REGION 12 RWDB/CEO MEETING

Location: Western Iowa Tech Community College **Date: 3/23/17**

PRESENT - RWDB MEMBERS				ABSENT - RWDB MEMBERS			
Neal Adler		Dan Moore		Neal Adler	X	Dan Moore	X
John Hamm	X	Brenda Noll-Norvell	X	John Hamm		Brenda Noll-Norvell	
Janet Hansen	X	James O'Donnell	X	Janet Hansen		James O'Donnell	
Bridget Hoefling	X	Judy Peterson	X	Bridget Hoefling		Judy Peterson	
Christine Kennedy	X	Dr. Robert Rasmus	X	Christine Kennedy		Dr. Robert Rasmus	
Craig Levine	X	Marcia Rosacker	X	Craig Levine		Marcia Rosacker	
Teresa Miller	X	Jeff Simonsen	X	Teresa Miller		Jeff Simonsen	

PRESENT - CEO MEMBERS				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken	X	Craig Anderson		Pete Groetken	
Tom Brouillette	X	Keith Radig	X	Tom Brouillette		Keith Radig	
Raymond Drey	X	Jeff Simonsen	X	Raymond Drey		Jeff Simonsen	

PRESENT		PRESENT	
Shawn Fick – Job Training Partners	X	Adam Dahlke – (Voc Rehab) – Ex-Officio	X
Janet Gill – Job Training Partners	X	Ben Humphrey – IWD Attorney	X
Lori Knight – Job Training Partners	X	Michele Haupt – Sioux City Housing Authority	X
MacKenzie Reiling (IWD) – Ex-Officio	X	Jean Logan (CAAS) – Ex-Officio	
Pamela Woolridge (ESL/ELL) – Ex-Officio	X		

1. Call to Order & Roll Call: RWDB @ 4:00pm/ CEO @4:02pm

2. Approval of Agenda: RWDB & CEO

3. Approval of Meeting Minutes: January 26, 2017 Joint RWDB/CEO Minutes – RWDB – Bridget Hoefling & CEO – Jeff Simonsen; February 28, 2017 Joint RWDB/CEO Executive Committee Minutes – Bridget Hoefling

4. New Business: Draft Conflict of Interest Policy – Ben Humphrey

5. Old Business: Section 2 and 7 Local Service Plan Changes – Review; RWDB Membership and Structure Discussion & Vote – Ben Humphrey

6. Iowa*WORKS* Region 12 Managers' Report: Shawn Fick

7. RWDB Chair Report: Bridget Hoefling

8. Policy/Field Memo Updates: Summary; TEN# 34-16; TEN# 35-16; TEN# 36-16; TEN# 37-16; TEGL# 18-16; TEN# 28-16 Change 2; TEN# 33-16; TEGL# 16-16; TEGL# 17-16; TEGL# 19-16; TEGL# 21-16

9. WIOA Updates

10. Reports from Individual RWDB/CEO Members

11. Report from State Representative

12. Adjournment

Motions Taken – Decisions Reached			
APPROVALS	1ST	2ND	Unanimously Approved
2. March 23, 2017 Agenda – **RWDB**	Janet Hansen	James O'Donnell	X
2. March 23, 2017 Agenda – **CEO**	Craig Anderson	Pete Groetken	X
3a. January 26, 2017 Joint RWDB/CEO Minutes – **RWDB**	James O'Donnell	Janet Hansen	X
3a. January 26, 2017 Joint RWDB/CEO Minutes – **CEO**	Keith Radig	Craig Anderson	X
3b. February 28, 2017 Joint RWDB/CEO Executive Committee Minutes	Jeff Simonsen	Craig Anderson	X

5b. RWDB Membership and Structure – **RWDB** Motion to start a work group to study the structure change & bring a recommendation to the Board in May	Marcia Rosacker	Teresa Miller	**X**
5b. RWDB Membership and Structure – **CEO** Motion to start a work group to study the structure change & bring a recommendation to the Board in May	Keith Radig	Jeff Simonsen	**Not Approved 4 No; 2 Yes**
5b. CEO - Motion to start the transition process and have it in place by May	Craig Anderson	**Withdawn by**	**Craig Anderson**
5b. CEO – Motion to start the transition process and have it in place by November	Craig Anderson	Pete Groetken	**X**
5b. CEO – Motion that Pam Woolridge, Adam Dahlke, MacKenzie Reiling and Shawn Fick work together to bring names forward to the Boards as suggested members.	Craig Anderson	Raymond Drey	**X**
13. Adjournment – **RWDB** @ 5:35pm	James O'Donnell	Dr. Robert Rasmus	**X**
13. Adjournment –**CEO** @ 5:35pm	Jeff Simonsen	adjourned the	CEOs

Meeting Notes
Reports/Discussion: IV. Ben Humphrey reviewed draft Conflict of Interest Policy. DOL pushing for clear policies and ours is quite old. This policy would work for both boards. Possibly vote on this at May meeting.
V. Jim O'Donnell, who was on committee, reviewed the process as did Craig Levine, who was on the committee. Both appreciated the help in understanding terminology that they received from staff. Shawn Fick also reviewed the process used to arrive at the document (Section 2 & 7 Local Service Plan Changes).
V. Ben Humphrey reviewed RWDB Membership and Structure Discussion & Vote. Question; Jim O'Donnell-Will this entail more meetings per year? Ben Humphrey; Some Boards have gone to 6 meetings. Whatever the Board feels it needs to fulfill its duties. Jim O'Donnell; With more business members on the Board will business people have time to spend on more meetings? Ben Humphrey; Some Boards communicate the time issues at time of recruiting. Bridget Hoefling; How many Boards have not yet voted to change? Ben Humphrey; Just 12 & 13. Jeff Simonsen; It isn't an option to not change is it? Ben Humphrey; At this time yes. He received a dozen questions from US DOL regarding Iowa Boards changing their structure. If DOL comes back with a finding later this year, we would have our transition already in place. Ben Humphrey reviewed percentage requirements. Can create a transition committee and adjust membership numbers. Jeff Simonsen; We can no longer be grandfathered in, right? Ben Humphrey; Legislation is in the future to force structure change. IWD is willing to work with Boards. Not here to say you must change. Jeff Simonsen; Under the new structure does the CEO structure remain the same? Ben Humphrey; Yes. Marcia Rosacker; Proceed with a work group and give a recommendation in May is okay with me. The CEOs need to vote on this because they are ultimately responsible for the RWDB Structure. Bridget Hoefling; Does the CEOs motion override the RWDB motion? Ben Humphrey; Yes. CEOs Board # preference is 19 members.
VI. Shawn Fick reviewed his report. Pam Woolridge reviewed her report. MacKenzie Reiling reviewed her reports. Adam Dahlke reviewed his report.
VIII. Janet Gill reviewed Policy/Field Updates. Training and Employment Notices (TENs) are For Your Information (FYI) and Training and Employment Guidance Letters (TEGLs) become law.
IX. Ben Humphrey; We need to have a plan in place in Iowa in order to receive Federal Funds.
X. Bridget Hoefling; There is a shortage of nurses. Keith Radig; Lack of general social skills in people applying at the company he works for.

RESPECTIVELY SUBMITTED

Judith K. Peterson

Judith Peterson

Date: 3/23/17

"The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow."

RWIB/CEO MEETING DATES 2017-2018

SEPTEMBER 28, 2017 — WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM JOINT RWIB/CEO MEETING

NOVEMBER 16, 2017— WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM

JANUARY 25, 2018 — WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM JOINT RWIB/CEO MEETING

MARCH 22, 2018— WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY — 4:00PM

MAY 24, 2018 — WESTERN IOWA TECH COMMUNITY COLLEGE, SIOUX CITY— 4:00PM JOINT RWIB/CEO MEETING

"The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow."

State of Iowa
Iowa Workforce Development
Workforce Services Division
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 www.iowaworkforce.org/centers/wia.htm.

PART I - GENERAL INFORMATION

Date Of Application	May 19, 2017
Name of Institution	Western Iowa Tech Community College
Address	4647 Stone Ave
Telephone Number	712 274 6400
Fax	712 274 6412
Location of Training Facility	Sioux City, IA
Name of Chief Executive Officer	Terry A. Murrell, Ph.D.
Program Contact Information	Darin Moeller
Telephone Number	712 274 6400
Email Address	darin.moeller@witcc.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	Medical Scribe Diploma
B. A brief program description	This program prepares individuals to serve as a medical scribe. Medical scribes are individuals trained in medical documentation who assist a medical provider throughout his/her day. They serve as a personal assistant to the provider, allowing them to be more efficient and productive by creating and maintaining the patient's medical record under the provider's supervision. Using scribes allow the provider to focus entirely on the patient. Students must achieve a grade point average of 2.0 (C) or above in all program requirements.
C. Length of Program	2 Semesters
Total Credit Hours Required	37

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)	$143.00
1b. Tuition (Out-of-State, per credit hour)	$144.00
2. Supplies, including tools, uniforms, etc.	
3. Fees, including laboratory, student rentals, deposits	$1,184.00
4. Miscellaneous charges	
5. Average cost per year for program	$6,475.00
6. Total cost to complete this program	$6,475.00

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 [Terry A. Murrell, Ph.D.] certify that I am the [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.

[Signature]   [5/19/17]
Signature   Date

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

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68-0779 (01-13)

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

1. Date Institution was founded: 1966

2. Number of years the insititution has been in continuous operation: Since 1966

3. Is the institution accountable to a policy or governmental board? ☒ Yes ☐ No

If so, what board? Board of Directors WITCC Merged Area 12   Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: Yes

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 intitution'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: See attached.

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

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

(68-0779 (01-13)   3

MEDICAL SCRIBE

Diploma

PROGRAM DESCRIPTION

Sioux City Campus

This program prepares individuals to serve as a medical scribe. Medical scribes are individuals trained in medical documentation who assist a medical provider throughout his/her day. They serve as a personal assistant to the provider, allowing them to be more efficient and productive by creating and maintaining the patient's medical record under the provider's supervision.

Using scribes allow the provider to focus entirely on the patient. Students must achieve a grade point average of 2.0 (C) or above in all program requirements.

REQUIRED CLASSES

SDV 108 The College Experience... 1
HSC 114 Medical Terminology... 3
BIO 163 Essentials of Anatomy and Physiology..................... 4
HIT 136 Scribe Fundamentals I.. 3
HIT 248 Essentials of Medical Coding.................................... 2
MAP 402 Medical Law and Ethics.. 2
CSC 110 Introduction to Computers....................................... 3

HSC 143 Pharmacology.. 3
HSC 218 Clinical Pathology for Allied Health......................... 3
HIT 236 Scribe Fundamentals II.. 4
HIT 301 Electronic Health Records.. 3
MAP 134 Medical Transcription I.. 3
PSY 102 Human and Work Relations....................................... 3

Program Total 37

CONTACTS

Carmen Monk, CMA, AAMA Ext. 1487 Room A146 carmen.monk@witcc.edu
Rexann Smith, RN, MSN Ext. 1209 Room L314 rexann.smith@witcc.edu
Mary Mohni, Associate Chair, Ext. 1844 Room L314 mary.mohni@witcc.edu

State of Iowa
Iowa Workforce Development
Workforce Services Division
150 Des Moines Street
Des Moines, IA 50309

ATTACHMENT "D"

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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 www.iowaworkforce.org/centers/wia.htm.

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Telephone Number	712 274 6400 — Fax 712 274 6412
Location of Training Facility	Sioux City, IA
Name of Chief Executive Officer	Terry A. Murrell, Ph.D.
Program Contact Information	Darin Moeller
Telephone Number	712 274 6400 — Email Address darin.moeller@witcc.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	Medical Assistant Diploma
B. A brief program description	This program prepares students to be multi-skilled allied health professionals specifically trained in administrative, laboratory and clinical procedures. The program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon recommendation by the Medical Assisting Review Board (MAERB). National certification is available to graduates. Commission on Accreditation of Allied Health Education Programs; 25400 U.S. Highway 19 N., Suite 158, Clearwater, FL 33763; 727-210-2354; www.caahep.org.
C. Length of Program	3 Semesters — Total Credit Hours Required 47

68-0779 (01-13)

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)	$143.00
1b. Tuition (Out-of-State, per credit hour)	$144.00
2. Supplies, including tools, uniforms, etc.	
3. Fees, including laboratory, student rentals, deposits	$1,504.00
4. Miscellaneous charges	
5. Average cost per year for program	$8,225.00
6. Total cost to complete this program	$8,225.00

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 [Terry A. Murrell, Ph.D.] certify that I am the [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.

Signature [_____]   Date [5/19/17]

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		Date Approved by RWIB	
Application Date		Date RWIB Submitted to IWD	
		Region #:	
Authorized RWIB Signature			

RWIB staff only: If approved, the RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 150 Des Moines Street, Des Moines, IA 50309.

2

68-0779 (01-13)

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

1. Date Institution was founded: | 1966

2. Number of years the insititution has been in continuous operation: | Since 1966

3. Is the institution accountable to a policy or governmental board?   ☒ Yes ☐ No

If so, what board? | Board of Directors WITCC Merged Area 12 | Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: | Yes

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 intitution'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: | See attached.

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

3. Average hourly wages of all students who obtained unsubsidized employment for this program: | $

MEDICAL ASSISTANT

Diploma

PROGRAM DESCRIPTION

Sioux City Campus

The Medical Assistant program is a three-semester diploma program that prepares students to be multi-skilled allied health professionals specifically trained to perform in ambulatory settings, such as physicians offices, clinics, and group practices, and perform administrative and clinical procedures.

The health care industry is slated to expand because of technological advances in medicine and the growth and aging of the population. Employment growth will be driven by the increase in the number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both administrative and clinical duties. Medical assistants work primarily in outpatient settings, a rapidly growing sector of the health care industry.

Students must achieve a grade point average of 2.0 (C) or above in all program requirements.

The Medical Assisting Program at Western Iowa Tech has an average CMA (AAMA) certification exam pass rate of 89.74% over five-year period.

There are a number of support services available to students at Western Iowa Tech so you can successfully complete the progra and pass the certification exam offered by the American Association of Medical Assistants (AAMA).

REQUIRED CLASSES

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SDV 108 The College Experience............................................ 1
HSC 114 Medical Terminology.............................................. 3
BIO 163 Essentials of Anatomy and Physiology...................... 4
ADM 105 Introduction to Keyboarding.................................... 1
MAP 123 Administrative Medical Office Procedures.................. 3
HIT 248 Essentials of Medical Coding.................................. 2
MAP 333 Fundamentals of Medical Assisting I........................ 4


HSC 143 Pharmacology...................................................... 3
MAP 141 Medical Insurance................................................ 3
MAP 215 Medical Lab Techniques........................................ 4
MAP 338 Fundamentals of Medical Assisting II........................ 4
HSC 218 Clinical Pathology for Allied Health......................... 3
HIT 313 Medical Office Computer Applications........................ 1


PSY 102 Human and Work Relations...................................... 3
ADM 154 Business Communication......................................... 3
MAP 402 Medical Law and Ethics......................................... 2
MAP 612 Medical Assistant Externship.................................. 3


Program Total ............................................................... 47
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State of Iowa
Iowa Workforce Development
Workforce Services Division
150 Des Moines Street
Des Moines, IA 50309

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Location of Training Facility	Sioux City, IA
Name of Chief Executive Officer	Terry A. Murrell, Ph.D.
Program Contact Information	Darin Moeller
Telephone Number	712 274 6400	Email Address	darin.moeller@witcc.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	Specialist in Safety and Health (SSH)
B. A brief program description	With this certification the participants are expected to analyze many types of work environments and work procedures. Specialists inspect workplaces for adherence to regulations on safety, health, and the environment. They also design programs to prevent disease or injury to workers and damage to the environment. Entry level to the safety field, this certification is for individuals to start a safety carrier in a General industry field. Some of the titles associated with this certification is Field Safety Officer, Safety Inspector, and Safety Specialist.
C. Length of Program	4 week	Total Credit Hours Required	120 contact hours

68-0779 (01-13)

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)	$2,896.00
1b. Tuition (Out-of-State, per credit hour)	$2,896.00
2. Supplies, including tools, uniforms, etc.	
3. Fees, including laboratory, student rentals, deposits	
4. Miscellaneous charges	
5. Average cost per year for program	$2,896.00
6. Total cost to complete this program	$2,896.00

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.

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CERTIFICATION

I [Terry A. Murrell, Ph.D.] certify that I am the [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.

Signature [   ]   Date [5/19/17]

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		Date Approved by RWIB	
Application Date		Date RWIB Submitted to IWD	
		Region #:	
Authorized RWIB Signature			

RWIB staff only: If approved, the RWIB-approved form must be sent to: Michaela Rotert, Iowa Workforce Development, 150 Des Moines Street, Des Moines, IA 50309.

2

68-0779 (01-13)

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

1. Date Institution was founded: 1966

2. Number of years the insititution has been in continuous operation: Since 1966

3. Is the institution accountable to a policy or governmental board? ☒ Yes ☐ No

   If so, what board? Board of Directors WITCC Merged Area 12   Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: Yes

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 intitution'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: See attached.

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

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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

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

Specialist in Safety and Health (SSH)

General industry

With this certification the participants are expected to analyze many types of work environments and work procedures. Specialists inspect workplaces for adherence to regulations on safety, health, and the environment. They also design programs to prevent disease or injury to workers and damage to the environment.

Required Courses:

OSHA 511 Standards for General Industry

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. Minimum student contact hours

OSHA 2225 Respiratory Protection

This version of the respiratory protection course covers the requirements for establishing, maintaining and monitoring a respiratory program. Topics include: terminology, OSHA standards, NIOSH certification and medical evaluation recommendations. Highlights include: laboratories on respirator selection, qualitative fit testing and the use of a large array of respiratory and support equipment for hands-on training. Participation in the qualitative/quantitative fit testing laboratory requires a medical approval to wear a half-mask air purifying respirator.

OSHA 3095 Electrical Standards

This course provides a survey of OSHA's electrical standards and the hazards associated with electrical installations and equipment. Topics include: single and three-phase systems, cord and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, hazardous locations and safety-related work practices and NFPA 70E. Emphasis is placed on electrical hazard recognition and OSHA inspection procedures. Hands-on training is provided using various types of electrical test equipment.

OSHA 2264 Permit-Required Confined Space Entry

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage, and training requirements. This course features workshops on permit entry classification, instrumentation, and program development. Upon course completion students will have the ability to identify permit and non-permit required confined spaces, reference the OSHA Permit-Required Confined Spaces Standard, conduct atmospheric testing, and implement a permit-required confined space program.

State of Iowa
Iowa Workforce Development
Workforce Services Division
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 www.iowaworkforce.org/centers/wia.htm.

PART I - GENERAL INFORMATION

Date Of Application	May 19, 2017
Name of Institution	Western Iowa Tech Community College
Address	4647 Stone Ave
Telephone Number	712 274 6400 Fax 712 274 6412
Location of Training Facility	Sioux City, IA
Name of Chief Executive Officer	Terry A. Murrell, Ph.D.
Program Contact Information	Darin Moeller
Telephone Number	712 274 6400 Email Address darin.moeller@witcc.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	Certified Safety and Health Official (CSHO)
B. A brief program description	With this certification the participants are expected to analyze many types of work environments and work procedures. Specialists inspect workplaces for adherence to regulations on safety, health, and the environment. They also design programs to prevent disease or injury to workers and damage to the environment. This certification is for a higher level of safety official; this certification enables individuals to enter into a managerial position in a facility. Some of the titles for this are Safety Managers, Safety Coordinators, and Safety Directors.
C. Length of Program	8 week Total Credit Hours Required 232 contact hours

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)	$5,692.00
1b. Tuition (Out-of-State, per credit hour)	$5,692.00
2. Supplies, including tools, uniforms, etc.	
3. Fees, including laboratory, student rentals, deposits	
4. Miscellaneous charges	
5. Average cost per year for program	$5,692.00
6. Total cost to complete this program	$5,692.00

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 [Terry A. Murrell, Ph.D.] certify that I am the [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.

Signature [signature]   Date [5/19/17]

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

2

68-0779 (01-13)

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

1. Date Institution was founded: 1966

2. Number of years the insitution has been in continuous operation: Since 1966

3. Is the institution accountable to a policy or governmental board? ☒ Yes ☐ No

If so, what board? Board of Directors WITCC Merged Area 12   Please attach a member list.

4. Does each program lead to a degree or certification? Please Explain: Yes

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 intitution'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: See attached.

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

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

(68-0779 (01-13)   3

Certified Safety and Health Official (CSHO)

General industry

With this certification the participants are expected to analyze many types of work environments and work procedures. Specialists inspect workplaces for adherence to regulations on safety, health, and the environment. They also design programs to prevent disease or injury to workers and damage to the environment.

Required Courses:

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This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program.

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OSHA 2045 Machinery and Machine Guarding Standards

This course covers the various types of common machinery, machine safe guards, and related OSHA regulations and procedures. Guidance is provided on the hazards associated with various types of machinery and the determination of proper machine safe guards. Course topics include machinery processes, mechanical motions, points of operation, control of hazardous energy sources (lockout/tagout), guarding of portable powered tools, and common OSHA machine guarding violations. Program highlights include the ability to recognize hazards and provide options for control and hazard abatement through machine safeguarding inspection workshops.

OSHA 2255 Principles of Ergonomics

This course introduces the application of ergonomics principles to prevent musculoskeletal disorders. Topics include: work physiology, anthropometry, musculoskeletal disorders, video display terminals and risk factors such as vibrations, temperature, manual handling, repetition and lifting. Highlights include industrial case studies covering analysis and design of work stations and equipment and coverage of current OSHA compliance policies.

OSHA 510 Standards for the Construction Industry

This course introduces private sector personnel to OSHA policies, procedures and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

OSHA 3115 Fall Protection

This course provides an overview of state-of-the-art technology for fall protection and current OSHA requirements. Topics covered include the principles of fall protection, the components of fall arrest systems, the limitations of fall arrest equipment and OSHA policies regarding fall protection. The course features hands-on exercises in the set-up and use of fall protection systems. Personal Protective Equipment Required. Please bring safety shoes, safety glasses and appropriate clothing for the field exercise .
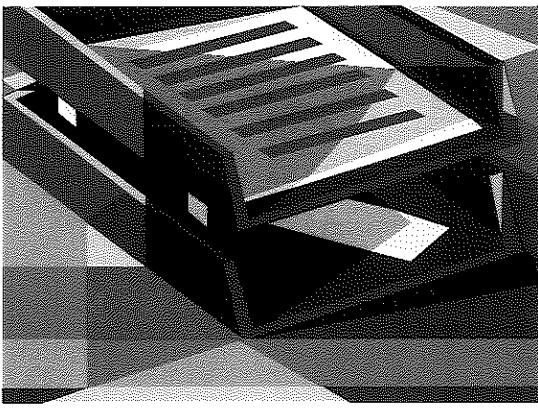
2017 Spring Partner Career Fair Recap

The semi-annual career fair was held on April 27th from 10am-3pm. There were approximately 70 businesses on hand for the event. Traffic was light in the early stages of the event thought everything seemed to really pick up for the 11am-1:30pm time frame. A brief survey of the businesses in attendance showed the event met or exceeded their expectation in almost all categories. The area of continued challenge remains getting students and visitors to the event to dress for the event and to be prepared to interview and have their resume available. Social media outlets are being utilized to advertise the event though we are continually looking for new opportunities to bring in job seekers that are interested and ready to meet go to work

JD-NEG and SP-NEG Updates

At the last RWDB and CEO board meeting it was reported that although the JD-NEG, better known as the Apprenticeship Grant was scheduled to end on June 30, 2017, we were still hopeful that funding would be available through the SP-NEG or Sector Partnership Grant to continue serving participants through June of 2018. Services available through the grants include all of those available through dislocated worker formula funds as well as additional funding for on-the-job training and the corresponding classroom instruction that is part of an apprenticeship program. Due to circumstances beyond our control, IWD with the knowledge of the Department of Labor in Chicago decided not to pursue the one-year no cost extension we were hoping to use during the 2017-2018 program year. While the funds we have available to us through the grant will not be available after June 30th, IWD at the state level believes there may be Rapid Response funds available for individual regions to use to finish up the OJT and training already obligated for those enrolled in the grants. No additional participants will be able to enroll in the grants from this point forward though we will hopefully still be able to assist those we are already working with currently. There are currently 41 enrolled and being served through the JD-NEG and 38 co-enrolled through the SP-NEG. We met the required expenditures for the Dislocated Worker funding earlier this spring so all expenses for these enrollments are being met with the grant funds. Funds will be returned to the DOL though every effort is being made to assist the participants in the region before the grants end.

Training Program Considerations

There are four programs on the agenda for the RWDB's consideration. Two of the programs are related to the health field, medical scribe and medical assistant. Both of these programs are showing strong growth in the future. Medical scribe is a newer classification in the medical realm. Their role is essentially that of personal assistant to a physician who is in charge of collecting information before visits with patients and maintaining all the documentation. Medical assistants often take medical histories and record vital signs of patients. They complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. As the health care continues to evolve, the duties of each of these career fields continue to grow in demand, especially in our region.

The other two programs are related to health and safety training. Occupational health and safety specialists analyze many types of work environments and work procedures. Specialists inspect workplaces for adherence to regulations on safety, health, and the environment. They also design programs to prevent disease or injury to workers and damage to the environment. Occupational health and safety specialists work in a variety of settings, such as offices, factories, and mines. Their jobs often involve fieldwork and travel. Most specialists work full time. Once an individual has the necessary on-the-job learning time, they can advance from the specialist to the Certified Safety and Health Official. Business and industry have on-going needs for individuals in both areas as they continue to try and maintain the standards set forth in updated rules, regulations, and safety requirements.

Title II Information   Pam Woolridge

1. Currently serving Adult Basic Education at the following locations:
   a. WITCC Main Campus
   b. Goodwill in Sioux City
   c. IowaWORKS Greater Siouxland
   d. West High School (includes free childcare)
   e. Le Mars
   f. Denison
2. 990 students are currently enrolled in the ABE program with 12+ hours or more attendance
3. Total attendance consists of 71,876 hours
4. 393 students have completed current levels
5. 59 HSED completers up to this date (final number not available at this time)
6. 59.94% ELL Students post-tested in December, March and May (goal is 60%)
7. 39.85% ABE Students post-tested in December, March and May goal is 60%)
8. 4 benchmarks have been achieved in the following areas:
   a. ABE Beginning Literacy
   b. ESL Low Beginning Literacy
   c. ESL Low Intermediate
   d. ESL Advanced
9. Recently the state reported to us that they had not met any benchmarks, but we have acquired four in Area 12. We will continue working on this until June 30, 2017.
10. WITCC ABE staff created Targeted Instructional Packets from the Strategic Planning session. These packets helped struggling students achieve their goals. The following areas were used:
    a. Completion of everyday life required forms including police reports
    b. Map reading
    c. Graph and Chart reading
11. The WITCC Festival of Nations presented for WITCC students and the Siouxland Community was successful completed with approximately 400 attendees.
12. The ABE Department is preparing for an IBEST CNA Program. This program will be held on the WITCC Campus and will be starting May 31, 2017.
13. Four ABE staff attended a Department of Education Training session last week to gain knowledge needed to complete paperwork for the end of this program year
14. ABE Coordinators attended a National Training Program in Orlando, FL last month, where they shared information with others colleague's in their field and acquired new teaching strategies too.
15. I have attached the National Reporting System Performance Report for you to look at our outcomes to date. Our program year will be completed June 30, 2017. All paperwork must be completed by July 10, 2017.

CASAS

05/18/2017
16:42:35

National Reporting System Performance

Page 1 of 1
NRSPF

Agency: 12 - IA DOE: Western Iowa Tech Community College (WITCC)　　　　**Program Year:** 2016 -2017

NRS Educational Gains

Entering Educational Functioning Level	Iowa Performance Goal Program Year 2016 -2017	Performance (against all Enrollees)	Performance (against enrollees with pre- & post- test results)
ABE Beginning Literacy	40.00 %	62.50 %	100.00 %
ABE Beginning Basic	42.00 %	37.50 %	92.31 %
ABE Intermediate Low	44.00 %	26.09 %	72.00 %
ABE Intermediate High	40.00 %	26.32 %	65.57 %
ASE Low	50.00 %	37.78 %	68.00 %
ASE High	N/A	53.33 %	66.67 %
ESL Beginning Literacy	47.00 %	43.33 %	86.67 %
ESL Low Beginning	48.00 %	49.33 %	84.09 %
ESL High Beginning	48.00 %	42.86 %	75.76 %
ESL Low Intermediate	42.00 %	47.57 %	75.97 %
ESL High Intermediate	45.00 %	39.83 %	70.15 %
ESL Advanced	25.00 %	35.38 %	48.94 %

Pre/Post Assessment Percentage

Instructional Program Summary	Iowa Negociated Percentage Program Year 2016 -2017	Attained Percentage
ESL	N/A	59.94 %
Basic Skills (ABE)	N/A	39.85 %
ASE	N/A	61.67 %

TOPSpro Enterprise 3.0 build 17　　　　© *2017 by CASAS. All rights reserved*　　　　*Prepared by: Coordinator/Proctor Pamela Woolridge*

Policy/Field Memo Updates – Summary – May 2017

- **TEN# 42-16:** Release and Availability of the Report, *Evidence-Building Capacity in State Workforce Agencies: Insights from a National Scan and Two State Site Visits*
    - o The National Association of State Workforce Agencies (NASWA) in partnership with the Department of Labor's Employment and Training Administration conducted research to determine the effective of the following programs: (1) understanding labor markets, (2) measuring program performance and outcomes, and (3) measuring program impacts and effectiveness. The results of the research indicate insufficient resources are available to effectively research these areas.
- **Field Memo# 17-01:** Adult, Dislocated Worker and Youth Carry Over
    - o Historically, the State of Iowa has made provisions for local Regions to carry over 20% of their adult, dislocated worker, and youth budgets from the current program year to the next. In order to facilitate budget challenges anticipated for the next program year, the state is allowing 30% carry over in all three programs. The 20% carry-over option will once again be in place after July 1, 2017.
- **Field Memo# 17-02:** Transfer of Funds Between the Workforce Innovation and Opportunities Act (WIOA) Adult and Dislocated Worker Programs
    - o The policy for the state indicates the deadline for transferring funds between the adult and dislocated worker programs in May 15th. For PY 16, the deadline is waived to June 1, 2017. The waiver of the PY 16 deadline expires June 30, 2017.

TRAINING AND EMPLOYMENT NOTICE	NO. 42-16
	DATE May 8, 2017

TO: COMPREHENSIVE AMERICAN JOB CENTER DIRECTORS
AFFILIATE AMERICAN JOB CENTER DIRECTORS
DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING
ADMINISTRATION REGIONAL ADMINISTRATORS
STATE WORKFORCE AGENCY ADMINISTRATORS
STATE WORKFORCE ADMINISTRATORS WORKFORCE INNOVATION
AND OPPORTUNITY ACT (WIOA)
STATE WIOA LIAISONS
WORKFORCE DEVELOPMENT BOARD STATE AND LOCAL EXECUTIVE
DIRECTORS
WORKFORCE DEVELOPMENT BOARD STATE AND LOCAL CHAIRS
ALL EMPLOYMENT AND TRAINING ADMINISTRATION GRANTEES

FROM: BYRON ZUIDEMA /s/
Deputy Assistant Secretary

SUBJECT: Release and Availability of the Report, *Evidence-Building Capacity in State Workforce Agencies: Insights from a National Scan and Two State Site Visits*

1. Purpose. The Employment and Training Administration (ETA) announces the release and availability of the report titled: *Evidence-Building Capacity in State Workforce Agencies: Insights from a National Scan and Two State Site Visits*, prepared by the National Association of State Workforce Agencies (NASWA), and associated Training and Employment Notice (TEN).

2. Background. The Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) was enacted in July 2014 to strengthen and improve the nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and to help employers hire and retain skilled workers. WIOA also expands the role of evaluations within the context of evidence-based decision-making. The WIOA evaluation requirements and regulations emphasize the states' responsibilities to conduct evaluations, coordinate and consult with other programs and local workforce boards, and cooperate with Federal evaluations (and research projects). Accordingly, in an effort to gain a better understanding of the capacity of State Workforce Agencies (SWAs) to meet these responsibilities, ETA commissioned a scan by the Center for Employment Security at NASWA to provide a systemic assessment of the capacity of SWAs to conduct research and evaluation activities.

3. Assessment and Analytical Approach. To conduct the assessment of evidence-building capacity in SWAs, NASWA developed a two-part study. The national scan in Part 1 of the study began with a basic question: "What qualifies as research and evaluations?" While ETA does not

define research and evaluation, to frame the purpose of the scan and gather input from the SWAs, NASWA provided the following definitions:

- *Public workforce research* is an empirical process by which data about workforce programs is used to develop descriptions, measurements, comparisons and tests of hypothesized relationships.

- *Public workforce evaluations* are empirical analyses of program and other data to describe the operation of a program, measure the program impacts on outcomes of policy and program interest, and/or determine the cost of effectiveness.

The national scan included a series of forty questions to develop an understanding of state workforce agency research capacity. The initial set of questions were used to gather feedback on the interest or demand by SWAs, governors, and legislatures for the types of research and evaluations that can be produced; and the kinds of state and/or outside researcher partnerships related to funding, conducting, or participating in research and evaluation. The second set of questions focused on understanding current staff SWAs capacity (staff levels, experiences, and skills) for conducting research and evaluation; the types and levels of funding, including Workforce Data Quality Initiative (WDQI) grants, available for research and evaluation; a summary of research and evaluation studies produced with or without partners from calendar years (CY) 2011 to 2015; and plans to initiate new studies or evaluations with or without outside contractor or partner support during calendar years 2016 through 2018. The third set of questions asked the states to identify individual studies and evaluations, including the authors and partners, research methods used, data sets accessed, central research question addressed, and approximate cost of the study.

Part 2 of the report includes summaries from in depth site visits to two states: Washington and Ohio. The site visits consisted of semi-structured interviews with state entities that facilitate workforce development research and utilize longitudinal administrative data sets. Both states provided extensive background and historical information related to the evolution of their longitudinal administrative data systems to support research studies and evaluations; described the roles and functions of the different organizations within their respective states that conduct, coordinate, or support research and evaluation on workforce programs; explained how data sharing requests are processed and data is confidentially secured; and discussed specific studies, assessments, and surveys conducted on workforce programs. The states also shared additional information about computer systems and software, staffing, program and budget environments; and described relationships between research data centers, state workforce investment boards, research plans, and management use of evidence-based policy-formation supported by the research and evaluation entities in each state.

4. Findings on Evidence-Building Capacity from the Scan and Site Visits. Insights from the national scan focused on pressing research questions within SWAs, state workforce agency capacity to address the demand for information, current staff capacity levels, and funding levels. More specifically, the study found that many state agencies need assistance with funding and technical expertise to promote SWAs as learning organizations that use evidence to drive

decision making. Almost all of the 41 states who participated in the scan reported there is consistent demand for workforce research and evaluation. Analyses of the assessment found that:

- Pressing research questions were heavily weighted toward: (1) understanding labor markets, (2) measuring program performance and outcomes, and (3) measuring program impacts and effectiveness.

- Three quarters of the SWAs reported the capacity to initiate and advance research and evaluation efforts.

- Eighty percent of the responding agencies reported partnering with, or relying on, outside researchers to conduct at least one research or evaluation effort from CY 2011 through 2015.

- When asked to describe current internal research and evaluation staff capacity, including experience and research skills:

    o Twenty percent of the agencies report their staff capacity is 'inadequate;'
    o Forty-four percent report staff capacity is 'fair;'
    o Twenty-nine percent report their research staff capacity is 'adequate;' and
    o The remaining states were at either end of the spectrum – with 'nonexistent' (2 percent) or 'very adequate' (five percent) research staff capacity.

- When further asked about current staff capacity to assess program impacts, very few of the state agencies reported having sufficient capacity to evaluate long-term impacts. In fact, about half reported no capacity or no awareness of capacity to conduct these types of research.

- When asked about staff levels, most agencies reported estimates of full-time equivalent staff currently working on research and evaluation projects. Furthermore, three agencies report they have zero research staff; a quarter of the agencies report less than one (1) full time employee (FTE) and half the agencies report two (2) or less FTE. The scan of staff capacity did not account for agencies that rely on outside research partners or contractors that support workforce research activity.

- Twenty percent of the 41 agencies reported they spent zero dollars on research and evaluations in calendar year 2015. Another 20 percent report they spent less than $100,000, and 37 percent report spending more than $100,000.

- Agency funding sources varied and some agencies drew upon a range of funding sources. Notably, SWAs reported that an important source of funding has been the U.S. Department of Labor's Workforce Data Quality Initiative (WDQI) grants to build staff capacity, while also strengthening their research data infrastructure.

- Almost thirty percent of agencies reported they consider their research and evaluation expenditures adequate.

- In addition to a history and culture of using workforce research to inform policy and practice, the common factors that contribute to the substantial workforce research activity evident in Ohio and Washington, include:

  - Development of a cross-agency longitudinal administrative data set covering a range of public programs and including Unemployment Insurance wage record data;
  - A long history of sharing data between the state workforce development and education agencies;
  - A neutral third-party entity to collect data across agencies and govern the longitudinal administrative data set;
  - The third-party entity governing the longitudinal data set employs staff with great knowledge of the individual agency data sets (e.g., former agency staff who have worked with the data for a long time);
  - Washington has enacted legislation to institutionalize its cross-agency longitudinal administrative data set and the key roles and responsibilities for the entities engaged in data and research efforts; legislation is being pursued in Ohio in order to help institutionalize its model;
  - Data governance, data access procedures, and security standards have been addressed and maintained as a high priority;
  - Buy-in, leadership and support from the office of the governor and agency heads;
  - Strategies to develop and maintain trust and information sharing among state agencies and their staff;
  - Data and research staff work in environments that are mission-driven, collegial, and allow research staff room to innovate, thus retaining talented staff; and
  - Objective research products, produced in a politically-neutral environment, upon which policymakers can rely for information to inform decisions.

5. Additional Resources from the National Scan. The assessment provides qualitative and descriptive analyses from 41 states that participated in the national scan. In addition to the analyses, the report includes a list of state workforce agency publication websites (Appendix A), a table of state workforce agency research studies and evaluations from CY 2011-2015 (Appendix B), a summary of the five rounds of WDQI grant funding (Appendix C), the evaluation regulations at 682.220 (Appendix D), the outreach communication about the national scan (Appendix E), the primary points of contacts by job position (Appendix F), a summary of pressing research questions (Appendix G), Ohio's Research Agenda (Appendix H), Mississippi's Research Agenda (Appendix I), a list of state workforce agency research units (Appendix J), a list of SWAs' research partner or contractors (Appendix K), and the draft OHIOANALYTICS GOVERNANCE MANUAL (Appendix L). NASWA also plans to release state agency profiles of the workforce research studies and evaluations collected from the states that participated in the scan.

6. Inquiries. To view an abstract of this publication, as well as to download the executive summary and full report in PDF versions, visit the ETA Research Publication Database Web site at: http://wdr.doleta.gov/research/keyword.cfm.

4

May 5, 2017

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 17-01

TOPIC: Adult, Dislocated Worker and Youth Carry Over Policy.

1. Purpose: To allow a percentage increase in the allowable carry-over dollars in a Region's adult budget, dislocated worker budget and youth budget.

2. Background: Historically, the State has made provisions for local Regions to carry over 20% of their adult, dislocated worker and youth budget from the current Program Year to the following Program Year. This allowance was made to facilitate budgeting and planning for the following program year given participant obligations or potential budget reductions.

3. Substance: In order to facilitate budget challenges anticipated for the next program year, the State will allow carry-over to be 30% of the Region's adult, dislocated worker and youth budget. This variance will be in effect for this program year only, and will revert back to the 20% level on July 1, 2017.

4. Action: This information should be shared with RDWB and CEO Board members as well as appropriate One-Stop staff.

5. Effective Date: This allowance/waiver will be effective with the date of this memo and will expire on June 30, 2017.

6. Contact: If there are any questions related to the information in this issuance, contact the Program Coordinator or Budget Analyst assigned to the Region.

Courtney Greene, Operations Division Administrator
Iowa Workforce Development

5/1/2017

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 17-02

TOPIC: Transfer of Funds Between the Workforce Innovation and Opportunities Act (WIOA) Adult and Dislocated Worker Programs.

1. **Purpose:** Workforce Innovation and Opportunities Act of 2014 outlines 100% allowable transfer of funds amounts between WIOA Title I Adult and Dislocated Worker programs. The purpose of this guidance includes the transfer amount allowable and identifies the deadline date for local service plan modifications including transfer of funds to May 15.

   Due to anticipated budget challenges, a deadline exception of June 1, 2017 will be provided for PY16 only. This waiver of the deadline for PY16 only expires June 30, 2017.

2. **Background:** Workforce Innovation and Opportunities Act of 2014 allows the transfer of funds between the adult and dislocated worker funding streams in order to maximize customer service and provide Local Workforce Development Boards (Local Boards) with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I adult and dislocated worker programs may be transferred between these two funding streams.

3. **Substance:** The deadline for transferring funds is May 15th. For PY16 only, the deadline is waived to June 1, 2017. The waiver of the PY16 deadline expires June 30, 2017.
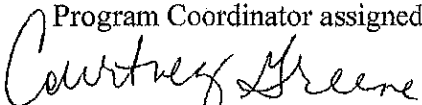
   This action does not change the process for requesting a transfer of funds. The process will require a Local Service Plan Modification as described in the current policy guidance on Local Service Plan Modifications.

   The request must include a justification for the request and must, at minimum, identify the:
   a. amount of funds to be transferred
   b. program which the funds will be transferred, from Adult to DW, or from DW to Adult
   c. planned number of participants to be served in each program, and
   d. planned level of expenditure

4. **Action:** This information should be shared with all RDWB and CEO Board members. This rescinds 13-04 and 13-04 Chg 1, "Transfer of Funds".

5. **Effective Date:** Immediately

6. **Contact:** If there are any questions related to the information in this issuance, contact the Program Coordinator assigned to the Region.

Courtney Greene, Operations Division Administrator
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