



RWDB MEETING

MARCH 30, 2017 / 10 AM – 11:30 AM

**IowaWORKS OFFICE, ROOMS 41A/43A
4444 1ST AVE NE, SUITE 436, CEDAR RAPIDS, IOWA**

AGENDA

1. CALL TO ORDER
2. INTRODUCTION OF MEMBERS AND GUESTS
3. MOTION TO APPROVE AGENDA
4. MOTION TO APPROVE CONSENT AGENDA (SEE ATTACHMENT A)
 - CEO/RWDB EXECUTIVE COMMITTEE MEETING – FEBRUARY 22, 2017
 - RWDB MEETING – JANUARY 26, 2017
5. CORRESPONDENCE
6. MEMBER ANNOUNCEMENTS
7. MOTION TO APPROVE THE FOLLOWING WIA TRAINING PROVIDERS AND THEIR RESPECTIVE PROGRAMS – CARLA ANDORF (SEE ATTACHMENT B)
 - KIRKWOOD COMMUNITY COLLEGE
 - SIX SIGMA GREEN BELT CERTIFICATE
 - NEW HORIZONS
 - BASIC BUSINESS COMPUTING ASSOCIATE PROGRAM
 - UNIVERSITY OF IOWA
 - INFORMATICS (HANDOUT)
8. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT C)
9. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT D)
10. IOWAWORKS FINANCIALS & ENROLLMENT GOALS – LIYA FITZPATRICK (SEE ATTACHMENT E)
11. REGION 10 IOWAWORKS REPORT – SCOTT MATHER (SEE ATTACHMENT F)
12. ADULT EDUCATION/LITERACY REPORT – MARCEL KIELKUCKI (SEE ATTACHMENT G)
13. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER/MONICA BROCKWAY
14. IOWA DEPARTMENT FOR THE BLIND REPORT – KOHELL WEBER-RICKLEFS
15. PRESENTATION: RWDB DISABILITY ACCESS COMMITTEE – JAMIE PHIPPS, VOCATIONAL REHABILITATION COUNSELOR, DEPARTMENT FOR THE BLIND (SEE ATTACHMENT H)
16. MOTION TO ADJOURN

NEXT MEETING DATE IS: CEO/RWDB, MAY 25, 2017, IOWAWORKS OFFICE

Region 10 Website: http://www.iowawdb.gov/r10_home

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES

FEBRUARY 22, 2017
KIRKWOOD CENTER FOR LIFELONG LEARNING
CEDAR RAPIDS, IOWA

Members Present: Bob Yoder, Patty Manuel (by teleconference), Susie Weinacht (by teleconference)

Staff: Kim Becicka, Carla Andorf (by teleconference), Carlos Vega (by teleconference), Scott Mather (by teleconference)

The meeting was called to order by Chair Bob Yoder at 2:03 pm. The Executive Committee met quorum.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Susie Weinacht, Patty Manuel, agenda approved.

Carla Andorf discussed the state recommendations for our local customer service plan updates and edits. This plan helps to identify what our region looks like and lists our priorities and goals. We also need to make sure our plan contains a clear outline for the competitive bid process for the upcoming Adult Basic Education & ESL provider RFP process.

We reviewed the updates to Form 2 and the new section Form 7 to our plan. We emphasized the sector board work in our region, added information regarding individuals with disabilities, veterans, non-English speakers and individuals in the correctional system. We also discussed how the core partners are working together to meet our goals.

Bob Yoder asked for a motion to approve the updates to our local customer service plan. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Patty Manuel, Susie Weinacht, motion approved.

The meeting adjourned at 2:30 pm.

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

JANUARY 26, 2017
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Wayne Frauenholtz, Mary Gudenkauf, Marcel Kielkucki, Patty Manuel, Kim Painter, Shelley Parbs, Mark Schneider, Susie Weinacht (by phone)

RWDB Board Members Absent: Patrick Loeffler, Kristy Lyman, Steve Olson, Julie Perez

RWDB Ex-Officio Members: DaLayne Williamson (by phone)

STAFF: Carla Andorf, Liya Fitzpatrick, Scott Mather, Carlos Vega, Holly Mateer, Kochell Weber-Ricklefs

The meeting was called to order by Chair Patty Manuel at 9:05 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Marcel Kielkucki, Mark Schneider, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Susie Weinacht, Mary Gudenkauf, motion approved.

Patty Manuel asked if there was any correspondence to share. The Final Monitoring Report for Fall 2016 was received.

Patty Manuel asked if there were any member announcements. Marcel Kielkucki discussed that the WIOA Leadership Team has received notification from the state that we will need to re-open our local plan to make modifications based on feedback from the Department of Labor. We will schedule an Executive Committee meeting to approve the modifications. Wayne Frauenholtz stated that Schenker Warehouse is adding a third shift. Kochell Weber-Ricklefs was introduced as the new liaison for the Department of the Blind.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP, KPACE and JRWA programs. We are developing a pre-transportation program to use as a pathway to the truck driving certificate program.

Liya Fitzpatrick reviewed the WIA enrollment and financial reports. These reports show our

performance measures for enrollment and financial goals. We are on track to meet our financial goal with the allowed 20% carryover.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for November and December. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team along with the Rapid Response activities in our area. They hosted a job fair for IAC employees that was well attended. They are considering having evening hours at the Iowa City office to support individuals who work during the day and cannot take time off work.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Their enrollment has increased; this is a trend they normally see in January. They are developing a healthcare pre-class in preparation for KPACE pathway. He also discussed the presentation by Dr. Mark Grey to his staff on the changing faces of Iowa.

Holly Mateer gave the Vocational-Rehabilitation report. They are fully staffed now and have been working on their internal processes including drafting their local school plans.

Kochell Weber-Ricklefs gave the Department of Blind report. They have been working on their summer program plan and want to expand it from two weeks to six weeks.

Discussion was held on the proposed board structure change that was discussed at our December board meeting. The Executive Committee met on January 17 and has proposed that we move to a 23 member board with an optional K-12 representative. The board agreed to this structure. We decided that we will have a Recruiting Committee that will identify possible candidates; if you are interested in serving on that committee, please let Carla Andorf know. They will also develop a timeline that will be presented at our March meeting.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Marcel Kielkucki, Shelley Parbs, motion approved.

The meeting adjourned at 11:50 am.

Upcoming Meetings: RWDB, March 30, 2017, IowaWORKS

**State of Iowa
Iowa Workforce Development
Workforce Center Administration
150 Des Moines Street
Des Moines, IA 50309**

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Investment Act (WIA) of 1998, Public Law 105-220, Department of Labor, Employment and Training Administration, 20 CFR Parts 652-671. Approval as an Eligible WIA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at <http://www.iwd.state.ia.us/wia/regioninfo.html>.

PART I - GENERAL INFORMATION

Date Of Application 3/20/17

Name of Institution Kirkwood Community College

Address 6301 Kirkwood Blvd. SW, Cedar Rapids

Telephone Number 319-~~500~~398-5548 Fax _____

Location of Training Facility 6301 Kirkwood Blvd. SW

Name of Chief Executive Officer Kim Becicka

Program Contact Information Erin Brokel

Telephone Number 319-398-7796 Email Address erin.brokel@kirkwood.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name Six Sigma Green Belt Certificate

B. A brief program description See attached

C. Length of Program 3 months Total Credit Hours Required _____

D. What is the method of delivery?

Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)

Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour) \$495

1b. Tuition (Out-of-State, per credit hour) —

2. Supplies, including tools, uniforms, etc. —

3. Fees, including laboratory, student rentals, deposits —

4. Miscellaneous charges —

5. Average cost per year for program \$495

6. Total cost to complete this program \$495

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

Post-Secondary Educational Institution registered under HEA
 Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I, Kim Becicka certify that I am the Vice President of the training
Name Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Kim Becicka March 20, 2017
Signature Date

If you are a Training Institution applying for program certification, applications must be forwarded to Regional Workforce Investment Board for consideration. Non-RWIB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR RWIB USE ONLY

Date Received by RWIB March 23, 2017 Date Approved by RWIB _____

Application Date March 20, 2017 Date RWIB Submitted to IWD _____

Region #: 10

Authorized RWIB Signature _____

The RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 150 Des Moines Street, Des Moines, IA 50309

Certificate Series: Six Sigma Green Belt Certificate Series (online)

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects. Classes include: Introduction to Six Sigma Green Belt (online), Intermediate Six Sigma Green Belt (online) and Advanced Six Sigma Green Belt (online).

**State of Iowa
Iowa Workforce Development
Workforce Center Administration
150 Des Moines Street
Des Moines, IA 50309**

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INSTRUCTIONS: After completing and signing the application form below, Training providers should submit it to their regional Workforce Development office. Addresses for regional Workforce Development offices can be found at <http://www.iwd.state.ia.us/wia/regioninfo.html>.

PART I - GENERAL INFORMATION

Date Of Application 3/1/17

Name of Institution New Horizons Computer Learning Center of Cedar Rapids

Address 1850 Boyson Rd., Hiawatha, IA 52233

Telephone Number 319-294-9035 Fax N/A

Location of Training Facility Hiawatha, IA

Name of Chief Executive Officer Derek Wright

Program Contact Information Frank Perry, Manager of Admissions

Telephone Number 512-349-9555 Email Address frank.perry@nhworkforcedevelopment.com

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name Basic Business Computing Associate

B. A brief program description This program teaches basic business computer skills such as e-mail communication, software initiation, system maintenance, keyboarding, and online research.

C. Length of Program 180 Clock/Contact Hours Total Credit Hours Required N/A

All other applicants must complete the following information and Part III - Part VI:

1. Date Institution was founded: January 1, 1997
2. Number of years the institution has been in continuous operation: 20
3. Is the institution accountable to a policy or governmental board? Yes No
- If so, what board? _____ Please attach a member list.
4. Does each program lead to a degree or certification? Please Explain: certificate of completion from New Horizons

PART III - FINANCIAL INFORMATION

1. Is the institution financially sound and able to satisfy potential liabilities arising from its participation? Please enclose a certified financial statement and the institution's most recent auditor's report.
2. Attach a schedule of fees for in-state and out-of-state tuition, if applicable.
3. Does the institution have a refund policy for the unused portion of tuition, fees, and other charges in the event the enrollee withdraws or discontinues at any time prior to completion?

Please state your

refund policy: The refund is based on the number of course hours the student has paid for but not attended at the point of termination. Students who have attended at least 60% of the total program hours will not be due a refund.

PART IV - FACILITIES

Describe your facility. Provide narrative that describes at a minimum a description on each of the following:

- *The number of buildings
- *Availability of suitable training equipment
- *Handicap accessibility
- *Compliance with fire, building and safety codes, including off-campus locations or other sites

PART V - ORGANIZATION OF THE TRAINING INSTITUTION

Please provide a description of each of the following:

- *The number of persons employed
- *Current number of students enrolled
- *Class size to instructor ratio
- *School Calendar
- *Availability of Transcripts

PART VI - INITIAL PERFORMANCE INFORMATION REQUIRED ON EACH PROGRAM

1. Program completion rate for all individuals participating in the applicable program conducted by the training provider.

A program completer is a person who has:

- a. obtained a certificate, degree or diploma; or
- b. received credit for completing the program; or
- c. received a passing grade in the program; or
- d. finished the required curriculum of the program

Which criteria listed above (a) - (d) do you use to define a completer? (a) (b) (c) (d)

2. Percentage of all individuals who obtained unsubsidized employment. The training provider must specify:

- *how the information was obtained
- *what percentage of all student's data was collected
- *what year is being used

N/A. Program is new and has yet to obtain completers and employment information.

3. Average hourly wages of all students who obtained unsubsidized employment for this program: N/A

Part IV – Facilities

New Horizons Computer Learning Center of Cedar Rapids is consistent of one building. New Horizons ensures that all buildings are handicap accessible and comply with all fire, building, and safety codes. Students benefit from comfortable classrooms, furnished with padded chairs. Visual presentations are displayed on dry erase white boards. Built-in projection equipment and screens are used to display curriculum in networking courses. Each student will have his or her own computer with dual monitors and unique login to the Connected Classroom platform. All classrooms have climate controls to provide a comfortable learning environment. All facilities have easily accessible rest rooms and break rooms for student use.

Part V – Organization of the Training Institution

New Horizons (SP NH Company Holding) is a private post-secondary educational institution incorporated under the laws of the state of Texas. The school operates campuses in Texas, Oklahoma, Louisiana, Arkansas, New Mexico, Kansas, Missouri, Iowa, Colorado, Mississippi, North Dakota, South Dakota, Ohio, and Kentucky. The campuses share consolidated accounting, HR, marketing, and G&A departments however, each campus performs its own student recruitment activities which include admissions and enforcement of school policy.

New Horizons of Cedar Rapids currently has 3 employees in center including a Career Consultant, School Director, and an Instructor. New Horizons of Cedar Rapids currently has 2 active students. The average class size to instructor ration is 18:1. The school calendar is attached as well as language regarding availability of transcripts.

Part VI – Initial Performance Information Required on Each Program

Basic Business Computing Associate is a new program and therefor does not have performance information at this time.

Basic Business Computing Associate Program

Course(s) included:	Hours:
Getting Started - How Computers Work	18
Keyboarding and other computer input devices	18
Using Windows	18
Using the Internet	18
Communicating via the Internet	18
Using Computer Software - most popular office applications	45

Basic business skills for office workers:

Business Writing	9
Communication Strategies	9
Customer Service	9
Organizational Skills	9
Time Management	9

Total Program Hours	180
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Program Duration: 10 weeks

Program Price: \$6,000

Delivery Format: Instructor-led

Wonderlic Required Score 15



are either public or private. Private loans often have stricter credit requirements as well as higher interest rates due to the fact that they are not "guaranteed" like federal student loans are. More information can be found at: www.studentloans.gov.

Grants

A grant is money awarded to help further an individual's education. Like loans, grants can be public or private however, unlike loans; grants do not have to be paid back. There are many different types of grants available, with a wide range of qualifications and requirements. Private grants are typically offered by individuals, companies or institutions. Information on grants offered by New Horizons can be found at www.nhwfd.com

CANCELLATIONS AND REFUNDS

Postponement of Start Date Policy

If for any reason the scheduled start date must be changed, a new scheduled start date will be jointly determined by the student/funding source and New Horizons.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three (3) scheduled class days, except for items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Program Refund Policy

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

The effective date of termination for refund purposes will be the earliest of the following:

- (a) The last day of attendance, if the student is terminated by the school;
- (b) The date of receipt of written notice from the student; or
- (c) Ten school days following the last date of attendance.

Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. Students who withdraw after sixty percent (60%) completion of a program's total hours will not be due a refund of any monies paid.

A student who withdraws for a reason unrelated to the student's academic status after the sixty percent (60%) completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

A full refund of all tuition and fees is due and refundable in each of the following cases:

- (a) An enrollee is not accepted by the school;
- (b) If the course of instruction is discontinued by the school and this prevents

the student from completing the course; or

- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

Veterans Affairs (VA) Refund Policy

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons per the requirements of Title 38 CFR 21.4255.

In the event a veteran or other eligible person fails to complete a program, the amount charged will not exceed the approximate pro rata portion of the completed portion (the total hours attended by the student through the last day of attendance) as it bears to the program's total length.

Refund Policy For Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal.

- A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, no later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program, or
- The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - Satisfactorily completed at least 90% of the required coursework for the program and
 - Demonstrated sufficient mastery of the program materials to receive credit for completing the program

The payment of refunds will be totally completed such the refund instrument has been negotiated or credited in the proper account(s) within 60 days after the effective date of termination.

SCHOOL CALENDAR

Hours of Operation*

*all times are relative to Central Time Zone

Office hours:	M-F	8:00AM-5:00PM
School hours:	M-F	8:00AM-10:00PM

Class Schedule For Programs

* breaks may vary upon instructor and class

Morning Classes:	M-TH	8:30AM-1:00PM
Afternoon Classes		
Early:	M-TH	11:30AM-4:00PM
Late:	M-TH	2:00PM-6:30PM
Evening Classes:	M-TH	5:00PM-9:30PM

Policies and Procedures

2017 Holiday Schedule

New Year's	January 2
Memorial Day	May 29
Independence Day	July 3-4
Labor Day	September 4
Thanksgiving	November 20-24
Christmas	December 18-29

ATTENDANCE**Attendance Policy**

Good attendance and academic performance are critical for a successful learning experience. Each course includes materials, labs, and other exercises that build upon each other throughout the duration of a program, therefore it is imperative that students attend all classes and lab sessions for which they are enrolled. Attendance will be taken daily. In order to successfully complete a course and/or program, students may miss no more than 25% of a course and/or program.

Students who miss more than 25% of a course will have one opportunity to repeat and complete the course. A repeated course must be taken within six (6) months of the original class end date. Students must notify Student Affairs no more than one (1) week after the last day of class with a request to repeat a course. Requests received after one (1) week will not be honored.

Students should be aware that any absence or tardiness may trigger a suspension of benefits. New Horizons does not institute a probationary period based on attendance and reserves the right to terminate the enrollment of a student who fails to meet attendance requirements. Students who wish to be re-admitted to a program must contact Student Affairs.

On-Campus Attendance*

In order to ensure the quality of the training environment, New Horizons prefers (and sometimes requires) that all students attend on site at one of our training campuses. Students can attend remotely under certain conditions.

Per VA regulations, remote attendance is not allowed for students using GI Bill® benefits. Students utilizing these benefits MUST attend training on campus.

*All attendance policies apply to off campus attendance. Off campus attendance must be noted as such to prevent overpayment of government assistance.

Tardiness and Absences

Students must arrive to class on time in consideration of instructors and classmates. Students who anticipate being late to or absent from class must call and notify Student Affairs by providing their name, class and expected arrival time (or reason for absence, if absent). Please note that arriving more than 15 minutes late to class is a disruption for instructors and other students. Unexcused tardiness may result in a student being denied entry into the class.

Leave of Absence

Student Affairs may grant a leave of absence if the student can show good cause. No more than two leave of absence requests will be granted within a 12-month calendar period.

For programs of two hundred (200) clock hours or less, a student may be on a leave of absence for a total of thirty (30) calendar days. For programs of more than two hundred (200) clock hours, a student may be on a leave of absence for no more than a total of sixty (60) calendar days.*

*Students should note that any additional leave of absence requests may result in termination from training.

Make-Up Work

Make-Up work may be required for students to successfully complete a course or program.

GRADES**Grading Scale**

Grade	% Range	Academic Status
A	90-100	Excellent
B	80-89	Good
C	70-79	Satisfactory
D	60-69	Unsatisfactory
F	<59	Fail
I	0	Incomplete

Satisfactory Progress

Satisfactory Academic Progress (SAP) is defined as maintaining a grade of seventy percent (70%) or higher during each grading period (course). Progress reports may be provided to students at the end of each course or upon request. For information regarding grades below 70%, see "Academic Probation".

Withdrawals, Incompletes, Repeated Courses

Students who withdraw from New Horizons for reasons unrelated to academic status may request a grade of "I" for "Incomplete". A grade of "I" will be assigned when a student cannot complete a course due to circumstances beyond the student's control. Students will have one opportunity to repeat and complete a course. Student's requesting to repeat a course must notify Student Affairs within one (1) week of the original course completion date.

Remedial Work

Students whose performance is unsatisfactory in any course of their program will be given one opportunity to retake the course. Remediation plans are not provided.

Transcripts and Release of Student Records

Students who wish to receive a transcript must contact Student Affairs via e-mail and provide the following information: student's name, address, phone number and a short explanation of the request. Third party entities may also request student information upon written consent of the student. Student information will be reported to local, state or federal agencies and/or institutions as required by law.

ACADEMIC PROBATION**Academic Probation**

When a student's overall grade for a course falls below a seventy percent (70%), that student is automatically placed on academic probation for the next course within a program. If the student is able to achieve a satisfactory grade by the end of the probation period (course), the student will be removed from academic probation.

However, if a student fails to achieve a satisfactory grade during the first probation period, a second probationary period may be instated. The school will counsel the student prior to the second probationary period and document the date and any actions taken in the student's permanent file. If the student fails to achieve a satisfactory grade during the second probationary period, the student's enrollment may be terminated. Students requesting to be readmitted to New Horizons must contact Student Affairs.

Bob Koenig <bob.koenig@nhcomputerlearning.com>
To: "Andorf, Carla" <carla.andorf@iwd.iowa.gov>

Wed, Mar 22, 2017 at 7:49 AM

Carla – In support of the application for approval of this training program for dislocated workers in our Region, I would like to submit the following information:

- This request is directly related to the skills needs of several of the workers laid-off in December, 2016 from IAC in Iowa City.
- At this point we have met 59 of these workers at Career Fairs or Information Meetings we have held at the Clarion Highlander Hotel.
- Several of those we met have sufficient fundamental computer skills to successfully enroll in and complete one of our three existing Associate-Level Training Programs already approved on the ETPL.
- But, at least 1/3 of them lack the fundamental computer and communication skills necessary to enter those existing programs and succeed.
- Obviously, those same deficiencies will keep these workers from competing for new jobs - almost all of which now expect this level of comprehension as a baseline requirement.
- We designed this program for those specific workers – and have included the classes that we have used in past years to re-skill several hundred dislocated workers using TAA funding.
- These classes will be taught in traditional Instructor-led format by an Instructor who has many years of experience teaching low skilled workers.
- The classes would be limited to no more than 14 students each, and all students would be dislocated workers from IAC with limited prior computer knowledge and experience.
- Over 40% of the classroom time will be devoted to completing hands-on lab exercises where students perform the functions they have just been taught.
- The workers will attend for 4.5 classroom hours per day/4 days per week over a period of 10 weeks for a total of 180 hours of instruction...sufficient repetition to make a lasting learning impact.
- Regular homework is a part of the curriculum and expectations.
- This program also includes 45 hours of soft skills instruction for business writing, effective communication, customer service, organization skills and time management.
- In a period of less than 3 months, these workers will have gained sufficient fundamental computer and business skills to meet the baseline expected knowledge for many job openings.

New Horizons has provided hundreds of dislocated workers in the Corridor with updated skills to enter new careers over the past 20 years...we look forward to serving this group as well. Thank you for forwarding this information to the Workforce Board members. Please contact me if you have any questions.

Bob Koenig | General Manager
New Horizons Computer Learning Center of Cedar Rapids
P: 319.294.9035, Ext 3604 | C: 319.310.3445 | F: 319.395.6097
bob.koenig@5PE.com | www.nhcomputerlearning.com

Region 10 Vision, Mission, Strategic Priorities and Goals

July 1, 2016-June 30, 2019

Vision: Providing a seamless and integrated workforce delivery system for businesses and individuals by:

1. Ensuring accessibility for all individuals, including those with barriers to employment.
2. Sustaining and strengthen regional economic growth through innovative sector partnerships
3. Creating pathways that connect a pipeline of educated and skilled workers to current and emerging industries leading to self-sufficient careers.

Mission: Effectively contributing to Iowa's Creative Corridor's quality of life by connecting businesses and individuals to workforce solutions.

Strategic Priorities and Goals:

Priority #1. Community Awareness of Integrated Workforce System: Design an integrated workforce system that focuses on increased awareness of the workforce system with external customers (businesses) and internal customers (four core partner programs).

Goal	Responsible Party	Estimated Date	Progress Report
1.1 Develop a Workforce System Orientation for use with Businesses and Customers.	Core Partners	June 30, 2017	July-September 2016: Joint workgroup (4 core partners) working on integrating business service activities. October 2016: Report out to full staff with an action plan ready to implement. December 2016-Implementation Workgroup Meeting. Starting to work on implementation of business services joint outreach and orientation. March 2017-Workgroup team met with KCC Marketing. Will be developing an outline and

			gathering video for a short 3 minute video to be used with new enrollments, on facebook and with partners to share what workforce system means.
1.2 Increase visibility through joint outreach, marketing and awareness campaigns, especially seeking local media outlets.	Core Partners	December 31, 2017	<p>July-September 2016: Joint workgroup (4 core partners) working on integrating outreach activities and education the public on the full workforce ‘system’ of services.</p> <p>October 2016: Report out to full staff with an action plan ready to implement.</p> <p>December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process.</p> <p>Jan-March 2017-Teams have developed a referral tool for staff and partners. Almost ready for print. Developing “display boards” outlining all workforce services to be displayed with all partners and used at job fairs, etc.</p>
1.3 Provide ongoing staff training, continuously integrate services and evaluate regularly.	All Workforce Partners	Ongoing	<p>June 2016-Team members attended WIOA conference.</p> <p>September 2016-Team members attended training on enter business services</p> <p>October 2016-Workforce Partner In-Service. Teams will present on work group efforts, field questions.</p> <p>December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process. Developing electronic referral tool.</p> <p>February 2017-All 4 core partners completed a day long training together. Worked on teamwork and</p>

			partnership with an outside speaker. Collected next steps from team members, and surveyed team members on what we should do to keep momentum going. Developing ongoing trainings, and silo-breaking activities.
1.4 Develop a referral process between the four core programs which includes a hand off and follow up process.	Core Partners	December 31, 2017	July-September 2016: Joint workgroup (4 core partners) working on developing a more efficient referral tool and method. October 2016: Report out to full staff with an action plan ready to implement. Jan-March 2017-Team is researching options for making electronic referrals. SmartSheet is being researched as a quick tool.
1.5 Inform customers of career pathways and occupations that lead to self-sufficiency.	Core Partners with Sector Boards	June 30, 2018	June 2016-RWDB met with Advance Mfg Sector Board to learn about pathways and workforce needs September 2016-RWBD met with Customer Service/Insurance/Banking Sector Board to learn about pathways and workforce needs. November 2016-Hosted apprenticeship awareness event with 23 businesses and 11 job seekers.

Priority #2. Preparation of the Workforce: Design, develop and offer training for individuals, including those with barriers to employment--to prepare for current and emerging industry workforce skill requirements. Support the region's workforce through pathways that provide advanced, skilled and future ready workers.

Goal	Responsible Party	Estimated Date	Progress Report
2.1 Design and develop career exploration and training pathways (including basic, soft and hard skills), especially focused on Advanced Manufacturing and Financial	Core Partners Advanced Manufacturing Sector Board Financial	June 30, 2017	November 2016-Meeting with Financial Services/Insurance/Customer service board to review next steps to increasing partnerships between IowaWORKS and this board. November 2016-January 2017-Met with leadership of Financial Services/Customer Services/Insurance sector board. They identified an outline for basic customer

Services/Insurance/Customer Service sector board pathways.	Services/Insurance and Customer Service Board		service and industry training/awareness that could be completed through IowaWORKS workshops. They will be working with the full board to outline what this might look like and help with implementing by offering their time/tours/locations for portions of the workshops. Sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs.
2.2 Provide training information on STEM and high-demand occupations in the Creative Corridor.	Core Partners	Ongoing June 30, 2017 (aligned with goal 2.1)	To be completed-FS/I/CS sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs.
2.3 Provide tools, resources, and services to reduce barriers to work and education/training.	Core Partners	Ongoing	
2.4 Align partner services to training pathways to reduce barriers and ensure customers receive needed support.	Core Partners	December 31, 2017	Fall 2016-Developed a referral tool. Workgroup of local core partners is turning tool into a more user-friendly online/fillable form. Goal is to complete by January 2017 and present to all workforce partners. December 2016-Implementation workgroup met to begin turning tool into electronic format. Plan to present to full workforce partner system team at January partner meeting. February-March 2017-Development of a basic skills in transportation certificate targeting ESL participants to help them pathway into Class A, B and Transportation Specialist training.
2.5 Expand access to training and education opportunities through the use of distance learning tools, videoconferencing, and other	Core Partners	June 30, 2017	Ongoing-FS/Ins/Banking creating IowaWORKS workshops around sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training.

technology.			
2.6 Co-enroll participants in core partner programs as appropriate to provide participants with access to needed and available services.	Core Partners	Ongoing	December 2017-Implementation workgroup is finalizing a flip charge to help WIOA staff, workforce partners, and customers have a clear visual on what services are available, who might be eligible and how to connect. March 2017-Flip chart “referral tool” almost ready for print.

Priority #3. Effective Business Engagement: Engage more effectively and widely, and collaborate more extensively with employers in workforce planning. Provide access to individuals with workforce resources aligned to business needs and the region’s current and emerging sectors to bolster regional workforce competitiveness.

Goal	Responsible Party	Estimated Date	Progress Report
3.1 Support all regional sector board work focusing on Advanced Manufacturing, Financial Services/Insurance/Customer Service, and STEM by ensuring alignment to regional workforce needs/demands.	Core Partners RWDB	Ongoing	November 2017-Meeting with FS/Ins/CS board to review meeting with RWDB in September and identify areas for increased partnership. Ongoing-Working with leadership of FS/Ins/CS Sector Board to present to WIOA staff on industry and workforce needs.
3.2 Create workforce system programming aligned to local business demands/needs.	Core Partners RWDB Sector Boards	Ongoing	Ongoing-Developing in house workshops around FS/I/B sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training. January-February 2017-Developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer

			literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.
3.3 Integrate current apprenticeship career opportunities into career and training pathways and expand apprenticeship opportunities with regional employers.	Core Partners Apprenticeship Employers	June 30, 2018 Ongoing	November 2017-Hosted an apprenticeship awareness event with 23 businesses and 11 job seekers. Have developed 2 new leads for businesses interested in apprenticeships and are helping 5 job seekers enter into more intensive services. December – January 2017-Several apprentices impacted by recent layoffs at several companies. Enrolling and serving these apprentices by continuing their classroom training and helping them connect with similar apprenticeship opportunities in the region.
3.4 Develop systems to better prepare and help individuals with barriers to employment to enter into training career opportunities and long-term employment.	Core Partners	Ongoing	January-February 2017-IowaWORKS is developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.

Grants Report

March 2017

Budget Overview

Special Programs Total Participant Budget					
	FY17 Carryover	New FY17 Funds	TOTAL Budget	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	\$32,391.14	\$312,711.00	\$345,102.14	\$142,257.97	\$202,844.17

Other Funds					
	FY17 Carryover	New FY17 Funds	TOTAL Budget	Expenditures	Funds Remaining
IA PACE—KPACE program	\$14,655.84	\$754,583.00	\$769,238.84	\$416,933.48	\$352,305.36
GIVF Reimbursement Funds	\$10,701.54	\$0	\$10,701.54	\$1,452.46	\$9,245.48
Kirkwood Community College Foundation ⁺	\$3,400.00	\$840.00	\$4,240.00	\$0	\$4,240.00
*Total available will increase as new funds are donated.					

Special Programs Enrollments FY17

(7/1/16 – 6/30/17)

Gap Tuition Assistance	68
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E&T FFY16 (7/1/16 – 9/30/16)	19
E&T FFY17 (10/1/16 – 6/30/17)	9

E&T runs on the federal fiscal year. Data above was pulled for the timeframe to match the state fiscal year.

KPACE	79
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Fall cohorts began in August 2016. Spring cohorts began in January, March, and April 2017.

Non-cohort enrollments will be throughout the year.

Credit enrollments typically happen at the beginning of the credit term.

Gap Tuition Assistance Program

Referrals

Referrals FY17	168
Historical Program Total	7760

Interviews

Interviews Scheduled FY17	90
Historical Program Total	1673

Approved Participants

Approved Participants FY17	68
Historical Program Total	1159

Participant Completions

Historical Program Total	804 of 1029 = 78.13%
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Fiscal Year	In Training	Completed Training	Did Not Complete	Completion Rate
2013	0	84	47	84 of 131 = 64.12%
2014	0	118	31	118 of 149 = 79.19%
2015	0	150	32	150 of 182 = 82.42%
2016	0	88	19	88 of 107 = 82.24%
2017*	14	51	23	51 of 74 = 68.92%

*Includes carryover training participants from FY16.

Participant Employment

New Employment FY17	46 of 68	67.65%
Overall Employment FY17	49 of 68	72.06%
Historical Overall Employment	679 of 710	95.63%

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

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

Fiscal Year	New Employment	Same Employer (increased duties)	Deceased	Other FT Activities	Unable to Contact	Looking for work or need employer information	Overall Employment Rate
2013	62	7	0	13	2	0	69 of 69 = 100%
2014	68	19	0	1	1	0	87 of 87 = 100%
2015	101	15	0	8	6	4	116 of 120 = 96.67%
2016	59	3	0	1	2	0	62 of 62 = 100%
2017	46	3	0	6	2	19 ⁺ *	49 of 68 = 72.06%

⁺Many graduates completed training recently and are now pursuing employment. *Those graduates still looking for work on 7/1/16 and still engaged in services were moved into the FY17 pool for employment.

Project status:

Program Information (to date)	FY13	FY14	FY15	FY16	FY17	Total
75 Hour Nurse Aide	72	63	49	42	23	359
Accelerated Welding Certificate		5	15	5	0	25
Administrative Assistant Certificate	9					9
Administrative Professional Certificate			9	2	0	11
Advanced Workplace Computing Certificate	0	1				4
Basic Workplace Computing Certificate	0	1				10
Bookkeeping Certificate	3	11				25
Business Application Specialist Certificate			1	5	0	6
Business Bookkeeping Computer Certificate			1	1	1	3
Call Center Customer Service Certificate	0	12	3	1	8	36
Certificate in Office Professionals	1	9	0			36
Certificate in Web Site Design	1	2				19
Certificate in Website Development	1	0	0	0	0	11
Certified Business Computing Professionals	5	7	1			42
Class B CDL	1	0	0	1	0	9
CNC Machinist Certificate	3	16	1	3	5	28
CNC Milling Operator Certificate	0	0	0			0
CNC Turning Operator Certificate	0	0	0			0
Combination Welder Certificate	17	2	1			45
Combination Welder SERIES		1	0			1
Combination Welder 254 Certificate	5					5
Community Living Professional				0	0	0
Core Construction Certificate				1	0	1
EKG Technician			0	1	1	2
Electrical Specialist		0	2	0	0	9
Electro Mechanical Certificate		0	0	0		0
Gas Metal Arc Welding Sense I				10	2	12
Graphic Design Certificate	1	3				10
Graphic Designer Certificate			2	4	0	6
Health Support Professional				0	0	0
Industrial Maintenance Certificate		1	0	0	0	1

IT Foundations	0	0				6
Job Planning, Benchwork, Layout Certificate	0	0	0			0
Kirkwood Culinary KickStart Certificate		2	2	0	0	4
Logistics/Supply Chain Certificate		1	0			1
Manufacturing Basics & CNC Machinist Certificate	4	0	0			4
Measurement, Materials, Safety Certificate	0	0	0			0
Medical Office Professional					3	3
Modern Manufacturing Series Certificate	4	0	0			4
Nurse Aide exam only	1					3
Office Administrative Assistant Certificate	7					7
Personal Support Professional				1	0	1
Phlebotomy	11	11	14	7	1	66
Production MIG Certificate		10	10	0		20
Sales Professional Certificate			0	0	0	0
Supervising in Healthcare Facilities				0	0	0
Transportation Service Class B Training Certificate		1	3	0	0	4
Transportation Specialist				0	0	0
Transportation Technician				0	0	0
Truck Driver Class A CDL	21	37	32	43	24	246
Web Designer Certificate			3	2	0	5
Other certificates no longer offered/available						60
TOTALS	167	196	149	129	68	1159

Gap Reporting Form - General Information

Institution	Kirkwood Community College			
Contact Person	<i>Bethany Parker</i>	<i>319-365-9474 x31155</i>	bparker@kirkwood.edu	
Quarterly Reporting Period	<i>FY2017</i>	<i>February 2017</i>		FY17 Available (FY16 CF+FY17) \$345,102

Budget Summary

Line Item		Expenses per Quarter				YTD Expenditures	
		Q1	Q2	Q3	Q4		
Direct Costs:							
Tuition & Books		\$74,104.00	\$19,445.50	\$18,470.50			\$112,020.00
Equipment		\$677.51	\$762.93	\$0.00			\$1,440.44
Fees/Assessment/Testing		\$2,220.00	\$1,565.00	\$880.00			\$4,665.00
<i>Subtotal</i>		\$77,001.51	\$21,773.43	\$19,350.50	\$0.00		\$118,125.44
Other Costs:							
Staff Support/Services		\$8,611.34	\$9,779.97	\$5,741.22			\$24,132.53
Total Expenditures:	\$0.00	\$85,612.85	\$31,553.40	\$25,091.72	\$0.00		\$142,257.97

Participant Summary

	Q1	Q2	Q3	Q4	YTD Total
Number of Completed Applications:	29	16	7		52
Number of Approved Participants:	39	18	11		68
Status of Approved Participants:					
Participating or Waiting to Participate:	74	80	34		188
Completed Training:	28	18	5		51
Did Not Complete Training:	10	10	3		23
Completion Rate:	73.68%	64.29%	62.50%	#DIV/0!	68.92%
Number of <u>Third</u> Party Credentials Received:	36	14	8		58

Financial Reporting
as of March 21, 2017
80.67% of the Year Completed*

Grant Name	Carryover	Total Grant	Total Budget	Staff & Overhead Expenditures	Participant Expenditures	Staff & Overhead Obligations	Participant Obligations	Unobligated Balance	% of FY17 Grant Spent/Obligated	% of Unobligated Funds
WIOA Admin	31,844	93,805	125,649	71,643	0	37,223	0	16,783	82.11%	17.89%
WIOA Adult	27,521	180,437	207,958	65,503	39,693	34,401	24,421	43,940	75.65%	24.35%
WIOA Dislocated Worker	27,243	195,021	222,264	69,042	79,256	12,069	32,844	29,053	85.10%	14.90%
WIOA Youth In School	3,369	117,201	120,570	48,548	3,505	26,010	0	42,507	63.73%	36.27%
WIOA Youth Out of School	50,107	351,602	401,709	132,910	128,009	80,409	45,708	14,673	95.83%	4.17%
WIOA JDNEG	205,248	206,130	411,378	111,930	64,269	85,607	9,526	140,046	32.06%	67.94%
WIOA SPNEG	0	380,463	380,463	84,432	14,818	53,587	0	227,626	40.17%	59.83%
KPACE	14,656	754,583	769,239	252,052	178,204	120,238	53,944	164,800	78.16%	21.84%
SNAP	0	162,720	162,720	59,385	0	93,427	0	9,908	93.91%	6.09%
GAP	32,391	312,711	345,102	24,133	128,440	13,405	6,918	172,206	44.93%	55.07%

*JDNEG 86.17% of the grant cycle completed

*SNAP 47.33% of the grant cycle completed



New Members/One-Stop Customers INTEGRATION STATISTICS AT A GLANCE

Month of: February 2017

Total Membership

Location	Reg #	Total New Members	Regional Unemp Claims	Ratio of New Members to Unemp Claims	Gender				Disability		Age					
					# Male of New Members	Male Gender Ratio to Tot Members	# Female of New Members	Female Gender Ratio to Tot Members	# Disabled of New Members	Overall Disabled Served	Age 18-23	% of Young Adults Age 18-23 of New Members	Age 24-54	% Adults Age 24-54 of New Members	Age 55 and Above	% 55 and Above of New Members
Dubuque	1	351	654	53.7%	198	56.4%	151	43.0%	26	7.4%	49	14.0%	238	67.8%	64	18.2%
Decorah	1	109	173	63.0%	64	58.7%	45	41.3%	15	13.8%	14	12.8%	74	67.9%	21	19.3%
Mason City	2	336	550	61.1%	175	52.1%	160	47.6%	52	15.5%	36	10.7%	220	65.5%	80	23.8%
Spencer	3 & 4	135	377	35.8%	74	54.8%	61	45.2%	21	15.6%	21	15.6%	74	54.8%	40	29.6%
Fort Dodge	5	178	218	81.7%	109	61.2%	68	38.2%	22	12.4%	24	13.5%	116	65.2%	38	21.3%
Webster City*	5	15	61	24.6%	8	53.3%	7	46.7%	2	13.3%	2	13.3%	3	20.0%	10	66.7%
Marshalltown	6	405	284	142.6%	248	61.2%	156	38.5%	33	8.1%	67	16.5%	288	71.1%	50	12.3%
Waterloo	7	559	731	76.5%	294	52.6%	265	47.4%	58	10.4%	64	11.4%	391	69.9%	104	18.6%
Waterloo*																
Carroll	8	78	147	53.1%	43	55.1%	35	44.9%	9	11.5%	6	7.7%	58	74.4%	14	17.9%
Denison*																
Davenport	9	715	1061	67.4%	400	55.9%	314	43.9%	69	9.7%	87	12.2%	530	74.1%	98	13.7%
Cedar Rapids	10	649	1643	39.5%	347	53.5%	301	46.4%	80	12.3%	73	11.2%	449	69.2%	127	19.6%
Des Moines	11	1480	2327	63.6%	824	55.7%	654	44.2%	186	12.6%	140	9.5%	1121	75.7%	219	14.8%
Sioux City	12	605	470	128.7%	341	56.4%	264	43.6%	53	8.8%	84	13.9%	431	71.2%	90	14.9%
Council Bluffs	13	339	354	95.8%	185	54.6%	154	45.4%	40	11.8%	43	12.7%	243	71.7%	53	15.6%
Creston	14	89	153	58.2%	45	50.6%	44	49.4%	9	10.1%	9	10.1%	63	70.8%	17	19.1%
Ottumwa	15	380	321	118.4%	222	58.4%	157	41.3%	42	11.1%	59	15.5%	271	71.3%	50	13.2%
Burlington	16	300	731	41.0%	183	61.0%	117	39.0%	26	8.7%	43	14.3%	199	66.3%	58	19.3%
Total		6723	10255	65.6%	3760	55.9%	2953	43.9%	743	11.1%	821	12.2%	4769	70.9%	1133	16.9%

* = NEG/NDWG Nat'l Emerg Grant transition center only.

(x) = closed office

Month of October New Member Stats was adjusted/updated 12/7/2016 based upon receipt of a corrected report. UI and Active Members contained within this



Location	Reg #	Total New Members
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Dubuque	1	351
Decorah	1	109
Mason City	2	336
Spencer	3 & 4	135

Fort Dodge	5	178
Webster City*	5	15
Marshalltown	6	405
Waterloo	7	559
Waterloo*		
Carroll	8	78
Denison*		

Davenport	9	715
Cedar Rapids	10	649
Des Moines	11	1480
Sioux City	12	605

Council Bluffs	13	339
Creston	14	89
Ottumwa	15	380
Burlington	16	300
Total		6723

6723

Education						
Need GED	% of New Memb Need High Sch Equiv.	High Sch Dipl	% of New Memb Attain High School Dipl or Equiv.	Some College Ed	College Degree	Educ. Beyond College "17 & Abv"

29	8.3%	198	56.4%	85	28	11
10	9.2%	72	66.1%	16	10	1
40	11.9%	191	56.8%	80	20	5
15	11.1%	80	59.3%	23	12	5

23	12.9%	99	55.6%	41	14	1
0	0.0%	9	60.0%	5	0	1
129	31.9%	201	49.6%	62	10	3
71	12.7%	331	59.2%	103	44	10
6	7.7%	47	60.3%	20	5	0

74	10.3%	424	59.3%	156	50	11
70	10.8%	344	53.0%	146	68	21
249	16.8%	747	50.5%	312	137	35
127	21.0%	312	51.6%	136	22	8

68	20.1%	194	57.2%	57	17	3
10	11.2%	50	56.2%	26	3	0
73	19.2%	226	59.5%	57	18	6
35	11.7%	194	64.7%	57	13	1
1029	15.3%	3719	55.3%	1382	471	122

1029

3719

1382

471

122

Veteran			
Veteran	% Ratio	Veteran Rpt'd D'abled	% Ratio Veteran Rpt'd D'abled

19	5.4%	5	1.4%
10	9.2%	2	1.8%
25	7.4%	3	0.9%
15	11.1%	4	3.0%

15	8.4%	1	0.6%
2	13.3%	1	6.7%
23	5.7%	3	0.7%
28	5.0%	3	0.5%
6	7.7%	2	2.6%

47	6.6%	12	1.7%
45	6.9%	3	0.5%
91	6.1%	22	1.5%
40	6.6%	9	1.5%

23	6.8%	8	2.4%
7	7.9%	2	2.2%
14	3.7%	1	0.3%
17	5.7%	1	8.0%
427	6.4%	82	1.2%

427

82

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* = NEG/NDWG Nat'l Emerg Grant transition c

(x) = closed office

Month of report remained as it was published.

Ethnicity/Race														
Location	Reg #	Total New Members	Hispanic		Race-AIAN*		Race-Asian		Race-Black/African Amer		Race-HNPI**		Race-White	
				% Ratio		% Ratio		% Ratio		% Ratio		% Ratio		% Ratio
Dubuque	1	351	16	4.6%	3	0.9%	2	0.6%	55	15.7%	5	1.4%	261	74.4%
Decorah	1	109	9	8.3%	1	0.9%	1	0.9%	1	0.9%	0	0.0%	99	90.8%
Mason City	2	336	33	9.8%	5	1.5%	8	2.4%	26	7.7%	0	0.0%	257	76.5%
Spencer	3 & 4	135	18	13.3%	2	1.5%	1	0.7%	2	1.5%	0	0.0%	117	86.7%
Fort Dodge	5	178	16	9.0%	2	1.1%	0	0.0%	18	10.1%	0	0.0%	140	78.7%
Webster City*	5	15	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	15	100.0%
Marshalltown	6	405	123	30.4%	15	3.7%	39	9.6%	42	10.4%	1	0.2%	216	53.3%
Waterloo	7	559	55	9.8%	10	1.8%	2	0.4%	163	29.2%	2	0.4%	363	64.9%
Waterloo*														
Carroll	8	78	9	11.5%	1	1.3%	0	0.0%	5	6.4%	1	1.3%	63	80.8%
Denison*														
Davenport	9	715	87	12.2%	10	1.4%	4	0.6%	158	22.1%	2	0.3%	458	64.1%
Cedar Rapids	10	649	69	10.6%	6	0.9%	11	1.7%	126	19.4%	1	0.2%	436	67.2%
Des Moines	11	1480	186	12.6%	22	1.5%	59	4.0%	366	24.7%	9	0.6%	877	59.3%
Sioux City	12	605	153	25.3%	39	6.4%	13	2.1%	43	7.1%	4	0.7%	351	58.0%
Council Bluffs	13	339	49	14.5%	9	2.7%	5	1.5%	24	7.1%	5	1.5%	236	69.6%
Creston	14	89	13	14.6%	1	1.1%	0	0.0%	2	2.2%	0	0.0%	69	77.5%
Ottumwa	15	380	71	18.7%	9	2.4%	1	0.3%	35	9.2%	12	3.2%	259	68.2%
Burlington	16	300	31	10.3%	9	3.0%	5	1.7%	52	17.3%	2	0.7%	202	67.3%
Total		6723	938	14.0%	144	2.1%	151	2.2%	1118	16.6%	44	0.7%	4419	65.7%

* = NEG/NDWG Nat'l Emerg Grant transition c

*American Indian/Alaska Native=AIAN

**Hawaiian Native/Pacific Islander

(x) = closed office

Month of



Location	Reg #	Total New Members	Referrals to/CoEnrollments			PJ	MSFW	Seasonal	Initial ServPlan	ACTIVE	
			WIA Adult Intsive	% Ratio Referrals to WIA Adult Intensive to Total New Members	WIA DW Intsive	% Ratio Referrals to WIA DW Intensive to Total New Members	WIA Displac'd Hmkr	PJ	MSFW Migrant Worker	MSFW Seasonal Farm Worker	# New Members with Initial Services Plan
Dubuque	1	351	177	50.4%	50	14.2%	6				1537
Decorah	1	109	56	51.4%	22	20.2%	1				646
Mason City	2	336	189	56.3%	73	21.7%	4				1611
Spencer	3 & 4	135	74	54.8%	34	25.2%	0				906
Fort Dodge	5	178	90	50.6%	28	15.7%	1				1019
Webster City*	5	15	13	86.7%	8	53.3%	0				144
Marshalltown	6	405	171	42.2%	28	6.9%	5				1846
Waterloo	7	559	306	54.7%	69	12.3%	10				3618
Waterloo*											
Carroll	8	78	41	52.6%	18	23.1%	0				395
Denison*											
Davenport	9	715	335	46.9%	85	11.9%	12				3392
Cedar Rapids	10	649	342	52.7%	133	20.5%	3				3169
Des Moines	11	1480	749	50.6%	185	12.5%	31				5792
Sioux City	12	605	269	44.5%	73	12.1%	4				2586
Council Bluffs	13	339	120	35.4%	35	10.3%	2				1494
Creston	14	89	47	52.8%	18	20.2%	0				601
Ottumwa	15	380	128	33.7%	18	4.7%	4				1821
Burlington	16	300	133	44.3%	36	12.0%	3				1452
Total		6723	3240	48.2%	913	13.6%	86				32029
		6723	3240		913====Check		86				32029

* = NEG/NDWG Nat'l Emerg Grant transition c

(x) = closed office

Month of



This report Reflects January-February 2017

Current Job Openings (Includes indexed jobs)

	Statewide	Regional
January	34,223	4102
February	26,961	3138

<i>Unemployment Rates- County rates are not seasonally adjusted</i>			
	January 2017	December 2016	January 2016
United States (seasonally Adjusted)	4.8%	4.7%	4.9%
State of Iowa (seasonally adjusted)	3.3%	3.5%	3.8%
Benton	4.2%	3.7%	4.7%
Cedar	4.2%	3.5%	4.7%
Iowa	3.9%	3.5%	4.5%
Johnson	2.8%	2.4%	3.0%
Jones	5.6%	4.1%	6.2%
Linn	4.0%	3.6%	4.5%
Washington	4.0%	3.0%	3.9%

Business Services:

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

Terry Branstad, Governor
Kim Reynolds, Lt. Governor
Beth Townsend, Director



Cedar Rapids Recruiting Events:

January/February 2017

RGIS -4
Aerotek-3
Ruffalo Noel Levitz-3
Kaplan-2
Five Guys Burgers-2
RS Hanline
US Census Bureau
Mississippi Valley Regional Blood Center
Kelly Services
PIC Group
Moe's Southwest Grill
Sprint
QPS
Willow Gardens

Iowa City Recruiting Events:

January/February 2017

Temp Associates-2
Ruffalo Noel Levitz-2
Manpower-2
Quaker Oats-2 (Targeted specifically for IAC impacted workers)
Kelly Services-2
ACS-2
General Mills
Advanced Services
A-1 Careers
Per Mar
Aerotek
Affordable Cleaning

Terry Branstad, Governor
 Kim Reynolds, Lt. Governor
 Beth Townsend, Director



Business Service activities January-February:

- ECI sponsored memberships for all four business representatives for Eastern Iowa Human Resources Association (EIHRA) which began in January
- February-Business team proctored the NCRC at Tipton High School testing 45 students
- Kate Pine co-facilitated job club at Washington HS in Cedar Rapids (5 part series with employers attending 3 of the 5)
- February-Met with the IVRS team and Michelle Krefft, state IVRS Business Specialist for day long training looking at opportunities to collaborate on behalf of job seekers and business.
- February 23rd-Youth Job Fair-25 employers and 79 youth attended. Feedback was still very positive given the lower turnout with the main complaint being not enough businesses hiring 14/15 year olds.

Rapid Response activities:

Rockwell-Cedar Rapids

- 69 laid off around 1/27/17
- Attended 3 sessions -impacted workers met with HR to complete paperwork and exit interviews
- Sessions allowed for drop ins rather than structured start and end times

Transamerica-Cedar Rapids

- 120 being laid off in February 2017
- Held two worker sessions at the CR IowaWORKS center with 30 employees attending

Johnson County Government-Iowa City 3/1/17

- Laid off 23 workers due to contract ending with AmeriHealth
- Layoffs will be gradual and based on closing out caseload
- Held on-site rapid response meeting, mainly focusing on UI and job seeking information per request from workers

From January-February 2017, several short term trainings were offered free as core services to members of IowaWORKS and are listed below.

Forklift Certification

CPR

Computer Classes (Keyboarding, Word, Email/Internet, Excel)-CR and IC offerings

OSHA 10

4444 First Ave NE, Ste 436 * Cedar Rapids, Iowa 52402

Phone: (319) 365-9474 Fax: (319) 365-9270

Web Address: <http://www.iowaworkforce.org/region10/cedarrapids.htm>

Auxiliary aids and services upon request to individuals with disabilities.

Terry Branstad, Governor
Kim Reynolds, Lt. Governor
Beth Townsend, Director



Synopsis of the State Apprenticeship Grant

862 referrals
112 enrollments
22 OJT placements
40 non OJT placements
40 referrals to WIOA
22 in assessment and job preparedness
37 program exits
Current OJT's with LX Nexus, Homeland Electric, Brandt Heating and Air

President's day In-Service (February 20th)-All four core partners gathered at the Johnson County Regional Center at the University of Iowa campus in Coralville. We had Heather Woody facilitate training on culture and teamwork in the workplace. In general, feedback was very positive from staff. There will be on-going training and focus on culture in the office to maximize partnerships and teamwork needed to ensure WIOA core values are met or exceeded.

Adult Education Report—March 2017

Enrollment Update

Enrollments continue to trend slightly ahead of our FY16 numbers. As of March 13, 2017, we have had 1551 students enter our program, which above enrollment at the same time last year. Our federal enrolled number is 878, which is 82% of our yearly goal and also an increase from last year.

We are also seeing gains in our student persistence. In the past two months, we have also increased our post-tested students, and are currently running over 5% ahead of this time last year. We also have made a significant decrease in the number of students we have exited from the program compared to prior years, meaning more students are staying in courses.

Desktop Monitoring Visit February 7th

The Adult Education Program had its annual monitoring visit with Department of Education staff on February 7th. This year's review focused on WIOA integration and work with our WIOA partners. The visit this year consisted of a desktop monitoring visit with Department of Education staff. We should receive feedback on the visit within the next few months.

Expanded ESL Classes at IowaWORKS

In late February, the adult education program revised its format of delivery of ESL services at the IowaWORKS office. Instead of afternoon open lab time, we have moved toward offering more formalized class times on Tuesday and Thursday mornings. Classes are now available from 9 AM to Noon on Tuesdays and Thursdays.

ESL Transportation Class in Development

The adult education program is working in collaboration with Kirkwood's Transportation division on the development of a pre-CDL course for ESL students. This class is tentatively scheduled for June of 2017 and will be co-taught by an ESL and transportation instructor. The class will focus on introducing students to

Adult Education Report—March 2017

transportation careers, as well as assist students in preparing for the CDL permit exam.

RFP for Title II Funds Released on March 15th

The Iowa Department of Education released the guidelines and application process for Title II (Adult Education) funds on March 15th. This is a new, three year competition as a result of the WIOA legislation. To be eligible for the competition, applicants must be eligible providers that are able to demonstrate past effectiveness in serving adult education populations. Information on the application and its requirements are available on the Department of Education's website, as well as at www.iowagrants.gov. A bidder's conference was held on March 28th in Des Moines for interested applicants. Applications are due on May 1st, with an effective date of July 1, 2017.

AEL Performance Data 3-13-17

	FY17YTD	FY16YTD	Change	FY17 Goal	% Goal Met
ABE/ESL/HSED					
Total Enrolled	1559	1496	63		
Federal Enrollment	878	859	19	1075	81.67%
Persistence Rate	56.32%	57.42%	-1.10%		
Students with Pre/Post Pair	455	399	56		
Post-Test Rate	51.82%	46.45%	5.37%	60%	86.37%
Students completing level	270	241	29		
Post-Test Gain	59.34%	60.40%	-1.06%		
Completion Rate	30.75%	28.06%	2.70%		

EFL Levels	FY17Enroll	FY16Enroll	FY17 YTD	FY16 YTD	Change	FY16Goal	FY17 Goal	% Goal Met
ABE Beginning Literacy	7	6	42.86%	50.00%	-7.14%	37%	40%	107.15%
ABE Beginning Basic	30	31	46.67%	38.71%	7.96%	38%	42%	111.12%
ABE Intermediate Low	76	81	35.53%	20.99%	14.54%	45%	44%	80.75%
ABE Intermediate High	237	205	22.78%	15.61%	7.17%	35%	40%	56.95%
ASE Low	99	99	35.35%	30.30%	5.05%	55%	50%	70.70%
ASE High	10	24	20.00%	25.00%	-5.00%	N/A	N/A	N/A
ESL Beginning Literacy	25	30	12.00%	33.33%	-21.33%	47%	47%	25.53%
ESL Low Beginning	34	41	44.12%	41.46%	2.66%	53%	48%	91.92%
ESL High Beginning	112	104	47.32%	39.42%	7.90%	49%	48%	98.58%
ESL Low Intermediate	104	118	24.04%	33.90%	-9.86%	39%	42%	57.24%
ESL High Intermediate	87	78	32.18%	30.77%	1.41%	38%	45%	71.51%
ESL Advanced	57	42	19.30%	21.43%	-2.13%	22%	25%	77.20%

Total EFL's Met YTD 2

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal

% Students from FY16 Transition to Credit

17%

AEL Performance Data 3-13-17

	FY17 YTD	FY16 YTD	Change
ABE/ESL/HSED/Corrections			
Total Enrolled	1750	1677	73
Federal Enrollment	1057	1026	31
Persistence Rate	60.40%	61.18%	-0.78%
Students with Pre/Post Pair	549	484	65
Post-Test Rate	51.94%	47.17%	4.77%
Students completing level	323	286	37
Post-Test Gain	58.83%	59.09%	-0.26%
Completion Rate	30.56%	27.88%	2.68%

	FY17 YTD	FY16 YTD	Change
EFL Levels W/Corrections			
ABE Beginning Literacy	47.62%	33.33%	14.29%
ABE Beginning Basic	36.62%	39.71%	-3.09%
ABE Intermediate Low	30.43%	21.09%	9.34%
ABE Intermediate High	23.30%	14.46%	8.84%
ASE Low	34.51%	29.31%	5.20%
ASE High	37.50%	39.02%	-1.52%
ESL Beginning Literacy	12.00%	33.33%	-21.33%
ESL Low Beginning	44.12%	41.46%	2.66%
ESL High Beginning	47.32%	39.42%	7.90%
ESL Low Intermediate	24.04%	33.90%	-9.86%
ESL High Intermediate	32.18%	30.77%	1.41%
ESL Advanced	19.30%	21.43%	-2.13%

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal

Region 10
Regional Workforce Development Board
Disability Access Committee

The following Regional Workforce Development Board (RWDB) proposal was developed to identify and approve a subcommittee of the Regional Board, which is to carry out the mission of the Disability Access Committee as follows: This subcommittee will be a resource for addressing expectations for customer-focused, seamless services from a network of employment, training and related services that helps individuals overcome barriers to becoming and staying employed. The committee will provide guidance with evaluation of customer satisfaction as it relates to physical and programmatic accessibility requirements in WIOA Section 188 and the Americans with Disabilities Act (ADA). It will also be a resource in reviewing continuous improvement to impact employment outcomes for individuals with disabilities. The committee will play an important part in helping our Region meet the disability accessibility elements of the mandatory WIOA One-Stop Certification Process.

In short, we are to ensure that the Iowa One-Stop Delivery System is to meet the minimum accessibility requirements of the ADA. The first phase will consist of a physical and programmatic accessibility assessment of our Region 10 Center and the development of a Disability Access Transition Plan.

Disability Access Committee Leadership Structure:

Co-chair: Holly Mateer, IVRS Supervisor, Ex Officio RWDB Member

Co-chair: Monica Brockway, IVRS Supervisor, Ex Officio RWDB Member

Vice Chair: Jamie Phipps, Iowa Department for the Blind

RWDB Appointees:

Holly Mateer, IVRS

Monica Brockway, IVRS

Jamie Phipps, IDB

Carla Andorf, IowaWORKS

Jennifer Keaton, Community Hands (Vacant) College

Requested Action:

RWDB vote to approve the above proposed Leadership Structure and Appointees as listed. Future actions related to this Sub Committee will be reviewed as necessary.

RWDB, Chair