



**CEO/RWDB MEETING
THURSDAY, MAY 25, 2017
10 AM – NOON**

**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)
 - RWDB MEETING – MARCH 30, 2017
5. CORRESPONDENCE
 - NONDISCRIMINATION POLICY MEMO (SEE ATTACHMENT B)
6. MEMBER ANNOUNCEMENTS
7. MOTION TO APPROVE TENTATIVE PROGRAM YEAR 17 FY18 WIOA BUDGET – CARLA ANDORF (SEE ATTACHMENT C)
8. TITLE II FUNDS RFP UPDATE – CARLOS VEGA
9. BOARD TRANSITION TIMELINE AND IDEAS – CARLA ANDORF (SEE ATTACHMENT D)
10. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT E)
11. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT F)
12. IowaWORKS FINANCIALS & ENROLLMENT GOALS – CARLA ANDORF (SEE ATTACHMENT G)
13. REGION 10 IowaWORKS REPORT – CARLOS VEGA (SEE ATTACHMENT H)
14. ADULT EDUCATION/LITERACY REPORT – MARCEL KIELKUCKI (SEE ATTACHMENT I)
15. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER
16. IOWA DEPARTMENT FOR THE BLIND REPORT – KOHELL WEBER-RICKLEFS
17. PRESENTATION: WIOA CORE PARTNER MARKETING
18. MOTION TO ADJOURN

NEXT MEETING DATE IS: RWDB, JUNE 29, 2017, IowaWORKS

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

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

MARCH 30, 2017
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

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

RWDB Board Members Absent: Patrick Loeffler, Kristy Lyman

RWDB Ex-Officio Members: Carmen Heck (by teleconference), DaLayne Williamson

STAFF: Carla Andorf, Kim Becicka, Scott Mather, Carlos Vega, Kochell Weber-Ricklefs

GUESTS: Jamie Phipps

The meeting was called to order by Chair Patty Manuel at 10:05 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, Mary Gudenkauf, Shelley Parbs, agenda approved.

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

Patty Manuel asked if there was any correspondence to share. There was none.

Patty Manuel asked if there were any member announcements. Carla Andorf shared that we will continue to work on the new board structure and the committee will meet in April. Marcel Kielkucki attended the AIWP Conference and attended a session done by Ben Humphrey about the recommended board structure changes. Steve Olson attended the Workforce Development Institute with Kim Becicka and Judy Stoffel and was very complimentary of the work that our region has done.

Carla Andorf reviewed the WIA Training Provider applications for the following providers and their respective programs:

- Kirkwood Community College
 - Six Sigma Green Belt Certificate
- New Horizons
 - Basic Business Computing Associate Program

If approved, this will allow clients to receive WIA funding for this program. Patty Manuel asked for a motion to approve the WIA Training Provider applications. M/S/C, Julie Perez, Steve Olson, motion approved. Marcel Kielkucki abstained from the vote.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress and discussed the cross-functional team work that is on-going.

Carla Andorf reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. KPACE has seen a spike in enrollment especially with the Iowa City programs.

Carla Andorf reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. Liya Fitzpatrick has taken another position in the Finance Department at Kirkwood; we hope to fill her position by mid-April.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for January and February. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events and rapid response activities assisted by the Employer Services team.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. He also discussed the RFP for the Title II Funds which was released on March 15. He attended a bidders' conference this week for interested parties. Applications are due May 1. The board discussed how many people should be on the review committee to review the applications. Patty Manuel asked for a motion to appoint three board members to the review committee and those three members would be Steve Olson, Mark Schneider, and Patty Manuel. M/S/C, Steve Olson, Julie Perez, motion carried. Marcel Kielkucki abstained from the vote.

Kochell Weber-Ricklefs reviewed the Iowa Department for the Blind report. She is helping with the Reverse Job Fair, meeting with the Employer Services team and working on the summer transition program for school age students.

During the meeting, Carla Andorf received the WIA Training Provider application for the following provider and their respective program:

- University Of Iowa
 - Informatics

If approved, this will allow clients to receive WIA funding for this program. Patty Manuel asked for a motion to approve the WIA Training Provider application. M/S/C, Julie Perez, Marcel Kielkucki, motion approved.

Jamie Phipps, Vocational Rehabilitation Counselor, Iowa Department for the Blind, discussed the proposal to identify and approve a subcommittee of the Regional Board to carry out the mission of the Disability Access Committee. The 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. Patty Manuel asked for a motion to approve the proposed

leadership structure and appointees as discussed. M/S/C, Steve Olson, Julie Perez, motion approved.

Discussion was held on the decision to discontinue the Iowa Workforce Development's KIOSK system in local areas. Clients are still able to access the system and can do so from any computer with an internet link.

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

The meeting adjourned at 11:25 am.



Date: April 11, 2017

To: **WIOA Directors, District Managers, Managers, Grantees, and Sub-Recipients**

From: Harvey Andrews, State WIOA EO Officer

Subject: **Procedure for Equal Opportunity (EO) and Nondiscrimination Policy Guidance under 29 CFR Part 38, "Implementation of the Non-Discrimination and Equal Opportunity Provisions of the Workforce Innovation Opportunity Act (WIOA)"**

As an IWD Director, District Manager, Manager you are designated "EO Liaisons". To assist you in carrying out your responsibilities under WIOA 29 CFR Part 38 and to enhance your abilities to serve in the EO Liaison capacity, you and your reporting authorities will continue to be provided notices together with training. This is to emphasize our ongoing requirement to be in compliance with state and federal regulations ensuring equal opportunity and nondiscrimination in all of our programs, services, activities and training. I have also sent this policy to State Boards, Advisory Councils, Regional Investment Boards, Grantees and Sub-Recipients for their information. They are not being asked to complete any of the provided forms but are to be knowledgeable of the obligations.

As a Department of Labor (DOL) financial recipient, IWD is required to ensure that policies, procedures, technical assistance, guidance, communiqués and memorandums related to EO and Nondiscrimination are effectively communicated to all four districts and the 15 regions, grantees, and sub-recipients. It is a

continuing requirement to provide **EO and Nondiscrimination policy guidance and information** relative to the programs, services and activities IWD provides.

I will continue to provide topical communication to you in a variety of formats, such as written documents, memorandums, e-mails with attachments, posters, informational brochures, videos and other forms of audio and visual presentation. This will be inclusive of information regarding any action you should take regarding applicable deadlines, and other pertinent information to implement the effective action required. For your reference, you should maintain a file for this documentation I am providing so you can refer to the material as needed.

Please contact me for further information or with any questions you may have (Harvey Andrews, State WIOA EO Officer, 515-281-8149 or email harvey.andrews@iwd.iowa.gov). Your continued cooperation is appreciated.

A handwritten signature in black ink, appearing to read "Harvey Andrews", with a long horizontal flourish extending to the right.

Harvey Andrews
State WIOA EO Officer

FY 2018 Preliminary Budget

	WIOA Admin	WIOA Adult	WIOA Dislocated Worker	WIOA Youth In School	WIOA Youth Out of School	KPACE	GAP
Estimated Carryover	\$16,000	\$12,000	\$4,000	\$16,000	\$7,700	\$75,458	\$31,271
Estimated New Funds	\$106,328	\$185,283	\$260,830	\$102,168	\$408,674	\$754,583	\$312,711
Estimated Total	\$122,328	\$197,283	\$264,830	\$118,168	\$416,374	\$830,041	\$343,982

	WIOA Admin	WIOA Adult	WIOA Dislocated Worker	WIOA Youth In School	WIOA Youth Out of School	KPACE	GAP
Salaries	\$66,690	\$90,929	\$172,812	\$44,761	\$135,010	\$255,992	\$26,857
Fringe	\$9,605	\$14,867	\$28,815	\$7,935	\$24,138	\$49,278	\$4,176
Staff Travel	\$650	\$2,097	\$1,100	\$1,200	\$5,847	\$4,700	
Advertising/Printing/Production	\$4,100	\$850	\$900	\$700	\$2,000	\$40,570	
Communication	\$440	\$575	\$500	\$900	\$1,900	\$2,000	
Staff Training/Conferences	\$800	\$180		\$130	\$400	\$600	
Misc Expenses (IT Charges)	\$130	\$191				\$5,000	
Materials and Supplies	\$280	\$250	\$50	\$200	\$550	\$600	
Meetings and Workshops	\$70	\$70	\$90	\$140	\$500	\$750	
Memberships	\$224	\$269	\$216	\$185	\$560		
Non-Capital Equipment	\$3,771	\$0					
Liability Insurance	\$130	\$143	\$158	\$98	\$300	\$531	
Rent/Utilities	\$4,500	\$5,600	\$4,442	\$3,704	\$11,500	\$7,100	
Participant Expense	\$30,938	\$81,262	\$55,747	\$58,216	\$233,669	\$462,920	\$312,949
Total by Program	\$122,328	\$197,283	\$264,830	\$118,168	\$416,374	\$830,041	\$343,982

54% Participant Expenses

46% Staff and Overhead Expenses

**Regional Workforce Development Board
Recruitment Workgroup
May 10, 2017**

Attendees: Susie Weinacht, Marcel Kielkucki, Scott Mather, Monica Brockway, Carla Andorf

Team reviewed the guidance from the full RWDB. Will have a total of 23 voting members. Reviewed attachment with openings and where current board members fit into the line-up. Overall the Region 10 board is in need of:

- 8 Business Representatives (1 must be small business)
- 1 Additional Labor Representative
- Identify who might represent each of the one-stop system partners

Workgroup agreed that it's important to identify a diverse group of business representatives who represent in-demand careers in the region.

Workgroup also talked about potentially adding a K-12 ex-officio in addition to the K-12 representative on the board with the goal of having representation from rural and urban schools.

We only need one nomination per opening during transition.

Timeline:

June-September 2017-Workgroup and RWDB members identify and reach out to potential RWDB members.

June & September 2017-Nomination forms reviewed and voted on by RWDB Members.

December 2017-Final RWDB appointments sworn onto the board.

Ideas for open positions:

Name	Board Seat	County	Industry (if applicable)	Male/Female
Bob Freeman	Business-Thompson Trucking	Linn	Transportation and Logistics	Male
	Business-Click Stop	Benton	Logistics, Warehousing, Shipping and Manufacturing	
	Business-Kinze	Iowa	Manufacturing	
Chris Hummer	Business-Hummer Trucking	Iowa	Transportation and Logistics	Male
Brian DeCoster	Small Business-Big Ten Rentals	Johnson	Customer Service, Logistics	Male, Republican
	Business-Ecolips	Linn	Manufacturing	
Rhonda Griffin	Business-Centro	Johnson	Manufacturing	Female

	Business-NIS	Johnson	Manufacturing	
	Business-NCI	Jones	Manufacturing	
Deb Dirks	Business-Crystal Group	Linn	IT and Manufacturing	Female
Matt Olmstead	Small Business-Olmstead Construction	Linn	Construction	Male
Brett Cobb	Small Business-World Class Industries	Linn	Manufacturing & Customer Services	
	Business-Xerxies	Cedar	Manufacturing	
	Business-Zero Energy	Johnson	Manufacturing	
	Business-TSF Structures	Cedar	Manufacturing	
Scott Friauf	Business-Rinderknecht	Linn	Construction	Male
Jolynn (Holly M has connection)	Business-Unity Point	Linn	Health Care	Female
Gust or Doley	Business-Mercy	Linn	Healthcare	Female
Jerry Hobart	Labor-Local 125	Linn		Male
Jesse Case	Labor-Teamsters	Linn		Male
Joint Venture Leadership?	One-stop System-Economic Development	Linn/Johnson		Male/Female
DaLayne W.	One-stop System-Economic Development	Johnson		Female
Kim Becicka	One-stop System-Higher Education	Johnson/Linn		Female
Holly Mateer Monica Brockway Kochell Webell	One-stop System-IVRS/IDB			Female
Scott Mather Carlos Vega	One-stop System-IWD	Linn		Male
Marcel Kielkucki	One-stop System-Adult Education	Linn		Male
Mark	One-stop System-K12	Johnson		Male

Need to get as close to 50/50 on Male/Female and party affiliation. County and industry diversity are not requirements but would be good to consider when identifying nominations.

Current board make up:

Steve	Business	Washington		Male
Kristy	Business	Linn		Female
Patty	Business	Jones		Female
Julie	Business	Linn		Female
Wayne	Labor	Cedar		Male
Shelly	Labor	Benton		Female
Pat	Labor/Apprenticeship	Linn		Male
Susie	Labor	Linn		Female
Marcel	Higher Ed	Linn		Male
Mark	K12	Washington		Male
10 Members Currently	5 Business 4 Labor/App 2 One-Stop System	Benton-1 Cedar-1 Johnson-0 Jones-1 Linn-5 Washington-2		5 Male 5 Female

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>

			<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.</p> <p>June 2017-Completing COLORS training with all staff.</p> <p>May 2017-Planning fall team building activities at Camp Wapsi.</p>
<p>1.4 Develop a referral process between the four core programs which includes a hand off and follow up process.</p>	<p>Core Partners</p>	<p>December 31, 2017</p>	<p>July-September 2016: Joint workgroup (4 core partners) working on developing a more efficient referral tool and method.</p> <p>October 2016: Report out to full staff with an action plan ready to implement.</p> <p>Jan-March 2017-Team is researching options for making electronic referrals. SmartSheet is being researched as a quick tool.</p> <p>May 2017-Alos looking at a google doc that can be shared among partners. GeoSolutions software system train-the-trainer training begins in May. Will be sending several staff to start transition process. New system has built in referral tool.</p>
<p>1.5 Inform customers of career pathways and occupations that lead to self-sufficiency.</p>	<p>Core Partners with Sector Boards</p>	<p>June 30, 2018</p>	<p>June 2016-RWDB met with Advance Mfg Sector Board to learn about pathways and workforce needs</p> <p>September 2016-RWBD met with Customer Service/Insurance/Banking Sector Board to learn about pathways and workforce needs.</p> <p>November 2016-Hosted apprenticeship awareness event with 23 businesses and 11 job seekers.</p> <p>May 2017-Promoting and recruiting non-native English speakers to a free Transportation Communication class that educates them on the various career pathways in transportation and</p>

			logistics and prepares them to enter into those training programs.
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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 Services/Insurance/Customer Service sector board pathways.	Core Partners Advanced Manufacturing Sector Board Financial Services/Insurance and Customer Service Board	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 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. May 2017-Transportation Communication and pathway class.
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	Ongoing-Support services proved to customers in training.

<p>2.4 Align partner services to training pathways to reduce barriers and ensure customers receive needed support.</p>	<p>Core Partners</p>	<p>December 31, 2017</p>	<p>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 May 2017-Class is starting</p>
<p>2.5 Expand access to training and education opportunities through the use of distance learning tools, videoconferencing, and other technology.</p>	<p>Core Partners</p>	<p>June 30, 2017</p>	<p>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.</p>
<p>2.6 Co-enroll participants in core partner programs as appropriate to provide participants with access to needed and available services.</p>	<p>Core Partners</p>	<p>Ongoing</p>	<p>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.</p>

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
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<p>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.</p>	<p>Core Partners RWDB</p>	<p>Ongoing</p>	<p>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. May 2017-Transportation Communication class and pathway options for non-native English speakers.</p>
<p>3.2 Create workforce system programming aligned to local business demands/needs.</p>	<p>Core Partners RWDB Sector Boards</p>	<p>Ongoing</p>	<p>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.</p>
<p>3.3 Integrate current apprenticeship career opportunities into career and training pathways and expand apprenticeship opportunities with regional employers.</p>	<p>Core Partners Apprenticeship Employers</p>	<p>June 30, 2018 Ongoing</p>	<p>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.</p>

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.
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Grants Report

May 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	\$197,078.56	\$148,023.58

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	\$547,388.17	\$221,850.67
GIVF Reimbursement Funds	\$10,701.54	\$0	\$10,701.54	\$4,434.86	\$6,266.68
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	89
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E&T FFY16 (7/1/16 – 9/30/16)	20
E&T FFY17 (10/1/16 – 6/30/17)	23

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

KPACE	123
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Fall cohorts began in August 2016. Spring cohorts began in January and March 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	230
Historical Program Total	7822

Interviews

Interviews Scheduled FY17	115
Historical Program Total	1698

Approved Participants

Approved Participants FY17	89
Historical Program Total	1180

Participant Completions

Historical Program Total	815 of 1045 = 77.99%
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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*	8	62	28	62 of 90 = 68.89%

*Includes carryover training participants from FY16.

Participant Employment

New Employment FY17	54 of 73	73.97%
Overall Employment FY17	58 of 73	79.45%
Historical Overall Employment	688 of 715	96.22%

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	54	4	0	8	6	15 **	58 of 73 = 79.45%

*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	30	366
Accelerated Welding Certificate		5	15	5	0	25
Administrative Assistant Certificate	9					9
Administrative Professional Certificate			9	2	1	12
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		6
Business Bookkeeping Computer Certificate			1	1	2	4
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	6	29
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	1	2
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	2	67
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	32	254
Web Designer Certificate			3	2	1	6
Other certificates no longer offered/available						60
TOTALS	167	196	149	129	89	1180

Financial Reporting
as of May 16, 2017
87.5% 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	Target Carryover	Balance to Spend
WIOA Admin	31,844	93,805	125,649	84,330	0	24,536	0	16,783	86.64%	13.36%	14,071	2,712
WIOA Adult	27,521	180,437	207,958	82,278	79,921	17,626	15,801	12,332	94.07%	5.93%	27,066	(14,734)
WIOA Dislocated Worker	27,243	195,021	222,264	75,159	113,376	5,952	30,101	(2,324)	101.05%	-1.05%	29,253	(31,578)
WIOA Youth In School	9,626	84,384	94,010	60,246	3,505	14,312	0	15,947	83.04%	16.96%	12,658	3,289
WIOA Youth Out of School	43,849	384,418	428,267	168,588	152,194	44,731	55,011	7,743	98.19%	1.81%	57,663	(49,920)
WIOA JDNEG	205,248	206,130	411,378	160,725	90,434	36,812	16,607	106,800	74.04%	25.96%		
WIOA SPNEG	0	380,463	380,463	96,733	15,042	41,286	0	227,402	40.23%	59.77%		
KPACE	14,656	754,583	769,239	336,967	282,965	35,323	9,885	104,099	86.47%	13.53%	75,458	28,641
GAP	32,391	312,711	345,102	29,862	171,423	7,676	21,997	114,144	66.92%	33.08%	31,271	82,873

*Will move funds from JDNEG or Admin to WIOA Dislocated Worker

*Watching enrollments and expenses to assure some carryover

*JDNEG 86.17% of the grant cycle completed

*SNAP 47.33% of the grant cycle completed

Experiential Learning (20% requirement)

Actuals Current %

96,310.00 24.40%

Including Obligations

142,933.00 29.50%



This report Reflects March-April 2017

Current Job Openings (Incudes indexed jobs)

	Statewide	Regional
March	34,196	3868
April	28, 279	3149

<i>Unemployment Rates- County rates are not seasonally adjusted</i>			
	March 2017	February 2017	March 2016
United States (seasonally Adjusted)	4.5%	4.7%	5.0%
State of Iowa (seasonally adjusted)	3.1%	3.2%	3.8%
Benton	3.6%	3.8%	4.0%
Cedar	3.2%	3.6%	3.8%
Iowa	3.1%	3.3%	3.8%
Johnson	2.4%	2.6%	2.6%
Jones	4.5%	4.9%	5.4%
Linn	3.4%	3.6%	4.0%
Washington	3.1%	3.5%	2.9%

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:



Cedar Rapids Recruiting Events:

March/April 2017

QPS-2
Willow Garden
Ruffalo Noel Levitz
Aerotek
Kirkwood
RGIS-5
Robert Half
Kaplan-2
PIC Group
Ranstad
Mediacom
Driveline Retail

Iowa City Recruiting Events:

March/April 2017

Aerotek
Advance Services
Goodwill
Service Master

Center activities March/April:

- Kate Pine participated in Healthy Families Event at Taylor Elementary School- an annual event in one of the lower income neighborhoods which provides a hot meal and family activities along with services available in the area to assist families in need.
- Business team began monthly Integrated Conference call hosted by Voc Rehab in which employers with several opportunities across Iowa speak about recruiting & application processes. First call with Union Pacific (schedule for first 6 months of the year includes: Hy-Vee, CVS, and Mid-America Energy)



- Began 3 part Registered Apprenticeship trainings for business team and partners. First and second level training for all staff interacting with businesses with information about RA and how to promote (IVRS, Department for Blind, & IowaWORKS staff in attendance)
- WIOA Integration Steering committee finalized desk reference guide with contacts across all services within WIOA. Final print scheduled for end of 2QTR.
- Kate Pine attended Midwest Manufacturing Conference in Davenport- brought together over 50 employers in the Manufacturing field. Director Townsend presented at the registered apprenticeship panel and IowaWORKS staff manned a table and networked with Iowa manufacturers.
- WIOA Integration Steering committee continued to meet to create visual display board for each physical location and traveling displays which highlight all services available. Along with the display board a 3 minute video was also created and will be published on YouTube at the end of June.
- ECI sponsored a seminar on Registered Apprenticeship on 3/15 at the Linn County Armory with roughly 20 employers attending.
- Jennifer Lahey participated on a panel at a Re-entry forum in Iowa City April 3rd to discuss barriers facing those returning to the community following incarceration. Attendees included service providers, employers, concerned citizens, and returning citizens.
- Employer Disability Resource Network (Partnership between IowaWORKS, IVRS, and various community providers) held a reverse job fair on 4/7/17 with 25 employers and 14 job seekers attending. These job seekers attended a boot camp to prepare for the event and a dry run to practice before the actual event. One job seeker received an interview the same day while several others were offered interviews in the coming weeks. Plans are underway for an Iowa City reverse job fair.
- In April, Mace Huffman (BMS for in region 10) assisted with the HBI Resume process mapping in collaboration with IEDA/IWD, the team/focus group designed and implemented a revised HBI website resume process. The process was successfully communicated to all 16 Regions in the state.

Rapid Response Activities:

Raining Rose-Laid off 49 workers, paid in lieu of notice up to 3/24/17 (30 days from notice). They used a placement agency to assist their workers with transitioning to their next employment opportunity so on-site meetings didn't occur with IowaWORKS.



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

Forklift Certification
CPR for Healthcare
Computer Classes (Keyboarding, Word, Email/Internet, Excel)-CR and IC offerings
OSHA 10
ESL

Synopsis of the State Apprenticeship Grant

889 referrals
125 enrollments
25 OJT placements
50 non OJT placements
44 referrals to WIOA
20 in assessment and job preparedness
43 program exits
Current OJT's LX Nexus, Homeland Electric, Centro Plastics, Brandt Heating and Air, Collum Electric

This grant is ending 6/30/17 and will not be extended.

Adult Education Report—May 2017

Enrollment Update

Enrollments continue to outpace our numbers from last year. As of May 15th, we have met our enrollment goal for the year with 1086 students enrolled for 12 or more hours for the year. We also recently celebrated graduation on May 12th where we recognized 223 graduates in the past year.

For the next few weeks, staff is working on wrapping up our program year. We have identified areas where we have students still in need of demonstrating gains on assessments and staff will work to re-engage or assist those that have been identified.

RFP Update

Kirkwood Community College did submit an application for all programming that was available as part of the Iowa Department of Education's request for proposals for adult education and literacy funds. Local applications were due on May 1st, and the state intends to notify programs around June 10th. Funding would begin on July 1st.

State Funds Update

The legislature and governor did approve level state funding for adult education and literacy programs for FY18. In the governor's revised budget recommendation, there was a proposed 50% cut to the programs, but that funding was restored in the final education appropriation bill.

ESL Transportation Class

Our inaugural ESL transportation class will begin on May 30th in Cedar Rapids. This class has been a collaborative effort among adult education, KTOS, and the KPACE program. The class will run for 4 weeks and will be co-taught by an ESL instructor, as well as one of Kirkwood's truck driving instructors. Goals for the course include exposing students to transportation industries, building transportation-related vocabulary, and assisting students with earning a CDL permit.

AEL Performance Data 5-15-17

	FY17YTD	FY16YTD	Change	FY17 Goal	% Goal Met
ABE/ESL/HSED					
Total Enrolled	1725	1695	30		
Federal Enrollment	1086	1034	52	1075	101.02%
Persistence Rate	62.96%	61.00%	1.95%		
Students with Pre/Post Pair	578	532	46		
Post-Test Rate	53.22%	51.45%	1.77%	60%	88.70%
Students completing level	347	323	24		
Post-Test Gain	60.03%	60.71%	-0.68%		
Completion Rate	31.95%	31.24%	0.71%		

EFL Levels	FY17Enroll	FY16Enroll	FY17 YTD	FY16 YTD	Change	FY16Goal	FY17 Goal	% Goal Met
ABE Beginning Literacy	7	9	42.86%	33.33%	9.53%	37%	40%	107.15%
ABE Beginning Basic	31	35	54.84%	40.00%	14.84%	38%	42%	130.57%
ABE Intermediate Low	104	97	34.62%	26.80%	7.82%	45%	44%	78.68%
ABE Intermediate High	307	250	25.41%	21.60%	3.81%	35%	40%	63.53%
ASE Low	124	137	41.94%	35.04%	6.90%	55%	50%	83.88%
ASE High	16	26	25.00%	42.31%	-17.31%	N/A	N/A	N/A
ESL Beginning Literacy	34	36	11.76%	27.78%	-16.02%	47%	47%	25.02%
ESL Low Beginning	42	55	40.48%	34.55%	5.93%	53%	48%	84.33%
ESL High Beginning	137	123	43.80%	35.77%	8.03%	49%	48%	91.25%
ESL Low Intermediate	121	131	25.62%	40.46%	-14.84%	39%	42%	61.00%
ESL High Intermediate	101	88	30.69%	34.09%	-3.40%	38%	45%	68.20%
ESL Advanced	62	47	22.58%	23.40%	-0.82%	22%	25%	90.32%

Total EFL's Met YTD 2

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal

Orange==Met EFL Prior Year

% Students from FY16 Transition to Credit 17%

AEL Performance Data 5-15-17

	FY17 YTD	FY16 YTD	Change
ABE/ESL/HSED/Corrections			
Total Enrolled	1935	1884	51
Federal Enrollment	1272	1129	143
Persistence Rate	65.74%	59.93%	5.81%
Students with Pre/Post Pair	625	570	55
Post-Test Rate	49.14%	50.49%	-1.35%
Students completing level	369	336	33
Post-Test Gain	59.04%	58.95%	0.09%
Completion Rate	29.01%	29.76%	-0.75%

	FY17 YTD	FY16 YTD	Change
EFL Levels W/Corrections			
ABE Beginning Literacy	43.48%	35.00%	8.48%
ABE Beginning Basic	41.10%	34.62%	6.48%
ABE Intermediate Low	32.34%	21.68%	10.66%
ABE Intermediate High	22.29%	17.15%	5.14%
ASE Low	36.96%	30.43%	6.53%
ASE High	33.33%	50.00%	-16.67%
ESL Beginning Literacy	8.82%	31.25%	-22.43%
ESL Low Beginning	34.09%	42.22%	-8.13%
ESL High Beginning	40.00%	41.12%	-1.12%
ESL Low Intermediate	23.33%	39.20%	-15.87%
ESL High Intermediate	26.73%	33.33%	-6.60%
ESL Advanced	17.46%	26.19%	-8.73%

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal

Orange=Met EFL Last Year