

Service Locations of the One Stop System

Service Location	Core Partner	Address	City	County	Phone	Office Hours	Point of Contact	Email
Iowa Central Community College	Adult Education	824 Flindt Drive	Storm Lake	Buena Vista	712-749-5178	M-F 8-5:00 Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon	Terrin Bern	bern@iowacentral.edu
Iowa Lakes Community College	Adult Education	1900 Grand Avenue	Spencer	Clay	712-262-7141	Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon	Lisa Washington	lswashington@iowalakes.edu
Iowa Lakes Community College	Adult Education	800 21st Street	Spirit Lake	Dickinson	712-336-6564	Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon	Lisa Washington	lswashington@iowalakes.edu
Iowa Lakes Community College	Adult Education	300 South 18th	Estherville	Emmet	712-362-8362	Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon	Lisa Washington	lswashington@iowalakes.edu
Iowa Lakes Community College	Adult Education	2111 Highway 169 N	Algona	Kossuth	515-295-8521	Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon	Lisa Washington	lswashington@iowalakes.edu

Iowa Lakes Community College	Adult Education	3200 College Drive	Emmetsburg	Palo Alto	712-852-3554	Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon	Lisa Washington	lWASHINGTON@iowalakes.edu
Northwest Iowa Community College	Adult Education	603 W Park Street	Sheldon	Lyon, O'Brien, Osceola, Sioux	712-324-5061 Ext. 137	Summer: Closed Fridays	Sarah Breems-Diekevers	sbreems-diekevers@nwicc.edu
Iowa Vocational Rehabilitation	Vocational Rehabilitation	325 W. Milwaukee Ave. - Suite 2	Storm Lake	Buena Vista	712-732-7238	M - Th 7 to 5:30	Lori Kolbeck	lori.kolbeck@iowa.gov
Iowa Vocational Rehabilitation	Vocational Rehabilitation	217 W. 5th Street	Spencer	Clay, Dickinson	712-262-9585	M-F 8 - 4:30	Lori Kolbeck	lori.kolbeck@iowa.gov
Iowa Vocational Rehabilitation	Vocational Rehabilitation	300 South 18th	Estherville	Emmet	712-362-7921	M-F 8-4:30	Lori Kolbeck	lori.kolbeck@iowa.gov
Iowa Vocational Rehabilitation	Vocational Rehabilitation	117 East Call Street #6	Algona	Kossuth	515-295-7613	M-F 8-4:30	Lori Kolbeck	lori.kolbeck@iowa.gov
Iowa Vocational Rehabilitation	Vocational Rehabilitation	3200 College Drive	Emmetsburg	Palo Alto	712-852-5351	M-F 8-4:30	Lori Kolbeck	lori.kolbeck@iowa.gov
Iowa Vocational Rehabilitation	Vocational Rehabilitation	1022 3rd Avenue, Suite 2	Sheldon	Lyon, O'Brien, Osceola, Sioux	712-324-4864	M-F 8-4:30	Mary Ott	marv.ott@iowa.gov
IowaWORKS of Northwest Iowa	Wagner-Peyser	217 W. 5th Street	Spencer	Buena Vista, Clay, Dickinson, Emmet, Kossuth, Lyon, O'Brien, Osceola, Palo Alto and Sioux	712-262-1971 Ext. 135	M-T-Th-F 8:30 to 4:30 W 9 to 4:30	Linda Gray	linda.gray@iwd.iowa.gov

Goodwill Connections Center	Adult, Dislocated Worker and Youth	229 W. Milwaukee Ave.	Storm Lake	Buena Vista	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
lowaWORKS of Northwest Iowa	Adult, Dislocated Worker and Youth	217 W. 5th Street	Spencer	Clay	712-262-7225 Ext. 134	M-T-Th-F 8:30 to 4:30 W 9 to 4:30	Val Bonney	val.bonney@iwd.iowa.gov
Iowa Lakes Community College	Adult, Dislocated Worker and Youth	800 21st Street	Spirit Lake	Dickinson	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Iowa Lakes Community College	Adult, Dislocated Worker and Youth	300 South 18th	Estherville	Emmet	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Iowa Lakes Community College	Adult, Dislocated Worker and Youth	2111 Highway 169 N	Algona	Kossuth	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Rock Valley Public Library	Adult, Dislocated Worker and Youth	1531 Main Street	Rock Valley	Lyon	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Hull Public Library	Adult, Dislocated Worker and Youth	1408 Main Street	Hull	Lyon	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Northwest Iowa Community College	Adult, Dislocated Worker and Youth	603 W. Park Street	Sheldon	O'Brien	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov

Sheldon Public Library	Adult, Dislocated Worker and Youth	925 4th Avenue	Sheldon	O'Brien	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Sibley Public Library	Adult, Dislocated Worker and Youth	406 9th Street	Sibley	Osceola	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Iowa Lakes Community College	Adult, Dislocated Worker and Youth	3200 College Drive	Emmetsburg	Palo Alto	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Orange City Public Library	Adult, Dislocated Worker and Youth	112 Albany Avenue SE	Orange City	Sioux	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Alton Public Library	Adult, Dislocated Worker and Youth	605 10th Street	Alton	Sioux	712-262-7225 Ext. 134	By Appointment	Val Bonney	val.bonney@iwd.iowa.gov
Various Locations within region and IowaWORKS Northwest Iowa	Iowa Department for the Blind	524 4th Street	Des Moines	Buena Vista, Clay, Dickinson, Emmet, Kossuth, Lyon, O'Brien, Osceola, Palo Alto and Sioux	515-661-8528	By Appointment	Jessica Badding	jessica.badding@blind.state.ia.us

2015 ANNUAL PROFILE

REGION 3-4

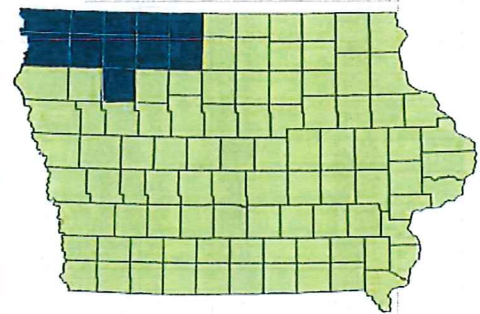
IOWA WORKFORCE DEVELOPMENT

Executive Summary

As of 2014, Iowa Workforce Development's (IWD) Region 3/4's largest private industry was Manufacturing, representing 20.2 percent (15,564) of the region's total covered employment of 77,201. The region's total employment increased by 1.5 percent since 2013, while the average annual wage increased by 4.9 percent to \$35,758 for all industries. The Construction industry posted the largest employment percentage increase of 6.4 percent during 2014.

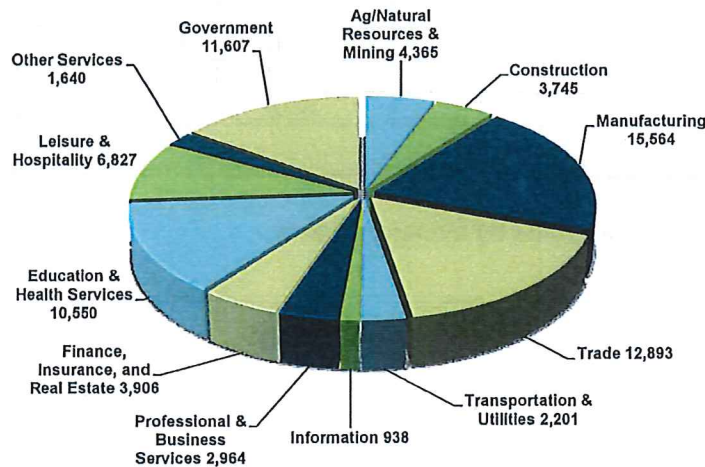
IWD's Region 3/4 average weekly wage for all industries was \$688 for 2014. This was an increase of 4.9 percent since 2013. The highest average weekly wage for a private sector was in Wholesale Trade averaging \$966. Between 2013 and 2014, the Agriculture, Natural Resources, and Mining sector reported the largest percentage increase in average weekly wage of 13.1 percent.

STATE OF IOWA



IWD Region 3/4

2014 Industry Breakout by Employment



Source: Quarterly Census of Employment and Wages

Ten Major Private Industry Employers Listed alphabetically

Name of Company	Industry
Tyson Foods Inc	Manufacturing
Hillshire Brands	Manufacturing
Advance Pierre Foods	Manufacturing
Polaris Industries Inc	Manufacturing
Pella Manufacturing Plant	Manufacturing
Pure Fishing Inc	Wholesale Trade
Staples Promotional Products	Professional Services
Orange City Area Health System	Health Services
Orange City Hospital	Health Services
Spencer Municipal Hospital	Health Services

Source: Infogroup®

QUICK FACTS

Counties Included in Iowa Workforce Development's Region 3/4

Buena Vista	Lyon
Clay	O'Brien
Dickinson	Osceola
Emmet	Palo Alto
Kossuth	Sioux

2014 Covered Employment (QCEW)

		%
Total Employment	77,201	5.1 ¹
Average Weekly Wage	\$688	84.1 ²
Largest Private Sector: Manufacturing	15,564	7.2 ³

¹ Percent is based on statewide covered employment of 1,515,887

² Percent is based on statewide average weekly wage of \$818

³ Percent is based on statewide covered employment in specified sector

Census Statistics

IWD Region 3-4 Population (2015)	154,977
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2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

2013 - 2014 Covered Employment and Reporting Units by Industry

Reporting Units				Employment		
2013	2014	% Change		2013	2014	% Change
6,211	6,324	1.82%	Total All Industries	76,068	77,201	1.49%
5,716	5,835	2.08%	Private Business	64,430	65,594	1.81%
393	423	7.63%	Ag/Natural Resources & Mining	4,131	4,365	5.66%
686	701	2.19%	Construction	3,521	3,745	6.36%
328	331	0.91%	Manufacturing	15,238	15,564	2.14%
1,271	1,273	0.16%	Trade	12,950	12,893	-0.44%
462	468	1.30%	<i>Wholesale Trade</i>	4,423	4,399	-0.54%
809	804	-0.62%	<i>Retail Trade</i>	8,527	8,494	-0.39%
377	388	2.92%	Transportation & Utilities	2,207	2,201	-0.27%
102	102	0.00%	Information	951	938	-1.37%
503	514	2.19%	Finance, Insurance, and Real Estate	2,869	2,964	3.31%
566	590	4.24%	Professional & Business Services	3,760	3,906	3.88%
493	505	2.43%	Education & Health Services	10,392	10,550	1.52%
514	527	2.53%	Leisure & Hospitality	6,812	6,827	0.22%
483	482	-0.21%	Other Services	1,598	1,640	2.63%
495	489	-1.21%	Government	11,638	11,607	-0.27%
96	100	4.17%	<i>State</i>	411	446	8.52%
282	278	-1.42%	<i>Local</i>	10,647	10,578	-0.65%
117	112	-4.27%	<i>Federal</i>	580	583	0.52%

QUICK FACTS

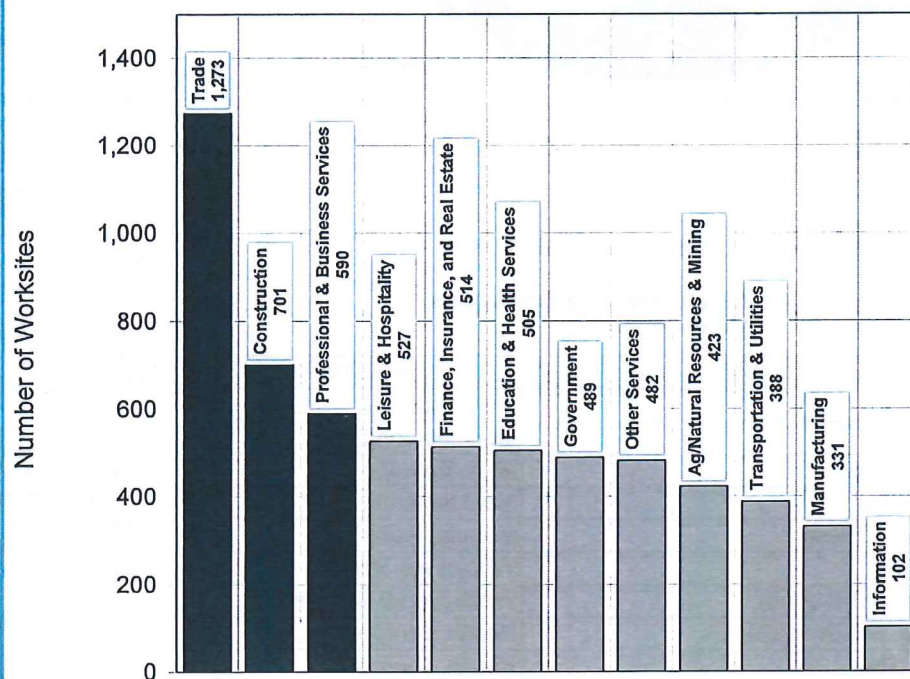
**IWD Region 3/4
Greatest Number of
Worksites**

*Trade
1,273

Construction
701

Professional and
Business Services
590

Reporting Units by Industry in 2014



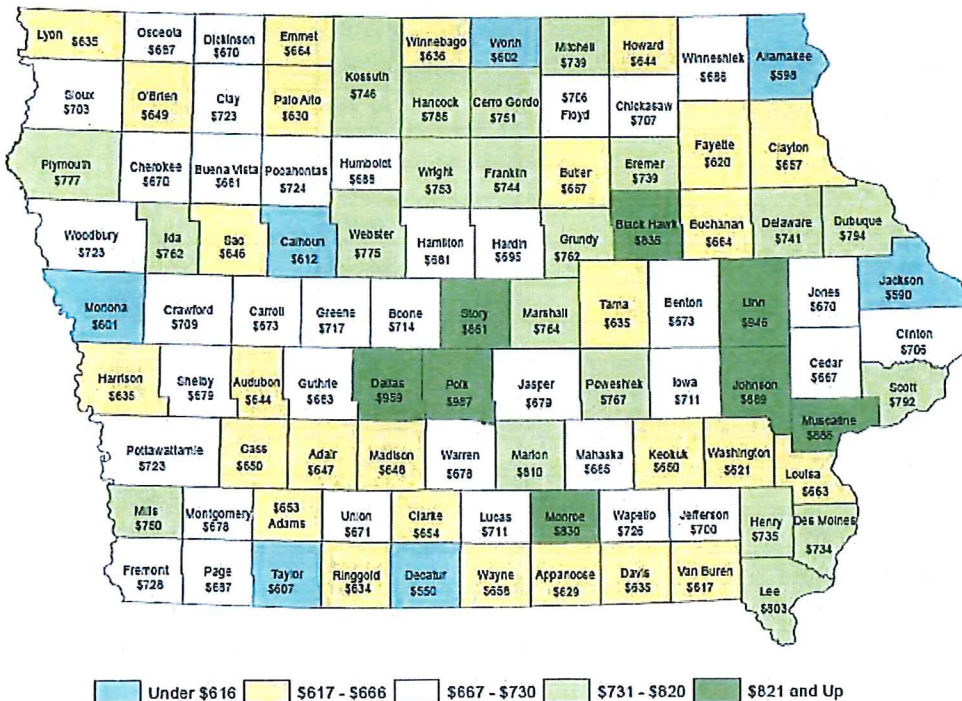
*Trade includes Wholesale & Retail Trade

2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

2013 - 2014 Average Annual and Weekly Wage by Industry

Average Annual Wage				Average Weekly Wage		
2013	2014	% Change		2013	2014	% Change
\$ 34,137	\$ 35,758	4.75%	Total All Industries	\$ 656	\$ 688	4.88%
\$ 33,935	\$ 35,617	4.96%	Private Business	\$ 653	\$ 685	4.90%
\$ 36,510	\$ 41,294	13.10%	Ag/Natural Resources & Mining	\$ 702	\$ 794	13.11%
\$ 39,503	\$ 43,885	11.09%	Construction	\$ 760	\$ 844	11.05%
\$ 42,914	\$ 44,472	3.63%	Manufacturing	\$ 825	\$ 855	3.64%
\$ 31,520	\$ 32,351	2.64%	Trade	\$ 606	\$ 622	2.64%
\$ 49,013	\$ 50,238	2.50%	Wholesale Trade	\$ 943	\$ 966	2.44%
\$ 22,447	\$ 23,088	2.86%	Retail Trade	\$ 432	\$ 444	2.78%
\$ 42,071	\$ 43,966	4.50%	Transportation & Utilities	\$ 809	\$ 846	4.57%
\$ 32,532	\$ 33,483	2.92%	Information	\$ 626	\$ 644	2.88%
\$ 48,250	\$ 49,589	2.78%	Finance, Insurance, Real Estate	\$ 928	\$ 954	2.80%
\$ 39,444	\$ 40,419	2.47%	Professional & Business Services	\$ 759	\$ 777	2.37%
\$ 28,924	\$ 30,007	3.74%	Education & Health Services	\$ 556	\$ 577	3.78%
\$ 12,317	\$ 13,229	7.40%	Leisure & Hospitality	\$ 237	\$ 254	7.17%
\$ 24,623	\$ 25,882	5.11%	Other Services	\$ 474	\$ 498	5.06%
\$ 35,259	\$ 36,551	3.66%	Government	\$ 678	\$ 703	3.69%
\$ 53,971	\$ 53,134	-1.55%	State	\$ 1,038	\$ 1,022	-1.54%
\$ 33,710	\$ 35,114	4.16%	Local	\$ 648	\$ 675	4.17%
\$ 50,421	\$ 49,941	-0.95%	Federal	\$ 970	\$ 960	-1.03%

Average Weekly Wage for All Industries by County
Annual 2014



QUICK FACTS

Average Weekly Wage Comparisons

IWD Region 3/4
\$688

Rank
Among All 15
IWD Regions
13

Statewide
\$818

2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

QUICK FACTS

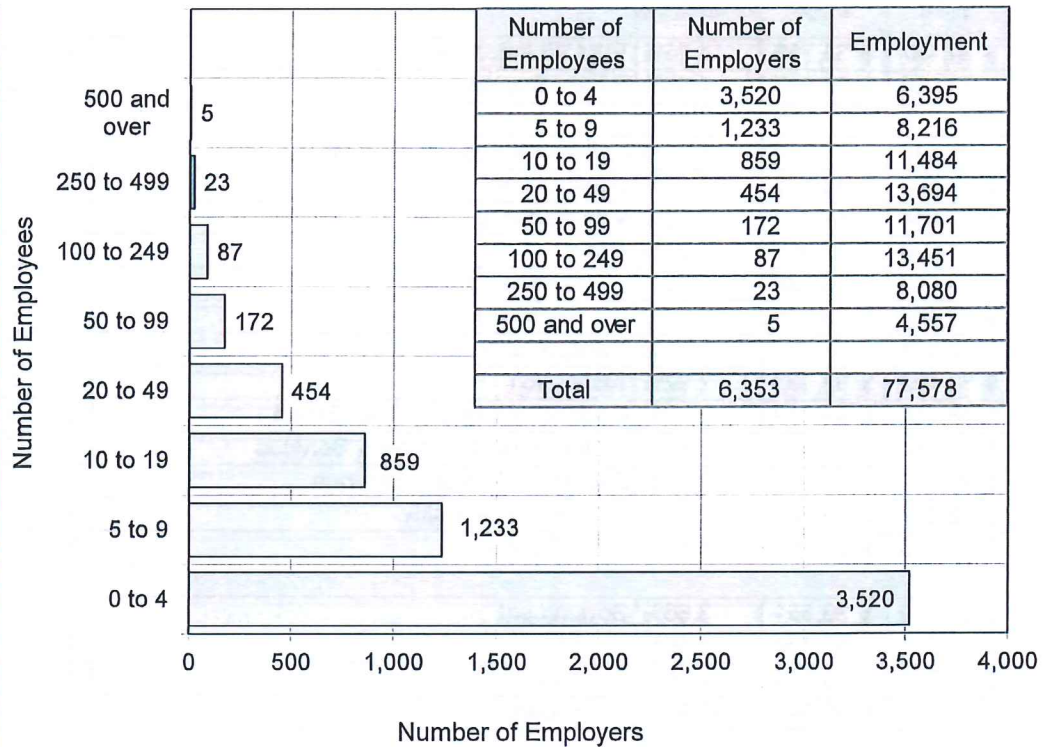
Size of Firm

Five firms in Region 3/4 employ 500 or more workers, totaling 4,557 workers, which accounts for 5.9 percent of total employment in the region.

Firms that employ less than 50 workers represent 95.5 percent of all establishments region-wide.

Size of Firm Based on Employment

December 2014



QUICK FACTS

Quarterly Workforce Indicators Definitions

Total Employment
Number of workers who are employed by the same employer in both the current and previous quarter

New Hires
Total number of accessions that were also not employed by that employer during the previous four quarters

For additional definitions see source information below the LED tables

2014 Local Employment Dynamics (LED) - Quarterly Workforce Indicators

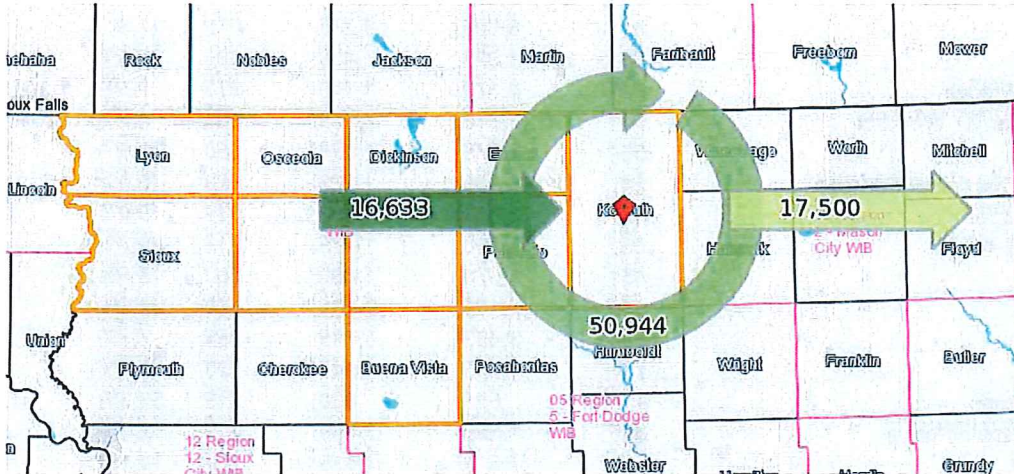
Comparison of 3rd Qtr 2013 to 3rd Qtr 2014

Quarterly Workforce Indicators	Region 3 & 4 (2013)	Region 3 & 4 (2014)
Total Employment	75,378	76,990
New Hires	10,189	10,248
Separations	14,505	14,598
Turnover Rate %	0.094	0.1
Average Monthly Earnings	\$2,626	\$2,759
Average New Hire Earnings	\$1,858	\$1,932
Quarterly Workforce Indicators	Iowa (2013)	Iowa (2014)
Total Employment	1,498,453	1,514,462
New Hires	226,009	231,425
Separations	278,960	277,585
Turnover Rate %	0.091	0.095
Average Monthly Earnings	\$3,526	\$3,610
Average New Hire Earnings	\$2,078	\$2,221

Source: Local Employment Dynamics, <http://lehd.did.census.gov>. For definitions of the Quarterly Workforce Indicators, visit http://lehd.did.census.gov/doc/QWI_101.pdf.

2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

Inflow/Outflow Job Analysis of Region 3/4 2013 Characteristics of workers who commute in, out, and within Region 3/4



For an online tour of the application, please follow this link:
<http://lehd.ces.census.gov/led/datatools/onthemap.php?name=WhatsOnTheMap>

QUICK FACTS

'On the Map' Interactive Mapping Application

As of 2013, there were 67,577 primary jobs in this region.

17,500 workers live in Region 3/4 but leave the region for their primary jobs

75.4 percent (50,944) of the region's workers live and work in Region 3/4.

ON THE MAP Statistics — Region 3/4

Distribution of Worker's Age, Monthly Earnings, and Race—Primary Jobs

Total Primary Jobs						
	2013		2011		2009	
	Count	Share	Count	Share	Count	Share
Total Primary Jobs	67,577	100.0%	66,671	100.0%	64,897	100.0%
Jobs by Worker Age						
	2013		2011		2009	
	Count	Share	Count	Share	Count	Share
Age 29 or younger	15,982	23.7%	16,090	24.1%	16,300	25.1%
Age 30 to 54	34,162	50.6%	34,790	52.2%	34,504	53.2%
Age 55 or older	17,433	25.8%	15,791	23.7%	14,093	21.7%
Jobs by Earnings						
	2013		2011		2009	
	Count	Share	Count	Share	Count	Share
\$1,250 per month or less	16,461	24.4%	16,571	24.9%	17,651	27.2%
\$1,251 to \$3,333 per month	28,892	42.8%	30,048	45.1%	31,030	47.8%
More than \$3,333 per month	22,224	32.9%	20,052	30.1%	16,216	25.0%
Jobs by Worker Race						
	2013		2011		2009	
	Count	Share	Count	Share	Count	Share
White Alone	65,351	96.7%	64,770	97.1%	63,050	97.2%
Black or African American Alone	683	1.0%	527	0.8%	564	0.9%
American Indian or Alaska Native Alone	216	0.3%	197	0.3%	186	0.3%
Asian Alone	931	1.4%	846	1.3%	756	1.2%
Native Hawaiian or Other Pacific Islander Alone	41	0.1%	35	0.1%	41	0.1%
Two or More Race Groups	355	0.5%	296	0.4%	300	0.5%

Source: Local Employment Dynamics, On the Map: <http://onthemap.ces.census.gov/>. For definitions and instruction on this mapping application, visit <http://lehd.ces.census.gov/led/datatools/onthemap.php?name=GettingStarted>

QUICK FACTS

'On the Map' Reports

One of the reports generated from 'On the Map' displays total primary jobs of 67,577 in Region 3/4 and the distribution of age and monthly earnings of the workers.

42.8 percent of Region 3/4 workers earn from \$1,251 to \$3,333 per month.

25.8 percent of the region's workers are age 55 and older.

2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

Top 20 Growing Industries by Employment 2012 - 2022

Industry Description	NAICS Code	2012 Estimated Employment	2022 Projected Employment	Total Growth	Percent Change
Nursing and Residential Care Facilities	623	3,640	4,315	675	18.5%
Educational Services	611	8,605	9,275	670	7.8%
Specialty Trade Contractors	238	1,995	2,400	405	20.3%
Food Services and Drinking Places	722	4,370	4,740	370	8.5%
Self Employed and Unpaid Family Workers	671	7,610	7,975	365	4.8%
Social Assistance	624	1,675	2,025	350	20.9%
Professional, Scientific, and Technical Services	541	1,600	1,920	320	20.0%
Ambulatory Health Care Services	621	1,610	1,930	320	19.9%
Administrative and Support Services	561	1,560	1,875	315	20.2%
Truck Transportation	484	1,570	1,860	290	18.5%
Food and Beverage Stores	445	2,155	2,425	270	12.5%
Hospitals	622	3,490	3,745	255	7.3%
Accommodation	721	1,725	1,945	220	12.8%
Support Activities for Agriculture	115	645	860	215	33.3%
Transportation Equipment Manufacturing	336	1,650	1,860	210	12.7%
General Merchandise Stores	452	1,345	1,535	190	14.1%
Local Government, Excluding Education and Hospitals	930	3,175	3,365	190	6.0%
Construction of Buildings	236	950	1,105	155	16.3%
Management of Companies and Enterprises	551	370	520	150	40.5%
Credit Intermediation and Related Activities	522	1,535	1,675	140	9.1%

Source: Long-Term Industry Projections
<https://www.iowaworkforcedevelopment.gov/industry-projections>

"Hot Jobs" in Region 3/4

Occupational Title	2012 Estimated Employment	2022 Projected Employment	Annual Growth Rate (%)	Region 3-4 2015 Mean Annual Wage	Job Education	Job Training
Bachelor's Degree						
Industrial Engineers	265	300	1.3	32.95	BA	N
Social & Community Service Managers	260	305	1.7	26.97	BA	N
Accountants & Auditors	535	610	1.3	24.50	BA	N

Postsecondary Education

Registered Nurses	1,390	1,560	1.2	24.09	AS	N
Heavy & Tractor-Trailer Truck Drivers	2,490	2,820	1.3	16.64	PS	S

High School Diploma (or Equivalent) or less

First-Line Supervisors of Const Trades & Extraction Workers	250	300	1.8	24.88	HS	N
Insurance Sales Agents	340	405	1.9	24.29	HS	M
Electricians	285	320	1.4	20.97	HS	A
Industrial Machinery Mechanics	645	785	2.2	19.31	HS	L
Operating Engineers & Other Construction Equipment Operators	305	355	1.6	17.57	HS	M
Carpenters	405	510	2.6	17.29	HS	A

Occupations were selected based on the annual growth rate from Region 2 2012-2022 occupational projections.
<https://www.iowaworkforcedevelopment.gov/occupational-projections>

Education (typical education level needed to enter an occupation): DP = Doctoral or Professional degree; MA = Master's degree; BA = Bachelor's degree; AS = Associate's degree; PS = Postsecondary non-degree award; SC = Some college, no degree; HS = High school diploma or equivalent; < HS = Less than high school;

Job Training (typical on-the-job training level needed to attain occupational competency): I = Internship/residency; A = Apprenticeship; L = Long-term on-the-job training; M = Moderate-term on-the-job training; S = Short-term on-the-job training; None = N.

2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

Employment and Unemployment Statistics

Annual 2014

County	Labor Force	Number Unemployed	Unemployment Rate	Number Employed
Buena Vista	11,530	480	4.1	11,060
Clay	8,990	390	4.3	8,600
Dickinson	9,770	470	4.9	9,300
Emmet	5,740	240	4.1	5,500
Kossuth	8,690	290	3.4	8,400
Lyon	7,070	190	2.6	6,890
O'Brien	8,230	280	3.4	7,950
Osceola	3,460	120	3.5	3,340
Palo Alto	4,860	180	3.8	4,680
Sioux	20,260	620	3.0	19,640
Total (*=Average)	88,600	3,260	3.7	85,340

QUICK FACTS

Labor Force 2014

Unemployment averaged 3.7 percent in Region 3/4 for 2014. The region's jobless rate translated into 3,260 unemployed persons.

The 2014 unemployment rate for Region 3/4 was lower than the statewide average of 4.3 percent.

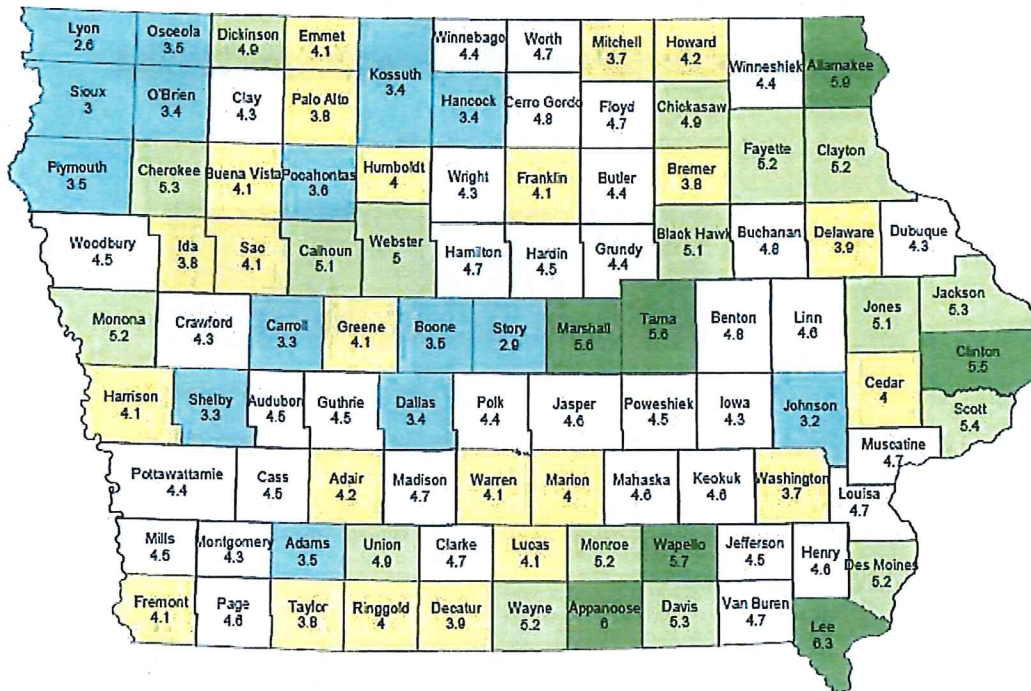
Note: The unemployment rate is widely recognized as an important economic indicator that is used to gauge the vitality of the labor market. The release of the monthly unemployment rate causes markets to react and analysts to speculate on the health of the economy.

Source: Local Area Unemployment Statistics (LAUS)

Note: Total employed and unemployed may not reflect total labor force, due to rounding.

Unemployment Rates per Iowa Counties

2014 Annual Average



QUICK FACTS

County Unemployment Rates

Lee County reported the highest jobless rate in the state in 2014 at 6.3 percent.

Lyon County reported the lowest jobless rate in the state in 2014 at 2.6 percent.

Source: Local Area Unemployment Statistics (LAUS)

2015 QUARTERLY CENSUS OF EMPLOYMENT AND WAGES PROFILE

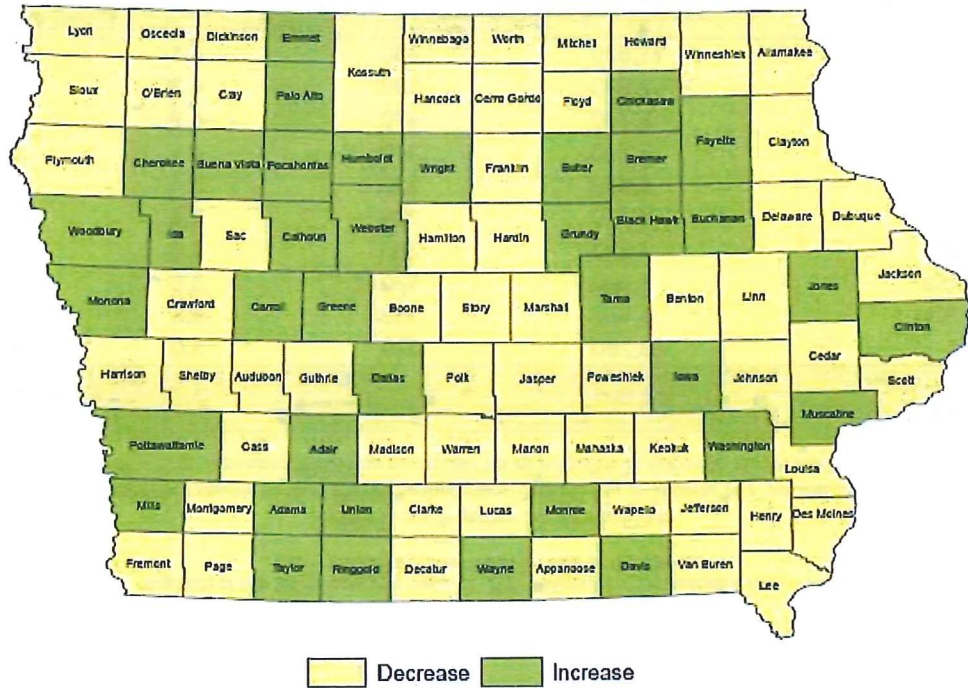
QUICK FACTS

Annual 2014 UI Benefits

UI Benefits for Iowa decreased from \$418.8 million in 2013 to \$402.6 million in 2014, an decrease of 3.9 percent.

UI Benefits in 60 of Iowa's 99 counties dropped compared to 2013. Three counties in Region 3/4 saw an decrease in UI benefits paid in 2014.

Percentage Change in Total Unemployment Insurance (UI) Benefit



Source: Unemployment Insurance Statistical Data

<https://www.iowaworkforcedevelopment.gov/unemployment-insurance-statistics>

CONTACT INFO

Iowa Workforce Development

Labor Market Information

1000 E Grand Ave
Des Moines, IA 50319
515-281-8515
800-532-1249;
Fax: 515-281-8195
iwd.lmi@iwd.iowa.gov
www.iowalmi.gov

*Equal opportunity employer/
program. Auxiliary aids and
services are available upon
request to individuals with
disabilities.*

TTY 515-281-4748;
1-800-831-1399



For Additional Information about Region 3/4 — Visit our Website!

<http://www.iowalmi.gov>

LMI Quick Links

- LMI Home
- Career Exploration Resources
- Current Employment Statistics (CES)
- Education Outcomes
- Employment & Unemployment (LAUS)
- Employment & Wages (OCEW)
- Industry Profiles
- Industry Projections
- Laborforce Studies
- Occupational Employment & Wages
- Occupational Projections
- Workforce & Economic Development Status Reports
- Workforce Needs Assessment
- Unemployment Insurance Statistics

Additional Links

- Special Publications
- Outside Resources

Indicators

- Current Employment (CES)
- Employment & Unemployment (LAUS)
- UI Statistics
- More

Industry

- Employment & Wages (OCEW)
- Profiles
- Projections
- More

Occupation

- Career Exploration
- Employment & Wages
- Projections
- More

Research

- Education Outcomes
- Laborforce Studies
- Workforce Needs
- More

Welcome to the Labor Market Information Division

The Labor Market Information (LMI) Division collects, analyzes and prepares a wide array of labor market data including employment, industry and occupational statistics, wages, projections, trends and other workforce characteristics. This information is reported for the State of Iowa as a whole as well as for other geographic areas within the State.

The LMI Division works in cooperation with the United States Department of Labor's Bureau of Labor Statistics (BLS) and Employment and Training Administration (ETA) along with the United States Census Bureau. The Labor Market Information website is financed by the ETA.

Local Labor Force Summary Data Tool

The tool below provides a summary for the State of Iowa labor force statistics which include: number of individuals in the labor force, unemployed, employed and the unemployment rate by month. To view historical data, change the year selected in the drop-down menu below the table. Navigating between the three tabs at the top of the frame will provide data for other geographies other than the State of Iowa.

	Seasonally Adjusted (Statewide-Only)			Not Seasonally Adjusted (Other Geographies)			Annual Averages					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015 Iowa Labor Force Summary (Seasonally Adjusted)												
Labor Force	1,718,800	1,718,800	1,718,800	1,713,400	1,710,500	1,704,000	1,700,400	1,700,100	1,701,200	1,704,800	1,708,100	1,708,700
Unemployment	71,800	70,200	68,000	68,000	64,000	63,000	63,000	62,000	61,400	60,400	60,800	60,000
Unemployment Rate	4.2%	4.1%	4.0%	3.9%	3.8%	3.7%	3.7%	3.6%	3.6%	3.5%	3.5%	3.4%
Employment	1,647,000	1,648,600	1,650,800	1,645,400	1,646,500	1,641,000	1,637,400	1,638,100	1,639,800	1,644,400	1,647,300	1,648,700

Select Year: 2015

<http://www.iowalmi.gov>

Regional One-Stop System Partner Contact Information

Mandatory Partners	Local Area?	Entity	Name	Telephone Number	Email Address
Career/ Technical Education	3-4	CD+Perkins Consortium	Val Bonney	712-262-7225 ext. 134	Val.bonney@iwd.iowa.gov
Career/ Technical Education	3-4	Iowa Lakes Community College	Kari Hampe	800-242-5108	khampe@iowalakes.edu
Career/Technical Education	3-4	Northwest Iowa Community College	Beth Frankenstein	800-352-4907	bfrankenstein@nwicc.edu
SCSEP (Older Worker)	3-4	AARP Foundation	Cynthia Cannavo Pam Thompson	515.287.1555 515-287-1555	ccannavo@aarp.org pethompson@aarp.org
		Experience Works	Tracey Dormady- Ketcham	515.243.2430	tracey_dormady-ketcham@experienceworks.org
		Community Action Agency of Siouxland	Antoinette Green Jean Logan	712-274-1610	agreeen@caasiouxland.org jlogan@caasiouxland.org
Job Corps	3-4	Denison Job Corps	Jim Whitmire Jackie Stellish	712.265.2300 712.265.2300	Whitmire.jim@jobcorps.org Stellish.jackie@jobcorps.org
		Ottumwa Job Corps	Mark Douglas	641.682.2000	Douglas.mark@jobcorps.org
Native American	3-4	<i>N/A for Region</i>			
Migrant/Seasonal Farm Worker	3-4	Proteus	Matt Winkel Melissa Rude	(515) 573-8225 (515) 573-8225	Mattw.@proteusinc.net melissar@proteusinc.net
Veterans	3-4	Iowa Workforce Development	Linda Rouse Linda Gray	641.680.3591 712-262-1971	Linda.rouse@iwd.iowa.gov Linda.gray@iwd.iowa.gov
YouthBuild	3-4	<i>N/A for Region</i>			
Trade Act	3-4	Iowa Workforce Development NWIWPC	Nina Gotta Val Bonney	(515) 281-9007 712-262-7225 ext. 134	Antonina.Gotta@iwd.iowa.gov Val.bonney@iwd.iowa.gov
Community Action (E/T)	3-4	FaDSS/ Community Action Mid-Sioux Opportunity	Dick Sievers	(712) 786-2001	dsievers@midsioux.org

Regional One-Stop System Partner Contact Information

		Upper Des Moines Opportunity	Jamie Whitney	(712) 859-3885	jwhitney@udmo.com
Housing Authority (E/T)	3-4	Northwest Iowa Regional Housing Authority	Lois Koelder	712-262-7460	lkoelder@ncn.net
Unemployment	3-4	Iowa Workforce Development	Ryan West Linda Gray	515.725.1086 712-262-1971	Ryan.west@iwd.iowa.gov Linda.gray@iwd.iowa.gov
TANF(PROMISE JOBS)	3-4	Iowa Workforce Development Dept. of Human Services	Heidi Wicks Eileen Skogerboe Linda Gray	515.281.2810 712-262-3586 712-262-1971	Heidi.wicks@iwd.iowa.gov eskoger@dhs.state.ia.us linda.gray@iwd.iowa.gov
Vocational Rehabilitation	3-4	Iowa Dept. for the Blind	Jessica Badding	515-661-8528	Jessica.badding@blind.state.ia.us
Adult Education & Literacy	3-4	Northwest Iowa Community College	Sarah Breems-Diekevers	712-324-5066	Sbreems-diekevers@nwicc.edu
Adult Education & Literacy	3-4	Iowa Lakes Community College	Lisa Washington	712-852-5257	lswashington@iowalakes.edu
Adult Education & Literacy	3-4	Iowa Central Community College	Terrin Bern Ann Waynar	712-749-5178 515-574-1959	bern@iowacentral.edu Waynar@iowacentral.edu
Wagner-Peyser	3-4	Iowa Workforce Development	Linda Gray	712-262-1971	Linda.gray@iwd.iowa.gov
Vocational Rehabilitation	3-4	Iowa Vocational Rehabilitation	Lori Kolbeck Mary Ott	515-573-8175 712-255-8871	Lori.kolbeck@iowa.gov Mary.ott@iowa.gov
Adult/DW and Youth Title I	3-4	Northwest Iowa Planning & Development Commission	Val Bonney Ted Kourousis	712-262-7225 ext 134 712-262-7225 ext 142	Val.bonney@iwd.iowa.gov Ted.kourousis@nwipdc.org

Regional One-Stop System Partner Contact Information

Additional Partner(s)	3-4				
Community College	3-4	Iowa Central Community College	Shelly Blunk	515-574-1901	blunk@iowacentral.edu
Community College	3-4	Iowa Central Community College	Dan Anderson	712-732-2991	Anderson_dan@iowacentral.edu
Community College	3-4	Northwest Iowa Community College	Frank DeMilia	712-324-5066	fdemia@nwicc.edu
Community College	3-4	Iowa Lakes Community College	Jolene Rogers	712-362-0431	jrogers@iowalakes.edu
Goodwill	3-4	Goodwill Connections Center	Ron Stevenson	712-479-5146	stevensonr@goodwillgreatplains.org

THE ONE-STOP SYSTEM

Under the Workforce Innovation and Opportunity Act (WIOA) of 2014

Regional Workforce Development Boards provide local oversight, accountability, and decision-making for the one-stop system. These appointed boards are charged with determining local needs and developing pathways throughout the system to connect business with skilled employees.



IowaWORKS One-Stop Integrated Services

In the integrated center in Region 3-4 the customer flow will be as listed below:

Greet/Identify Purpose of Visit
Determine One-Stop Customer Status and/or
Conduct Service Triage
Recommend Services
Registration
Self-attestation
Co-enrollment evaluation
Introduce to Career Services and/or
Provide Appropriate Partner Referrals and/or
Determine WIOA eligibility for intensive/training services

Integrated Customer Flow – Based on an initial basic assessment, customers will progress through services in a unified, standard flow organized by “function” rather than “program.” Customers start with registration (stream-lined program enrollment and initial triage); advance to career services (to build occupational and job seeking skills), and then either referral to placement services (with connections to hiring employers) or referral to more individualized career service and, if warranted, training services.

All Integrated Center customers will move through a standardized process that co-enrolls them into multiple programs based on eligibility. This unified customer pool will be shared and served by multiple partners within the one-stop system. When eligibility permits, every member must be co-enrolled into all qualifying programs for individualized career services.

Within this flow, customers will be provided career services to gain necessary skills needed by employers within the region. Services will continue to be customized to meet individual customer needs.

Individualized Career process steps and procedures are designed to meet one of the core missions of the one-stop system: that all individuals have the opportunity to “know their skills, grow their skills and get the best job possible with their skills.” To that end, an assessment of skills is a universal service delivered to all customers. The outcome of career service delivery is a relevant pool of talent – with skills in demand and job-search know-how.

If additional services are identified as needed, the career services team will make the appropriate referrals to participate in WIOA funded individualized career services and/or training services.

Northwest Iowa Community College's High School Equivalency Diploma Program Overview

Getting Started...

Sign up for and attend an orientation session. During this session you will learn more about NCC's HSED program and take a reading and math placement test.

Class Time!

You could complete the classroom work in as little as 40 hours. After 40 hours of class time, you are required to retake your placement exam to show how much you have learned. Based on your improvement you will be enrolled in a new class or be able to schedule the practice test in a given subject.

What's Next?

You will need to pass the Official Practice Tests (OPT) in each subject area (Reading, Writing, Science, Social Studies, Math).

Test Time!

As you pass each practice test, you may schedule the final test for that subject area. When you schedule your first final subject test online with ETS, you will pay \$50 for the battery of 5 tests (good for one full year from the date of purchase). When you take your last final subject test, you will pay a \$10 diploma fee to NCC.

After you pass...

You will receive your Iowa State High School Equivalency Diploma within 6 – 8 weeks of passing all five subject tests of the HSET exam! There may also be other ways that our office can help you plan your future!

Enrollment

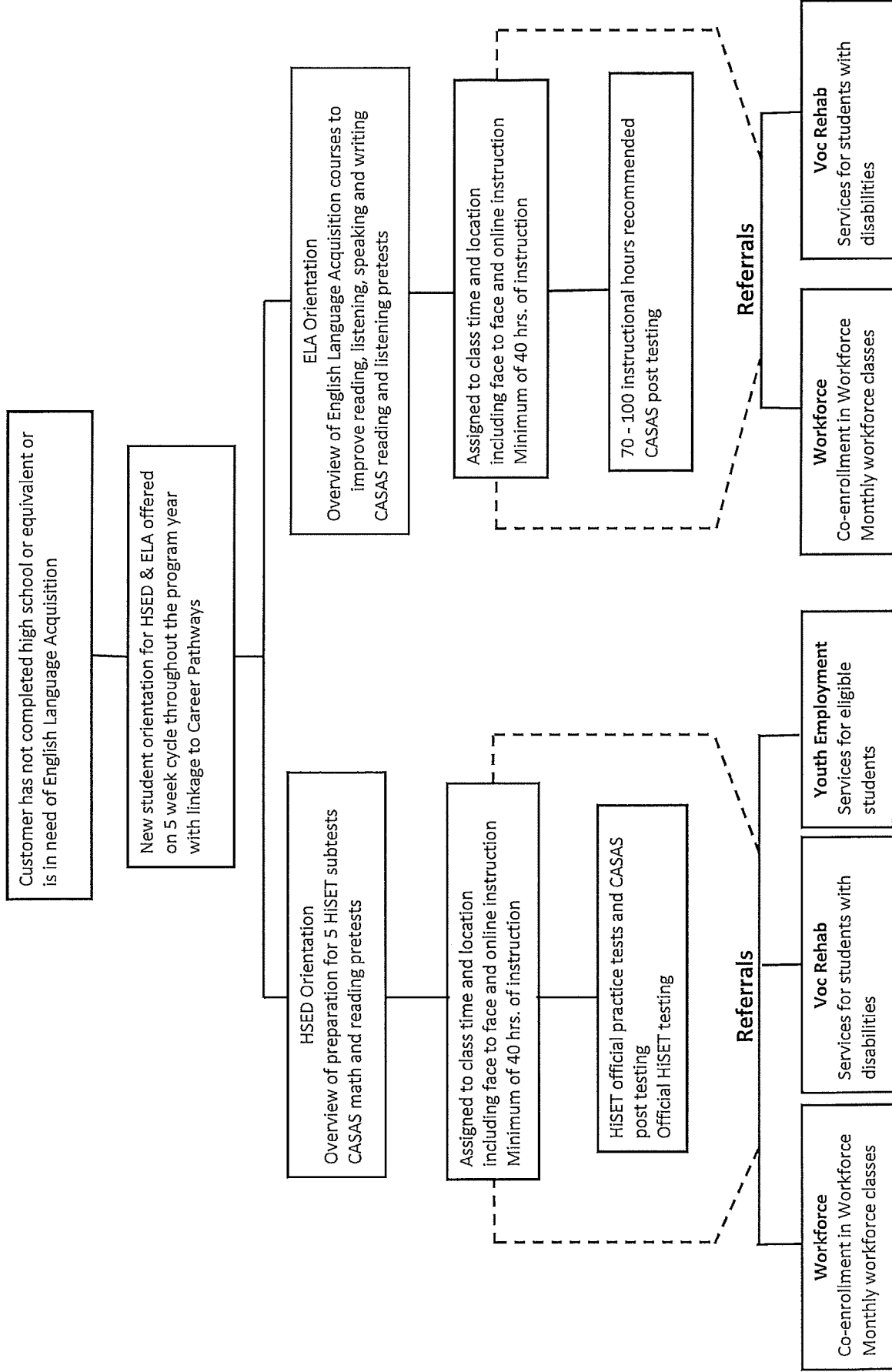
Preparation

Testing

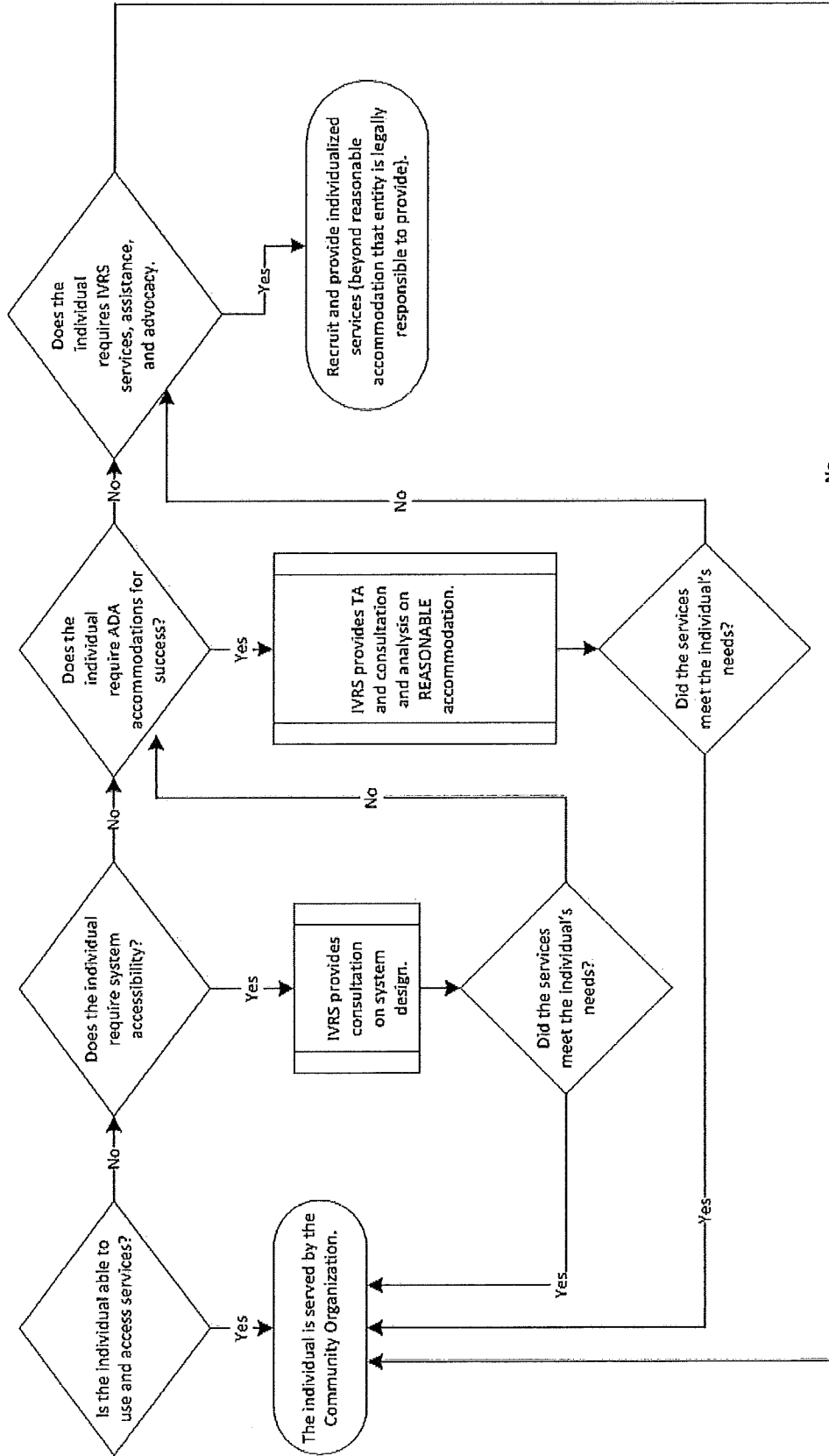
HSED Completed

- Attend Student Orientation
- Complete Student Information Form
- Sign Services Contract & FERPA Consent Form
- CASAS Reading & Math Pre-Assessments
- Enroll in HSED Adult Education Class
- Attend HSED Fresh Start class receiving a minimum 154 hours of FREE instruction covering the five subject areas: Math, Reading, Social Studies, Science, & Writing.
- Attend HSED Boot Camp-six-day 44 hours session with instruction in Writing and Math
- Complete and pass CASAS Post-test Assessments meeting score requirements.
- Pass Official Practice Test in each subject with minimum required score for subject area.
- Complete NCRC & COMPASS or ASSET Tests
- Complete Testing Paperwork
- Register for Official HiSET tests at www.HiSET.org by creating an account & paying test fees.
- Payment Options:
 - \$50 - covers Battery of 5 tests + 2 FREE retests per subject good for 12 months.
 - \$15 per test or retest
 - Iowa Lakes pays for testing with perfect attendance in Fresh Start or Boot Camp.
- Minimum score to pass each test: 8
- Minimum Composite Score for all 5 tests: 45
- Minimum Score on Essay portion of Writing Test: 2
- Failed tests may be retaken after three months after additional instruction. Two allowed per subject area.
- Congratulations!
- Graduation ceremony is held in May on Emmetsburg Campus.
- Family and friends are invited.
- HSED graduates receive a \$500 scholarship to Iowa Lakes Community College. (\$250 Fall Semester/\$250 Spring Semester)
- Students need to complete the online scholarship application prior to April 1 & October 1 deadlines to receive the HSED scholarship.

Iowa Central Community College Adult Education & Literacy Service Chart



IVRS Integration Plan



Region 3-4 Priority of Service Policy

WIOA Title I Section 134(c) (3) (E) requires that priority of service be given to "recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services and training services." As indicated in the Notice of Proposed Rule Making (NPRM) Preamble, "WIOA builds on the priority given under WIA to providing training services to low-income individuals receiving public assistance." Further, unlike WIA where priority was required only when funds were limited, "priority must be given regardless of funding levels" in WIOA. As described in the Act, WIOA is meant to increase need, "*particularly those with barriers to employment.*"

Section 194(1) requires that services be provided to those who can benefit from "*and who are most in need of such opportunities.*" The addition of Temporary Assistance for Needy Families (TANF) as a mandatory partner and the inclusion of Adult Education as a core partner in the one-stop delivery system highlight federal intent to bring the populations served by those programs into the opportunities provided by WIOA.

"Priority of service" status is established at the time of eligibility determination for WIOA Title I Adult registrants and does not change during the period of participation. Priority does *not* apply to the dislocated worker population. For purposes of this policy guidance, Priority of Service applies to Adults. Youth priority of service will be addressed separately.

Proposed rule 680.650 re-affirms that veterans continue to receive priority of service in ALL DOL-funded training programs but that a "veteran must still meet each program's eligibility criteria." Thus for WIOA Title I Adult services, the program's eligibility and priority considerations must be made first, and then veteran's priority applied.

Local areas must give priority of service to participants that fall into one of the below priority categories (Proposed § 679.560(b) (21)):

- Veterans and Eligible Spouses – for the purpose of providing priority of service in the WIOA Adult Program, Veteran means a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Eligible spouses who meet one of the criteria below are eligible for priority of service in WIOA Adult programs:
 - Any veteran who died of service-connected disability
 - Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: Missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power
 - Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Dept. of Veteran Affairs
 - Any veteran who died while a disability, as indicated in the 3rd bullet above, was in existence
- Recipients of public assistance – federal, state or local government cash payments for which eligibility is determined by a needs or income test
- Other low-income individuals. The term "low income individuals" is defined in WIOA Law— Definitions; Section 3(36) means an individual who:
 - Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program

(SNAP), TANF, Supplemental Security Income (SSI) under Title XVI of the Social Security Act, or state or local income-based public assistance program; **or**

- Receives an income or is a member of a family receiving an income that in relation to family size, is not in excess of the current U.S. DOL 70 percent Lower Living Standard Income Level and U.S. Department of Health and Human Services Poverty Guidelines **or**
 - Is a homeless individual, **or**
 - Is an individual with a disability whose own income meets the income requirements above, but who is a member of a family whose income does not meet this requirement.
- Individuals who are basic skills deficient. The term "basic skills deficient" is defined in Section 3(5) to mean a youth or adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, **in** the individual's family, or in society. Iowa Workforce Development(IWD) is providing guidance for making this determination by defining it as an individual who meets ANY ONE of the following:
- lacks a high school diploma or equivalency and is not enrolled in secondary education; **or**
 - Scores below 9.0 grade level (8.9 or below) on the TABE; CASAS or other allowable assessments as per National Reporting System (NRS) developed by the U.S. Department of Education's Division of Adult Education and Literacy **or**
 - Is enrolled in Title II adult education (including enrolled for ESL); **or**
 - Has poor English language skills (and would be appropriate for ESL even if the individual isn't enrolled at the time of WIOA entry into participation.

The career planner makes observations of deficient functioning and records those observations as justification in the data management system or as a case note.

- Individuals (non-covered persons) who do not meet the above priorities may be enrolled on a case by case basis with documented managerial approval. The WIOA eligible adult must meet one or more of the following categories of an individual with a barrier to employment:
- Displaced homemakers;
 - Individuals with disabilities;
 - Older individuals;
 - Ex-offenders;
 - Eligible migrant and seasonal farm workers;
 - Single parents (including single pregnant women)

Region 3-4 Individual Training Account Policy

With regard to Individual Training Accounts and related training activities, the WIOA Service Provider will utilize either the ITA or existing contract shells to contract with training providers. As such means of payment as electronic transfer of funds through financial institutions, credit vouchers, purchase orders, credit cards or other appropriate measures become more fully defined in terms of employment and training initiatives, it is expected that the provider will consider transitioning from the contractual approach to these other means.

In terms of limits of individual funding and duration of funding for an ITA for the WIOA Adult services program, it is expected that funds will be obligated to a maximum of \$1,000 per year per participant in occupational skills training for a maximum of two (2) years. However, this time period can be extended to three years depended upon individual circumstances and subject to the WIOA Training Director approval.

For dislocated workers, the same limitations prevail.

It is understood that ITAs do not allow for payment of supportive services.

The following will apply to any request for baccalaureate degree services:

To be considered for enrollment in any baccalaureate degree program in which WIOA funding is authorized, the applicant/participant needs to demonstrate all of the following requirements:

- when the vocational goal is among regional demand occupations; and
- when the participant has two academic years or less to complete the baccalaureate degree; and
- when the participant has not already earned a baccalaureate and/or post-graduate degree (unless he/she may require a short-term endorsement or certification), or the previous baccalaureate degree is substantially outdated
- When sufficient funding exists through Workforce Innovation and Opportunity Act regional allocations to sustain the baccalaureate degree goal.

Because it has long been the tradition of emphasizing any funding for post-secondary training to vocational technical programs, it is expected that this tradition continue and in no way be diminished by baccalaureate degree enrollments. Historically, associate degree programs have served to meet regional employer requirements for skilled workers, which also continue to be a priority emphasized by regional needs assessments. However, in restricted cases, the baccalaureate degree goal best suits personal circumstances and yields a greater degree of family self-sufficiency. In these cases, staff making enrollment decisions will confer with supervisory staff to assure that all of the requirements listed above are satisfied.

In addition, when WIOA Service Provider staff is coordinating services with other service providers and funding sources (PROMISE JOBS and Vocational Rehabilitation; for example), such requests will receive additional consideration.

IST is normally conducted in a classroom setting.

IST's may only be provided for occupations for which there is a demand in the area, or in another area to which the participant is willing to relocate. Demand occupations will be determined by the Service Provider, IWD and in conjunction with area colleges.

Persons already in school must have a 2.0 G.P.A. or better in order to be funded in IST.

Allowable costs for IST are tuition, books, fees, testing, uniforms, tools, or other training related costs. Consumable supplies, such as paper, pencils, notebooks, and computer disks will not be allowable in IST contracts.

It is preferable to enroll first time participants in this activity. Any re-enrollment decision should be weighed carefully and justified using the criteria of need and benefit.

In order to show support of the government's attempts to reduce loan defaults and receive payments on loans in default, persons in default of student loans should not be enrolled into IST.

Region 3-4 Title I Support Services Policy

Support service payments may be provided, when necessary, to enable a participant to participate in a WIOA activity or a partner activity. The following is a list of WIOA Title I supportive services which may be available to WIOA participants regionally, contingent upon budget and staffing levels:

- Clothing (occupationally required or required for interview)
- Dependent Care
- Miscellaneous services
- Residential/Meals support
- Stipends (STI) youth only
- Transportation

Given limited WIOA funding, not all support services allowable through the Workforce Innovation and Opportunity Act will be made available regionally. When a support service is not available through WIOA in Region 3-4, every effort will be made to partner with various service providers in the region and appropriate referrals will be provided to participants with services being delivered jointly.

Maximum amount of support services provided per participant shall be based upon need as documented in the participant file. However, all support services combined will not exceed a maximum expenditure of \$1,000 per year per participant.

WIOA Title I Needs-Related Payments for Adults, Dislocated Workers and Youth will not be utilized in Region 3-4.

In addition, certain support services, by their very nature, have further limitations on their use. These services are:

Dependent Care:

If the participant has an unmet need, and when funds are not available from another source, WIOA can pay for \$1.00 per hour for a maximum of \$8.00 per day for daycare services. This will be the maximum allowance regardless of the number of children needing daycare. Hours may be combined within a family to reach the maximum daily allowance. WIOA will not be responsible for paying of meals at the daycare site.

Travel:

If the participant has an unmet need for travel expense, WIOA will fund the participant a maximum of \$5.00 for travel under, or equal to, 50 miles round trip from the participant's home to the classroom facility. If the round trip is greater than 50 miles WIOA will pay a maximum of \$8.00 per trip from the participant's home to the classroom facility.

Incentive and Bonus Payment Policy (Youth Only)

All youth enrolled in the Workforce Innovation and Opportunity Act (WIOA) will be eligible to receive an incentive or bonus if they meet all of the following criteria:

- Youth must be enrolled in the Workforce Innovation and Opportunity Act (WIOA) youth program.

- This policy will apply to Any WIOA Youth Activities or combination of activities.
- Youth must successfully complete the activity or combination of activities as outlined in the Individual Service Strategy (ISS). Successful completion shall be defined as completing any activity or combination of activities at the expected level of completion as defined in the ISS.
- Youth must complete the activities or combination of activities in the timeframe outlined in the ISS.
- Youth must submit on a timely basis the time and attendance reports, claims, and/or progress reports. Timely basis shall be defined as receiving the report by the 10th of the month following the reporting period.
- Progress reports completed by the training provider (institution, worksite, school, etc.) must reflect above average evaluations. This evaluation will be based on the abilities of the individual being evaluated. Thus a rating of "excellent" in each category is not required to be eligible for the bonus/incentive.

Youth are eligible to receive one bonus/incentive payment per year. The incentive/bonus payment shall be in the amount of \$200.00.

Region 3-4 WIOA Board List

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
Business, Chair	Janet Dykstra, CEO	Osceola Community Hospital – 600 9 th Avenue North – Sibley, IA 51249	712-754-2574	janet.dykstra@avera.org	2014-2018
Business, Vice-Chair	Gregory VerSteeg, HR	Sudenga Industries, Inc. 2002 Kingbird Avenue George, IA 51237	712-475-3301	gversteeg@sudenga.com	2012-2016
Business	Rhonda Jager-Pippy, Owner	Northwest Iowa Counseling Associates Spencer Iowa	712-928-2816	loving.what.is@hotmail.com	2012-2016
Business	Kenneth VandeBrake, Engineer	Link Mfg. –223 15 th St. NE Sioux Center IA 51250	712-722-4874	kvbrake@midlands.net	2014-2018
Business	Lee Beem, Owner	The Glass Shop – 1002 Lawler, Suite 1 – Emmetsburg, IA 50536	712-852-2031	theglassshopeburg@hotmail.com	2012-2016
Business	Carrie Turnquist, HR	Buena Vista Regional Medical Center – 1525 W 5 th Street, Storm Lake, IA 50588	712-213-8607	Turnquist.carrie@bvrmc.org	2015-2019
Business	Mike Carlson, HR	Spencer Municipal Utilities – 520 2 nd Ave. East, Suite 1 – Spencer, IA 51301	712-580-5818	mike.carlson@smunet.net	2015-2019
Business	Timothy Kinnetz, Owner	GrapeTree Medical Staffing, Inc. 1003 23 rd Street – Milford, IA 51351	712-336-0800	tim@grapetree.org	2015-2019
Business	Kristin Hanson, HR	Iowa Lakes Electric Cooperative – 702 S 1 st Street – Estherville, IA 51334	712-362-7870	kristinh@ilec.coop	2015-2019
Business	Susan Golwitzer, HR	Country Maid – 213 4 th Ave. NE – PO Box 56 – West Bend, IA 50597	515-887-6243	sue.golwitzer@countrymaid.net	2015-2019

Region 3-4 WIOA Board List

Joint Labor/Management Apprenticeship	Dave Swanson	Utility Line Construction 504 Research Drive Perry, IA 50220	319-270-7057	dswanson@itctransco.com dswany25@gmail.com	2015-2019
Joint Labor/Management Apprenticeship	Benjamin VanDonge	Interstates Construction Services, Inc.	712-722-1662	benj.vandonge@interstates.com	2015-2019
Adult Education & Literacy	Lisa Washington, AEL Programmer	Iowa Lakes Community College, 3200 College Drive, Emmetsburg, IA 50536	712-852-5257	lwashington@iowalakes.edu	2015-2019
Higher Education Community College	Frank DeMilia, Director of Workforce Development and Training	Northwest Iowa Community College – 603 W. Park St. Sheldon, IA 51201	712-324-5061	fdemia@nwicc.edu	2015-2019
Economic Development	Kiley Miller, CEO	Iowa Lakes Corridor Development Corp. 520 2 nd St. Suite 2, Spencer, IA 51301	712-264-3474	kmiller@lakescorridor.com	2015-2019
Wagner-Peyser Employment Services	Linda Gray, Regional Manager	Iowa Workforce Development, 217 W. 5 th Street – Spencer, IA 51301	712-262-1971	linda.gray@iwd.iowa.gov	2015-2019
Vocational Rehabilitation Agency	Lori Kolbeck, Regional Director	Iowa Vocational Rehabilitation - 2 Triton Circle – Fort Dodge, IA 50501	515-573-8175	lori.kolbeck@iowa.gov	2015-2019
Labor	Diane Nelsen	Prairie Lakes AEA – 103 N. 9 th Street – Estherville, IA 51334	712-362-7295 Ext. 204	dnelsen@aea8.k12.ia.us	2014-2018
Labor	Vern Nelson	Snap On Tools 221 S. Main Street Algona, IA 50511	515-295-5671	vnelson@netamumail.com	2012-2016
Labor	Donald (Scott) Retley	Iowa Lakes Corridor 520 2 nd Ave East Spencer, IA 51301	712-262-3840	kretley@smunet.net	2012-2016

Region 3-4 WIOA Board List

Labor	Reva Arends	Storm Lake Community School – 507 East 5 th Street – Newell, IA 50568	712-272-3572	reva@iowatelecom.net	2012-2016
County Elected (Ex Officio)	Michael Schulte	1010 4 th Street NE Sibley, IA 51249	712-754-3925	ssmobile@hickorytech.net	2014-2018
School District (Ex Officio)	Ranae Sipma	981 27 th Street Spirit Lake, IA 51360	712-336-7606	rsipma@spirit-lake.k12.ia.us	2014-2018
City Official (Ex Officio)	George Kruger	911 East 3 rd Street Spencer, IA 51301	712-580-1219	gkaw@smunet.net	2012-2016

Notes:

Identify category represented: Labor, Apprenticeship, or Community Based, etc.

If Local Workforce Development Board has more than 14 members, please change chart accordingly.

Region 3-4 Workforce Investment Board Bylaws

1. Board Officers

The officers of the Regional Workforce Investment Board of Directors are the Chairperson and the Vice-Chairperson.

2. Election and Term of Office

- A. The Chairperson and Vice-Chairperson shall be elected for a one-year term. The Chairperson and Vice-Chairperson shall not be from the same political party.
- B. Selection of the Chairperson and Vice-Chairperson shall be done by the Regional Workforce Investment Board in September of each year.
- C. The Chairperson and Vice-Chairperson shall assume office upon election.
- D. If the position of Chairperson or Vice-Chairperson becomes vacant, the vacancy shall be filled by Regional Workforce Investment Board action.

3. Chairperson

- A. The Chairperson shall represent the Regional Workforce Investment Board and has the authority to speak on its behalf at local forums, public hearings, etc.
- B. The Chairperson shall preside at the meetings of the Regional Workforce Investment Board.
- C. The Chairperson shall appoint chairs and members of all standing committees and may appoint such other ad hoc committees as deemed necessary.
- D. The Board shall meet at the call of the Chairperson or when a majority of members of the Board file a written request with the Chairperson for a meeting. Written notice of the time and place of each meeting shall be given to each member of the Regional Workforce Investment Board.
- E. The Chairperson shall provide leadership to the Regional Workforce Investment Board. The Chairperson, Vice-Chairperson, or their designee shall orient the new Regional Workforce Investment Board members.

4. Vice-Chairperson

- A. The Vice-Chairperson shall in the absence of the Chairperson, perform the duties of the Chairperson.
- B. The Chairperson, Vice-Chairperson, or their designee shall orient new Regional Workforce Investment Board members.
- C. The Vice-Chairperson shall perform other duties assigned by the Chairperson or the Regional Workforce Investment Board.

Region 3-4 Workforce Investment Board Bylaws

5. Alternate and Ex Officio Members

- A. Regional Workforce Investment Board members may select alternates to represent them during the Regional Workforce Investment Board meetings. Alternates do not have voting privileges.
- B. Ex Officio members are allowed at the discretion of the Regional Workforce Investment Board. Ex Officio members do not have voting privileges.

6. Member Attendance

Any person appointed to the Regional Workforce Investment Board may be considered for removal from the Board by the Chief Elected Official of Region 3-4 if they miss three consecutive meetings. The Chief Elected Official will notify the Governor's office prior to making their own decision on a member's removal due to attendance. A member who has been removed will be notified through correspondence signed by the Chair of the Chief Elected Official.

7. Board Meetings – Quorum

- A. A simple majority of the voting members of the Regional Workforce Investment Board constitutes a quorum. If a quorum is present at a meeting of the Regional Workforce Investment Board, the approval of a simple majority of the voting Regional Workforce Investment Board members present is required to take action.
- B. If a member of the Regional Workforce Investment Board has an interest, either direct or indirect, in a contract to which the Department is or is to be a party, the interest shall be disclosed to the Regional Workforce Investment Board in writing and shall be set forth in the minutes of a meeting of the Regional Workforce Investment Board. The member having the interest shall not participate in any action by the Regional Workforce Investment Board with respect to the contract.

This provision does not limit the right of a member of the Regional Workforce Investment Board to acquire an interest in bonds, or limit the right of a member to have an interest in a bank or other financial institution in which the funds of the Department are deposited or which is acting as a trustee or paying agent under a trust indenture to which the Department is a part.

- C. If the Chair, or any other RWIB Member, serves on any board that deals with workforce development issues, to avoid the appearance of conflict of interest the process shall be as follows:
 - a. The Chair would step down for the motion and abstain from voting on any issue pertaining to any and all boards on which he/she serves.
 - b. Any board member would have to abstain his/her vote on any issue pertaining to any and all boards on which he or she serves.

Region 3-4 Workforce Investment Board Bylaws

8. Committees

The Regional Workforce Investment Board may establish standing or temporary committees as necessary. Any standing committee created will be modified into these procedures.

9. Regional Workforce Investment Board Support

Regional Workforce Investment Board support will be provided by the Small Business Development Center.

10. Revision of Procedures

The Regional Workforce Investment Board procedures may be modified with the consent of the Board with the exception of items 2 (A-C), 3 (D), 5 (A-B), and 7 (A-B).

11. Complaints/Appeals

If any party from Region 3-4 wishes to appeal a Board decision, they may do so by notifying the Chair of the Board in writing. The Chair will follow this procedure to address the appeal.

- 1) Upon receipt of the intent to grieve or appeal a Board Decision (by the Board Chair), the Board, at its next meeting, will establish a hearing date before the next regular Board Meeting. If the scheduling of meetings does not allow a response within 60 days, the Chair will meet with the Executive Committee to complete this step.
- 2) The Chair will appoint a panel of no less than 3 RWIB members to hear the complaint/appeal.
- 3) The panel will hear the appeal or grievance, and then make the final decision, which will be read at the next Board meeting, and forwarded in writing to the appealing party. The panel may do its own research between the hearing and the RWIB meeting if it wishes.

Region 3-4 RWDB Oversight and Monitoring Policy

Regional Workforce Development Board Roles and Responsibilities:

The Regional Workforce Development Board (RWDB), appointed by the Governor in consultation with the Chief Elected Official (CEO) board, plays a leading role in establishing policy for the region's Workforce Development Center system. The RWDB also selects the WIOA service providers, directs the activities of the board standing committees, and shares responsibility for many other duties with the CEO board, including oversight of the regional Workforce Development Center system's service delivery. This responsibility extends to oversight of the One-Stop Center system and ensuring quality customer service. The RWDB structure follows state guidelines. The board meets quarterly, at a minimum, with the CEO Board, and all meetings are open to the public.

The Region 3-4 Workforce Development Board and Chief Elected Officials are responsible for the development and oversight of the Local plan. The WIOA core partners participate in the process and provide input to the RWDB/CEO in the development of the plan. Through this process, the board is involved in the planning and oversight of the one-stop system in Region 3-4. Many of the strategies described in the plan are in place to ensure quality customer service throughout the region.

At each RWDB/CEO meeting the boards review the employment and training (career services) activities within the region and hear reports on enrollments, obligations and expenditures and performance. All partners participate and provide information relative to the employment and training (career services) activities within the region. Youth activities within the region are also detailed and reviewed. This review process occurs at each meeting ongoing.

Board members are encouraged to make on-site visits as often as possible to their local center and to various regional affiliated sites to ensure services are carried out as described in the local plan.

The RWDB will ensure that the One-Stop Center is effective and efficient. The RWDB will provide oversight for the following:

- Negotiated performance measures.
- Sector partnerships and career pathways expansion
- Participant outcomes
- Grant agreements and expenditures
- Coordination and Collaboration of Core Partner Programs including co-enrollment where appropriate
- Ongoing Partnerships
- Economic Analysis of Region
- Customer Satisfaction
- Expenditure Rates
- Compliance with Accessibility
- Continuous Improvement of one-stop center and system
- Selection of Title I Adult/DW and Youth Service Provider
- Memorandum of Understanding involving Mandatory and Additional Partners

Region 3-4 Title I WIOA Monitoring Policy

Region 3-4 Monitoring Responsibilities

The monitoring system for each program also ensures that at least ten percent (10%) of all participants who register or are enrolled during each quarter, and who are still active at the time of verification, receive a complete verification of eligibility as part of a quarterly monitoring process conducted by the WIOA Director. The verification must be completed by the end of the quarter following the quarter being sampled (e.g., the first quarter verification must be completed by the end of the second quarter). For this monitoring process, sampling procedures are in place for drawing a random sample of participants newly registered or enrolled in a particular quarter. These procedures ensure that the sampling is random and that the requirements of this subsection are met.

- 1) If verification is done at the time of registration, the sampling procedure must identify each registrant whose eligibility must be verified prior to or at the time the registration is entered into the Common Intake Case Management System;
- 2) If verification is done quarterly, the sample must be drawn within fifteen (15) days of the end of the quarter being sampled and verified;
- 3) A participant concurrently enrolled in more than one Title or program must be included in the universe for each program in which the participant is enrolled; and
- 4) A participant must be included in the sample only in the quarter the participant was enrolled.

Documentation is maintained for each participant selected for verification. The documentation must contain enough information in order for staff to review or make the eligibility determination. Documentation used to verify eligibility must coincide with the date of registration. At a minimum, documentation must include:

- 1) Documentary evidence (i.e., obtaining the document or a photocopy of the document); or
- 2) Collateral contacts for which the following information must be recorded:
 - a) Date of contact;
 - b) Name of person providing information;
 - c) Contact method;
 - d) Relationship of person contacted to applicant; and
 - e) Information received.

A verification report is not required if the verification sample program developed by the State Administrative Entity is used or if verification is completed on all participants. In all other cases, a verification report must be developed. That report must include:

- 1) The universe size;
- 2) The number of participants selected for verification;
- 3) The verification period; and, if applicable,
- 4) The names and termination dates of participants identified as ineligible and the reasons for ineligibility;
- 5) The number of participants whose eligibility was determined to be unverifiable and the reason(s); and
- 6) The ineligibility rate = $(\text{number of ineligibles} \times 100) / (\text{sample size} - \text{number of unverifiable})$

Once during each program year, the WIOA Service Provider must monitor each contract written for \$25,000 or more. The WIOA Service Provider must also monitor the following:

- 1) A random sample of 10 percent of all non-OJT financial contracts under \$25,000 which start during the quarter;
- 2) A random sample of 10 percent of non-financial activity of service contracts which start during the quarter; and
- 3) A random sample of 10 percent of all participant files of participants enrolled or transferred into adult, dislocated worker and youth programs during the quarter.

These random samples must be drawn quarterly and the monitoring activity for the quarter must be completed at the end of the subsequent quarter. In addition, all On-the-Job training contracts must be monitored during the second 30 day period of activity under the contract and at least every 90 days thereafter.

Procedures are in place in Region 3-4 to ensure the monitoring samples are random and all requirements are met.

Participant Files

- a) The monitoring sample must be drawn after the end of the quarter being sampled and monitored but no later than 30 days after the last day of the quarter being sampled
- b) A participant co-enrolled in more than one program must be included in the universe for each program in which the participant is enrolled;
- c) A participant must be included in the sample only in the quarter the participant is enrolled; and
- d) A participant who has been transferred must be included in the sample for the quarter during which the transfer occurred

Contracts

- a) The 10 percent monitoring sample of all non-OJT contracts below \$25,000 must be drawn after the end of the quarter being sampled and monitored but no later than 30 days after the quarter being sampled; and
- b) A contract must be included in the sample for the quarter within which its effective date falls.

Following are the compliance review requirements for completing the two basic types of monitoring, participant file and contract monitoring. The following requirements apply to all programs.

- 1) Participant File Monitoring must include a review of:
 - a) The participant record including a review of the eligibility determination;
 - b) A sample of direct payments to the participant;
 - c) A sample of time and attendance records; and
 - d) Compliance with federal and State regulations and the Local plan.
- 2) Contract Monitoring, including OJT contracts, must include a review of:
 - a) The service provider record;
 - b) A sample of fiscal transactions;

- c) Payroll and time and attendance records, as appropriate;
- d) Compliance with the federal and State regulations and the Local plan;
- e) Compliance with equal opportunity regulations;
- f) Compliance with Service Plan; and
- g) Compliance with the Work Statement, Training Outline and all other contract provisions contained in the Contract.

Monitoring Reports

The monitoring system includes documenting that the monitoring activity has taken place. In order to meet the documentation requirement, a monitoring report on each contract or participant monitored is prepared and maintained along with documentation of corrective action required and taken. Any findings and corrective action to be taken is transmitted to the monitored entity in writing. If the monitoring results in no findings requiring corrective action, this information may be communicated at the exit interview or in writing.

If a co-enrolled participant is drawn in the sample for more than one program for the same quarter, only one monitoring report, which includes both monitoring activities, is completed.

Summary of Monitoring Reports

A summary report of monitoring activity is completed for all programs. These summary reports are maintained and available for Iowa Workforce Development use in its program compliance review process.

A summary report is completed for each program monitored for each quarter by the end of the subsequent quarter includes:

In place of the following lists, a computer generated list derived from the program provided by Iowa Workforce Development is used.

- 1) A list of all participants enrolled or transferred into a program during the quarter;
- 2) A list of all participants that were monitored during the quarter;
- 3) A list of all contracts for \$25,000 or more with effective dates that fall within the quarter;
- 4) A list of all OJT contracts that were active during the program year with effective dates;
- 5) A list of all non-OJT contracts (financial and non-financial) for less than \$25,000 with effective dates that fall within the quarter;
- 6) A list of all non-OJT contracts that were monitored during the quarter;

Region 3-4 Grievance Procedure

Participants shall be provided, upon enrollment into WIOA, with a written description of the complaint procedure including notification of their right to file a complaint and instruction on how to do so. Persons not familiar with English shall be provided with a written or oral translation into the language understood by them. The description must also include an explanation that when there is an alleged violation of the labor standards, as an alternative to filing a complaint under the normal complaint procedure, a grievance may be submitted to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the grievance so provides. When a person is illiterate or semi-illiterate such person shall be advised of each right to the satisfaction of that person's, understanding. The Grantee shall provide a copy of the complaint procedure, filing instructions and notice of right to file a formal complaint upon request.

Upon filing a complaint, and at each stage thereafter, each complainant shall be notified in writing of the next step in the complaint procedure.

A. Confidentiality

The identity of any person who has furnished information relating to, or assisting in, an investigation of a possible violation of WIOA shall be kept confidential to the extent possible, consistent with due process and a fair determination of the issues.

No individual shall be discharged or discriminated against in any manner because the individual filed a complaint or has testified in any proceeding or investigation relating to WIOA.

B. How to File a Complaint

1. Timelines on Filing a Complaint

Complaints must be filed within 90 calendar days of the alleged occurrence.

2. Where to File a Complaint

All complaints against the Grantee, Administrative Entity, RWDB, CEO, subcontractor or sub grantee alleging a violation of the WIOA, regulations, grant or other agreement under WIOA; and complaints arising from auditing, monitoring or investigations shall be filed with:

Complaint Officer
IowaWORKS Center
217 West 5th Street
P.O. Box 1493
Spencer, Iowa 51301

3. What to Include in a Complaint

Complaints must be clearly portrayed as such by the complainant and must satisfy the following requirements:

- a. Complaints must be legible and signed by the complainant or the complainant's authorized representative;
- b. Complaints must pertain to a single subject, situation or set of facts and pertain to issues over which the region has authority;
- c. The name, address and phone number (or TDD number) must be clearly indicated. If the complainant is represented by an attorney or other representative of the complainant's choice, the name, address and phone number of the representative must also be indicated on the complaint;
- d. Complaints must state the name of the party or parties complained against and, if known to the complainant, the address and phone number of the party or parties complained against;
- e. Complaints must contain a clear and concise statement of the facts, including pertinent dates, constituting the alleged violations;
- f. Complaints must cite the provisions of WIOA regulations, grant agreements, or other agreements under WIOA believed to have been violated, if applicable;
- g. Complaints must state the relief or remedial action(s) sought; and
- h. Copies of documents supporting or referred to in the complaint must be attached to the complaint; and

C. Acknowledgement of Complaint and Notice of Opportunity for Hearing

A complaint will be considered filed when it has been received by the complaint officer and meets the requirements outlined above. Upon receipt of a complaint, the Grantee will send by personal service or certified mail, a copy of the complaint and a letter of acknowledgement and notice to the respondent and complainant within seven days. The letter of acknowledgement and notice will contain the filing date and notice of the following.

1. The opportunity for informal resolution of the complaint within 30 days of the filing of the grievance or complaint;
2. The opportunity for a hearing, if requested, within seven days of receipt of the acknowledgement. The hearing, if requested, will be held within thirty days of the date the complaint is filed;
3. The opportunity to present evidence at the hearing;
4. The opportunity to be represented by counsel at the charging parties own expense;
5. The opportunity to have relevant records and documents kept by the Grantee or its sub grantees produced;
6. The right to a written decision within sixty (60) days of filing the complaint;
7. That when the administrative entity Superintendent renders the decision on a complaint, that decision is the final order of the administrative entity unless there is an appeal to the Superintendent within ten days of the date of the order. On such appeal, the Superintendent has full power to render the final decision for the administrative entity.
8. An appeal to the Director must be filed within 10 calendar days from the issuance date of the decision and include:
 - a. The date of filing the appeal; and

- b. The specific grounds upon which the appeal is made. Those provisions upon which an appeal is not requested will be considered resolved and not subject to further review.
- c. Appeals must be addressed to:

Complaint Officer
Division of Workforce Development Center Administration
Iowa Workforce Development
1000 East Grand
Des Moines, Iowa 50309

Opportunity to appeal to Iowa Workforce Development

Complainants may appeal to the Iowa Workforce Development when:

- 1. No decision is reached within 60 days; or
- 2. Either party is dissatisfied with the local hearing decision

Appeals must be directed to:

Complaint Officer
Division of Workforce Development Center Administration
Iowa Workforce Development
1000 East Grand
Des Moines, Iowa 50309

Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.


Certification Regarding Debarment, Suspension, and Other Responsibility Matters Instructions for Certification – Primary Covered Transactions

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause title "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction", provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9 Subpart 9.4, suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Ted Kourousis, Executive Director

Printed Name and Title of Authorized Administrative Entity Signatory Official



Signature

4/26/2016

Date

#	Commenter	Section/Topic	Comment Summary	Response
1				
2	Form 1	Cumulative statements to address all of Form 1 Regional Information	Expanded "core partner" definition to include Iowa Department for the Blind. IDB was defined throughout Form 1	
3			Corrected IDB Supervisor. Updated Spreadsheet to include IDB	
4	Form 2	Cumulative statements to address all of Form 2 Strategic Elements	Added specific occupations.	
5			Expanded detail to workforce analysis.	
6		Throughout Form 2	Added statement: "individuals with barriers including those who are blind or are visually impaired" throughout Form 2.	
7			Broke-down core partners	
8			Added specific activities and education by core partners – Diversity Training. Future trainings to include partnerships with community rehabilitation programs.	
9			Added workforce development needs of individuals with disabilities including blind or those who are visually impaired.	
10			Included requiring assistive technology and accommodations as needed	

			Strengths - included strategies to address access and accessibility	
			Core partner's referral/verification process expanded.	
			Individuals who require individualized services will be referred to appropriate partners.	
			All core partners will be consulted to ensure access for all individuals in all programs.	
			Each partner shares in the responsibility of outreach, marketing, and enrollment to include all individuals.	
			Opportunities are available to all individuals including those with disabilities. IVR/IDB will be consulted for future endeavors to ensure access to all participants.	
Form 3	Cumulative statements to address all of Form 3 Regional Strategic Vision and Goals		All core partners will ensure accessibility to programs including those with most significant disabilities and those who are blind or are visually impaired. Added IDB to all relevant areas.	
			UNDER REGIONAL STRATEGIES – Added	

			description of services provided by IDB	
			All core partners, including IDB, WP, AEL, VR, etc., will coordinate and meet on a regular basis to align and expand services within the region.	
			IVRS/IDB will be consulted to expand access to employment, education, training, and support services for all individuals with disabilities including those who are blind or are visually impaired.	
			As new programs and services are developed, all core partners, including IDB, will meet to develop specific strategies needed for implementation.	
			Core partners are reviewing financial literacy curriculums so that student debt is addressed.	
			IVR/IDB will be consulted to ensure all new programs meet accessibility requirements.	
			Defined "core partners"	
Form 4	Cumulative statements to address all of Form 4 Operational Planning Elements		All core partners meet regularly when RWDB meets and will discuss specific	

			strategies as part of the meeting.	
			Additional MOU partners will meet on an on-going basis to address needs and review progress. Each MOU partner is developing a summary of services they will provide to the One-Stop System.	
			All core partners, required and voluntary, will meet on an on-going basis to improve services, delivery, and avoid duplication of services.	
			AEL will ensure that appropriate accommodations are provided for all individuals with disabilities including those who are blind or are visually impaired.	
			AEL will consult with IVR/IDB as needed.	
			AEL and GAP/PACE will meet to address needs of existing students, access, and to avoid duplication of services.	
			WIOA staff consult with multiple partners within the region to avoid duplication and ensure services are coordinated for participants.	
			Several work-based learning programs for youth exist in the region. As they are delivered, the core partners	

	<p>are taking an active role in ensuring the programs are available to all students including individuals with disabilities, blind, or are visually impaired.</p>		
	<p>The region will use the following strategies provided by IDB:</p> <p>Accessibility Study: IDB, IVRS and Dept. of Civil Rights will work with Region 3-4 to perform an accessibility study to include facilities, materials and workshops to ensure that individuals with barriers to employment have access to services.</p> <p>Staff development: could include use of and availability of assistive devices and technology, tour of the department for the blind for staff, IDB/IVRS</p> <p>Assistive Technology: Review what is currently available in the One-stop center. Train One-stop staff in the usage of assistive technology. Assist regional staff to further implement assistive technology utilizing the</p>		

		<p>region's i-Pads.</p> <p>Collaboration: IDB will utilize regional one-stop office space to meet with clients.</p> <p>Resources available to One-Stop system partners from IDB: The IDB library can provide region with electronic formats for use with individuals with disabilities. IDB will assist with digital literacy skills for blind and visually impaired.</p> <p>IDB staff / counselors can bring clients to the center and provided assistance with job clubs/workshops i.e. as needed.</p> <p>IDB will assist to ensure presentations and workshop materials are provided in an accessible format.</p> <p>IDB will provide technical assistance to programs and classes and will provide training to workshop facilitators to ensure the presentations and materials are accessible.</p>	
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			<p>IDB, as a core partner, will be consulted to assist the region in ensuring full access for individuals with barriers to employment.</p> <p>IDB will assist in addressing concerns of persons with visibility loss for transportation needs, as well as access to technology and programs.</p> <p>IDB will be asked if the Flow Chart provided is accessible for its participants.</p> <p>Core partners will be consulted in the future to discuss customized employment and employment services.</p> <p>Various partners offer work-based training opportunities. All work-based programs offered by partners will be made available to participants as appropriate.</p> <p>The disabilities coordinator through IowaWORKS, IVR, and IDB will be consulted to ensure individuals with disabilities are able to fully participate with use of reasonable accommodations in apprentices.</p> <p>Through the effective partnerships created, the</p>	

			region will be positioned to develop an educational and training system that will respond to the needs of job seekers and employers. The employer-driven future programming will ensure a job-driven and training system is developed.	
			IVR/IDB will be consulted to ensure that all individuals with disabilities including those who are blind or who are visually impaired will have access to programs in the region.	
			NWIPDC (Northwest Iowa Planning and Development Commission) is the service provider for the current WIOA/Title I Grant.	
Form 5	Cumulative statements to address all of Form 5 Regional Operating System and Policies		There may be standing committees of RWDB/CEO Boards combined. Reviewers requested a reference to Customer Service, no change was made as our plan indicates customer satisfaction. Additional details to Youth Services regarding core partners was added to include IVRS an IDB.	

			<p>IDB will work with individuals to coordinate with the regional mobility manager to ensure transportation is provided and accessible to all participants, including those who are blind or visually impaired.</p>	
			<p>IWD at the state level will work with IVRS and IDB to ensure virtual access points are accessible.</p>	
			<p>Individualized one-on-one services and accessibility is available to any customer including those with disabilities. Accommodations will be provided as requested. Accessibility studies will be completed in the region with the assistance of IVRS, IDB, and the Disability Employment Initiative.</p>	
			<p>For the comment related to Continuous Improvement Review Analysis and who will conduct the review – the completed section already states that the board along with all partners will conduct the review, so no changes were made.</p>	

Workforce Innovation and Opportunity Act

Region 3-4

Local Area Plan
July 1, 2016- June 30, 2020

We affirm that the Region Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Local Area Plan in compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014 and instructions issued by the Governor under authority of the Act.

04/28/16
Submission Date

Workforce Development Board Chair

Chief Elected Official

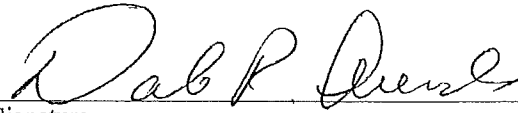
Janet Dykstra
Typed or Printed Name

Dale Arends
Typed or Printed Name

Region 3-4 RWDB Chairperson
Typed or Printed Title

Region 3-4 CEO Chairperson
Typed or Printed Title


Signature


Signature

4-27-16
Date

4-27-16
Date

Region 3-4 WIOA Title I On-the-Job Training Policies

Region 3-4 limits: Maximum of \$5,000 or six months depending on workers current skills and the skills required in new job.

On-the-Job Training occurs when objective assessment indicates that this will be the best process to meet the participant's needs. Specific training lengths are determined by input from the employer as to training time needed according to the skill level of the job and by the applicant's past work experience and vocational training background.

Participants will be enrolled in specific On-the-Job Training that meets their needs and has met the criteria established by Region 3-4. Upon development of this training, the employer will complete a pre-award survey determining specific job skills to be learned and other information needed by the administrative entity to determine if a contract will be written. Region 3-4 has established working relationships with numerous area employers committed to providing quality training to identified participants and retention of these individuals after training.

OJT Length

Final approval of the length of an OJT contract at a rate of 50% or less reimbursement will be approved by the WIOA Director. Current reimbursement rate is 50% of training hours worked; however, contingent upon high budgetary obligations and RWDB approval, the reimbursement rate may be reduced.

The general length of the On-the-Job training contracts is based on skill required for the job; i.e., the higher the skill, the longer the contract. The number of hours is determined by using information coded in two Departments of Labor publications (1) O*NET, Dictionary of Occupational Titles, or Career InfoNet and (2) Specific Vocational Preparation Estimates (SVP). To determine the length of training, the following chart will be used:

SVP Level	Hours
2	160
3	520
4	1,040
5	2,080
6+	4,160

These figures should be considered as a departure point for determining actual WIOA training hours. If the total number of training hours for the OJT position cannot be provided during the maximum contract length allowable, as many training hours as possible will be provided.

The following factors will be used to modify the length of an OJT should specific circumstances exist:

- If the pre-award employer request for On-the-Job Training indicates a shorter training length is appropriate then the shorter training length will be used.

- If a client has previous work experience or classroom training in that job title, the actual length of an OJT contract will be reduced by 40 hours for every one month of previous work experience or classroom training in that job title. If less than one month, the contract will be reduced by 10 hours for each week.
- If the participant has had some hours of job specific classroom training in that field as part of other job specific training, the OJT will be shortened by the hours of that specific related IST time. Region 3-4 will reduce each OJT by 40 hours for each month of previous directly related training and/or directly related work experience. Previous training or experience which occurred so long ago that skills gained from that experience are obsolete may be disregarded to the extent that those skills need to be relearned or reacquired.

Under normal conditions, an OJT contract may not exceed 26 weeks in length.

Additional training time above the actual length of an OJT contract can be allowed if approved by the WIOA Director when extenuating circumstances exist, such as a client who is disabled, an older individual (55 years or older) or a member of other targeted groups or having a barrier to employment. The contract length can be extended to a maximum of 50% above the actual length of the contract to a maximum of 26 weeks.

Part-time OJT contracts are permitted if approved by the WIOA Director for participants who are disabled, older individuals (55 years of age or older), members of other targeted groups who are able to work only part-time, or in-school youth participants. Part-time contracts may be written for a length of up to 499 hours and a maximum twelve (12) months' time period.

Part-time OJT's can be written in conjunction with IST training when the employment goals at the end of the training are substantially the same, or the OJT experience would aid the IST graduate when beginning the work search, or the OJT would become full-time upon completion of the IST.

Part-time OJT's can also be written if they meet all other criteria and will become full-time positions by the end of the training period. If part-time OJT's are written, training costs will be reimbursed at the same rate as full-time OJT's, up to 50% of the training wages, and using the same SVP conversion rate.

A minimum of 160 hours has been established for On-the-Job Training length except in the case of adjusted training lengths due to classroom training or past work experience in this field. In these cases, a minimum of less than 160 hours of On-the-Job Training may be justified.

Wages and Benefits

Payment by WIOA to employers is paid as compensation for the extraordinary costs of training participants, including costs of classroom training, and compensation for costs associated with the lower productivity of such participants during training. The payment by WIOA must not exceed fifty percent (50%) of the wages paid by the employer to the participant during the period of the training agreement. Wages are considered to be monies paid by the employer to the participant. Wages do not include tips, commissions, piece-rate based earnings or non-wage employer fringe benefits. Reimbursement will be made at 50% of the regular hourly rate for actual hours worked including overtime hours. Under no circumstances will overtime rates or holiday rates be reimbursed.

Since OJT is employment, State and Federal regulations governing employment situations apply to OJT. Participants must be paid wages not less than the highest of Federal or State Minimum Wage or the prevailing rates of pay for individuals employed in similar occupations by the same employer.

An OJT contract may be modified when the employer notifies the specialist of training wage increases if the budget allows. However, if the specialist is not informed in advance of that change, there is no requirement on the part of WIOA to reimburse for the difference.

Other On-site Training

Actual training costs above and beyond the training normally provided by the employer, to regular employees, may be reimbursed by WIOA, as well as participant support services which allow the participant to receive the training.

The employer will be responsible for the training provider's fees and may be reimbursed for this additional training based on pre-approval by Region 3-4 staff. Cost of actual training hours may be reimbursed to the employer at the normal reimbursement rate if the participant is receiving wages during that training time.

Employer Eligibility

OJTs will not be written with temporary help agencies or employee leasing firms for positions which will be "hired out" to other employers for probationary, seasonal, temporary or intermittent employment. The only instance in which a temporary employment agency may serve as the employer of record is when the OJT position is one of the staff positions with the agency and not a position that will be "hired out".

In situations where an employer refers an individual to the WIOA program for eligibility determination with the intent of hiring that individual under an OJT contract, the individual referred to WIOA may be enrolled in an OJT with the referring employer only when the referring employer has not already hired the individual, an objective assessment and the IEP have been completed and support the development of an OJT with the referring employer.

An OJT contract will not be written with an individual's current employer. The WIOA Director may allow exceptions to this rule if an OJT with an individual's current employer would allow them to move from a part-time or temporary status to a full-time permanent status **-and-** the OJT is for a position that is substantially different than the individual's current job with that employer. If a participant is currently on an OJT contract with an employer and has a job classification change, a contract modification will be written to reflect that change. Specifics of job duties, training hours required and other changes will be negotiated with the employer. The SVP codes will be utilized as well as the input of the employer to determine how much additional training time could be authorized with approval of the WIOA Director.

Prior to re-contracting with an OJT employer, the past performance of that employer will be reviewed. An OJT contract will not be entered into with an employer who has failed to provide OJT participants with continued long-term employment as regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees. OJT participants that voluntarily

quit, or are terminated for cause, or are released due to unforeseeable changes in business conditions, need not result in termination of employer eligibility for future OJT contracts.

Region 3-4's re-contracting procedures will consist of the following:

- Prior to re-contracting with an employer, a review process of past performance of that employer will take place. A criteria checklist will be used to determine whether to use an employer as a training site for an OJT.
- Does an employer consistently meet training goals and provide adequate training in key skill areas to be learned on the job?
- Is there a pattern of transition of trainees to employment at the end of a contract, not including those terminated for good cause as identified? (After at least 3 contracts, at least a 65% retention rate).
- Is there a pattern of retaining an employee who completed training past the 90- day follow-up? (After at least 3 contracts, at least a 65% retention rate).
- Is there evidence of good safety procedures/conditions in place? Does the company do training? (Businesses will be toured prior to development of a contract to determine above).
- Has the employer in past contracts cooperatively provided documentation needed in a timely manner to meet monitoring and auditing needs?
- If a contractor refused to provide necessary auditing or monitoring information, such as payroll records, time sheets/cards, etc., no additional contracts will be written.
- If the employer in the past, has not cooperated and if conditions have changed, i.e., management, personnel or procedures, this may warrant another trial contract to be negotiated.
- After any allegation that an employer has failed to provide adequate training in key skill areas as called for in the contract, the Employment Training Specialist/designee will meet with the employer to address the problem. If the allegation can be substantiated and cannot be solved satisfactorily, no additional contracts will be written until a resolution occurs.
- When, after touring a prospective training site, unsafe working conditions are found to exist, or safety procedures are not in place, or they do not seem to be in compliance with the Hazardous Materials Act, administrative entity staff will discuss the problem with the contractor. If the contractor agrees to rectify the problem by developing safety procedures or removing the unsafe or unsanitary working conditions the contract could be written. If a subsequent check indicates that no effort is being made to address the problem, no additional contracts will be negotiated until all safety concerns are fully resolved.
- When after a minimum of 3 contracts an employer fails to meet a 65% retention rate (except those terminated for good cause) at the completion of the contract or follow-up, no additional

contracts will be written. (Examples of good cause are: absenteeism, disciplinary problems, lack of progress, etc.).

- When after it has been conclusively proven that an employer had intentionally altered claim forms, time sheets, payroll records, evaluation or other records to defraud the program of funds, no additional contracts will be written.
- An employer that has been excluded from OJT contracting because of the requirement described above may again be considered for an OJT placement one year after that sanction was imposed. In this re-contracting situation, if the employer fails to retain the participant after the OJT ends, and there is no apparent cause for dismissing the employee, the employer will not receive any future OJT contracts.

