guidance Issued

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# ANNOUNCEMENTS

## ➤ Flexibility on Deadlines

- Email sent on April 2, 2020 detailing information on extended deadlines and ability to extend contracts for all WIOA Title I programs (Adult, Dislocated Worker, Youth)

## ➤ Request for Proposal (RFP) Guidance

## ➤ Fiscal Agent Training

- Maher & Maher will facilitate comprehensive Fiscal Agent training from April – October 2020

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# Allocation Formula

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# BASICS OF ALLOCATION SPREADSHEETS

- Tabs work Right to Left
- Data pulled from the sheets into the Summary sheet
- Each tab contains data for different factors in the formula
- Summary tab – shows allocation percentages based on data only
- 2 yr Avg tab – shows hold harmless percent for previous 2 years and calculates the current year rate by averaging the previous 2 years
- HHLS tab – sets Min/Max change based off of HHLS and calculates budget
- Budget tab – Summary of Local Area budgets (also calculates Admin/Program)

# HOLD HARMLESS

- Required by federal law, even when local areas are redesignated
- Following WIOA and guidance from DOL Region 5, the HHLS percentages for new Local Areas are calculated by averaging the HHLS percentages of the individual local areas that are combining
- Law states cannot receive less than 90% or more than 130% of average of percent received previous 2 years
- Calculations work to ratably reduce funding amounts across all local areas to ensure each local area falls within these requirements

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# CEO Questions & Answers

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# FLOW OF FUNDS

Governor = Grant Recipient

IWD = Pass thru entity

CEOs via Fiscal Agent = Grant Sub recipient

Service Provider = Contractor

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# Topic- Chief Elected Officials

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# ARE THE CEOs OF A LOCAL WORKFORCE DEVELOPMENT AREA A BOARD?

- The Workforce Innovation and Opportunity Act and its regulations does not require the Chief Elected Officials to organize as a “board” nor does the law or regulations require it.
  - This has been a long-standing practice within Iowa. If the group of CEOs chooses to organize formally as a board, it is important to ensure proper steps are being followed and parliamentary procedure is followed in your board structure, decision making, etc.
  - In other states, it is not the norm for elected officials conducting WIOA business to organize as a board.

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# Topic- CEO Shared Liability Agreements

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# CEO SHARED LIABILITY AGREEMENTS

- ➔ Must adhere to IWD Policy 1.2.3.0 CEO Shared Liability Agreements
  - There is a template circulating in Iowa that is not compliant with the Workforce Innovation & Opportunity Act
  - Contact IWD staff with questions regarding your CEO Shared Liability Agreements and the required content.

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# Topic- Fiscal Agents

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# IS AN AUDIT REQUIRED FOR WIOA FUNDS?

- Yes

## HOW AND WHO WILL ENSURE AN AUDIT IS COMPLETED?

- In general, the Fiscal Agent is responsible. There should be collaboration between the State Agency and Local WDB to outline the expectations for audits.

## HOW WILL THE COST OF THE AUDIT FOR WIOA PROGRAMS BE COVERED?

- ➔ WIOA administrative dollars can be used for audit. The expense should be allocated proportionately to the other federal funds expended by the fiscal agent.

## SHOULD THE ROLES AND RESPONSIBILITIES FOR AN AUDIT BE INCLUDED IN THE FISCAL AGENT AGREEMENT?

- ➔ Yes

# CONTACT



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# NEXT OFFICE HOURS

Friday, April 17

12:00 pm



**THANK YOU!**