



## RWDB Report January 26, 2017

### Title I Adult and DW

#### Business Closings

Please report any and all business closings to Chris Hannan or Dustin Brocka no matter the size. Below is a quick overview of recent business closings affecting Region 7.

#### HGS

They will be closing in 3/3/17 and notifying employees and providing a WARN Notice on 1/3/17 to meet the 60-day notification period. There will be an impact to a 150 employees and it will be permanent. A Rapid Response was held with HGS and employee informational meetings are being set up for early February.

#### Ridgeway Place Assisted Living

Ridgeway Place will be closing permanently. Residents need to be moved out by 2/14 and 42 staff will be laid off by end of February. Mercy purchased Wheaton Franciscan. However, Ridgeway Place is operated by an arm of Wheaton Franciscan called Franciscan Ministries, and Mercy Housing does not provide assisted living. The affected employees will receive both a stay package (to stay until the end of Feb) and a severance package. An employee informational meeting will be held 1/27/17.

#### Kmart

Owned by Sears and we are in the process of gathering more information because multiple stores around Iowa will be closing.

#### Dislocated Worker JD-NEG Grant

- 74 dislocated workers enrolled since beginning of grant
- 45 enrolled in short-term institutional training in high demand industry
- 56 have received some type of additional supportive services
- 8 clients have been placed in OJTs (we are leading the State in OJTs)
- 2 clients have completed their 1040 hour OJT experience.
- 4 clients have been placed in registered apprenticeships.

Success story: AM is a veteran who served in the Iraqi Freedom Campaign with the Iowa National Guard. AM served from November of 2008, until May of 2015. Upon his discharge, he began working at Unverferth Manufacturing in Shell Rock, Iowa. Unfortunately, Unverferth closed and AM became a displaced worker. After being displaced, AM began looking for employment. He was in contact with IWD, and then put in contact with the Dislocated Worker program. AM finish his required paperwork, applications, and assessments and was co-enrolled into WIOA Dislocated Worker Program, and the Sector Partnership and Job Driven National Emergency Grants (NEG's), as well as DEI as he has a 30% service related disability.

Job searches were done and a placement was found at Pries Enterprise Inc. in Independence, Iowa, where AM was hired to be a quality control and safety manager for the plan that manufactures extruded aluminum products. The employer has been enjoying the benefit of the 50% salary reimbursement, and the client received a few thousand dollars of tools to aid him in his position. In terms of supportive services, AM has

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Cedar Valley

been receiving mileage reimbursement, and fortunately has been able to perform his job without any accommodations related to his service disability. Since his initial enrollment in the DW program, AM has successfully completed his 1040 hours OJT, and is now getting enrolled in ITS classes related to quality control and safety management.

## Trade Adjustment Assistance

Ocwen

- 126 enrolled in classroom training
- 8 have graduated and found employment
- 3 classroom training requests in progress
- 2 current OJT
- 24 utilizing RTAA/ATAA
- 2 RTAA in progress

Ocwen has laid off an additional six individuals between October and December 2016. There is also one more set for March 2017. Outreach has been completed by local staff to ensure they are aware of the TAA program. Locally the customer service department at Ocwen has been adding positions as some states require that customer service on a mortgage be handled stateside. Even though these positions are offered at a lower wage we have seen some of our participants leave their training to accept new positions with Ocwen. Grant contract is scheduled to end on March 31, 2017. Contracted enrollment number was 55 total customers.

## DWTC updated totals:

50 + different degrees, certifications or programs

@ 14 different schools ranging from Certificates to Masters

Total #'s  
JD and Terex  
clients  
RTAA and TAA :  
239

JOHN  
DEERE  
213

TEREX  
24

**TAA TOTALS: as of Jan 2017**  
**JOHN DEERE- 209 COMPLETED-29 & WORKING 14**  
**TEREX- 18 COMPLETED- 0 & WORKING- 0**

RTAA:  
25  
DEERE

RTAA:  
5  
TEREX

1 JD apprenticeship with Dalton  
Plumbing and Heating / HCC

9 new people just getting started  
on either TAA or RTAA for Terex

Job Search  
&  
Relocations  
JD- 3  
Terex-1



### DEI/T2W

- 115 people currently being served through Ticket to Work. 29 are currently reporting to be working.
- We average about 20 possible ticket assignments every month.
- A Basic Info Session on TTW has been designed and will be presented once monthly to disseminate information to potential recipients.
- Region 7 is the leader for the 2nd quarter in a row for TTW incentives. The second quarter for 2017 we have incentives that have totaled \$48,444.00.
- 10 people are co-enrolled with DEI and other programs.

### Title I Youth/Young Adult Program

#### Updates:

- 22 WEP's have started in PY 16
- Currently we have 6 out of school and 2 in school WEP's in progress.
- Staff are serving on the Advisory Committee for the Waterloo Youth Jobs Initiative headed up by Waterloo's Mayor, Quentin Hart.

### Title II Adult Education and Literacy

#### Open Competition for Federal AEL Funding:

- For the first time ever, Iowa will have an open competition for the federal funds allocated to provide AEL services.
- For the first time ever, the funding period will be a three-year cycle. Funded organizations will receive funds to be used July 1, 2017---June 30, 2020.
- Timeline for application for funds is attached. Three key dates:
  - March 1, 2017: Changes to Local Plan Due (All Iowa Local Plans were found to be too "Title I/III (Workforce) heavy" with not enough included for Title II (AEL).) Additionally, a section detailing how due process for AEL funds will be implemented must be added to all local plans.
  - May 1, 2017: RFP for Title II Funds due
  - June 10, 2017: Title II Providers Announced

#### I-BEST:

- WIOA includes mandate for IET (Integrated Education and Training). I-BEST is a strong example of one way to provide IET.
- CNC I-BEST class started January 23: 8 students (3 HSC & 5 ELL)
- CNA I-BEST class started January 26: 10 students (5 HSC & 5 ELL)
- Upcoming Waterloo Courier "Progress Edition" insert will feature an article about the new adult learning center that Hawkeye is building downtown. The article will include interviews with Dr. Linda Allen, Sandy Jensen, I-BEST instructor Jennette Shepard, and a student who completed CNA I-BEST fall 2016.
- Iowa Department of Education has requested Jennette Shepard, Lucas Plouff, Sandy Jensen to provide professional development to other Iowa CC's on I-BEST. We are meeting with DE staff on January 27, 2-4 PM at Metro Center to discuss implementation.



- Community College Day at the Statehouse in Des Moines on February 28. Hawkeye will feature I-BEST at their display and I-BEST instructors Jennette Shepard and Lucas Plouff will be present to speak with legislators.

### **High School Completion (HSC) classes**

- Classes resumed January 17
- classes are full and approx. 60 students are on wait lists at current time
- We were able to place all students from the October Registration Week wait list into January classes
- Enrollment: 317 fall semester; 389 as of January 17; we have one last registration period in March 2017 for this academic year
- Of the 389 students enrolled, 44 are functioning at high school level in reading and/or math; the remainder are functioning below high school level and need to improve their skills in order to attempt HSED completion (HSED = High School Equivalency Diploma)
- Number of HSEDs completed so far this year: 12

### **English Language Learning (ELL) classes**

- resumed January 23
- classes are full and approx. 50 students are on wait lists at current time
- We were able to place all students from the fall semester wait list into January classes
- Enrollment: 436 fall semester; 566 spring semester

Classes in both the HSC and ELL programs are over capacity in order to accommodate local need as much as possible.

### **From Iowa DE: Press Release this week about Future Ready Iowa Website:**

Links for all core WIOA partners, employers, community colleges, universities, registered apprenticeships, etc. Point of website: to drive referrals to all partners.

## **Title III**

### **Business Services Team**

The Region 7 Business service team has been supporting the Unemployment 1 866 line on an average of 2-4 days per week, currently Lacie Westendorf and Megan Jensen have been assigned 40 hours per in addition to Mary Traywick. The team in Des Moines has been short staffed and very busy, so All District Managers were asked to support the call line with additional staff.

The team continues to try and meet their goal of five contacts per week each advisor. Team Lead Debra Hodges-Harmon was asked to set on the Mayor's Advisory Youth Committee with Michelle Clark in January to assist in planning for summer youth employment, ages 16-19 years of age.

Douglas Marshall had the following speakers at the Women's facility in Jan 2017 Keri Kono GAP/Pace, Sara Spieker IWD DDS Programs and service and Patty Mohling on youth Program. Douglas trained on Job search 1-1, Interviewing skills and Individual job search. In Dec Douglas Marshall and Debra Hodges-Harmon provided 47 ladies at the facility with purses filled with personal hygiene and other items for the Ladies as holiday gift from the Cedar Valley Iowa Works, Sherry Etringer and Pam Wright Hawkeye community college.



On Thursday in collaboration with ECI, State of Iowa representative provided OSHA training to Business at Allen College. We had 127 employers represented.

BSR team will start attending Sector Board meetings.

Below is a list of planned events for 2017 that the BSR team has planned:

- Jan 25, 2017 – Homeless Count survey
- Jan 27, 2017 - Rapid Response Ridgeway Place
- Feb 3, 2017 - Rapid Response HGS
- March 7, 2017 - Customer Service hiring event @Waterloo Center For the Arts
- March 9, 2017 - Veteran Service Waverly (ESGR) and planned hiring event
- March 23, 2017 - Construction hiring event Waterloo Center for the Arts
- March 29, 2017 - Hawkeye Community College campus event
- April 20th, 2017 - Employer Summit “Maximizing Talents and Minimizing Risk” at Hawkeye Community College
- May 4, 2017 - Reverse Hiring Ex-Offenders
- May 16, 17, and 18th - Vocational Rehab Hiring event.
- May 2017 - Youth hiring event @East, West and Ex-Po
- June 2017 - Waverly Bremer County Hiring event (Terex)

### **Attachments Below**

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Beth Townsend, Director

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**WORKFORCE**  
DEVELOPMENT

Smart. Results.

January 13, 2017

Craig White  
RWIB Chair  
1563 Oakwood Drive  
Waterloo, Iowa 50703

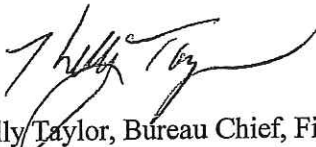
**FINAL MONITORING REPORT FALL 2016**

Dear Mr. White:

I am in receipt of your response to my monitoring report dated December 27, 2016, the report listed finding(s) that required corrective action and a response from your organization.

The original finding(s), your response and my final decision, are attached to this letter. Please note that the scope of a financial monitoring review is significantly less than a financial and compliance audit. Therefore, we cannot express an opinion as to whether the financial statements reviewed present fairly the financial position for the period reviewed nor whether all disbursements are made in compliance with the terms of the contract(s) monitored. Subsequent monitoring visits will include a review of the item(s) listed above. Thank you for your assistance in resolving the above noted item(s).

Sincerely,



Kelly Taylor, Bureau Chief, Financial Management  
Iowa Workforce Development

cc: Christina Mason  
Julie Thomas  
Linda Allen



## REPORTING

Financial Status Reports (FSRs) are reviewed to determine if expenditures and revenues reported can be reconciled to the books of account.

### Finding #1

The General Ledger totals on September, 2016 FSRs for John Deere NDWG-Admin (difference is \$71,881.23) does not match with the spreadsheet totals.

### Corrective Action:

Please provide the detail information for the difference. If this includes the amount for 28 E agreement, please make separate entries and report it under the correct contract/agreement number/name. With your response to the monitoring report, provide a copy of the journal entry to show that the expense has been charged correctly to the correct contract.

### Grantee Response:

See attached.

IWD Determination: Auditee's response is accepted.

## STAFF OVERHEAD PAYMENTS

A total of 15 (fifteen) Staff overhead claims were sampled in order to ensure that payments are reasonable, allowable and allocable to the programs charged.

### Finding #2

The payment made to Valerie Patterson (100% OCWEN-SEG) on October 06, 2016, in the amount of \$24.42 (\$48.83 - 50% to 99053 and 50% to 99056) was charged incorrectly.

### Corrective Action:

Please do the corrective journal entry to show that the payment is charged accurately to the right program. With your response to the monitoring report, provide a copy of the journal entry to show that the expense has been charged correctly to the correct program

**Grantee Response:**

See attached.

**IWD Determination:** Auditee's response is accepted.

**PARTICIPANT PAYMENTS**

A total of 67 (Sixty seven) payments were included in the sample. The review included determining if costs were charged to the appropriate program, completeness of time and attendance records, adequate levels of obligations, and whether payments were calculated accurately. Also, a determination is made as to whether costs incurred are consistent with the Region 07 Local Service Plan.

**Finding #3**

The payment made to Deco Tool Supply Co., for Alex Mahoney, an JD-NEG participant, on September 23, 2016, check number 1063377, under the Job Driven NEG program (99077) in the amount of \$886.30 was charged to SP-NEG (99082).

**Corrective Action:**

Please do the corrective journal entry to show that the payment is charged accurately to the right program. With your response to the monitoring report, provide a copy of the journal entry to show that the expense has been charged correctly to the correct program

**Grantee Response:**

See attached.

**IWD Determination:** Auditee's response is accepted.



### **COST LIMITATIONS**

Cost limitations are reviewed to determine if there are any possible compliance issues in relation to meeting the budget requirements as imposed in federal regulations and the terms of the contracts. No findings were found during this review.

### **OTHER ISSUES FROM IWD QUESTIONNAIRE**

There are other tests conducted during the visit that cannot be appropriately classified with the sections outlined above. However, none of those tests resulted in any additional findings or comments at this time.



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January 9, 2017

Kelly Taylor, Bureau Chief  
Iowa Workforce Development  
1000 E. Grand Avenue  
Des Moines, IA 50319

RE: Draft Monitoring Report for Fall 2016

Dear Mr. Taylor:

I'm writing in response to your letter to Dr. Allen dated December 27, 2016, and your request for responses to the findings of the Fall, 2016 examination of records here at Hawkeye Community College. The College response to Finding #3 is attached, including supporting documentation; response to Findings # 1 & 2 were included on the draft report.

If you have any questions or would like additional information, please feel free to contact me at [Julie.thomas@hawkeyecollege.edu](mailto:Julie.thomas@hawkeyecollege.edu) or (319) 296-4275.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Julie M. Thomas".

Julie M. Thomas  
Director of Business Services

CC: Dr. Linda Allen  
Zakia Hussain - IWD

IOWA WORKFORCE DEVELOPMENT

JAN 11 2017

FINANCIAL MANAGEMENT

**Finding #3**

The payment made to Deco Tool Supply Co., for Alex Mahoney, a JD-NEG participant, on September 23, 2016, check number 1063377, under the Job Driven NEG program (99077) in the amount of \$886.30 was charged to SP-NEG (99082).

**Corrective Action:**

Please do the corrective journal entry to show that the payment is charged accurately to the right program. With your response to the monitoring report, provide a copy of the journal entry to show that the expense has been charged correctly to the correct program.

**Grantee Response:**

The College has prepared and updated to our accounting system the attached journal entry #J020754 to correct the \$886.30 charge from SP-NEG (99082) to JD-NEG (99077).

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# Hawkeye Community College Journal Entry

JE No.: J020754  
 Entered by: SKH  
 Date Posted: 1-5-17  
 Approved by: JMT 1-4-17

Transaction Date: 9/30/2016  
 Initiator: Dan Bogart  
 Page: 1 of 1

				Description	Debits	Credits	
22	00	04	99077	64600	recls Alex Mahoney tools from SPNEG to JD-NEG	886.30	
22	00	04	99082	64600	recls Alex Mahoney tools from SPNEG to JD-NEG		886.30
						<u>886.30</u>	<u>886.30</u>

recls Alex Mahoney tools from SPNEG to JD-NEG

Date	Src	Ref.No	Description	Opening Balance	Debits	Credits	Closing Balance
-04-99077		64600	Job Driven NEG-Program : Other Materials & Supplies				
p 30	JE	J020754	reclass a.mahoney-tools		886.30		
Sep Totals				0.00	886.30	0.00	886.30
Totals for 22-00-04-99077-64600				0.00	886.30	0.00	886.30
-----							
SPNEG Administration : Other Materials & Supplies							
-04-99082		64600	SPNEG Administration : Other Materials & Supplies				
sp 23	PJ	V0238866	Deco Tool Supply Company		815.90		
sp 23	PJ	V0238866	Deco Tool Supply Company		70.40	886.30	
sp 30	JE	J020754	reclass a.mahoney-tools		886.30	886.30	
Sep Totals				0.00	886.30	886.30	0.00
Totals for 22-00-04-99082-64600				0.00	886.30	886.30	0.00
Totals for FD: 22 - Res Gen Fd				0.00	1,772.60	886.30	886.30

TEGL 15-16 Competitive Selection of One-Stop Operators (“OSO”) issued 01/17/17 – Deadline 07/01/17

Summary Below:

The basic role of a one-stop operator is to coordinate the service delivery of participating one-stop partners and service providers.

The OSO must be competitively selected at least every 4 years, and may be:

- Government agencies or governmental units, such as: Local or county governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Indian Tribes, tribal organizations,
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a one-stop operator);
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations **that are capable of carrying out the duties of the one-stop operator**, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor
- A consortium of at least three Core Partners

In certain instances, the State agency or State WDB will carry out the one-stop competition for a Local WDB. The State agency and the State WDB must follow the same policies and procedures that the State uses for procurement with non-Federal funds; it may allow for a sole source selection.

Procurement by noncompetitive (sole source) proposals may be used only when **one or more** of the following circumstances apply:

- a) The item or service is available only from a single source;
- b) The public exigency or emergency for the item or service will not permit a delay resulting from competitive solicitation;
- c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d) After solicitation of a number of sources, competition is determined inadequate, whether for reasons of number or quality of proposals/bids.

Once the Local WDB has competitively selected a one-stop operator, the Local WDB and the operator must execute a legally binding agreement which may take the form of a written contract or another type of agreement, such as an MOU.

Documentation of the procurement process is required.

WIOA requires the Local WDB to conduct monitoring of its one-stop operator in order to ensure the one-stop operator’s compliance with the requirements of WIOA, the activities per the SOW, performance reporting requirements, and the terms and conditions of the contract or agreement governing the one-stop operator.

## CUSTOMER SERVICE PLAN MODIFICATION TRANSMITTAL FORM

**To Be Completed by Region:**

Region Number: 7  
Date Submitted: January 26, 2017  
Effective Date:

**For State Use Only:**

Date Received:  
Date Approved:  
Effective Date:

Provide a brief description of the CSP changes below:

**This modification will add the Incentive and Bonus Policy for Youth Programs back in to Region 7's Supportive Services Policy that was inadvertently omitted in the new Local Plan written last year.**

Incentive and Bonus Policy for Youth Programs

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 WIOA youth program.
- This policy will apply to any WIOA youth activities or a 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.
- 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 a maximum of \$800 maximum per year.

**Regional Customer Service Plan Certification**

I certify that the attached has been reviewed and approved by the Regional Workforce Investment Board and the Chief Elected Officials Board, and that I am authorized to sign on behalf of the group I represent.

\_\_\_\_\_  
RWIB Chair Signature / Date  
Deb Collett – Region 7

\_\_\_\_\_  
CEO Chair Signature /Date  
Harlyn Riekema – Region 7

## I. TIMELINE.

Date	Event
Jan. 23, 2017	Release of Local Plan Revision Guidance
Feb. 1, 2017	Technical Assistance Webinar
Feb. 1 - Mar. 1, 2017	Review and Make Changes to Local Plan
Mar. 1, 2017	Changes to Local Plan Due
Mar. 1 - Mar. 10, 2017	State Review of Changes to Local Plan
Mar. 15, 2017	Local Plans Posted on iowawdb.gov
Mar. 15, 2017	RFP for Title II Funds released
Mar. 15 - 31, 2017	Bidder's Conference and Open Questions
May 1, 2017	RFP for Title II Funds Due
May 3, 2017	Local Board Review of Title II Applications
May 12, 2017	Local Board Recommendations on Title II Applications Due
May 15, 2017	Title II Applications Reviewed by IDOE
May 29, 2017	Negotiations and Budget reviews
June 10, 2017	Announce Title II Providers
July 1, 2017	Begin Multi-Year Title II services



# I-BEST AT HAWKEYE: GETTING BETTER AND BETTER!

## **I-BEST 101**

I-BEST is an acronym that stands for Integrated Basic Education and Skills Training. I-BEST is an instructional model that was developed in Washington State and is now used nationally. The key components of an I-BEST class are:

- *Integrated Content:* Students earn college credits by completing coursework in a career pathway. Coursework is in an identified area of local employer demand. Basic skills instruction in reading, math, and English language acquisition is integrated into course content. This integration increases student motivation and decreases barriers to learning.
- *Co-teaching:* One content area instructor and one basic skills instructor co-teach the class. In the I-BEST instructional model, there are two teachers in the classroom with at least a 50% instructional overlap during the class time. Instructors are expected to jointly develop and deliver integrated outcomes, curriculum, and assessments.
- *Streamlined pathway:* Addressing the dual needs of adult learners to obtain workplace skills and basic skills, and doing so in an integrated way, compresses the time traditionally needed for this instruction. Additional supports offered to students through I-BEST often produce enhanced outcomes with an at-risk student population.

## **I-BEST Outcomes**

### **2015 Pilot CNC/I-BEST---spring semester**

- 30 Completers/31 Students
- 10 transitioned to Hawkeye Community College
- 7 earned a new job
- 4 earned promotions
- 2 earned U.S. citizenship
- 1 earned High School Equivalency Diploma
- 1 ELL student tested out of the ELL program

### **2016 CNC/I-BEST-----spring semester**

- 8 Completers/9 Students
- 1 transitioned to Hawkeye Community College
- 1 ELL student tested out of the ELL program

### **2016 Pilot CNA/I-BEST-----fall semester**

- 14 Completers/17 Students
- 12 passed state exam
- 4 earned a new job
- 3 earned a promotion
- 2 earned High School Equivalency Diploma
- 1 ELL student tested out of the ELL program

## **I-BEST Moves Forward!**

**Spring semester 2017:** Two I-BEST classes will run simultaneously for the first time at Hawkeye. CNC I-BEST began January 23 and is taught by Robert Mosley, CNC instructor, and Jennette Shepard, basic skills instructor. CNA I-BEST began January 26 and is taught by Victor Palmer, nursing instructor, and Lucas Plouff, basic skills instructor. Both classes will conclude in May.

