

REGIONAL WORKFORCE INVESTMENT BOARD
MEETING MINUTES

JANUARY 25, 2016
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

RWIB Board Members Present: Wayne Frauenholtz, Marcel Kielkucki, Linda Langston, Patrick Loeffler, Patty Manuel, Steve Olson, Shelley Parbs, Julie Perez, Susie Weinacht

RWIB Board Members Absent: Gary Dunham, Terry Jones, Kristy Lyman, Mark Schneider

RWIB Ex-Officio Members: Keith Stamp, DaLayne Williamson

STAFF: Carla Andorf, Kim Becicka, Scott Mather, Carlos Vega, Monica Brockway, Mike Witt

GUESTS: Mary Ann Lawrence

The meeting was called to order by Chair Linda Langston at 9:04 am. The RWIB board met quorum.

Linda Langston asked everyone present to introduce themselves.

Linda Langston asked for a motion to approve the agenda. M/S/C, Marcel Kielkucki, Pat Loeffler, agenda approved.

Linda Langston for a motion to approve the consent agenda. M/S/C, Julie Perez, Patty Manuel, motion approved.

Linda Langston asked if there was any correspondence to share. There was none.

Linda Langston asked if there were any member announcements. Carlos Vega discussed the heavy equipment simulator that will be on-site this week. Wayne Frauenholtz stated that Acciona in West Branch is in the process of being sold to a German company. DaLayne Williamson shared information on the LaborShed presentations this week.

Carla Andorf reviewed the WIA Training Provider application for Kirkwood Community College for their Basic Equipment Operator, Building & Road Construction Certificate and Automation & Instrumentation Technologies programs. If approved, this will allow clients to receive WIA funding for this program. Linda Langston asked for a motion to approve the WIA Training Provider application. M/S/C, Shelley Parbs, Steve Olson, motion approved. Marcel Kielkucki abstained.

Carlos Vega gave an update on the RFP process. This process will be led at the local IWD office level with guidance from the state IWD office. The board will need to form a group that will review the RFP's and that process will be coordinated by the local IWD office staff.

Carla Andorf gave a review of the Customer Service Plan draft. Our meetings in February will be to plan the components of our local customer service plan.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. She highlighted information on the apprenticeship grant.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs.

Carla Andorf reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. We will plan to carryover 10-15% of our funds.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for November and December. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team and the training topics for the Employers' Council of Iowa meetings in 2016.

Linda Langston asked for a motion to adjourn the meeting. M/S/C, Wayne Frauenholtz, Marcel Kielkucki, motion approved.

The meeting adjourned at 9:58 am. A WIOA fundamentals training session was held from 10 am - 2 pm.

Upcoming Meetings:

RWIB meeting; March 31, 2016; 10-11:30 am; IowaWORKS

**Regional Workforce Investment Board
Strategic Plan and Regional Workforce Goals**

Vision

Providing an efficient, effective and convenient system for job-seekers to find jobs; employers to locate new workers; and job-seekers and employers to access information that will assist them in developing their career and business plans.

Mission

We are contributing to the quality of life in Iowa’s Creative Corridor by connecting employers, job seekers and workers to workforce solutions.

Strategic Areas

- **Community Awareness:** Improve and increase collaborative partnerships in the region. Develop greater awareness of and informed appreciation for the workforce system’s services, including enhanced services recently implemented.
- **Preparation of the Workforce:** Design, develop, and offer training and education to prepare the current and future workforce for evolving employment and skill requirements of local industries, small businesses, and regional industry clusters. Efficiently connect members of the regional workforce who need this training and education to the right programs and providers.
- **Business Engagement:** Engage more effectively and widely, and collaborate more extensively with employers in workforce planning. Connect them efficiently with job seekers and skill seekers to ensure that workforce resources are aligned with employers’ needs and the region’s foundational and emerging industry clusters.

1.0 Community Awareness			
1.1 Marketing: Develop a communication plan to increase the awareness of the workforce system’s services and products among employers, job seekers and workers.			
Action Step	Timeline	Responsible Party	Status
1.1.1 Develop a marketing campaign using social media tools (Linked In, Facebook, Twitter,	July 2013-June 2014	Kirkwood Community College & IowaWORKS Marketing Staff	July, 2013-Begun to actively use Facebook to announce events and services August, 2013-Working with KCC marketing to identify best

<p>etc.) to increase awareness. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>			<p>methods for distributing information including Facebook and Twitter. November-Meeting with Marketing. Will be reviewing our facebook pages and providing feedback. Offered to assist with our posts. June 2014-placing IowaWORKS bus ads in IC and CR. Developing an IowaWORKS brochure targeted towards businesses. November 2014-Developed computer basics brochure to help market to non-profits and customers the computer services we have....hard to convey to customers importance of computer skills in job search and on the job. This will help market. November-December 2014-Mall marketing campaign again with IowaWORKS information posted in Mall to encourage the million shoppers this season to check out IowaWORKS. May-Developing plans for Dislocated Worker mailing to promote construction NEG and other programming. Will announce program through social media as well. March 2016-Completed website marketing on Facebook and internet ads for the Dislocated Worker Apprenticeship program. Also completing 'Robo-Texting' to potential apprenticeship clients. Seeing a spike in interest and those attending information sessions.</p>
<p>1.1.2 Implement face-to-face marketing initiatives (<i>see action item 1.2.3</i>). Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	<p>February 2014-June 2014</p>	<p>RWIB Members</p>	<p>Complete tactic 3.2.2 first. January 2014-Need to begin planning of this activity at January RWIB meeting. January30, 2014 RWIB-Reviewed list of potential presentations. Identified that ECI may be a best first presentation. Will finalize powerpoint and create a takeaway.</p>

			<p>March 2014-Presented to EIHRA (DaLayne) with about 40 attendees and HR Corridor Advisory (DaLayne and Demaris) with an estimated 10 attendees. As a result identified 1 person interested in serving on RWIB, 1 company asked for an in-house presentation of same information to rest of their team, and had many questions/one-on-one conversations after the presentation.</p> <p>June 2015-Plan to host Construction apprenticeship employer Lunch and Learn</p> <p>June 2015-Workgroup of RWIB members and other community partners to plan out lunch and learn with businesses/city leaders for July 2015.</p> <p>July and August 2015-Met with local apprenticeship training providers to share about IowaWORKS and the Construction NEG.</p> <p>September 2015-Outreach meeting to non-union construction shops to share about IowaWORKS and the Construction NEG. Holding one-on-one meetings.</p> <p>November 2015-Hosted information meeting for Apprenticeship week to educate job seekers and businesses on Apprenticeship opportunities. Had 10 attendees with 3 businesses attend or inquire.</p>
<p>1.1.3 Develop a media communication strategy and plan (op-ed pieces, press releases, newsletters) to feature the RWIB, the regional workforce plan, and regional workforce accomplishments. Determine the deliverables and evaluation</p>	<p>December 2013-March 2014</p>	<p>Kirkwood & IowaWORKS Marketing Staff</p>	<p>August 2013-Meeting with Marketing team to develop a marketing strategy to share information about IowaWORKS. This will include press releases.</p> <p>October-November-Marketing developing ads to promote training. Will go out in December. Will be marketing within Lindale Mall. 800,000 visitors to mall in December alone. Will have a banner promoting IowaWORKS and handouts</p>

<p>criteria. Document and review the process and outcomes.</p>			<p>available as take away when we are not open.</p> <p>December-Current-Using bus and mall ads. Will be promoting specific internal workshops coming up. Developing PowerPoint template slides for IowaWORKS, handout for job seekers and employers.</p> <p>Do we want to discuss doing a press release on what RWIB is doing through presentations and collecting needs of businesses to better serve them through IowaWORKS offices?</p> <p>May 2014-Partnership opportunity for RWIB to coordinate with Advanced Manufacturing Sector Board on press releases to keep “hot jobs”, especially in manufacturing, in the public eye. Presentation from Advanced Manufacturing Sector Board.</p> <p>September 2014-Advanced Mfg Sector Board-Featured on Made in America</p> <p>April 2015-Article in the CR Gazette highlighting the soft skills training offered at IowaWORKS.</p> <p>January 2016-Developing mailer to send out to dislocated workers who may be eligible for the apprenticeship grant or other services. Hope to mail out during months of January-February.</p> <p>March 2016-Posted first draft of local Customer Service Plan on website for public comment. Announcement in Gazette and through PSA from IWD.</p>
<p>1.2 Ambassadors: Have regular conversations with key employers to understand their workforce needs; provide them with targeted information about the workforce system; and encourage their candid feedback about the regional workforce plan, and the</p>			

products and services provided by IowaWORKS.			
Action Step	Timeline	Responsible Party	Status
<p>1.2.1 Establish protocols for outreach by RWIB board members (roles, materials, talking points, FAQ's, etc.). Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	<p>February 2014- June 2014</p>	<p>CEO/RWIB Executive Council</p>	<p>Complete tactic 3.2.2 first.</p> <ul style="list-style-type: none"> • Need to develop canned presentation on IowaWORKS services, Strategic plan and board role • Could have ECI coordinate this presentation to larger groups of employers as ECI has a goal of conducting 12 events per year. <p>January 2014-Board will identify target audiences for presentation and begin process of training on presentation and scheduling presentations</p> <p>March 2014-Presented to EIHRA and HR Corridor Committee.</p> <p>May 2014-Goal to identify targeted employer groups by July 1 for FY 15 Presentations. Will report back on progress during June RWIB Meeting.</p> <p>June 2014 Report out-HR Corridor Group, ask ICAD for speaking ideas/presentation options, ECI IC and CR, outreach to rural economic developers. Scott completed presentation at MEDCO June 2014.</p> <p>December 2014-Would it be beneficial for the board to look at attending a one-stop partner meeting or doing a presentation to one-stop partners about upcoming changes and how we can partner together to meet new law.</p> <p>January 2015-One-Stop Partner Group met to review new requirements of law, identify current services meeting law and where need more services. Discuss having an RWIB/One-Stop meeting together March 2015.</p>

			<p>March 16, 2015-One Stop partner meeting. Finished assessment of local services. Identified several ways to partner together to enhance services.</p> <p>May 2015-Ask board members for ideas/assistance reaching out to construction apprenticeship companies.</p>
<p>1.2.2 Conduct professional development training for ambassadors. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	February 2014	IWD Workforce Board Staff, Kirkwood & IowaWORKS Staff	<p>Complete 3.2.2 first.</p> <p>January 2014-Need to identify ambassadors and set up training schedule for Feb-Mar</p> <p>Complete as needed for ambassadors.</p>
<p>1.2.3 Ambassadors will initiate at least three calls with potential new business partners, or re-engage former business partners. Determine selection of targeted business visits, the deliverables, and evaluation criteria. Document and review the process and outcomes.</p>	February 2014-June 2014	RWIB Members	<p>Complete 3.2.2 first.</p> <p>Mar-June 2014-Once ambassadors are trained will begin scheduling with target audiences identified by board.</p> <p>March 2014-Demaris and DaLayne have served in this role so far. Will continue to reach out to board members as the need arises.</p> <p>June 2015-Scott and Carla presented the board presentation to the Advanced Manufacturing Sector Board. Promoted services, discussed the role of the RWIB, and shared about the upcoming strategic planning process and the role the sector board could play in helping develop workforce services for the region.</p> <p>November 2015-Presentation to the Financial Services, Banking and Customer Service Sector board on the work of the one-stop office, system and RWIB.</p> <p>December 2015-Presented to the Transportation board.</p> <p>January 2016-Met with Financial Services, Banking, Customer service board again to discuss some areas for</p>

			assistance.
<p>1.3 Networking: Support and use more effectively the region’s formal and informal networks of education providers, businesses (small and large), and workers to improve awareness of the regional workforce plan and workforce services and products. Improve connections between employers and job seekers to achieve better alignment of service delivery that addresses documented needs</p>			
Action Step	Timeline	Responsible Party	Status
<p>1.3.1 The RWIB (with workforce partners) will develop, host and convene at least one workshop about career tools and workforce services available through IowaWORKS for area K-12 counselors/instructors at state/regional conferences. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	<p>January 2014- June 2014</p>	<p>Kirkwood & IowaWORKS Staff with Ambassadors</p>	<p>Partner with IowaWORKS Employer Services team when presenting to schools. Bring in 1-2 RWIB members.</p> <p>May 2014-Employer Services continues to reach out to schools to share about workforce tools and services.</p> <p>Presenting an auto tech certificate program plus internship for youth. Students will be able to earn a Snap-on[®] credential plus do some career exploration through the internship. June 2014-11 students started June 16.</p> <p>July 2014-Youth auto tech certificate: 11 started, 10 obtained atleast 1 certificate or credential. 11 began internships with 10 successfully completing their internship. Two students were hired on by their employer. Of the 10 who completed 3 moved into credit training, 6 are continuing their high school studies or HiSET programming. 1 is focusing on working.</p> <p>November 2014-Adv Mfg Sector Board-focus on reaching K12. IowaWORKS staff volunteering on these break out work groups including K12 involvement. Scott and team are continuing to meet with schools to share about NCRC and facilitate testing.</p> <p>September 2015-met with Metro to discuss linkages between high school students interested in pre-apprenticeships and workshops available to them through IowaWORKS.</p>

			<p>November 2015-Participated in a resource fair at Metro High School targeting students and parents.</p> <p>January 2016-Promoting and hosting a session for the public (especially targeting low-income women) to learn more about a career in heavy equipment operation by trying out equipment using a simulator. Sharing with K12 partners, especially with Metro with their building trades program. (138 attendees)</p> <p>April 2016-working with KC C to host a transportation careers information session. This session will also target women and the “women-only” transportation class that will be starting this spring.</p>
<p>1.3.2 Host at least one workshop about career tools and workforce services available through IowaWORKS for small businesses in the region. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	<p>February 2014-June 2014</p>	<p>Kirkwood, IowaWORKS Staff, Ambassadors, and the Employer Council of Iowa (ECI)</p>	<p>Target Culture Conference-have a breakout for IowaWORKS team and RWIB on career tools and services available.</p> <p>Possibly host an ECI session on this topic.</p> <p>Being done in one-on-one meetings by IowaWORKS Employer Services team.</p> <p>Possible panel presenter at upcoming April 2014 “Building Inclusive Communities” workshop for entrepreneurs.</p> <p>April 2014-Employer Services team member was on panel for Building Inclusive Communities and shared information to potential or new entrepreneurs about business services available through IowaWORKS.</p> <p>Ongoing-BSR team and managers attend sector board meetings.</p>
<p>1.3.3 Host at least one</p>	<p>October 2013-</p>	<p>Kirkwood, IowaWORKS</p>	<p>In development of a workshop that will do two things:</p>

<p>workshop about career tools and workforce services available through IowaWORKS for job seekers and workers. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	<p>March 2014</p>	<p>Staff, ECI Ambassadors</p>	<ul style="list-style-type: none"> ○ Educate public on key workforce sector needs in area, services available at center to help them be marketable to those sectors ○ Directly link those job seekers with those sectors in need of workers <ul style="list-style-type: none"> ● Scheduled Logistics for October and Transportation for November-Recruiting employers now and creating agenda and flow. Also working with Marketing to share information with public. ● Tape workshops and offer as link on website as resource for job seekers. <p>October 30, 2013-Hosted a Logistics Information Session-Invited 13,000 IowaWORKS customers, 58 registered, 38 attended. Offered availability to return to learn more about services, especially training, and to meet one-on-one with a consultant. Twenty signed up to attend this session but only 1 attended. Have contacted the no shows and will report out in December what we have learned from those who did not show.</p> <p>February 2014-Hosted Customer Services career information session. 50 registered with 30 showing up. Nine moved onto additional training.</p> <p>Feb-Mar 2014-Conducted 2 information sessions for an employer created Class B Customer Service certificate. Had a total of 21 attendees. So far 2 are moving forward with the training program, and 2 more are receiving tuition assistance from a local employer who attended session to help identify potential candidates for his program.</p> <p>April and May 2014-Hosted two information sessions on Customer Service careers. Six different employers and 38 customers participated. Identified 7 who may move into employment or training for this career area.</p> <p>August 2014-Hosted several information sessions...</p>
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			<p>Customer Contact careers, Logistics careers, Class B CDL x 2, Welding Careers in Vinton, Culinary Careers</p> <p>January 2015-Customer Contact (14 attendees), CNC Machining (15 attendees) February 2015-Culinary Careers planned. <i>Class canceled.</i> March 2015-Transportation and Logistics scheduled. April 2015-Customer Service Professional Career Information Session (3 employers and 20 attendees) May 2015-Transportation (especially Class A) Career Information Session (4 employers) December 2015-Hosing session in Jones County to educate on needs for C N A, Machinists and Welders in that area. Sharing about tuition services through IowaWORKS.</p> <p>January 2016- Promoting and hosting a session for the public (especially targeting low-income women) to learn more about a career in heavy equipment operation by trying out equipment using a simulator.</p> <p>April 2016-Hosting a session on careers in Transportation.</p>
2.0 Preparation of the Workforce			
2.1 Engagement: Involve businesses and workforce leaders in discussions about the skills gap in the region. In the context of the ten workforce challenges identified in the region, specify the priority skills required for basic work-readiness as well as employment in specific industries and occupations in the region.			
Action Step	Timeframe	Assigned to	Status
2.1.1 Identify and invite business sector leaders to participate in discussions to identify regional workforce skills gaps/needs. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.	August 2013-October 2013	RWIB, CEO, Kirkwood, Corridor Alliance, IowaWORKS	Through coordination with local economic development groups and KCC a series of focus groups are being conducted in fall 2013 with UNI facilitating to identify needs/gaps. RWIB will be a part of these discussions. Focus groups will target businesses, job seekers, non-profits and education providers. RWIB focus group held on September 28, 2013

			<p>January 2014-Presentation in development to gather business input on their workforce skills gaps and needs.</p> <p>September 2014-Report in draft form, will be ready for use soon by board.</p> <p>January 2015-Meeting with one-stop partners to identify key service items from WIOA and discuss current services meeting and where region needs additional services.</p> <p>July, August, Sept 2015-Held meetings with construction contractors to learn of needs and develop linkages to workers through IowaWORKS to meet their requirements.</p> <p>January 2016-Educating those participating in the heavy equipment simulator about upcoming local training opportunities that link into this field. These opportunities offer interviews by three local contractors upon successful completion of the course.</p>
<p>2.1.2 Design, develop, implement, and sustain a comprehensive regional career pathway system targeted to high-demand, competitive wage jobs that meet the needs of employers, workers, and job seekers for designated industry sectors. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>	<p>October 2013-June 2014</p>	<p>RWIB, CEO, Kirkwood, Corridor Alliance, IowaWORKS</p>	<p>December 2013-Based upon outcomes of focus groups, targeted high-demand jobs will be identified by RWIB and a pathway program implemented.</p> <p>October and November 2013 information sessions on Logistics and Transportation</p> <p>October and November 2013-Hosted Logistics information session October 30. See outcomes in 1.3.3. Planned a Transportation information session November 20 but canceled due to low interest from participants. Contacted 12,000 participants but only had 3 sign up.</p> <p>February 2014-Customer service information session</p>

			<p>completed. 30 attendees with 9 entering training.</p> <p>Feb/March 2014-Class B Customer Service certificate info sessions completed with 21 attendees and 2 enrollments.</p> <p>April/May 2014-2 Customer Service information sessions held. 38 participated and 7 of the participants moving forward.</p> <p>August/September 2014-Hosted several information sessions. See section 1.3.3</p> <p>December-Several information sessions coming up in Jan – Mar 2015. Transportation, Business/IT and Health care sector boards all working on a career pathway project which will guide the work of local staff. Adv Mfg Board is revisiting pathway and will be making updates.</p> <p>January-CNC and Customer Contact (Culinary scheduled for February)</p> <p>March 2015-Logistics, Class B and Class A session scheduled in March with a job fair as a part of the event.</p> <p>November 2015-Presented to Fin Serv/Banking/Cust Serv Sector Board. Learned more about developing very entry level skills needed within those pathways that IowaWORKS may be able to help train job seekers in.</p>
<p>2.1.3 Through an industry sector approach, conduct a labor market/workforce discussion with designated partners (<i>see action items 2.1.1 and 2.1.2</i>) to identify priority workforce needs for</p>	<p>October 2013-December 2013</p>	<p>RWIB</p>	<p>January 2014-Draft presentation developed for use with businesses to identify priority workforce needs and then will align IowaWORKS services to meet those needs.</p> <p>March 2014-Presented to EIHRA and HR Corridor Alliance.</p>

<p>industry sectors and occupations. Ensure that these discussions address alignment with the Iowa's Creative Corridor Regional Workforce Development Plan. Determine the deliverables and evaluation criteria. Document and review the process and outcomes.</p>			<p>May 2014-Will identify future business groups to present to about IowaWORKS services and engage them in a discussion on their workforce needs.</p> <p>June 2014-Advanced Manufacturing Sector Board presented at RWIB.</p> <p>Ongoing-IowaWORKS participation in Advanced Manufacturing Sector Board meetings. New IT Sector Board recently developed. Transportation and health care started as well.</p> <p>February-RWDB workgroups met to review mission, vision, goals. Completed a needs assessment and identified top focus for region.</p>
<p>2.2 Training and Education: Informed by the work of the Engagement Tactic Team, develop and endorse support for the selected five priority workforce skill programs and needs in the region. Engage businesses, organizations, and institutions to determine funding requirements and training solutions to address the region's middle-skills gap.</p>			
<p>Action Step</p>	<p>Timeline</p>	<p>Responsible Party</p>	<p>Status</p>
<p>2.2.1 Determine the selected five priority workforce needs from work completed in action item 2.1. Inventory, map and identify workforce skills gaps in criteria. Document and review process and outcomes.</p>	<p>October 2013-December 2013</p>	<p>RWIB</p>	<p>September 2013-Board will review UNI research gathered so far.</p> <p>Identify RWIB workgroup to prepare recommendations for full board review December 2013.</p> <p>March 2014-Identifying best method of collecting this information from presentation. Will start to use both verbal feedback and a paper feedback option. Will also collect from Sector Board participation by IowaWORKS leadership.</p> <p>Ongoing-IowaWORKS staff attend sector board (IT, Advanced Manufacturing, Washington Adv Mfg, Transportation) and consistent theme is soft skills.</p>

			<p>January 2015-Adding in two soft skills workshops to workshop list at IowaWORKS. Also adding computer literacy workshops in Iowa City.</p> <p>October 2015-Implementing a Health Care basics workshop at IowaWORKS which provides good customer service and professionalism skills then pathways into other careers. Investigating a transportation specialist workshop to meet the high demand for those in the transportation industry. Only 3 attended. Another session in December with greater interested. Health Care Sector Board interested in meeting with these students.</p> <p>February 2016-Board is developed next strategic goals and priorities. Outlined in draft of local customer service plan. Business focus on Advanced Manufacturing and Financial Services/Insurance/Customer Service as well as in demand STEM careers.</p>
<p>2.2.2 Engage business, organizations and institutions in funding and training solutions for priority workforce needs, occupational opportunities, career deliverables and evaluation criteria. Document and review process and outcomes.</p>	<p>October 2013-June 2013</p>	<p>WIA Manager, RWIB</p>	<p>See above in 1.3.3. Businesses will be the main presenters in a series of workshops targeted to job seekers to help educate them on local workforce needs, training and skills needed, and how to link with local resources for up-skilling.</p> <p>October 2013-Hosted 4 logistics companies who shared information on careers available, skills needed and completed mini-interviews with participants.</p> <p>February 2014-4 local customer contact businesses hosted a session with 30 attendees.</p> <p>Feb/March 2014-3 local employers hiring Class B drivers completed 2 sessions with 21 attendees.</p> <p>April/May 2014-Customer service Session with 38 attendees.</p> <p>August/September-held 6 information sessions with 30</p>

			<p>participants.</p> <p>Nov/Dec 2014-Planning information sessions for Jan, Feb and Mar 2015 in Transportation, customer contact, culinary</p> <p>Jan 2015-Held sessions on Customer Contact and CNC</p> <p>March 2015-Logistics, Class A and Class B sessions</p> <p>April/May 2015-Class A and Customer Service Professional</p> <p>August 2015-Welding certificate information session in Coralville included businesses to outreach to potential workers.</p> <p>March 2016-Seeing a need for welders from sector boards and an interest/match of customers coming in. Setting up additional welding courses this spring.</p>
<p>2.3 Targeted Sector Training: Develop and implement education and training opportunities that address the priority workforce skills required for in-demand occupations.</p>			
Action Step	Timeline	Responsible Party	Status
<p>2.3.1 Identify the number and kind of targeted trainings necessary per year to address defined sector workforce skill gaps needs. Determine the deliverables and evaluation criteria. Document and review process and outcomes.</p>	<p>October-December</p>	<p>RWIB</p>	<p>Following targeted educational needs identified by board.</p> <p>IowaWORKS is aware of shortages in CNC, Welding, logistics and transportation. Educating customers.</p> <p>IowaWORKS will also be developing an industrial maintenance pathway program for to begin August 2014 for low-skilled job seekers.</p> <p>RWIB Workgroup reviews focus group information and prepares recommendations for RWIB.</p> <p>July/August-based upon feedback from RWIB regarding Warehouse Management, have initiated meetings with KCC</p>

			<p>to identify if there are pieces of currently available training that may meet these needs. Will be pulling together a group of local employers to provide their input and endorsement of the certificate. Hope to offer at lowaWORKS free to job seekers.</p> <p>March 2015-Offering a Logistics, Class A and Class B info session and certification which provides training on warehouse management, commercial driving and customer service skills.</p> <p>January 2016-Offering heavy equipment simulator opportunity which can pathway into the Road and Building Construction certificate and career for individuals. Successful completers get a chance to interview with 3 local construction companies.</p> <p>February 2016-Board met to establish Adv Mfg, FinServ/Ins/Customer Service , as well as indemand STEM careers as top focus.</p>
<p>2.3.2 Develop the identified targeted trainings endorsed by the RWIB. Determine the deliverables and evaluation criteria. Document and review process and outcomes..</p>	<p>December-January</p>	<p>WIA Director</p>	<p>October 2013-Scheduled an OSHA 10 Hour and Forklift training via lowaWORKS. Attendance was poor with 5 attending OSHA and 6 attending forklift. Will “overbook” these sessions in December and conduct marketing.</p> <p>December 2013-Offering OSHA, Forklift and a weeklong Modern Manufacturing course. Conducting additional marketing and outreach to ensure as full of class as possible.</p> <p>February-June 2014-expanding to include other services such as medical terminology, CPR/First Aid, Retail and Customer Service (Goodwill as potential provider).</p>

			<p>April-June 2014-Offering 2 rounds of internal skill upgrades including CPR, First Aid, medical terminology, OSHA 10, Forklift and Modern Manufacturing.</p> <p>May 2014 Update: Filled forklift and are offering 2 additional classes in June. OSHA also had 9 attendees and will offer an addition class in June. Health care turnouts were lower, but we anticipate they will grow as awareness grows. Had to cancel medical terminology this spring due to low enrollments. We had lower turnouts for manufacturing certificates in the fall as well but now have wait lists for forklift.</p> <p>June 2014-CPR and First aid attendance increased from 3 in April to 9 in June as the word is getting out. Filled 2 additional forklift classes (10 each) and offered Modern Manufacturing with 11 attending.</p> <p>September 2014-Have ramped up class listings again. Summer participation is always low. Scheduling regular CPR/First Aid, OSHA 10, Forklift, Computer Basics and Modern Manufacturing throughout the year. Expanding some offerings to Iowa City. Looking to identify and add 4 new classes that focus on soft skills such as time management and communication skills.</p> <p>Fall 2014-Offered computer training throughout fall. Expanding computer training to Iowa City. Ongoing CPR, First Aid, Forklift and OSHA classes. Modern Mfg held in December to pathway into additional skills training in January (CNC and Welding) if member needs more skills.</p> <p>Dec 2014-Jan 2015-Continuing to offer the above workshops. In addition have begun computer literacy</p>
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			workshops in Iowa City. Partnering more closely with Dept of Corrections to include more recently released individuals into workshops to increase likelihood of employment. Adding in “Above and Beyond” and “Professional Communication”.
			Nov-Jan – Continue to meet with sector boards to identify their top needs, incorporate into local plan and share with RWIB in January.
2.3.3 Identify the training provider(s), determine capacity, and implement targeted training programs. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	December-January	IowaWORKS, WIA Director	
3.0 Business Engagement			
3.1 Sector Workforce Strategies: Identify the partners, activities and outcomes required to establish and support Industry Sector Boards that represent the regions foundational and emerging industry clusters. Align resources; review and comment on current educational pathways; and develop additional skill-building strategies.			
Action Step	Timeline	Responsible Party	Status
3.1.1 Identify the best practices of sector boards, education and RWIB members, business members, and workforce partners. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	September-December 2013	Kirkwood, Advanced Manufacturing Sector Board, Aspen Institute	Schedule presentation on sector boards via Skype (Aspen Institute) January 2014-Regroup and revisit this action step. Ongoing-IowaWORKS staff attend sector board meetings. May 2014-Advanced Mfg Sector board presented to RWIB about goals and work they do. December 2014-KCC presentation on JRWA and Walmart Brighter Futures projects and the work of sector boards

<p>3.1.2 Identify three industry sector boards, recruit members from business, non-profits, education and labor. Determine the deliverables and evaluation criteria. Document and review process and outcomes.</p>	<p>September 2013-June 2014</p>	<p>Kirkwood , Advanced Manufacturing Board, Aspen Institute</p>	<p>within these projects.</p> <p>One sector board currently exists within Advanced Manufacturing. Other advisory boards which may evolve into sector boards include call center industry, transportation and health care.</p> <p>RWIB will partner with KCC to develop an IT Sector Board.</p> <p>Career pathways sector board through PACE program in development to assist low-income, low-skilled adults enter a career training and employment pathway in healthcare, business/IT and Industrial Maintenance.</p> <p>May 2014-RWIB presentation by Advanced Manufacturing sector board to learn more about how activities and services could align. Former WIA team member is now working for Business/IT KCC credit to help develop IT Sector Board. Will be a good link to IowaWORKS and as it gets moving forward we'll meet with them too.</p> <p>March 2015-Several sector boards are in development stages including Transportation and IT. IowaWORKS staff are adding in these new sector boards to their schedules. Staff continue to attend the Adv Mfg Sector Board.</p> <p>June 2015-IowaWORKS presented to the Advanced Manufacturing Sector Board</p> <p>November 2015-Presentation to FinServ/Banking/Cust Serv and shared about RWIB and the need for members from business.</p> <p>Dec-Jan 2016-Met with Transportation and re-met with Fin/Serv/banking/Cust Service. Will meet with</p>
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			manufacturing in February.
3.1.3 Develop and implement workforce goals for each industry sector board, and ensure alignment with the regional workforce plan strategy. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	September 2013-June 2015	CEO/RWIB, IowaWORKS, Kirkwood	<p>May 2014-Beginning this process with Adv Mfg Sector Board.</p> <p>Ongoing-Each sector board develops goals and works towards those. Adv Mfg is currently establishing priorities for next year.</p> <p>Will share goals of new sector boards once established as well as updated goals of the Adv Mfg Sector Board when complete.</p> <p>March 2015-The new sector boards are currently mapping pathways and career ladders. Once these maps are done they will be shared with the RWIB.</p> <p>January 2016-Have sessions planned in February with the board to re-evaluate local needs and identify key sector partnerships.</p> <p>February 2016-Met to review goals, strategies and plans for next strategic plan.</p>
3.2 Business Awareness: Using targeted presentations in communities throughout the region (and through regular attendance at workforce events), increase awareness of sector strategies; the region's industry sector boards; workforce services and products; and business workforce needs.			
Action Step	Timeline	Responsible Party	Status
3.2.1 Identify regional community events/groups critical to the success of the integrated one-stop. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	October 2013-April 2014	Management Staff of IowaWORKS and WIA, Workforce Partners	IowaWORKS management will complete community presentations to CBOs on the services available at IowaWORKS. For non-workforce groups the presentations will include education on local workforce needs and skills required of workers. Groups to present to include EIHRA, HR Advisory Committee, and non-profits such as Four Oaks, Horizons, Waypoint and others. ECI may host 1 or more

			<p>groups to share information.</p> <p>Scheduling an October information session with Johnson Co CBOs to share info on workforce needs, wage progression, and workforce training program.</p> <p>October 2013-Completed an information session with Johnson County CBOs to share information on what a living wage is, wage progression information, and pathway programming available through IowaWORKS. Have since conducted or scheduled 4 one-on-one meetings with CBOs to discuss programming with their participants or staff.</p> <p>September 2014-Bi-monthly workforce partner meetings are held in the region. They typically include IowaWORKS, Corrections, Goodwill, PROTEUS, senior worker programs, Voc Rehab and Job Corps. At the September meeting Job Honor (www.jobhonor.org) founder Kyle Horn presented to the group about how to recognize our job seekers who have faced significant barriers but after a transformation event have changed the trajectory of their life and are now successfully employed...as well as honors the employers who give those individuals a chance. Would like to bring this information and speaker to the board in the future.</p> <p>October 2014-Participation in VR Meetings. Follow up meetings will be occurring.</p> <p>November 2014-One Stop Partner Meeting.</p> <p>December 2014-Collaborative meeting to be held with VR, IowaWORKS, GAP/PACE, K12, AEA, KCC about helping more students with a disability transition to short term training.</p>
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			<p>January 2015-One-Stop partner meeting-reviewed WIOA law changes and did assessment of whether the local resources are ready.</p> <p>February 2015-IowaWORKS hosted Teenage Job Fair. 25 businesses participated. Feedback from both businesses and youth was good. Many businesses hired staff as a result. Goodwill provided pre-job fair workshops. Businesses said youth were well prepared.</p> <p>March/April 2015-IowaWORKS team is assisting with the pre-job fair workshops offered as part of the Corridor Career job fair and will be attending the job fairs in April.</p> <p>April/May 2015-Participation in Coralville and Cedar Rapids Corridor Career Job Fair. Will participate in the Construction Job Fair in North Liberty</p> <p>September/October 2015-IowaWORKS assisting with or leading several job fairs. Corridor Works (Cedar Rapids), Under Utilized Job Fair (Cedar Rapids) and Building Blocks (Iowa City).</p> <p>February-April 2016-Many job fairs are in the works for this spring. One was held in February, targeting customer service companies due to a layoff of customer service reps from a local company. Many are being planned for in March and April.</p>
<p>3.2.2 Develop presentations describing the regional workforce plan, workforce services and products, and regional skills gap focus. Determine the deliverables and evaluation criteria. Document</p>	<p>December 2013-January 2014</p>	<p>Management Staff of IowaWORKS, and WIA, Workforce Partners, RWIB, Employer Services and ECI</p>	<p>Should have draft ready in January 2014 for review and final edits.</p> <p>January 2014-2 workgroup meetings completed in January 2014 to create draft. Full board review and input in January.</p>

and review process and outcomes.			<p>February 2014-Edits to presentation completed. Implemented in March with 2 groups. Also developing a one page take away for businesses.</p> <p>July and August 2015-Participated in informational meeting with Construction employers to share about the new NEG grant opportunity.</p>
3.2.3 Attend (and make occasional presentations) at selected meetings of identified regional community events/groups. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	February 2014-June 2014	IowaWORKS	<p>Gets done through 1.3.2 and 3.2.1</p> <p>March 2014-EIHRA and HR Corridor Alliance presentations completed.</p> <p>May 2014-Presentation at MEDCO</p> <p>Ongoing-Presentations occur ongoing throughout the community with sector boards, economic development groups, etc.</p>
3.2.4 Measure results through increased business engagement. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	February 2014-June 2014	Workforce Staff	<p>January 2014-Board will identify goals of increased business engagement and presentations.</p> <p>Ongoing-Employer Services team meets with local businesses.</p> <p>January 2015-Will be completing training on indexing employer websites to ensure as many positions as possible are listed through www.IowaJobs.org</p>
3.3 Business Collaboration: Improve and support collaboration to increase the effectiveness of partnerships with small businesses within the region's integrated one-stop workforce systems.			
Action Step	Timeline	Responsible Party	Status
3.3.1 Create survey tools to inform conversations with representatives of small businesses to learn about	October-January	KTOS, Employer Services Team	<p>May develop assessment tool to identify services customers use through Employer Services visits.</p> <p>May develop pre and post assessment on knowledge of</p>

workforce services they use. Identify themes. Plan and facilitate future focus groups. Determine the deliverables and evaluation criteria. Document and review process and outcomes.			lowaWORKS services available before and after business presentations. January 2014-Collecting this feedback through Q&A with businesses during presentation. Ongoing-Collected through Employer Services team.
3.3.2 Conduct focus groups for representatives of small businesses identified by RWIB board. Determine the deliverables and evaluation criteria. Document and review process and outcomes.	August-October 2013	IowaWORKS, CEO/RWIB	Business focus group also included small businesses. ECI may host small business event. April 2014-Presented at conference to local new or potential entrepreneurs.
3.3.3 Informed by data, target workforce services to small business. Document new services increased. Determine deliverables and evaluation criteria. Document and review process and outcomes.	November 2013-June 2014	R&P IWD Staff, Two Board Members	ECI and Employer Services team may host small business information session based upon 3.3.2. Always provide services and education to small businesses through outreach and those who contact us.
4.0 WIOA Implementation			
4.1 WIOA Implementation Strategies: Ensure Region 10 and local workforce system are prepared for WIOA implementation.			
Action Step	Timeline	Responsible Party	Status
4.1.1 Local team gathers information about WIOA through attending state and DOL trainings and webinars. Share information with RWIB via email and at meetings.	July 2014 until implementation	KCC, IowaWORKS Management, RWIB Chair	November 2014-Shared NCWE conference video and will discuss highlights at upcoming December board meeting. August 2015 and ongoing-Local core leadership team meeting approximately every 2 weeks (WP, WIOA, VR, ABE). This team participated in a day long training with Greg Newton in Des Moines which helped frame the partnership activities to occur within the region. Investigating bringing

			<p>Greg in to present to local staff, assist management with ongoing activities and meet with board members. Key learnings:</p> <ul style="list-style-type: none"> *all partners write plan with 1 lead agency *Focus is on the system for sharing customers, services and costs (costs come last). *Will have draft of state plan Oct 1, have a template to follow for local plan. *More guidance coming for the release of the RFP *Local plans due to state May 1 *Important to map out the workforce system, develop referral networks and ensure the center is supporting the system. <p>October 2015-Hosted training together with the 4 core WIOA partners. Very good, staff enjoyed and learned a lot. They want to continue to meet and learn from each other.</p> <p>October 2015-Attended WIOA statewide conference . Marcel from the board attended.</p> <p>Nov-Jan 2016-Local WIOA leadership working on local plan</p> <p>January 2016-Will conduct additional training for local staff. Board training with Mary Ann Lawrence.</p> <p>Jan-Feb 2016-Planning 2 work group sessions with the board to review plan more in-depth and to work on defining vision, mission, goals and local services.</p> <p>February-March 2016-Met with 2 groups of the board to develop mission, vision, strategic priorities and goals. Also reviewed services and updated allowable activities and funding limits.</p>
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<p>4.1.2 Meet with local workforce providers, especially core partners, to discuss new law, mutual impacts and implications, especially cost sharing agreements with partners.</p>	<p>October, 2014-through implementation</p>	<p>IowaWORKS, local workforce system providers</p>	<p>October 2014-Attended town hall meeting in Cedar Rapids and Iowa City conducted by Voc Rehab to identify areas to increase collaboration and partnership November 2014-One stop partner meeting...reviewed WIOA December 2014-Meeting with VR, IowaWORKS, PACE/GAP, AEA and schools, and KCC to discuss better alignment with training programs and services for students upon leaving K12 (especially those with disabilities) January 2015-Invited additional workforce partners to attend the January One-Stop partner meeting. January 2015-One Stop partners to review WIOA changes and discuss what is currently offered and where region may need to develop offerings. Will share with RWIB. March 2015-Finished up an assessment of local resources and how they align with the new required services within WIOA.</p> <p>April and May 2015-Participated in two webinars: Youth Performance and Youth Work Experiences.</p> <p>June 2015-Participated in the new Super Circular training and WIOA training offered by the IWD state team in Des Moines. Staff participated in a WIOA implementation training program on June 5th along with Board Member Patty Manuel</p> <p>October-Current-Local WIOA leadership meets at least twice per month (sometimes more) toward WIOA activities, staff training and integration of services.</p> <p>January 2016-The staff from the 4 core WIOA programs attending training with Greg Newton to learn about the basic changes to the workforce system after WIOA and</p>
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			<p>what basic steps can be taken at a local level to begin implementation.</p> <p>Feb 2016-An in-service day was planned for staff to follow up on learnings from the Greg Newton training. Staff brainstormed many ideas and work groups are being established in 3 areas for staff volunteers to be working on implementation of ideas.</p> <p>January-March 2016-WIOA Leadership worked on CSP updates after board input.</p>
<p>4.1.3 Align and/or develop current services into new model of career services and training services.</p>	<p>January 2015- July 2015</p>	<p>IowaWORKS, local workforce system providers</p>	<p>January 2015-Will be reviewing new menu of services and identifying what we or local providers to that meets those services and areas we need to add or identify more services. Will review with local one-stop workforce team at January meeting to begin process. (to happen January 26).</p> <p>March 2015-Youth team looking at ways to create stronger linkages with businesses to offer more youth work experiences. May develop summer youth programming as a standard program with the new focus on work experiences and work based learning.</p> <p>March 2016-DRAFT CSP Developed and released for public comment.</p> <p>April 18, 2016-Kick off of youth and young adult job program. With the focus on more work experience, the team is launching a youth job program starting April 18. This will focus on out of school youth, who are more disconnected from services and education, and help them gain work skills and access into additional skills training or high school completion as needed.</p>
<p>4.1.4 Monitor and report to the RWIB on new performance and spending metrics throughout FY 14 to determine if ready to meet</p>	<p>January 2015-ongoing</p>	<p>IowaWORKS</p>	<p>Will look at the WIA Y, A and DW metrics starting in January and report out on those we can. At this point unable to align exactly to new outcome measures but will pull for what we are able to.</p>

<p>goals of new model starting in FY 15 and FY 16.</p>			<p>Q1 FY 15-Youth team is currently expending 70% of youth funds on out of school (OOS) youth. Starting July 1, 2015 we must be at 75%. Last year we were at 50%. The team is doing a good job of identifying more OOS youth and making those a target for enrollment. For every 1 IS youth we enroll we must enroll 5 OOS youth to ensure we hit this metric starting July 1, 2015.</p> <p>February 2015-State team reported that they are going to look into pulling WIOA performance reports now, to see how we measure up.</p> <p>March 2016-Closly monitoring spending within youth program to hit the 20% on experiential learning and our split between funds spent on in-school youth and out of school youth.</p>
<p>4.1.4 Link with sector boards, identify potential RWIB business representatives from sector boards and identify ways to link together the work of the RWIB and sector boards.</p>	<p>October 2013-Ongoing</p>	<p>IowaWORKS, Sector Boards, RWIB, KCC</p>	<p>Past presentation by Adv Mfg Sector Board.</p> <p>December 2014-Overview of Sector Board Development through JRWA/Walmart Brighter Futures project</p> <p>Ongoing updates to be provided on sectors boards in development.</p> <p>June 2015-presented to Advanced Manufacturing Sector Board on IowaWORKS services, transitions, grants, etc. Discussed upcoming strategic planning process as a result of WIOA and that the sector board could play a key role in helping determine local workforce needs and programming.</p> <p>Nov-January-Meeting with sector boards to educate on local planning process, changes with WIOA, RWIB, and identify ways to partner together.</p>

Grants Report

Budget Overview

Special Programs Total Participant Budget					
	FY16 Carryover	New FY16 Funds	TOTAL Budget	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	\$76,489.06	\$312,691.00	\$389,180.06	\$183,371.43	\$205,808.63

Other Funds					
	FY16 Carryover	New FY16 Funds	TOTAL Budget	Expenditures	Funds Remaining
IA PACE—KPACE program	\$35,738.64	\$792,130.00	\$827,868.64	\$462,919.68	\$364,948.96
GIVF Reimbursement Funds	\$10,806.54	\$0	\$10,806.54	\$55.00	\$10,751.54
Kirkwood Community College Foundation ⁺	\$3,400.00	\$0	\$3,400.00	\$0	\$3,400.00
*Reimbursement funds will be used primarily for Gap Tuition Assistance program. *Total available will increase as new funds are donated.					

Special Programs Enrollments FY16

(7/1/15 – 6/30/16)

Gap Tuition Assistance ⁺	73
WIA ^{**}	(33)
TOTAL	73

⁺Due to limited funding and prioritization of funding streams, some students will be co-enrolled in partner programs.

⁺Twenty-seven 'carryover' students were scheduled for training, in training, or searching for employment on 7/1/15. They continue to receive services in FY16.

^{**}To access IAGAP funding, WIA students will be co-enrolled in Gap Tuition Assistance.

KPACE	72
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Fall cohorts begin in August 2015.

Non-cohort enrollments will be throughout the year.

Gap Tuition Assistance Program

Referrals

Referrals FY16	524
Historical Program Total	7490

Interviews

Interviews Scheduled FY16	161
Historical Program Total	1501

Approved Participants

Approved Participants FY16	73
Historical Program Total	1035

Participant Credentials

Historical Program Total	714 of 906 = 78.81%
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Fiscal Year	In Training	Completed Training	Did Not Complete	Credential Rate
2012	0	38	4	38 of 42 = 90.48%
2013	0	84	47	84 of 131 = 64.12%
2014	0	118	31	118 of 149 = 79.19%
2015	0	150	32	150 of 182 = 82.42%
2016*	21	49	9	49 of 58 = 84.48%

*Includes carryover training participants from FY15.

Participant Employment

New Employment FY16	33 of 48	68.75%
Overall Employment FY16	33 of 48	68.75%
Historical Overall Employment	601 of 628	95.70%

New employment: Completer has obtained different employment since enrolling in the program.

Overall employment includes all completers who are working, including those who have new employment and those who have increased responsibility with the same employer.

Fiscal Year	New Employment	Same Employer (increased duties)	Deceased	Other FT Activities	Unable to Contact (6 months)	Looking for work or need employer information	Overall Employment Rate
2012	36	2	0	0	0	0	38 of 38 = 100%
2013	62	7	0	13	2	0	69 of 69 = 100%
2014	68	19	0	1	1	0	87 of 87 = 100%
2015	101	15	0	8	6	4	116 of 120 = 96.67%
2016	33	0	0	0	1	15	33 of 48 = 68.75%

†Many graduates completed training recently and are now pursuing employment.

Project status:

Program Information (to date)	FY13	FY14	FY15	FY16	Total
75 Hour Nurse Aide	72	63	49	20	314
A+ Certificate					4
Accelerated Welding Certificate		5	15	5	25
Administrative Assistant Certificate	9				9
Administrative Professional Certificate			9	2	11
Advanced Workplace Computing Certificate	0	1			4
Basic Workplace Computing Certificate	0	1			10
Bookkeeping Certificate	3	11			25
Business Application Specialist Certificate			1	1	2
Business Bookkeeping Computer Certificate			1	1	2
Call Center Customer Service Certificate	0	12	3	0	27
Career Welding					1
Certificate in Office Professionals	1	9	0	0	36
Certificate in Web Site Design	1	2			19
Certificate in Website Development	1	0	0	0	11
Certified Business Computing Professionals	5	7	1		42
Class B CDL	1	0	0	1	9
CNC Machining Certificate					3
CNC Machinist Certificate	3	16	1	3	23
CNC Milling Operator Certificate	0	0	0	0	0
CNC Turning Operator Certificate	0	0	0	0	0
Combination Welder Certificate	17	2	1		45
Combination Welder SERIES		1	0		1
Combination Welder 254 Certificate	5				5
Community Living Professional				0	0
Computer Aided Designing Certificate					5
Core Construction Certificate				1	1
EKG Technician			0	0	0
Electrical Specialist		0	2	0	9
Electro Mechanical Certificate		0	0	0	0
EMT Basic					1
Forklift Certification					9

Gas Metal Arc Welding Sense I				3	3
Graphic Design Certificate	1	3			10
Graphic Designer Certificate			2	3	5
Health Support Professional				0	0
Industrial Maintenance Certificate		1	0	0	1
IT Foundations	0	0			6
Job Planning, Benchwork, Layout Certificate	0	0	0	0	0
Kirkwood Culinary KickStart Certificate		2	2	0	4
Logistics/Supply Chain Certificate		1	0		1
Manufacturing Basics & CNC Machinist Certificate	4	0	0	0	4
Measurement, Materials, Safety Certificate	0	0	0	0	0
Mechanical Systems Specialist					1
Modern Manufacturing Series Certificate	4	0	0	0	4
Network +					1
Nurse Aide exam only	1				3
Office Administrative Assistant Certificate	7				7
Personal Support Professional				1	1
Pharmacy Technician					24
Phlebotomy	11	11	14	5	63
Press Brake Operator					1
Production MIG Certificate		10	10	0	20
Professional Skills Certificate					2
Project Management Master's Certificate					7
Sales Professional Certificate			0	0	0
Security +					1
Supervising in Healthcare Facilities				0	0
Transportation Service Class B Training Certificate		1	3	0	4
Transportation Specialist				0	0
Transportation Technician				0	0
Truck Driver Class A CDL	21	37	32	27	206
Web Designer Certificate			3	0	3
TOTALS	167	196	149	73	1035

Gap Reporting Form - General Information

Institution	Kirkwood Community College		
Contact Person	Bethany Parker	319-365-9474 x31155	bparker@kirkwood.edu
Quarterly Reporting Period	FY2016	February	2016

Budget Summary

Line Item	Expenses per Quarter				YTD Expenditures
	Q1	Q2	Q3	Q4	
Direct Costs:					
Tuition & Books	\$47,792.75	\$57,225.50	\$42,261.50		\$147,279.75
Equipment	\$125.00	\$993.69	\$939.51		\$2,058.20
Fees/Assessment/Testing	\$1,622.00	\$1,605.00	\$2,868.23		\$6,095.23
<i>Subtotal</i>	\$49,539.75	\$59,824.19	\$46,069.24	\$0.00	\$155,433.18
Other Costs:					
Staff Support/Services	\$9,193.71	\$10,763.50	\$7,981.04		\$27,938.25
Total:	\$58,733.46	\$70,587.69	\$54,050.28	\$0.00	\$183,371.43

Participant Summary

	Q1	Q2	Q3	Q4	YTD Total
Number of Completed Applications:	26	36	34		96
Number of Approved Participants:	15	30	28		73
Status of Approved Participants:					
Participating or Waiting to Participate:	28	42	46		116
Completed Training:	26	17	7		50
Did Not Complete Training:	4	2	3		9
Completion Rate:	86.67%	89.47%	70.00%	#DIV/0!	84.75%
Number of <u>Third</u> Party Credentials Received:	15	21	12		48

Completer Only Summary

	This section will only be completed for final report (4th quarter). The total number should match the programs total completers for the fiscal year.				Total
New Employment:					0
Retained Employment:					0
Deceased:					0
Continue Further Full-Time Education:					0
Looking for Work/Unemployed:					0
No Response/Unable to Contact:					0
Total:	<i>Should equal line 25 (completed training)</i>				0
For Completers Only	This section will only be completed for final report (4th quarter). It will automatically calculate based on numbers provided above.				Total
Overall Employment Rate:					#DIV/0!
Overall New Employment Rate:					#DIV/0!

Walmart Brighter Futures 2.0 Grant

Project Timeline: August 2013 – January 2016

Grant Award: \$233,333

Grant Focus: Help low-income individuals access middle skill training, earn credentials needed in the workforce, and obtain middle skill employment.

College Performance | Intake | Employment at Intake | Basic Skill & Literacy Training | Job Readiness | Wrap Around Services | Middle Skill Job Training | Placement at Exit | Employment Retention | Leveraged Funds

Hello, Judy Stoffel

College : **Kirkwood Community College** Report Period : **2015 Quarter IV** 2015 Quarter IV (10/1/2015 - 12/31/2015)

Create MS Spreadsheet

Focus Area Performance

	Intake, Assessment & Advising/Counseling	Basic Skills & Literacy Training	Job Readiness	Wrap Around Services	Middle-Skill Job Training Completed	Middle-Skill Job Training Enrollment	Employment Pl
Projection	750	300	350	350	280	280	175
Totals-to-Date	614	617	504	625	367	266	254
Percentage-to-Date	81.87%	205.67%	144.00%	178.57%	131.07%	95.00%	145.14%
2013							
Aug 16 - Dec 31	130	94	24	48	0	0	0
2014							
Jan 1 - Mar 31	130	0	68	108	0	0	0
Apr 1 - Jun 30	110	0	18	119	13	13	0
Jul 1 - Sep 30	197	270	58	157	144	189	0
Oct 1 - Dec 31	47	13	0	0	26	37	142
Subtotal	484	283	144	384	183	239	142
2015							
Jan 1 - Mar 31	0	63	84	81	3	0	18
Apr 1 - Jun 30	0	112	0	18	61	19	25
Jul 1 - Sep 30	0	53	137	46	49	8	43
Oct 1 - Dec 31	0	12	115	48	71	0	26
Subtotal	0	240	336	193	184	27	112

Outputs and Outcomes

	Goal			Actual			% of Goal
	Total	Male (%)	Female (%)	Total	Male (%)	Female (%)	
Intake, Assessment & Advising/Counseling	750	283 (37.73%)	467 (62.27%)	614	256 (41.69%)	358 (58.31%)	81.87%
Enrolled in Middle-Skill Job Training	350	140 (40.00%)	210 (60.00%)	442	159 (35.97%)	283 (64.03%)	126.29%
60% Awarded Job-Training and/or Industry Credential	210	84 (40.00%)	126 (60.00%)	660	252 (38.18%)	408 (61.82%)	314.29%
80% Completed Middle-Skill Job Training	280	112 (40.00%)	168 (60.00%)	367	133 (36.24%)	234 (63.76%)	131.07%
50% Employed in Middle-Skill Jobs (Placement)	175	70 (40.00%)	105 (60.00%)	254	113 (44.49%)	141 (55.51%)	145.14%
45% Completed Training and Receive Wage Gain	79	32 (40.51%)	47 (59.49%)	227	98 (43.17%)	129 (56.83%)	287.34%
80% - 85% Required ABE, GED and/or ESL Instruction	289	116 (40.14%)	173 (59.86%)	182	49 (26.92%)	133 (73.08%)	62.98%

Funder: American Association of Community Colleges	Grant Total: \$150,000
Project: Job Ready, Willing and Able	Grant Period: April 1, 2014 - March 31, 2017
Project Status: 21 months in on a 36 month project (58%)	

SNAP Application Submissions and Approvals		
Goal: 210		
Progress as of September 30, 2015: 3 (1% of goal)		
	SNAP applicants submitting for benefits	SNAP applicants approved for benefits
April 14' - March 15'	1	1
April - Sept. 2015	2	2
Oct. 15' - March 16'		
April - Sept. 2016		
Oct. 16' - March 17'		
Total:	3	3

Basic Skills and Literacy Training			
	# of Students Starting in Basic Skills Training	# of Students Completing Basic Skills Training	# of Students from Basic Skills to Middle-Skill
April-Sept. 2014	42	0	0
Oct.-Dec. 2014	0	37	40
Jan.-March 2015	45	0	0
April-June 2015	0	0	0
July - Sept. 2015	42	70	27
Oct. - Dec. 2015	0	11	59
Total:	129	118	126

Middle-Skill Job Training Enrollment				
Goal: 600				
Progress as of December 31, 2015: 454 (76% of goal)				
	GAP	KPACE (Non-Credit)	KPACE (Credit)	Project START-FINISH
April-Sept. 2014	147	0	38	41
Oct.-Dec. 2014	41	0	2	1
Jan.-March 2015	21	0	1	4
April - June 2015	18	0	1	0
July - Sept. 2015	8	62	9	0
Oct.-Dec. 2015	0	59	1	0
Total:	235	121	52	46
Cumulative Total:	454			

Middle-Skill Job Training Completed				
Goal: 460				
Progress as of December 31, 2015: 311 (68% of goal)				
	GAP	KPACE (Non-Credit)	KPACE (Credit)	Project START-FINISH
April-Sept. 2014	54	0	0	0
Oct.-Dec. 2014	42	26	2	0
Jan.-March 2015	39	0	1	0
April - June 2015	22	0	2	20
July - Sept. 2015	18	19	3	0
Oct.-Dec. 2015	10	52	1	0
Total:	185	97	9	20
Cumulative Total:	311			

Number of credential earned				
Goal: N/A				
Progress as of December 31, 2015: 615				
	GAP	KPACE (Non-Credit)	KPACE (Credit)	Project START-FINISH
April-Sept. 2014	53	49	0	0
Oct.-Dec. 2014	57	88	2	0
Jan.-March 2015	25	72	1	0
April - June 2015	19	29	1	21
July - Sept. 2015	21	75	0	4
Oct.-Dec. 2015	74	20	0	4
Total:	249	333	4	29
Cumulative Total:	615			

Job Placement at Exit				
Goal: 292				
Progress as of December 31, 2015: 219 (75% of goal)				
	GAP	KPACE (Non-Credit)	KPACE (Credit)	Project START-FINISH
April-Sept. 2014	0	0	0	0
Oct.-Dec. 2014	57	0	0	0
Jan.-March 2015	36	15	2	0
April - June 2015	24	15	3	3
July - Sept. 2015	23	12	1	3
Oct.-Dec. 2015	8	13	2	2
Total:	148	55	8	8
Cumulative Total:	219			

Completed Training and Receive Wage Gain	
Goal: N/A	
Progress as of December 31, 2015: 149	
	GAP, KPACE, Project Start Finish
April -Sept. 2014	0
Oct.-Dec. 2014	0
Jan.-March 2015	47
April - June 2015	43
July - Sept. 2015	38
Oct.-Dec. 2015	21
Total:	149
Cumulative Total:	149

Job Retention- 30 days				
Goal: 262				
Progress as of December 31, 2015: 196 (75% of goal)				
	GAP	KPACE (Non-Credit)	KPACE (Credit)	Project START-FINISH
April -Sept. 2014	0	0	0	0
Oct.-Dec. 2014	0	0	0	0
Jan.-March 2015	80	11	2	0
April - June 2015	28	11	2	0
July - Sept. 2015	24	13	2	4
Oct.-Dec. 2015	8	10	0	1
Total:	140	45	6	5
Cumulative Total:	196			

Job Retention- 60 days				
Goal: 223				
Progress as of December 31, 2015: 165 (74% of goal)				
	GAP	KPACE (Non-Credit)	KPACE (Credit)	Project START-FINISH
April -Sept. 2014	0	0	0	0
Oct.-Dec. 2014	0	0	0	0
Jan.-March 2015	75	6	2	0
April - June 2015	23	6	2	0
July - Sept. 2015	17	10	1	4
Oct.-Dec. 2015	7	11	0	1
Total:	122	33	5	5
Cumulative Total:	165			

Job Retention- 90 days	
Goal: 178	
Progress as of December 31, 2015: 141 (79% of goal)	
	GAP, KPACE, Project Start Finish
April -Sept. 2014	0
Oct.-Dec. 2014	0
Jan.-March 2015	70
April - June 2015	24
July - Sept. 2015	26
Oct.-Dec. 2015	21
Total:	141
Cumulative Total:	141

Financial Reporting
as of March 21, 2016
72.92% of the Year Completed*

Grant Name	Carryover	Total Grant	Total Budget	Staff & Overhead Expenditures	Participant Expenditures	Staff & Overhead Obligations	Participant Obligations	Unobligated Balance	% of Budget Spent/Obligated	% of Unobligated Funds
WIOA Admin	44,720	97,909	142,629	61,374	9,456	40,699		31,100	78.20%	21.80%
WIOA Adult	8,030	168,293	176,323	67,611	32,795	22,020	10,430	43,467	75.35%	24.65%
WIOA Dislocated Worker	55,329	254,909	310,238	117,079	59,282	51,858	10,647	71,372	76.99%	23.01%
WIOA Youth In School	21,523	137,400	158,923	91,036	6,167	36,265	4,478	20,976	86.80%	13.20%
WIOA Youth Out of School	64,569	320,599	385,168	167,159	37,772	87,739	26,872	65,625	82.96%	17.04%
WIOA Transition Funds	6,403	0	6,403	5,985				418	93.47%	6.53%
JDNEG	0	378,420	378,420	87,967	10,388	54,754	10,084	215,226	43.13%	56.87%
GAP	76,489	312,691	389,180	27,938	168,115	15,699	903	176,525	54.64%	45.36%
KPACE	35,739	792,130	827,869	306,020	161,463	134,063	3,675	222,648	73.11%	26.89%
SNAP	0	114,476	114,476	72,848		36,076		5,552	95.15%	4.85%

% Direct Program Costs
86.24%

% Overhead Costs
13.76%

*JDNEG 58.33% of the grant cycle completed

*SNAP 50.00% of the grant cycle completed

Kirkwood Community College
Skills to Employment
Region 10

FY 16 Q1-Q3

7-1-15 to 3-22-16

WIOA

Title 1 Programs	Goal	SDR 10 Actual	Goal Met (+/-)	%	Universe Size
Adult Program					
Entered Employment Rate	65%	65.5%	+	101%	3,281
Employment Retention Rate	82%	85.9%	+	105%	2,250
Average Earnings	\$11,700	\$12,487	+	107%	1,885
Employment & Credential Rate		64%			
Dislocated Worker Program					
Entered Employment Rate	77%	73.7%	+	96%	1,359
Employment Retention Rate	92%	90.6%	+	98%	816
Average Earnings	\$15,000	\$15,361	+	102%	716
Employment & Credential Rate		70.8%			
Youth Program					
Placement	75%	92%	+	122%	13
Attainment of Degree/Certificate	56%	57.1%	+	102%	21
Literacy/Numeracy Gain	35%				

Must hit at 90% or greater to be eligible for incentive bonus.



This report Reflects January-February 2016

Current Job Openings (Incudes indexed jobs)

	Statewide	Regional
January	29,075	3066
February	30,049	3093

<i>Unemployment Rates- County rates are not seasonally adjusted</i>			
	January 2016	December 2015	January 2015
United States (seasonally Adjusted)	4.9%	5.0%	5.7%
State of Iowa (seasonally adjusted)	3.5%	3.5%	3.8%
Benton	4.6%	3.7%	5.1%
Cedar	4.5%	3.2%	4.7%
Iowa	4.4%	3.5%	5.1%
Johnson	2.9%	2.5%	3.0%
Jones	6.0%	4.1%	6.1%
Linn	4.4%	3.5%	4.6%
Washington	3.8%	2.6%	4.5%

Employer Services

In addition to business visits, the employer services team assisted the following businesses during this reporting period through targeting recruiting events in the IowaWORKS center:

Cedar Rapids Recruiting Events

January/February 2016

- RGIS-4
- Popeyes-4
- Advance Services-4



PIC Group-3
Randstad-3
Labor Ready-2
Murphy Oil
Thomas L Cardella
Veriha Trucking
Team Staffing
Safelite
Chipotle
FedEx
Worksource
The Muddy Paw
Alliant

Iowa City Recruiting Events

January/February 2016

West Liberty Foods-2
Affordable Cleaning-2
Kelly Services
Quality Associates
QPS
Way To Go

Total Skilled Iowa member businesses for region 10 increased to 855 businesses up from 852 businesses last report. The business services team is focusing more on quality relationship building with employers rather than just on the number of contacts made weekly. In addition, the BSR team is actively promoting the State Apprenticeship Grant to employers and connecting them with staff assigned to administer this grant.

In January, the Cedar Rapids ECI group held a labor market presentation by Ryan Murphy and Katie Lippold from the Labor market Informational Division in Des Moines. There were roughly about 100 individuals at Kirkwood Community College and the feedback was overwhelmingly positive. In February, we had Tyler McCarville and Doris Metz from KTOS present on 260E and 260F Grants to about 28 employers. Again, the feedback was very positive. The Iowa City ECI group held a seminar on the benefits of internships in February and there were 67 employers present. Again, the feedback from attendees was very positive.



Rapid response services were provided for Schenker (58 impacted), Parker Hannifin (19 impacted), Infinity Contact (35 impacted), and Pearson (62 impacted) during this reporting period.

On February 5th we held a small customer service job fair with 8 employers present. This was in conjunction with a rapid response event for Infinity Contact workers laid off. We also held a youth job fair on 2/25/16. There were roughly 25 employers in attendance and just over 100 youth attended. The response was very positive from both employers and job seekers.

During January and February, several short term trainings were offered free as core services to members of IowaWORKS and are listed below.

Forklift Certification

2/24/16-2 attended (10 scheduled)

CPR

1/7/16-10 attended (13 scheduled)-Metro High School project

Computer Classes (Keyboarding, Word, Email/Internet, Excel)

Offered the week of:

- 1/4/16
- 1/19/16
- 2/1/16
- 2/15/16
- 2/29/16

There was an average of 6-7 attendees in each of the week long computer classes with approximately 10 attendees scheduled.

Heavy Equipment Simulator- January 26-January 29, 2016

Overall attendance:

- 137 Total Unduplicated Staff and Customers
 - 82 Males
 - 52 Females
 - 3 Unknown/unreported sex
 - 104 White
 - 19 African American
 - 6 Hispanic
 - 8 Unknown/unreported race



Heavy Equipment Simulator-Feedback from customers who took advantage of the simulator was very positive. There was a lot of teamwork and coordination that went into place to make this event successful.

Synopsis of the State Apprenticeship Grant

375 referrals (via marketing, outreach, partners)
30 NEG/WIOA enrollments
6 OJT placements (1 started as pre-apprentice and 1 promoted to apprentice)
7 non OJT placements (found employment in other industry and outside of program)
5 referrals to WIOA formula training programs
7 in assessment and job preparedness activities
4 program exits.
Current OJT's with Gerard Electric (all JATC referrals) R&R Dudek, and Master Plumbing

Adult Education Report

Enrollment Update

As of 3/22/16, we are at 82% of our FY16 enrollment goal. Enrollment as defined by the Department of Education is those students attending 12 or more hours in classroom activities. This is slightly ahead of last year's enrollment at the same time of year. We are also ahead of last year's progress at this same time of year on the number of students post-tested and those showing level gains on their CASAS post-assessments.

Staff Training/Development

Staff this year has continued their work on standards integration. For the past two years, the State of Iowa has been working on training adult education staff on the College and Career Readiness Standards for Adults (CCRS.) The CCRS are a subset of the Common Core State Standards used in K-12 education, where the emphasis has been placed on the critical items an adult needs to be successful either in the workplace or in furthering their education. A program called Standards-in-Action has been developed to train adult education staff on gaining a better understanding of the standards, as well as to work on incorporating the standards into lessons and overall instruction.

Kirkwood's Adult Education program has had two staff members selected during this process to attend national trainings for standards work. Colleen Schmitt, ESL Instructor/Coordinator in Iowa City, and Robbin Rekemeyer, math instructor in Cedar Rapids, have attended or will be attending these trainings and serve as resources for the program on standards integration.

FY17 Planning

We will begin our last 8 week class sessions for this program year the week of March 28th in Cedar Rapids and Iowa City. We are in the process of developing our FY17 calendars and course offerings and will have those available to share by May 1st.

	FY16 YTD	FY15 YTD	Change	FY16 Goal	% Goal Met
ABE/ESL/HSED					
Total Enrolled	1457	1915	-458		
Federal Enrollment	860	840	20	1050	81.90%
Persistence Rate	59.03%	43.86%	15.16%		
Students with Pre/Post Pair	395	366	29		
Post-Test Rate	45.93%	43.57%	2.36%	60%	76.55%
Students completing level	237	210	27		
Completion Rate	27.56%	25.00%	2.56%		

	FY16 YTD	FY15 YTD	Change	FY16 Goal	% Goal Met
EFL Levels					
ABE Beginning Literacy	40.00%	12.50%	27.50%	37%	108.11%
ABE Beginning Basic	34.48%	28.57%	5.91%	38%	90.74%
ABE Intermediate Low	20.00%	27.42%	-7.42%	45%	44.44%
ABE Intermediate High	15.69%	20.62%	-4.93%	35%	44.83%
ASE Low	25.51%	35.48%	-9.97%	55%	46.38%
ASE High	27.27%	43.75%	-16.48%	N/A	N/A
ESL Beginning Literacy	33.33%	25.81%	7.52%	47%	70.91%
ESL Low Beginning	43.90%	28.57%	15.33%	53%	82.83%
ESL High Beginning	40.38%	31.46%	8.92%	49%	82.41%
ESL Low Intermediate	35.00%	20.51%	14.49%	39%	89.74%
ESL High Intermediate	30.86%	22.09%	8.77%	38%	81.21%
ESL Advanced	19.57%	15.00%	4.57%	22%	88.95%

Total EFL's Met YTD 1

Color Key

- Red=below prior year
- Green=above prior year
- Blue=Met Goal

% Students from FY15 Transition to Credit 22%

	FY16YTD	FY15 YTD	Change
ABE/ESL/HSED/Corrections			
Total Enrolled	1697	2069	-372
Federal Enrollment	1024	966	58
Persistence Rate	60.34%	46.69%	13.65%
Students with Pre/Post Pair	468	413	55
Post-Test Rate	45.70%	42.75%	2.95%
Students completing level	275	228	47
Completion Rate	26.86%	23.60%	3.25%

	FY16YTD	FY15 YTD	Change
EFL Levels W/Corrections			
ABE Beginning Literacy	27.78%	35.29%	-7.51%
ABE Beginning Basic	36.36%	19.05%	17.31%
ABE Intermediate Low	18.25%	17.31%	0.94%
ABE Intermediate High	14.46%	18.92%	-4.46%
ASE Low	23.21%	35.64%	-12.43%
ASE High	42.11%	50.00%	-7.89%
ESL Beginning Literacy	33.33%	25.81%	7.52%
ESL Low Beginning	43.90%	28.57%	15.33%
ESL High Beginning	40.38%	31.46%	8.92%
ESL Low Intermediate	35.00%	20.51%	14.49%
ESL High Intermediate	30.86%	22.09%	8.77%
ESL Advanced	19.57%	15.00%	4.57%

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal