



**RWDB MEETING  
THURSDAY, JUNE 29, 2017  
10 AM – 11:30 AM**

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

**AGENDA**

1. CALL TO ORDER EXECUTIVE COMMITTEE MEETING
2. MOTION TO SELECT ONE-STOP OPERATOR FOR REGION 10 – CARLA ANDORF
3. MOTION TO ADJOURN EXECUTIVE COMMITTEE MEETING
4. CALL TO ORDER RWDB MEETING
5. INTRODUCTION OF MEMBERS AND GUESTS
6. MOTION TO APPROVE AGENDA
7. MOTION TO APPROVE CONSENT AGENDA (SEE ATTACHMENT A)
  - CEO/RWDB MEETING – MAY 25, 2017
8. CORRESPONDENCE
9. MEMBER ANNOUNCEMENTS
10. MOTION TO APPROVE THE FOLLOWING WIA TRAINING PROVIDERS AND THEIR RESPECTIVE PROGRAMS – CARLA ANDORF (SEE ATTACHMENT B)
  - KAPLAN UNIVERSITY
    - CERTIFICATE PROGRAMS
      - PROGRAMMING & SOFTWARE DEVELOPMENT CERTIFICATE
      - PRIVATE SECURITY CERTIFICATE
      - POSTGRADUATE CERTIFICATE IN APPLIED BEHAVIOR ANALYSIS
      - PATHWAY TO PARALEGAL POST BACCALAUREATE CERTIFICATE
      - NURSE EDUCATOR GRADUATE CERTIFICATE
      - MICROSOFT OPERATING SYSTEMS POST BACCALAUREATE CERTIFICATE
      - MEDICAL OFFICE ADMINISTRATION CERTIFICATE
      - MEDICAL BILLING & CODING CERTIFICATE
      - MEDICAL ASSISTANT CERTIFICATE
      - MANAGEMENT & SUPERVISION CERTIFICATE IN CRIMINAL JUSTICE
      - LEGAL SECRETARY CERTIFICATE
      - INFORMATION SECURITY POST BACCALAUREATE CERTIFICATE
      - HUMAN SERVICES CERTIFICATE IN ELDER CARE SERVICES
      - HUMAN SERVICES CERTIFICATE IN CHILD AND FAMILY SERVICES
      - HUMAN RESOURCES POST BACCALAUREATE CERTIFICATE

- GRADUATE CERTIFICATE IN PROJECT MANAGEMENT
- GRADUATE CERTIFICATE IN INFORMATION SECURITY
- GRADUATE CERTIFICATE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY
- GRADUATE CERTIFICATE IN HUMAN RESOURCES
- GRADUATE CERTIFICATE IN ADDICTIONS
- GRADUATE CERTIFICATE IN ACCOUNTING
- FAMILY NURSE PRACTITIONER CERTIFICATE
- EXECUTIVE LEADER GRADUATE CERTIFICATE
- CRIME SCENE TECHNICIAN CERTIFICATE
- CORRECTIONS CERTIFICATE
- COMPUTER FORENSICS POST BACCALAUREATE CERTIFICATE
- CISCO NETWORKS POST BACCALAUREATE CERTIFICATE
- AUTISM SPECTRUM DISORDER (ASD) POST BACCALAUREATE CERTIFICATE
- APPLIED BEHAVIOR ANALYSIS POST BACCALAUREATE CERTIFICATE
- ADULT-GERONTOLOGY NURSE PRACTITIONER CERTIFICATE
- ASSOCIATE'S PROGRAMS
  - ASSOCIATE OF APPLIED SCIENCE IN PUBLIC SAFETY & SECURITY
  - ASSOCIATE OF APPLIED SCIENCE IN BUSINESS ADMINISTRATION
  - ASSOCIATE OF APPLIED SCIENCE IN LEGAL SUPPORT & SERVICES
  - ASSOCIATE OF APPLIED SCIENCE IN FIRE SCIENCE
  - ASSOCIATE OF APPLIED SCIENCE IN CRIMINAL JUSTICE AND CRIMINOLOGY
- BACHELOR'S PROGRAMS
  - BACHELOR OF SCIENCE IN FIRE SCIENCE
  - BACHELOR OF SCIENCE IN PSYCHOLOGY IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY
  - BACHELOR OF SCIENCE IN PSYCHOLOGY IN APPLIED BEHAVIOR ANALYSIS
  - BACHELOR OF SCIENCE IN PSYCHOLOGY IN ADDICTIONS
  - BACHELOR OF SCIENCE IN NUTRITION SCIENCE
  - BACHELOR OF SCIENCE IN LIBERAL STUDIES
  - BACHELOR OF SCIENCE IN HUMAN SERVICES YOUTH/FAMILY SERVICES & ADMINISTRATION
  - BACHELOR OF SCIENCE IN HEALTH SCIENCE
  - BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT
  - BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION
  - BACHELOR OF SCIENCE IN HEALTH & WELLNESS
  - BACHELOR OF SCIENCE IN FIRE & EMERGENCY MANAGEMENT
  - BACHELOR OF SCIENCE IN FINANCE
  - BACHELOR OF SCIENCE IN EARLY CHILDHOOD ADMINISTRATION
  - BACHELOR OF SCIENCE IN CYBERSECURITY
  - BACHELOR OF SCIENCE IN CORRECTIONS
  - BACHELOR OF SCIENCE IN COMMUNICATION
  - BACHELOR OF SCIENCE IN ACCOUNTING
  - BACHELOR OF NURSING
  - BACHELOR OF SCIENCE IN ENVIRONMENTAL POLICY & MANAGEMENT
  - BACHELOR OF SCIENCE IN LEGAL SUPPORT & SERVICES

○ MASTER'S PROGRAMS

- MASTERS IN NURSING
  - MASTERS IN NURSING - DNP PATH
  - MASTER OF SCIENCE IN MANAGEMENT
  - MASTER OF SCIENCE IN LEGAL STUDIES
  - MASTER OF SCIENCE IN INSTRUCTIONAL DESIGN & TECHNOLOGY
  - MASTER OF SCIENCE IN INFORMATION TECHNOLOGY
  - MASTER OF SCIENCE IN HUMAN SERVICES
  - MASTER OF SCIENCE IN HOMELAND SECURITY & EMERGENCY MANAGEMENT
  - MASTER OF SCIENCE IN HIGHER EDUCATION
  - MASTER OF SCIENCE IN HEALTH EDUCATION
  - MASTER OF SCIENCE IN FINANCE
  - MASTER OF SCIENCE IN EDUCATIONAL PSYCHOLOGY
  - MASTER OF SCIENCE IN CYBERSECURITY MANAGEMENT
  - MASTER OF SCIENCE IN CRIMINAL JUSTICE
  - MASTER OF SCIENCE IN BUSINESS ADMINISTRATION
  - MASTER OF SCIENCE IN ACCOUNTING
  - MASTER OF PUBLIC HEALTH
  - MASTER OF PUBLIC ADMINISTRATION
  - MASTER OF HEALTH INFORMATION MANAGEMENT
  - MASTER OF HEALTH INFORMATICS
  - MASTER OF SCIENCE IN EDUCATION
  - MASTER OF ARTS IN TEACHING - IOWA CERTIFICATION
  - MASTER IN HEALTH CARE ADMINISTRATION
  - EXCELTRACK- BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
  - EXCELTRACK - BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
- PROGRAMS TO REMOVE FROM THE IOWA ELIGIBLE TRAINING PROVIDER LIST

11. MOTION TO APPROVE TRANSITION FUND EXPENSE – CARLA ANDORF (HANDOUT)
12. BOARD TRANSITION UPDATE – CARLA ANDORF
13. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT C)
14. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT D)
15. IowaWORKS FINANCIALS & ENROLLMENT GOALS – ANGELA JAMES (SEE ATTACHMENT E)
16. REGION 10 IowaWORKS REPORT – SCOTT MATHER (SEE ATTACHMENT F)
17. ADULT EDUCATION/LITERACY REPORT – MARCEL KIELKUCKI (SEE ATTACHMENT G)
18. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER/MONICA BROCKWAY
19. IOWA DEPARTMENT FOR THE BLIND REPORT – KOHELL WEBER-RICKLEFS
20. PRESENTATION: REGISTERED APPRENTICESHIP DEVELOPMENT, KATE PINE
21. MOTION TO ADJOURN

NEXT MEETING DATE IS: RWDB, SEPTEMBER 28, 2017, LOCATION TBD

Region 10 Website: [http://www.iowawdb.gov/r10\\_home](http://www.iowawdb.gov/r10_home)

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

MAY 25, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

CEO Board Members Present: Kris Gulick, John Harris (by teleconference), Jim Houser, Joe Oswald, Susie Weinacht (by teleconference), Travis Weipert, Bob Yoder

RWDB Board Members Present: Wayne Frauenholtz, Mary Gudenkauf, Marcel Kielkucki, Patrick Loeffler, Patty Manuel, Julie Perez (by teleconference), Mark Schneider (by teleconference), Susie Weinacht (by teleconference)

RWDB Board Members Absent: Kristy Lyman, Steve Olson, Kim Painter, Shelley Parbs

RWDB Ex-Officio Members: DaLayne Williamson

STAFF: Carla Andorf, Kim Becicka, Angela James, Carlos Vega, Holly Mateer, Kochell Weber-Ricklefs

The meeting was called to order by Chair Bob Yoder at 10:10 am. The RWDB board met quorum.

Bob Yoder asked everyone present to introduce themselves.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Mary Gudenkauf, Patrick Loeffler, agenda approved.

Bob Yoder asked for a motion to approve the consent agenda. M/S/C, Kris Gulick, Marcel Kielkucki, motion approved.

Bob Yoder asked if there was any correspondence to share. The board received a non-discrimination policy memo.

Bob Yoder asked if there were any member announcements. Kim Becicka shared information on our sector board work and the all-staff event that is today.

Carla Andorf reviewed the tentative Program Year 17 FY18 WIOA budget. Bob Yoder asked for a motion to approve the Tentative Program Year 17 FY18 WIOA Budget. M/S/C, Mary Gudenkauf, Patrick Loeffler, motion approved. Marcel Kielkucki abstained from the vote.

Carlos Vega gave an update on the Title II Funds RFP process which will assign the Adult Education and Literacy funds to an organization in our region. The Kirkwood staff left the meeting during this update. The committee members comprised of Mark Schneider, Susie Weinacht, Steve Olson and Scott Mather received training on how to complete the review. They received one application from Kirkwood Community College. They graded the RFP and sent it to the state. We are waiting to hear back from them if Kirkwood was approved as the provider for our region.

Carla Andorf discussed the board transition timeline and ideas. We are moving forward with a 23 member board and will need to fill eight business representatives and one labor representative slots. We will also identify which one-stop system partners will be represented as voting members. During this process, one nomination will be all that is required to fill a position. We will pull together the recruitment committee one more time and develop a plan of action.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. We are investing in more training opportunities for all core partner staff members; our fall activity will be at Camp Wapsi. Training was held recently on the new software system that will be implemented next year. They also developed a transportation communication class as a pre-class to prepare for Class A, Class B or CDL programs.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs.

Carla Andorf reviewed the WIOA financial report. This report shows our performance measures for financial goals. We do not have our enrollment performance data yet from the state.

Carlos Vega reviewed the Region 10 Iowa Workforce Development report for March and April. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team, the Rapid Response activities and the State Apprenticeship Grant synopsis.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. We have met five of our metrics to date including our enrollment goal. He should know June 10 if his RFP was accepted to be the Adult Education & Literacy provider for our region.

Holly Mateer reviewed the Vocational-Rehabilitation report. She shared the performance measures to date by state and our region. They have had 131 successful outcomes in our region. They continue to work cooperatively with partners to enhance their program.

Kochell Weber-Ricklefs reviewed the Iowa Department for the Blind report. Their activities are centered on transition and adult employment initiatives. They will be conducting a reverse job fair in September in Iowa City. Their department had 10 layoffs due to budget cuts.

The WIOA Core Partners gave a presentation on their marketing efforts.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Patrick Loeffler, Jim Houser, motion approved.

The meeting adjourned at 11:40 am.

**Upcoming Meetings:**

RWDB, June 29, 2017, IowaWORKS

## 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
<b>1.1</b> Develop a Workforce System Orientation for use with Businesses and Customers.	Core Partners	June 30, 2017	<p>July-September 2016: Joint workgroup (4 core partners) working on integrating business service activities.</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 business services joint outreach and orientation.</p> <p>March 2017-Workgroup team met with KCC Marketing. Will be developing an outline and</p>

			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.
<b>1.2</b> 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>
<b>1.3</b> 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-Completed COLORS training with all staff.</p> <p>May-June 2017-Planning fall team building activities at Camp Wapsi.</p>
<p><b>1.4</b> 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-Also 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><b>1.5</b> 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. June-July 2017-Preparing to host Industry Sector Board facilitators for a lunch and learn with workforce partners.
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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
<b>2.1</b> 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 – June 2017-Transportation Communication and pathway class held and participants reviewed and selected next step in pathway. Assisted with additional support and referrals to continue on pathway.

<b>2.2</b> 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.
<b>2.3</b> Provide tools, resources, and services to reduce barriers to work and education/training.	Core Partners	Ongoing	Ongoing-Support services proved to customers in training.
<b>2.4</b> Align partner services to training pathways to reduce barriers and ensure customers receive needed support.	Core Partners	December 31, 2017	Fall 2016-Developed a referral tool. Workgroup of local core partners is turning tool into a more user-friendly online/fillable form. Goal is to complete by January 2017 and present to all workforce partners. December 2016-Implementation workgroup met to begin turning tool into electronic format. Plan to present to full workforce partner system team at January partner meeting. February-March 2017-Development of a basic skills in transportation certificate targeting ESL participants to help them pathway into Class A, B and Transportation Specialist training May 2017-Class began in May with 9 students.
<b>2.5</b> Expand access to training and education opportunities through the use of distance learning tools, videoconferencing, and other technology.	Core Partners	June 30, 2017	Ongoing-FS/Ins/Banking creating IowaWORKS workshops around sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training. July 2017-Will begin implementation talks with Industry Sector Board facilitators in July 2017 at lunch and learn meetings.
<b>2.6</b> Co-enroll participants in core partner programs as appropriate to provide participants with access to	Core Partners	Ongoing	December 2017-Implementation workgroup is finalizing a flip charge to help WIOA staff, workforce partners, and customers have a clear visual on what services are available, who might be eligible and how to connect.

needed and available services.			<p>March 2017-Flip chart “referral tool” almost ready for print.</p> <p>June 2017-Final referral tool edits submitted. Final product being updated and prepared for printing. Strong request for this tool among not just staff, but other partners. Video received final edits and is being prepared for final version.</p>
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**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
<p><b>3.1</b> 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</p> <p>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.</p> <p>Ongoing-Working with leadership of FS/Ins/CS Sector Board to present to WIOA staff on industry and workforce needs.</p> <p>May 2017-Transportation Communication class and pathway options for non-native English speakers.</p>
<p><b>3.2</b> Create workforce system programming aligned to local business demands/needs.</p>	<p>Core Partners</p> <p>RWDB</p> <p>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.</p> <p>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</p>

			ongoing job readiness and job search classes, that pathway into employment or additional training.
<b>3.3</b> Integrate current apprenticeship career opportunities into career and training pathways and expand apprenticeship opportunities with regional employers.	Core Partners  Apprenticeship Employers	June 30, 2018  Ongoing	<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.</p> <p>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> <p>June 2017-Wrapping up SP-NEG and JD-NEG grant activities with participants. Continuing to develop pipelines of workers for current and new apprenticeship opportunities. Continuing services as allowed through formula DW funds for enrolled participants.</p>
<b>3.4</b> Develop systems to better prepare and help individuals with barriers to employment to enter into training career opportunities and long-term employment.	Core Partners	Ongoing	January-February 2017-IowaWORKS is developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.

# Grants Report

## Budget Overview

Special Programs Total Participant Budget					
	FY17 Carryover	New FY17 Funds	<b>TOTAL Budget</b>	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	\$32,391.14	\$312,711.00	\$345,102.14	\$218,318.77	\$126,783.37

Other Funds					
	FY17 Carryover	New FY17 Funds	<b>TOTAL Budget</b>	Expenditures	Funds Remaining
IA PACE—KPACE program	\$14,655.84	\$754,583.00	\$769,238.84	\$656,493.24	\$112,745.60
GIVF Reimbursement Funds	\$10,701.54	\$0	\$10,701.54	\$5,463.32	\$5,234.62
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	110
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E&T FFY16 (7/1/16 – 9/30/16)	20
E&T FFY17 (10/1/16 – 6/30/17)	25

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

KPACE	151
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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	261
Historical Program Total	7853

### Interviews

Interviews Scheduled FY17	143
Historical Program Total	1726

### Approved Participants

Approved Participants FY17	110
Historical Program Total	1201

### Participant Completions

Historical Program Total	821 of 1052 = 78.04%
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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*	15	68	29	68 of 97 = 70.10%

\*Includes carryover training participants from FY16.

### Participant Employment

New Employment FY17	57 of 78	73.08%
Overall Employment FY17	61 of 78	78.21%
Historical Overall Employment	691 of 720	95.97%

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	57	4	0	9	6	17 **	61 of 78 = 78.21%

\*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:

<b>Program Information (to date)</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Total</b>
75 Hour Nurse Aide	72	63	49	42	36	372
Accelerated Welding Certificate		5	15	5	1	26
Administrative Assistant Certificate	9					9
Administrative Professional Certificate			9	2	3	14
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	4	6
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	1	10
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	2	3
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					4	4
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	3	68
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	37	259
Web Designer Certificate			3	2	2	7
Other certificates no longer offered/available						60
<b>TOTALS</b>	167	196	149	129	110	1201



Financial Reporting  
as of June 15, 2017  
95.58% of the Year Completed\*

Grant Name	Carryover	Total Grant	Total Budget	Staff & Overhead Expenditures	Participant Expenditures	Staff & Overhead Obligations	Participant Obligations	Unobligated Balance	% of FY17 Grant Spent/Obligated	% of Unobligated Funds
WIOA Admin	31,844	93,805	125,649	95,341	0	20,505	0	9,803	89.55%	10.45%
WIOA Adult	27,521	180,437	207,958	91,962	80,197	11,811	9,020	14,968	91.70%	8.30%
WIOA Dislocated Worker	27,243	195,021	222,264	78,301	126,229	5,952	9,466	2,316	98.81%	1.19%
WIOA Youth In School	9,626	84,384	94,010	66,542	2,861	10,416	1,121	13,071	84.51%	15.49%
WIOA Youth Out of School	43,849	384,418	428,267	180,933	65,017	22,662	42,991	116,664	69.65%	30.35%
WIOA JDNEG	205,248	206,130	411,378	194,279	106,019	59,629	19,605	31,845	84.55%	15.45%
WIOA SPNEG	0	380,463	380,463	97,019	15,043	41,286	0	227,116	40.31%	59.69%
KPACE	14,656	754,583	769,239	369,867	288,989	61,808	46,189	2,385	99.68%	0.32%
GAP	32,391	312,711	345,102	32,727	186,361	6,418	21,861	97,736	68.75%	31.25%
			0							

\*\*\*\*

\*JDNEG 93.63% of the grant cycle completed

\*SNAP 62.25% of the grant cycle completed

Experiential Learning	
Actuals	Current %
79,768.31	25.29%
Including Obligations	
119,192.29	30.36%
In School %	22.01%

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 Beth Townsend, Director



## This report Reflects May 2017

### Current Job Openings (Includes indexed jobs)

	<b>Statewide</b>	<b>Regional</b>
<b>May</b>	<b>31, 608</b>	<b>3361</b>

<i>Unemployment Rates- County rates are not seasonally adjusted</i>			
	<b>April 2017</b>	<b>March 2017</b>	<b>April 2016</b>
<b>United States (seasonally Adjusted)</b>	4.4%	4.5%	5.0%
<b>State of Iowa (seasonally adjusted)</b>	3.1%	3.2%	3.8%
<b>Benton</b>	2.9%	3.6%	3.4%
<b>Cedar</b>	2.6%	3.2%	2.9%
<b>Iowa</b>	2.4%	3.1%	2.8%
<b>Johnson</b>	2.2%	2.5%	2.4%
<b>Jones</b>	3.6%	4.6%	4.4%
<b>Linn</b>	3.1%	3.4%	3.6%
<b>Washington</b>	2.7%	3.1%	2.5%

### 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:

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**Cedar Rapids Recruiting Events:**

May 2017

HyVee-3 day hiring event  
 Servicemaster  
 Ruffalo Noel Levitz  
 RGIS 2  
 Team Staffing 2  
 Worksource  
 Kum&Go

**Iowa City Recruiting Events:**

May 2017

Affordable Cleaning  
 Team Staffing

**Center activities in May:**

- The business team assisted HyVee in a three day hiring event here at the CR IowaWORKS center. While numbers were lower this year due to a shift in marketing by HyVee, they were still very pleased with our assistance and quality of applicants.
- Jennifer Lahey participated in the Employment Sub-Committee for the Re-Entry Network - exploring the employment/training barriers returning citizens face.
- The business team assisted with a Financial Literacy Fair hosted by Workplace Learning Connection. At the fair, volunteers staffed different booths and assisted middle school students with making financial decisions based on their monthly income which they determine through career exploration prior to the fair.
- Business team attended the All Star Luncheon at the Kirkwood Hotel on May 25 which featured achievement awards to employees from all six 6 Sector Boards. Three area businesses joined the team as a guest.
- Sharon Bowers participated in the ICAD Job Club at the Hiawatha Library on May 19. The event featured four alums who told their story about their journey back to employment.
- Mace Huffman attended ACE Sector Board Meeting and focus groups at Kirkwood CC, in partnership with local businesses to design more efficient processes to better promote/market each other's programs. He also met with Voc. Rehab staff to explain

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

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

Auxiliary aids and services upon request to individuals with disabilities.

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roles of Vet Reps, and how we could partner and assist with promoting each other's clients/programs; both on the job seeker and employer levels.

- Kate Pine met with the Gear UP teachers from CR School district and discussed using NCRC as part of the student's assessment. Three of the teachers subsequently took the NCRC and learned about proctoring. One of the schools is having the admin and guidance counselors test in June.
- Third round of training for Registered Apprenticeship was completed. The POCs for each district were taught how to access and use the DOL Standards Builder. Kate will be offering training to district staff this week as a follow up to the 3rd round of training.
- The business team attended an EIHRA conference on May 9<sup>th</sup> regarding Avoiding Tragedy at Work.
- IowaWORKS partnered with ICAD to host the Corridor Works Professional Edition Career Fair-Positions paying 40k and above. We had 13 employers registered with 140 job seekers.
- ECI hosted a seminar on May 31<sup>st</sup> on E-verify with around 25 employers in attendance.

#### **Rapid Response Activities:**

General Dynamics-Iowa City: Laid off 220 effective end of May. We held 3 rapid response meetings for impacted workers May 2-4<sup>th</sup>. They recently sent another WARN notice impacting another 21 workers in August.

KMART in Iowa City is closing in Late August/early September. We are in the process of scheduling a manager meeting and discuss worker meetings regarding the 49 impacted workers.

**In May 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

ESL

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

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**Synopsis of the State Apprenticeship Grant**

907 referrals  
130 enrollments  
26 OJT placements  
52 non OJT placements  
52 referrals to WIOA  
2 job ready  
50 exits  
Current OJT's: Homeland Electric, Centro Plastics, Collum Electric

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

## **Adult Education Report—June 2017**

### **Enrollment Update**

Our adult education has met our enrollment and post-test goals for this program year. As of June 19<sup>th</sup>, we have exceeded our enrollment goal for the year with 1146 students enrolled for 12 or more hours for the year, and are at a 61% post-test rate.

As of June 19<sup>th</sup>, we have also met 5 of our benchmark areas at 100% or higher, 1 level at 90% or higher, and 2 additional areas at 80% or higher. Overall, we have improved in a number of areas compared to last year's performance. Some items are still apt to change as we wrap up the program year.

### **RFP Update**

Kirkwood Community College received notification from the Iowa Department of Education on July 15<sup>th</sup> that it has again been awarded federal Adult Education funding. In addition to base grants, Kirkwood was also awarded the full amounts possible for Integrated Education and Training, as well as Integrated English Literacy and Civics Education.

Comments from reviewers were also received, and locally comments were given about working with alternative programs. Due to federal adult education regulations, students currently enrolled in K-12 education are not eligible for adult education programming, so it is not possible for the program to work with our area alternative programs.

These awards would not be possible without the hard work of our program staff, as well as the collaborative partnerships we have with our WIOA and greater community partners. We look forward to continuing to serve the region as an adult education provider.

### **Programming Updates**

Summer term classes will be starting on July 10<sup>th</sup> in Cedar Rapids, and July 17<sup>th</sup> in Iowa City. Registration will be the first weeks of July for these classes. We are also working on expanding ESL course opportunities in Iowa City to include classes at the Kirkwood Regional Center at the University of Iowa on the Oakdale campus. We are also reviewing our offerings at many of our locations, and looking to improve services and access, including at IowaWorks.

## AEL Performance Data 6-19-17

	FY17YTD	FY16YTD	Change	FY17 Goal	% Goal Met
<b>ABE/ESL/HSED</b>					
Total Enrolled*	1852	1735	117		
Federal Enrollment	1146	1090	56	1075	106.60%
Persistence Rate	61.88%	62.82%	-0.95%		
Students with Pre/Post Pair	704	662	42		
Post-Test Rate	61.43%	60.73%	0.70%	60%	102.39%
Students completing level	432	398	34		
Post-Test Gain	61.36%	60.12%	1.24%		
Completion Rate	37.70%	36.51%	1.18%		

EFL Levels	FY17Enroll	FY16Enroll	FY17 YTD	FY16 YTD	Change	FY16Goal	FY17 Goal	% Goal Met
ABE Beginning Literacy	7	10	42.86%	30.00%	12.86%	37%	40%	107.15%
ABE Beginning Basic	32	33	62.50%	42.42%	20.08%	38%	42%	148.81%
ABE Intermediate Low	105	102	39.05%	29.41%	9.64%	45%	44%	88.75%
ABE Intermediate High	323	261	29.72%	26.05%	3.67%	35%	40%	74.30%
ASE Low	145	160	45.52%	38.13%	7.39%	55%	50%	91.04%
ASE High	20	29	30.00%	37.93%	-7.93%	N/A	N/A	N/A
ESL Beginning Literacy	37	36	27.03%	41.67%	-14.64%	47%	47%	57.51%
ESL Low Beginning	43	56	48.84%	44.64%	4.20%	53%	48%	101.75%
ESL High Beginning	141	124	50.35%	50.81%	-0.46%	49%	48%	104.90%
ESL Low Intermediate	126	136	30.95%	42.65%	-11.70%	39%	42%	73.69%
ESL High Intermediate	103	93	37.86%	38.71%	-0.85%	38%	45%	84.13%
ESL Advanced	64	50	31.25%	28.00%	3.25%	22%	25%	125.00%

**Total EFL's Met YTD** 5

## 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%

\*Worked on narrowing down ESL wait list in May/June 2017 to test so that is impacting the total enrolled number and persistence rate.

	FY17 YTD	FY16 YTD	Change
<b>ABE/ESL/HSED/Corrections</b>			
Total Enrolled	2094	1942	152
Federal Enrollment	1368	1283	85
Persistence Rate	65.33%	66.07%	-0.74%
Students with Pre/Post Pair	838	763	75
Post-Test Rate	61.26%	59.47%	1.79%
Students completing level	515	455	60
Post-Test Gain	61.46%	59.63%	1.82%
Completion Rate	37.65%	35.46%	2.18%

	FY17 YTD	FY16 YTD	Change
<b>EFL Levels W/Corrections</b>			
ABE Beginning Literacy	47.83%	31.82%	16.01%
ABE Beginning Basic	50.00%	41.10%	8.90%
ABE Intermediate Low	35.80%	27.85%	7.95%
ABE Intermediate High	29.87%	23.68%	6.19%
ASE Low	44.58%	36.26%	8.32%
ASE High	43.33%	51.02%	-7.69%
ESL Beginning Literacy	27.03%	41.67%	-14.64%
ESL Low Beginning	48.84%	44.64%	4.20%
ESL High Beginning	50.35%	50.81%	-0.46%
ESL Low Intermediate	30.95%	42.65%	-11.70%
ESL High Intermediate	37.86%	38.71%	-0.85%
ESL Advanced	31.25%	28.00%	3.25%

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal

Orange=Met EFL Last Year