IowaWORKS

RWDB MEETING
THURSDAY, JUNE 28, 2018
10 AM – 11:30 AM

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

AGENDA

1. CALL TO ORDER

2. INTRODUCTION OF MEMBERS AND GUESTS

3. MOTION TO APPROVE AGENDA

4. MOTION TO APPROVE CONSENT AGENDA (SEE ATTACHMENT A)
    - CEO/RWDB – MAY 31, 2018

5. CORRESPONDENCE (SEE ATTACHMENT B)
    - FINAL MONITORING REPORT SPRING 2018

6. MEMBER ANNOUNCEMENTS

7. CONFLICT OF INTEREST STATEMENT REVIEW – CARLA ANDORF (SEE ATTACHMENT C)

8. SEPTEMBER MEETING DISCUSSION – CARLA ANDORF

9. AUDIT COMMITTEE UPDATE – CARLA ANDORF

10. REALIGNMENT UPDATE – CARLA ANDORF

11. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT D)

12. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT E)

13. IowaWORKS FINANCIALS & ENROLLMENT GOALS – CARLA ANDORF (SEE ATTACHMENT F)

14. ADULT EDUCATION/LITERACY REPORT – CARLA ANDORF (SEE ATTACHMENT G)

15. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER

16. IOWA DEPARTMENT FOR THE BLIND REPORT – KOCHELL WEBER-RICKLEFS

17. PRESENTATION: NORDSTROM LEARN & EARN PROJECT – RAMA MUZO, BRANDY LINDSAY & GLORIA WENMAN

18. MOTION TO ADJOURN

NEXT MEETING DATE IS: RWDB, SEPTEMBER 27, 2018, FIELD TRIP

Region 10 Website: https://www.iowawdb.gov/region-10-meetings

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

MAY 31, 2018
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

CEO Board Members Present: Jon Bell, Travis Weipert, Bob Yoder

RWDB Board Members Present: Kim Becicka, Jerry Hobart, Chris Hummer, Joe Linn, Patrick Loeffler, Kristy Lyman (by teleconference), Patty Manuel, Holly Mateer, Scott Mather, Michelle Mexcur (by teleconference), Steve Olson, Shelley Parbs, Julie Perez, Stefanie Rupert, Steve Shriver

RWDB Board Members Absent: Ashley Ferguson, Wayne Frauenholtz, Rhonda Griffin, Marcel Kielkucki, Mark Schneider, Kory Schreiner, Susie Weinacht

RWDB Ex-Officio Members: Carmen Heck, Laurie Worden (by teleconference)

STAFF: Carla Andorf, Angela James, Carlos Vega, Kochell Weber-Ricklefs

The meeting was called to order by Chair Bob Yoder at 10:00 am. The RWDB board met quorum; the CEO board did not meet quorum.

Bob Yoder asked everyone present to introduce themselves.

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

Bob Yoder asked for a motion to approve the consent agenda. M/S/C, Kim Becicka, Steve Olson, motion approved.

Bob Yoder asked if there was any correspondence to share. We received a letter of resignation from Board Member Marcel Kielkucki.

Bob Yoder asked if there were any member announcements. Patty Manuel shared that Jones County Economic Development has hired a new director, Derek Lunsmen. Bob Yoder stated that Washington County is redoing their 911 system and might be moving their county staff to another facility. Carla Andorf reviewed the new process for appointing board members. We have two open positions (Marcel Kielkucki and the economic development position). Suggestions were made for the economic development board member and Carla will contact them to see if they are interested and would complete our board application.

Carla Andorf reviewed the WIA Training Provider application for Wireless Infrastructure Association for their Telecommunications Registered Apprenticeship Program. If approved, this

will allow clients to receive WIA funding for this program. Bob Yoder asked for a motion that contingent upon the company splitting the two programs on separate forms the WIA Training Provider applications are approved. M/S/C, Stefanie Rupert, Steve Shriver, motion approved.

Angela James review the FY19 Budget for WIOA Title 1 programs. She also shared salary information for the staff for the WIOA programs. We are working on cutting our operating expenses to allow us to spend more on our participants. There was a discrepancy in the report so that will be corrected and the report will be shared again at our June meeting.

Carla Andorf shared information on the regional realignment process. She is part of a statewide subcommittee that is working to develop options that we can share with the state workforce development board. The goal of the committee is that services are accessible for all constituents within the state. The group will present a four and a five region option to the state workforce board on June 8. One suggestion was to present this as a pilot option before going to the proposed two region state or share a case study of how a constituent would be affected by having fewer regions. We will also include how many one-stop centers are in each region to the charts.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. She shared the referral guide that was created as part of our strategic plan. She also explained the Nordstrom program; the board would be interested in learning more about this project.

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

Angela James reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals.

Scott Mather 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 and the Rapid Response activities.

Carla Andorf reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. She also shared information on the new options available for high school completion.

Holly Mateer reviewed the Vocational-Rehabilitation report. She highlighted the 171 successful closures they have completed for this fiscal year. They are offering summer activities in both Cedar Rapids and Iowa City.

Kochell Weber-Ricklefs reviewed the Department for the Blind report. They are collaborating with Voc-Rehab on the summer program and have served over 350 clients in this region this fiscal year.

Carla Andorf discussed the training that was held earlier today. She will develop a link which will have the handouts and video from the training. The next training session will be held on

June 28 from 9-9:45 am and will cover conflict of interest, strategic plan, bylaws, and CEO. There will be three additional trainings to cover Titles 1&3, Titles 2&4, and Subcommittees.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Travis Weipert, Shelley Parbs, motion approved.

The meeting adjourned at 11:50 am.

Upcoming Meeting: RWDB, June 28, 2018, IowaWORKS

Kim Reynolds, Governor

Adam Gregg, Lt. Governor

Beth Townsend, Director

IOWA
WORKFORCE
DEVELOPMENT

May 10, 2018

Ms. Lori Sundberg, President
Kirkwood Community College
6301 Kirkwood Blvd
Cedar Rapids, IA 52406

FINAL MONITORING REPORT SPRING 2018

Dear Ms. Sundberg:

I have completed my monitoring of the Workforce Innovation and Opportunity Act programs administered at Kirkwood Community College, Region 10. The report listed no finding(s) that required corrective action and a response from your organization.

Please note that the scope of a financial monitoring review is significantly less than a financial and compliance audit. Therefore, we cannot express an opinion as to whether the financial statements reviewed present fairly the financial position for the period reviewed nor whether all disbursements are made in compliance with the terms of the contract(s) monitored.

If you have any questions regarding the findings you may contact Marta Sobieszkoda at (515) 281-4018.

Sincerely,

Brett Conner, CFO, Financial Management
Iowa Workforce Development

Cc: Angela James/Carla Andorf   Kris Gulick (CEO Chair)
    Kristen DeCarlo   Kristy Lyman (LWDB Chair)

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	GUIDANCE: Potential Conflicts of Interest

This Guidance contains illustrative examples of conflicts of interest that might arise under the State of Iowa Workforce Development Boards Conflict of Interest Policy. This Guidance does not contain an exhaustive list of conflicts of interest that might arise under this Policy.

1. PERSONAL CONFLICTS OF INTEREST FOR BOARD MEMBERS.

1.1. A board member's organization applies to be on the list of eligible training providers and programs.

1.1.1. Bob is a member of a board, representing an organization that provides workforce training.

1.1.2. The organization that Bob represents applies to be included on the list of eligible training providers and programs, which will allow the organization to receive WIOA Title I program funds for providing training to Title I program participants.

1.1.3. Inclusion on the list of eligible training providers and programs will result in a tangible benefit for Bob's organization: receipt of Title I funds for providing training. The deliberations and the vote on whether to include Bob's organization on the list of eligible training providers and programs therefore represent a conflict of interest for Bob.

1.1.4. Bob must disclose this conflict of interest in writing to the board and recuse himself from deliberations and actions relating to the application for inclusion on the list of eligible training providers and programs filed by Bob's organization.

1.1.5. Bob submitted his disclosure to the board at the meeting that his organization's application for the list of eligible training providers and programs was on the agenda for consideration and action.

1.1.6. The board must respond to Bob's disclosure by taking votes in open session to do each of the following:

   1) Accept Bob's disclosure;

   2) Include Bob's disclosure in the minutes for the meeting; and

   3) If Bob has not voluntarily recused himself, take a roll call vote to exclude Bob from all board deliberations and action relating to the RFP.

1.1.7. In the open meeting, the board may ask questions of Bob or another representative of the organization he represents regarding the organization's application for inclusion on the list of eligible providers and programs. Bob may respond to these questions, just as any other individual representing an entity applying for inclusion on the list of eligible provider might do.

1.1.8. Without Bob's participation, the board may deliberate and must take a roll call vote on whether to approve the application submitted by Bob's organization for inclusion on the list of eligible providers and programs.

1.1.9. The board must include Bob's disclosure in the minutes for the meeting at which Bob submitted the disclosure.

1.1.10. The board must also include in the minutes the record of the roll call vote on the application submitted by Bob's organization. The minutes must clearly show each of the following:

    1) Which board members voted;

    2) How each board member voted;

    3) That Bob abstained from the vote because of a conflict of interest; and

    4) The result of the vote.

1.2. A board member's organization submits a bid to be a Title I program service provider.

1.2.1. Jane is a member of a board, representing an organization that provides training and workforce services.

1.2.2. The board is required to procure a service provider for a WIOA Title I program and posts a request for proposals **(RFP)**.

1.2.3. The board decides to create a procurement committee to write and post the RFP, receive and score proposals, and make a recommendation to the board as a whole on which bidder the board should award the WIOA Title I service provider contract.

1.2.4. Jane knows that her organization is interested in submitting a proposal in response to the board's WIOA Title I service provider RFP. Because Jane's organization will benefit financially if the board awards it the WIOA Title I service provider contract, she has a conflict of interest.

1.2.5. Jane must disclose her conflict of interest in writing to the board and recuse herself from participating in the board's procurement committee, any other discussions or deliberations by the board relating to the RFP, and any votes that take place regarding the RFP.

1.2.6. The board must respond to Jane's disclosure by taking votes in open session to do each of the following:

    1) Accept Jane's disclosure;

    2) Include Jane's disclosure in the minutes for the meeting; and

    3) If Jane has not already voluntarily recused herself, take a roll call vote to exclude Jane from all board deliberations and action relating to the RFP.

1.2.7. Without Jane's involvement, the board procurement committee wrote and posted the RFP, received all proposals in response thereto, scored them, and decided on a recommendation for the board on awarding the WIOA Title I service provider contract.

1.2.8. The minutes for the meeting at which the board deliberates and/or takes action on the procurement committee's recommendation must clearly show each of the following:

1) Which board members participated in the deliberations;

2) Which board members voted on the awarding of the contract;

3) How each board member voted;

4) That Jane abstained from voting because of a conflict of interest; and

5) The result of the vote.

1.3. A board member's organization would benefit from a change in the board's on-the-job training (OJT) policy.

1.3.1. Juan is a member of a board, representing business.

1.3.2. Juan's business regularly contracts with the local area's Title I service provider to receive reimbursement for 50% of the extraordinary costs it incurs for providing Title I program participants with OJT.

1.3.3. The board decides to consider and vote on a proposal to increase the OJT reimbursement rate from 50% to 75%, in accordance with WIOA § 134(c)(3)(h) and 20 C.F.R. § 680.730.

1.3.4. Juan recognizes that his business would benefit financially from this change because it would receive an increase in the reimbursement it receives for providing Title I program participants OJT.

1.3.5. Juan must disclose in writing this conflict of interest to the board and recuse himself from deliberations and actions relating to the OJT policy.

1.3.6. The board must respond to Juan's disclosure by taking votes in open session to do each of the following:

1) Accept Juan's disclosure;

2) Include Juan's disclosure in the minutes; and

3) If Juan hasn't already recused himself, take a roll call vote to exclude Juan from all board deliberations and action relating to the OJT policy.

1.3.7. The minutes for the meeting at which the board deliberates and/or takes action on the OJT policy must clearly show each of the following:

1) Which board members participated in the deliberations;

2) Which board members voted on the OJT policy;

3) How each member voted;

4) That Juan abstained from voting because of a conflict of interest; and

5) The result of the vote.

1.4. A board member's organization submits a bid in response to the board's request for proposals for one-stop operator.

1.4.1. Molly is a board member, representing the organization providing Wagner-Peyser employment services in the local area.

1.4.2. The board has started discussions on posting a request for proposals (RFP) for one-stop operator.

1.4.3. Molly's organization is planning on submitting a proposal in response to the board's RFP for one-stop operator. Because Molly's organization would benefit from the board awarding it the one-stop operator contract, this is a conflict of interest.

1.4.4. Molly must disclose in writing this conflict of interest to the board and recuse herself from all board deliberations and actions relating to the RFP.

1.4.5. The board must respond to Molly's disclosure by taking votes in open session to do each of the following:

1) Accept Molly's disclosure;

2) Include Molly's disclosure in the minutes; and

3) If Molly hasn't already recused herself, exclude Molly from all board deliberations and actions relating to the RFP.

1.4.6. The minutes for the meeting at which the board deliberates and/or takes action on the RFP must clearly show each of the following:

1) Which board members participated in the deliberations;

2) Which board members voted on the awarding of the contract;

3) How each member voted;

4) That Molly abstained from voting because of a conflict of interest; and

5) The result of the vote.

1.5. A board member's organization submits an application to become a local provider of adult education and literacy activities under WIOA Title II.

1.5.1. Maria is a board member representing a community college.

1.5.2. The Iowa Department of Education begins the process of awarding grants or contracts to local providers of Title II services.

1.5.3. The local workforce development board must review the local Title II applications and make recommendations to the Iowa Department of Education on how they align with the local workforce development plan.

1.5.4. The board decides to form a committee to review the Title II applications and provide appropriate feedback to the Iowa Department of Education.

1.5.5. Maria knows that the community college is planning on submitting an application to the Iowa Department of Education to receive a Title II grant or contract.

1.5.6. Because the community college Maria represents on the board would benefit financially from receiving a Title II grant from the Iowa Department of Education, Maria has a conflict of interest.

1.5.7. Maria must disclose in writing this conflict of interest to the board and recuse herself from all board deliberations and actions relating to the review of the local Title II applications by the board.

1.5.8. The board must respond to Maria's disclosure by taking votes in open session and do each of the following:

1) Accept Maria's disclosure;

2) Include Maria's disclosure in the meeting minutes; and

3) If Maria hasn't already recused herself, exclude Maria from all board deliberations and actions relating to the review of Title II applications and the providing of recommendations to the Iowa Department of Education.

1.5.9. The minutes for the meeting at which the board deliberates and/or takes action on the Title II application must clearly show each of the following:

1) Which board members participated in the deliberations;

2) Which board members voted on the awarding of the contract;

3) How each member voted;

4) That Maria abstained from voting because of a conflict of interest; and

5) The result of the vote.

1.6. A vendor gives a board member a gift.

1.6.1. Henry is a board member, representing an organization that provides workforce services and training.

1.6.2. Henry goes to a conference in New York City, at which there are many vendors specializing in products relating to workforce services.

1.6.3. Henry goes out socializing with a group of other conference attendees and vendors. One vendor puts the group's meals on her company credit card. Henry's meal cost $35.

1.6.4. Three months after the conference, the board posts a request for proposals (RFP) for one-stop operator.

1.6.5. The company for which the vendor who placed Henry's meal on her credit card at the conference works submits a bid in response to the board's RFP.

1.6.6. Because Henry previously accepted a gift from the vendor that has now submitted a proposal in response to the board's RFP, this is a conflict of interest.

1.6.7. Henry must disclose this conflict of interest in writing to the board and recuse himself from all board deliberations and actions relating to the RFP.

1.6.8. The board must respond to Henry's disclosure by taking votes in open session to do each of the following:

    1) Accept Henry's disclosure;

    2) Include Henry's disclosure in the minutes; and

    3) If Henry hasn't already recused himself, take a roll call vote to exclude Henry from all board deliberations and action relating to the RFP.

1.6.9. The minutes for the meeting at which the board deliberates and/or takes action on the RFP must clearly show each of the following:

    1) Which board members participated in the deliberations;

    2) Which board members voted on the awarding of the contract;

    3) How each member voted;

    4) That Henry abstained from voting because of a conflict of interest; and

    5) The result of the vote.

2. CONFLICTS OF INTEREST DUE TO A BOARD MEMBER'S FAMILY.

When considering whether a conflict of interest exists due to a board member's family, substitute the board member for the family member. If a board member's family has a private interest that would constitute a conflict of interest if the board member had the same private interest, it is a conflict of interest for the board member.

2.1. A board member's spouse works for an organization that submits a bid in response to a request for proposal by the board.

2.1.1. Pat is a board member, representing a one-stop partner agency.

2.1.2. Pat's spouse works for an organization that provides workforce services and training to individuals in the community.

2.1.3. The board posts a request for proposal for a WIOA Title I program service provider.

2.1.4. Pat's spouse tells Pat that the spouse's employer is going to submit a proposal to the board in response to the RFP.

2.1.5. Because Pat's spouse works for an organization that would benefit if it is awarded the WIOA Title I program service provider contract by the board, this is a conflict of interest for Pat.

2.1.6. Pat must disclose this conflict of interest in writing to the board and recuse her or himself from all board deliberations, discussions, and actions relating to the RFP because of the conflict of interest.

2.1.7. The board must respond to Pat's disclosure by taking votes in open session to do each of the following:

1) Accept Pat's disclosure;

2) Include Pat's disclosure in the minutes; and

3) If Pat hasn't already recused her or himself, take a roll call vote to exclude Pat from all board deliberations and action relating to the one-stop operator RFP.

2.1.8 The minutes for the meeting at which the board deliberates and/or takes action on the RFP must clearly show each of the following:

1) Which board members participated in the deliberations;

2) Which board members voted on the awarding of the contract;

3) How each member voted;

4) That Pat abstained from voting because of a conflict of interest; and

5) The result of the vote.

2.2. **A board member's child sits on the board of an organization that submits a bid in response to a request for proposal by the workforce development board.**

2.2.1. Bo is a workforce development board member, representing a business.

2.2.2. Bo's child sits on the board of an organization that provides workforce services and training to individuals in the community.

2.2.3. The workforce development board posts a request for proposal for a WIOA Title I program service provider.

2.2.4. Bo's child tells Bo that the organization for which Bo's child is a board member is going to submit a proposal to the workforce development board in response to the RFP.

2.2.5. Because Bo's child is a board member for an organization that would benefit if it is awarded the WIOA Title I program service provider contract by the workforce development board, this is a conflict of interest for Bo.

2.2.6. Bo must disclose this conflict of interest in writing to the workforce development board and recuse himself from deliberations and actions relating to the RFP because of the conflict of interest.

2.2.7. The workforce development board must respond to Bo's disclosure by taking votes in open session to do each of the following:

    1) Accept Bo's disclosure;

    2) Include Bo's disclosure in the minutes; and

    3) If Bo hasn't already recused himself, take a roll call vote to exclude Bo from all board deliberations and action relating to the RFP.

2.1.9 The minutes for the meeting at which the workforce development board deliberates and/or takes action on the RFP must clearly show each of the following:

    1) Which board members participated in the deliberations;

    2) Which board members voted on the awarding of the contract;

    3) How each member voted;

    4) That Bo abstained from voting because of a conflict of interest; and

    5) The result of the vote.

	WORKFORCE DEVELOPMENT BOARDS: Draft Conflict of Interest Policy

1. EFFECTIVE DATE.

This Policy takes effect on _____, 2017.

2. DEFINITIONS.

For purposes of this Policy, the following terms have the following meanings.

2.1. Board.

The State Workforce Development Board under Iowa Code section 84A.1A and WIOA section 101 (State Board), a Local Workforce Development Board under Iowa Code section 84A.4 and WIOA section 107 (Local Board), and any committee created by the State Board or a Local Board.

2.2. Board Member.

A voting or nonvoting member of a board.

2.3. Compensation.

Direct or indirect remuneration, as well as gifts or favors that are not insubstantial.

2.4. Conflict of Interest.

Any private interest of a board member that directly or indirectly, through business, investment, or family, affects the judgment of the board member in a manner that is adverse to the interests of the board or might have the appearance of doing so, including:

1) An ownership, investment, or compensation interest in an entity with which the board has a transaction or arrangement;

2) A potential ownership, investment, or compensation interest in an entity with which the board is negotiating a transaction or arrangement;

3) Receipt of a gift from any entity or individual with which the board has a transaction or arrangement;

4) Receipt of a gift from any entity or individual with which the board is negotiating a transaction or arrangement;

5) Performing a decision-making or oversight role for an entity or individual with which the board has a transaction or arrangement; or

6) Performing a decision-making or oversight role for an entity or individual with which the board is negotiating a transaction or arrangement.

2.5. Disclosure.

A written description of a board member's actual or possible conflict of interest that includes all material facts related thereto and is submitted to the board for consideration and inclusion in the meeting minutes.

2.6. Gift.

A rendering of anything of value in return for which legal consideration of equal or greater value is not given and received.

2.7. Family.

Parents, siblings, spouse, domestic partner, significant other, children, and grandchildren whether related biologically, through marriage, or through domestic partnership.

2.8. Significant Other.

An individual with whom a board member is romantically involved.

3. APPLICABILITY.

This Policy applies to the State Board and each Local Board in Iowa.

4. BOARD MEMBER DUTIES & RESPONSIBILITIES.

Board members occupy positions of public trust. Board members are obligated to discharge their duties in good faith pursuit of the public good and with undivided loyalty to the board upon which they serve. They must act in the course of their duties solely in the board and public's best interests. Board members must act without regard to the interests of any other organization with which they are associated or individual with whom they have a relationship. Board members must refrain from taking part in any board matter if they cannot act with undivided loyalty to the board and in the public good.

5. PURPOSE.

The purpose of this Policy is to:

5.1.   Protect boards when they are contemplating taking action that might benefit the private interests of a board member.

5.2.   Prevent the private interests of board members from influencing the performance of their duties.

5.3.   Supplement but not replace any applicable state or federal laws governing conflict of interest applicable to the boards.

6. GOALS.

This Policy's goals are to:

6.1.   Raise board member awareness of the possible existence of conflicts of interest.

6.2.   Educate board members on the types of relationships and situations that might give rise to an actual or possible conflict of interest.

6.3. Encourage board members to be proactive in identifying and voluntarily disclosing to the board actual or possible conflicts of interest.

6.4. Establish a regular process for board members to follow when an actual or possible conflict of interest arises.

6.5. Make clear to the public that conflicts of interest are disclosed, managed, and prohibited when appropriate.

7. PROHIBITED CONDUCT.

Board members are forbidden from:

7.1. Participating in board deliberations or board action relating to a matter in which the board member has a conflict of interest.

7.2. Accepting compensation from an individual or entity with which the board has entered into an arrangement or transaction or is considering entering into an arrangement or transaction.

7.3. Engaging in employment or other activity that involves the use of evidences of board membership, board facilities, board equipment, or board supplies to give the board member or the board member's family an advantage or pecuniary benefit that is not available to other similarly situated individuals of the general public.

7.5. Engaging in employment or other activity that involves the receipt of, promise of, or acceptance of compensation by a board member or the board member's family from any individual or entity relating to the board member's performance of any act that the board member would be required or expected to perform as part of the board member's duties.

8. REQUIRED BOARD MEMBER DISCLOSURE.

8.1. A board member who believes that he or she has an actual or possible conflict of interest must promptly disclose such to the board.

8.2. A board member's disclosure must include all material facts regarding the board member's actual or possible conflict of interest.

8.3. If the board member has a conflict of interest, the board member's disclosure must voluntarily recuse the member from any deliberations or votes on the matter before the board that gives rise to the member's conflict of interest.

9. BOARD MEMBER AFFIRMATION.

9.1. New Board Members.

Promptly after a board member's appointment to a board, the board member must sign a statement which affirms such member has:

1) Received a copy of this policy;

2) Read and understands this policy; and

3) Agrees to comply with this policy.

9.2. Annual Re-Affirmation by Sitting Board Members.

Each board member must annually sign a statement which affirms such member has:

1) Received a copy of this policy;

2) Read and understands this policy; and

3) Agrees to comply with this policy.

10. INTERPLAY WITH LEGAL REQUIREMENTS.

This Policy is in addition to, and does not supersede, any requirements that may exist under state or federal law.

11. QUESTIONS.

If you have questions regarding this Policy, please contact:

Ben Humphrey, Attorney
Iowa Workforce Development
Benjamin.Humphrey@iwd.iowa.gov

Region 10 Vision, Mission, Strategic Priorities and Goals

July 1, 2016-June 30, 2019

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

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

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

Strategic Priorities and Goals:

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

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

			gathering video for a short 3 minute video to be used with new enrollments, on facebook and with partners to share what workforce system means. June 2017-Video finalized, shared with board, and beginning to be used in orientations, workshops, marketing.
1.2 Increase visibility through joint outreach, marketing and awareness campaigns, especially seeking local media outlets.	Core Partners	December 31, 2017	July-September 2016: Joint workgroup (4 core partners) working on integrating outreach activities and education the public on the full workforce 'system' of services. October 2016: Report out to full staff with an action plan ready to implement. December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process. 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. November 2017-January 2018-Food Assistance Outreach. Received list of all food assistance participants in 7 county region. Will conduct a mailing to invite them into a "lunch and learn" or "supper and learn" to hear about services available at IowaWORKS, and how to access training and other workforce program services. Sessions will be held in January 2018. Planning happening now. Should reach around 17,000 household. February 2018-Hosting Lunch and Learn events in Iowa City and Cedar Rapids (two in CR). Planning

			smaller lunch and learn sessions for March in rural counties (Washington, Iowa, Cedar, Benton and Jones).
1.3 Provide ongoing staff training, continuously integrate services and evaluate regularly.	All Workforce Partners	Ongoing	June 2016-Team members attended WIOA conference. September 2016-Team members attended training on enter business services October 2016-Workforce Partner In-Service. Teams will present on work group efforts, field questions. 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. February 2017-All 4 core partners completed a day long training together. Worked on teamwork and 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. June 2017-Completed COLORS training with all staff. May-June 2017-Planning fall team building activities at Camp Wapsi. August 2017-Finalized planning for Camp Wapsie team building in October. October 2017-Hosted team building at Camp Wapsie. 93 team members in attendance from IowaWORKS, KCC Adult Basic Ed, IVRS and IDB.

			November-December 2017-Reevaluating expectations for customer service. Developing as a team, and identifying training needs. Will be adding expectations into IowaWORKS team member evaluations moving forward. Jan-Feb 2018-Planning and hosting Disability Services and Experience event for staff during President's Day all staff inservice. Will bring together all core partners in Region 10 plus Title 1 and 3 from Davenport and Burlington. Will share results of training and some activities with RWDB in March 2018. March 2018-Sharing results of training with RWDB, and providing a portion of training. May to June 2018-Developed and presented first round of board training. Training has been shared on board website. Round 2 delivered June 2018.
1.4 Develop a referral process between the four core programs which includes a hand off and follow up process.	Core Partners	December 31, 2017	July-September 2016: Joint workgroup (4 core partners) working on developing a more efficient referral tool and method. October 2016: Report out to full staff with an action plan ready to implement. Jan-March 2017-Team is researching options for making electronic referrals. SmartSheet is being researched as a quick tool. 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. July-September 2017-Finalized referral guide. Created online referral tool, and gathered feedback from partners.

			March 2018-Finalized online referral tool, trained staff, set up system to monitor and track referrals. May 2018-Shared referral guide with board members.
1.5 Inform customers of career pathways and occupations that lead to self-sufficiency.	Core Partners with Sector Boards	June 30, 2018	June 2016-RWDB met with Advance Mfg Sector Board to learn about pathways and workforce needs September 2016-RWBD met with Customer Service/Insurance/Banking Sector Board to learn about pathways and workforce needs. November 2016-Hosted apprenticeship awareness event with 23 businesses and 11 job seekers. 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 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. September 2017-hosted sector board facilitators, with goal of re-convening to focus on "opportunity" clients served through IowaWORKS. Meeting may be with Jennifer Daly and board chairs. October-November 2017-Representative attended training and planning sessions with the 6 Sector Board leadership committees. Being available for questions/input as they work on developing coordinated strategies between the boards. February 2018-Hosted lunch and learn sessions targeting food assistance recipients. Shared training opportunities and pathway training programs.

			April 2018-Participated in union trades event and referred customers. Working on a women in non-traditional careers event to take place October 2018. May-August 2018-Developing career exploration and "gallery career walk" to be implemented into Navigating your Journey workshop.

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

Goal	Responsible Party	Estimated Date	Progress Report
2.1 Design and develop career exploration and training pathways (including basic, soft and hard skills), especially focused on Advanced Manufacturing and Financial Services/Insurance/Customer Service sector board pathways.	Core Partners Advanced Manufacturing Sector Board Financial Services/Insurance and Customer Service Board	June 30, 2017	November 2016-Meeting with Financial Services/Insurance/Customer service board to review next steps to increasing partnerships between IowaWORKS and this board. November 2016-January 2017-Met with leadership of Financial Services/Customer Services/Insurance sector board. They identified an outline for basic customer service and industry training/awareness that could be completed through IowaWORKS workshops. They will be working with the full board to outline what this might look like and help with implementing by offering their time/tours/locations for portions of the workshops. Sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs. May – 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.

			October 2017-Attended Apprenticeship training through Harper College, with goal of learning how to develop an appropriate pre-apprenticeship program that could be offered at IowaWORKS.
			Ongoing-Attending SB facilitator meetings, Sector training in Coralville, and SB meetings.
			February 2018-Exploring opportunities to develop pre-apprenticeship training for established union apprenticeship programs utilizing GAP/PACE/Title 1 funding.
			February-March 2018-Partnership with Title 1, Title 2, and Nordstom developing a pipeline development and training program targeting African immigrant populations to increase English skills along with basic warehouse knowledge, safety awareness and cultural training. Two pathways, one for those with very basic English skills who will train onsite during paid work hours. The second for those with more limited English skills who will participate in a pre-employment training program. Also partnering with African Immigrant leaders to provide training to current Nordstrom managers to better understand this population.
			April 2018-recruitment event hosted. Nordstrom hired approximately 40 new workers. 15 were identified as needing on site ESL which began May 7, 2018. Several were identified as needing the more intensive pre-employment class. Unfortunately only 5 signed up for that class which began May 14, 2018.
			May-August 2018-Navigating your Journey workshop development and implementation. Includes significant career exploration opportunities.

2.2 Provide training information on STEM and high-demand occupations in the Creative Corridor.	Core Partners	Ongoing June 30, 2017 (aligned with goal 2.1)	To be completed-FS/I/CS sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs. August-September 2017-Ongoing work with refugee groups. Beginning work with Nordstrom to develop training program incorporating English language training, occupational skills training in warehouse/shipping/receiving and soft skills/employability skills for refugee groups.
2.3 Provide tools, resources, and services to reduce barriers to work and education/training.	Core Partners	Ongoing	Ongoing-Support services proved to customers in training. February 2018-All core partners learned about the many free resources available to individuals with disabilities, especially blindness. January 2018-Current-Members of Title 1, 2 and 3 have sent staff members to Navigating your Journey facilitator training. The team is adjustment curriculum, and establishing systems to make this a required component for anyone seeking Title 1 training funds, as well as GAP and PACE funds. PROMISE JOBS has already been implementing it. Looking to expand to other community partners in the future.
2.4 Align partner services to training pathways to reduce barriers and ensure customers receive needed support.	Core Partners	December 31, 2017	Fall 2016-Developed a referral tool. Workgroup of local core partners is turning tool into a more user-friendly online/fillable form. Goal is to complete by January 2017 and present to all workforce partners. December 2016-Implementation workgroup met to begin turning tool into electronic format. Plan to present to full workforce partner system team at January partner meeting. February-March 2017-Development of a basic skills in transportation certificate targeting ESL

			participants to help them pathway into Class A, B and Transportation Specialist training May 2017-Class began in May with 9 students. Aug-Sept 2017-Combining Adult Basic Ed, Title 1 training services and IowaWORKS job readiness services together to present to Nordstrom a plan to train refugees to pipeline into the warehousing/shipping/packaging industry. Feb-Mar 2018-See note above. Nordstrom project progressing. May 2018-both classes started this month with 15 in the onsite employment ESL class, and 5 in the pre-employment class. April-May 2018-Team has been brainstorming and planning out processes to implement Navigating Your Journey for all training customers. The program will help individuals build up the soft skills, self confidence and relationships with staff to identify barriers, seek resources and make the appropriate career and training choice.
2.5 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. February-March 2018-Update RWDB member training, and implement through face to face and online training formats for new and current board members. May 2018-Hosting first RWDB/CEO training using Zoom.

			June 2018-Using Zoom to host 2nd round of Board training and board meeting dial in.
2.6 Co-enroll participants in core partner programs as appropriate to provide participants with access to needed and available services.	Core Partners	Ongoing	December 2017-Implementation workgroup is finalizing a flip charge to help WIOA staff, workforce partners, and customers have a clear visual on what services are available, who might be eligible and how to connect. March 2017-Flip chart "referral tool" almost ready for print. 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. October-November 2017 (Ongoing)-Developing partnerships with Four Oaks Total Child 2.0 project to link youth ages 16-26, who are getting close to age 18 or are already 18+ and have aged out of the original Total Child project. Will be working to connect these youth with Creating Futures consultants to assist them with using full menu of services to reach a wage of $17 per hour by age 26. Developing linkages, program maps, and information sheets to outline possible pathways depending upon student's age and situation. Update: Focusing on methods to set up job shadows and internships for these students to help with career exploration and confirmation.

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

Goal	Responsible Party	Estimated Date	Progress Report
3.1 Support all regional sector board work focusing on Advanced Manufacturing, Financial Services/Insurance/Customer Service, and STEM by ensuring alignment to regional workforce needs/demands.	Core Partners RWDB	Ongoing	November 2017-Meeting with FS/Ins/CS board to review meeting with RWDB in September and identify areas for increased partnership. Ongoing-Working with leadership of FS/Ins/CS Sector Board to present to WIOA staff on industry and workforce needs. May 2017-Transportation Communication class and pathway options for non-native English speakers. March 2018-Request for additional ESL+Transportation class. Title 1, Title 2 and KCC Transportation department meeting to schedule second class. Update: Working on hiring transportation instructor. June 2018-Many team members promoting and volunteering at Rollin' Rally event coordinated by Transportation Sector Board as part of Freedom Fest.
3.2 Create workforce system programming aligned to local business demands/needs.	Core Partners RWDB Sector Boards	Ongoing	Ongoing-Developing in house workshops around FS/I/B sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training. January-February 2017-Developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.

			August/September 2017-Working collaboratively with Nordstrom to develop a program targeting refugee population wishing to enter into a warehousing pathway Feb-Mar 2018-Nordstrom Class is in development, dates and timelines being finalized, and MOUs among partners being developed. May 2018-Onsite ESL class running with 15 participants and pre-employment running with 5 participants for Nordstrom. June 2018-Nordstrom Presentation to RWBD.
3.3 Integrate current apprenticeship career opportunities into career and training pathways and expand apprenticeship opportunities with regional employers.	Core Partners Apprenticeship Employers	June 30, 2018 Ongoing	November 2017-Hosted an apprenticeship awareness event with 23 businesses and 11 job seekers. Have developed 2 new leads for businesses interested in apprenticeships and are helping 5 job seekers enter into more intensive services. December – January 2017-Several apprentices impacted by recent layoffs at several companies. Enrolling and serving these apprentices by continuing their classroom training and helping them connect with similar apprenticeship opportunities in the region. 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.

			October 2017-Researching pre-apprenticeship programs which could be offered free as a workshop to IowaWORKS participants. Developing linkages with Lake College. February 2018-Meeting with apprenticeship programs to identify core pre-apprenticeship skills needed and how IowaWORKS, GAP/PACE, and Title 1 funds could be used to support customers obtaining these skills.
3.4 Develop systems to better prepare and help individuals with barriers to employment to enter into training career opportunities and long-term employment.	Core Partners	Ongoing	January-February 2017-IowaWORKS is developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training. Ongoing-improving process to refer job ready candidates to business services team. Making adjustments to staffing to create a stronger link and job placement process for candidates.

Grants Report

June 2018

Budget Overview

Special Programs Total Participant Budget					
	FY17 Carryover	Anticipated New FY18 Funds	**TOTAL Budget**	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	$108,547.87	$312,711.00	$421,258.87	$421,258.87	$0
Additional IAGAP Funds		$25,500.00	$25,500.00	$5,723.38	$19,776.62

Other Funds					
	FY17 Carryover	Anticipated New FY18 Funds	**TOTAL Budget**	Expenditures	Funds Remaining
IA PACE—KPACE program	$14,199.31	$751,802.00	$766,001.31	$766,001.31	$0
GIVF Reimbursement Funds	$5,089.02	$0	$5,089.02	$3,151.07	$1,937.95
Kirkwood Community College Foundation[+]	$4,400.00	$400.00	$4,800.00	$3,350.00	$1,450.00
FAE&T Reimbursement Funds*		$198,169.94	$198,169.94	$61,357.43	$136,812.51

[+]Total available will increase as new funds are donated.
*Total available will increase as new reimbursement funds are received.

Special Programs Enrollments FY18
(7/1/17 – 6/30/18)

Gap Tuition Assistance	220

E&T FFY17 (7/1/17 – 9/30/17)	28
E&T FFY18 (10/1/17 – 6/30/18)	31

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

KPACE	137

Fall cohorts began in August 2017. Spring cohorts began in January and March 2018.
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 FY18	397
Historical Program Total	8221

Interviews

Interviews Scheduled FY18	233
Historical Program Total	1993

Approved Participants

Approved Participants FY18	220
Historical Program Total	1457

Participant Completions

Historical Program Total	993 of 1268 = 78.31%

Fiscal Year	In Training	Completed Training	Did Not Complete	Completion Rate
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	0	101	29	101 of 130 = 77.69%
2018*	31	139	44	139 of 183 = 75.96%

*Includes carryover training participants from FY17.

Participant Employment

New Employment FY18	88 of 117	75.21%
Overall Employment FY18	90 of 117	76.92%
Historical Overall Employment	783 of 822	95.26%

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
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	59	4	0	10	7	0	63 of 63 = 100%
2018	88	2	0	21	1	27 [+*1]	90 of 117 = 76.92%

[+]Many graduates completed training recently and are now pursuing employment.
*Those graduates still looking for work on 7/1/17 and still engaged in services were moved into the FY17 pool for employment.
[1] Those new graduates who are still looking for work on 6/30/17 and still engaged in services will be moved into the FY18 pool for employment.

Project status:

Program Information (to date)	FY14	FY15	FY16	FY17	FY18	Total
91 Hour Nurse Aide	63	49	42	42	93	471
Accelerated Welding Certificate	5	15	5	2	5	32
Administrative Professional Certificate		9	2	8	9	28
Advanced Workplace Computing Certificate	1					4
Basic Workplace Computing Certificate	1					10
Bookkeeping Certificate	11					25
Business Application Specialist Certificate		1	5			6
Business Bookkeeping Computer Certificate		1	1	4	2	8
Call Center Customer Service Certificate	12	3	1	8	0	36
Certificate in Office Professionals	9	0	0			36
Certificate in Web Site Design	2					19
Certificate in Website Development	0	0	0	0	0	11
Certified Business Computing Professionals	7	1				42
Class B CDL	0	0	1	1	4	14
CNC Machinist Certificate	16	1	3	7	15	45
CNC Milling Operator Certificate	0	0	0			0
CNC Turning Operator Certificate	0	0	0			0
Combination Welder Certificate	2	1				45
Combination Welder SERIES	1	0				1
Community Living Professional			0	0	0	0
Core Construction Certificate			1	1	0	2
EKG Technician		0	1	2	13	16
Electrical Specialist	0	2	0	0	3	12
Electro Mechanical Certificate	0	0	0	0		0
Gas Metal Arc Welding Sense I			10	2	2	14
Graphic Design Certificate	3					10
Graphic Designer Certificate		2	4	1	7	14
Health Support Professional			0	0	4	4
Industrial Maintenance Certificate	1	0	0	0	0	1
Job Planning, Benchwork, Layout Certificate	0	0	0			0

Certificate						Total
Kirkwood Culinary KickStart Certificate	2	2	0	0	1	5
Logistics/Supply Chain Certificate	1	0	0			1
Manufacturing Basics & CNC Machinist Certificate	0	0	0			4
Manufacturing Welding Certificate					2	2
Measurement, Materials, Safety Certificate	0	0	0			0
Medical Office Professional				4	1	5
Modern Manufacturing Series Certificate	0	0	0			4
Personal Support Professional			1	0	0	1
Phlebotomy	11	14	7	3	7	75
Production MIG Certificate	10	10	0			20
Sales Professional Certificate		0	0	0	0	0
Supervising in Healthcare Facilities			0	0	0	0
Transportation Service Class B Training Certificate	1	3	0	0	0	4
Transportation Specialist			0	0	0	0
Transportation Technician			0	0	0	0
Truck Driver Class A CDL	37	32	43	38	49	309
Web Designer Certificate		3	2	2	3	10
Other certificates no longer offered/available						90
TOTALS	196	149	129	125	220	1436

Gap Reporting Form - General Information

Revised July 2017

Institution	Kirkwood Community College		
Contact Person	*Bethany Parker*	*319-365-9474 x31155*	bparker@kirkwood.edu
Quarterly Reporting Period	*FY18*	*May 2018*	

Budget Summary

Line Item		Expenses per Quarter				YTD Expenditures
Direct Costs:		QI	Q2	Q3	Q4	
Tuition & Books		$111,798.95	$63,907.50	$152,953.50	$43,866.79	$372,526.74
Equipment		$1,844.11	$2,183.81	$2,136.87	$3,647.29	$9,812.08
Fees/Assessment/Testing		$3,249.10	$3,466.00	$4,488.00	$2,093.25	$13,296.35
Subtotal						$395,635.17
Other Costs:						
Staff Support/Services		$6,593.38	$10,972.74	$8,572.24	$5,208.72	$31,347.08
Total:		**$123,485.54**	**$80,530.05**	**$168,150.61**	**$54,816.05**	**$426,982.25**

Participant Summary

Instructions: This subsection must be completed **quarterly**. Quarterly numbers must be **unduplicated.**

	QI	Q2	Q3	Q4	YTD Total
Number of Completed Applications:	30	43	101	38	212
Number of Approved Participants:	71	41	73	35	220
Status of Approved Participants:					
Participating or Waiting to Participate:	116	121	136	116	432
Number of Third Party Credentials Received:	18	35	30	17	100

New Members/One-Stop Customers INTEGRATION STATISTICS AT A GLANCE
Month of: May 2018
Total Membership

Location	Reg #	Total New Members	Regional Unemp Claims	Ratio of New Members to Unemp Claims	Gender				Disability		Age					
					# Male of New Members	Male Gender Ratio to Tot Members	# Female of New Members	Female Gender Ratio to Tot Members	# Disabled of New Members	Overall Disabled Served	Age 18-23	% of Young Adults Age 18-23 of New Members	Age 24-54	% Adults Age 24-54 of New Members	Age 55 and Above	% 55 and Above of New Members
Dubuque	1	315	520	60.6%	171	54.3%	142	45.1%	43	13.7%	35	11.1%	213	67.6%	67	21.3%
Decorah	1	85	137	62.0%	44	51.8%	41	48.2%	9	10.6%	7	8.2%	56	65.9%	22	25.9%
Mason City	2	445	931	47.8%	259	58.2%	186	41.8%	48	10.8%	49	11.0%	294	66.1%	102	22.9%
Spencer	3 & 4	195	517	37.7%	102	52.3%	92	47.2%	20	10.3%	19	9.7%	120	61.5%	56	28.7%
Fort Dodge	5	182	191	95.3%	92	50.5%	90	49.5%	22	12.1%	24	13.2%	130	71.4%	28	15.4%
Webster City*	5	19	53	35.8%	16	84.2%	3	15.8%	2	10.5%	3	15.8%	8	42.1%	8	42.1%
Marshalltown	6	384	246	156.1%	211	54.9%	172	44.8%	22	5.7%	78	20.3%	250	65.1%	56	14.6%
Waterloo	7	510	572	89.2%	254	49.8%	256	50.2%	52	10.2%	63	12.4%	358	70.2%	89	17.5%
Waterloo*																
Carroll	8	142	165	86.1%	83	58.5%	59	41.5%	20	14.1%	22	15.5%	92	64.8%	28	19.7%
Denison*																
Davenport	9	638	956	66.7%	343	53.8%	294	46.1%	89	13.9%	70	11.0%	447	70.1%	121	19.0%
Cedar Rapids	10	593	1623	36.5%	308	51.9%	284	47.9%	79	13.3%	87	14.7%	398	67.1%	108	18.2%
Des Moines	11	1593	2516	63.3%	740	46.5%	849	53.3%	205	12.9%	143	9.0%	1163	73.0%	287	18.0%
Sioux City	12	516	483	106.8%	243	47.1%	271	52.5%	46	8.9%	44	8.5%	362	70.2%	110	21.3%
Council Bluffs	13	300	312	96.2%	137	45.7%	163	54.3%	34	11.3%	46	15.3%	211	70.3%	43	14.3%
Creston	14	239	196	121.9%	98	41.0%	141	59.0%	16	6.7%	22	9.2%	166	69.5%	51	21.3%
Ottumwa	15	308	326	94.5%	165	53.6%	140	45.5%	30	9.7%	52	16.9%	210	68.2%	46	14.9%
Burlington	16	301	580	51.9%	139	46.2%	161	53.5%	27	9.0%	49	16.3%	193	64.1%	59	19.6%
Total		**6765**	**10324**	**65.5%**	**3405**	**50.3%**	**3344**	**49.4%**	**764**	**11.3%**	**813**	**12.0%**	**4671**	**69.0%**	**1281**	**18.9%**
		6765	10324	<====Check	3405		3344		764		813		4671		1281	<====Check

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

(x) = closed office

IowaWORKS

Location	Reg #	Total New Members	Education							Veteran			
			Need GED	% of New Memb Need High Sch Equiv.	High Sch Dipl	% of New Memb Attain High School Dipl or Equiv.	Some College Ed	College Degree	Educ. Beyond College "17 & Abv"	Veteran	% Ratio	Veteran Rpt'd D'abled	% Ratio Veteran Rpt'd D'abled
Dubuque	1	315	24	7.6%	185	58.7%	79	19	8	22	7.0%	2	0.6%
Decorah	1	85	9	10.6%	49	57.6%	17	4	6	5	5.9%	2	2.4%
Mason City	2	445	42	9.4%	281	63.1%	80	38	4	22	4.9%	6	1.3%
Spencer	3 & 4	195	15	7.7%	122	62.6%	35	21	2	13	6.7%	1	0.5%
Fort Dodge	5	182	18	9.9%	106	58.2%	47	8	3	9	4.9%	4	2.2%
Webster City*	5	19	2	10.5%	11	57.9%	6	0	0	3	15.8%	0	0.0%
Marshalltown	6	384	110	28.6%	215	56.0%	44	9	6	12	3.1%	3	0.8%
Waterloo	7	510	78	15.3%	300	58.8%	90	27	15	20	3.9%	6	1.2%
Waterloo*													
Carroll	8	142	27	19.0%	62	43.7%	38	12	3	8	5.6%	1	0.7%
Denison*													
Davenport	9	638	75	11.8%	373	58.5%	144	34	12	50	7.8%	11	1.7%
Cedar Rapids	10	593	74	12.5%	301	50.8%	148	48	22	48	8.1%	10	1.7%
Des Moines	11	1593	188	11.8%	863	54.2%	330	171	41	95	6.0%	28	1.8%
Sioux City	12	516	87	16.9%	280	54.3%	101	38	10	22	4.3%	3	0.6%
Council Bluffs	13	300	45	15.0%	170	56.7%	61	16	8	19	6.3%	8	2.7%
Creston	14	239	27	11.3%	116	48.5%	54	26	16	8	3.3%	2	0.8%
Ottumwa	15	308	62	20.1%	177	57.5%	51	13	5	23	7.5%	5	1.6%
Burlington	16	301	30	10.0%	195	64.8%	62	9	5	17	5.6%	8	8.0%
Total		6765	913	13.5%	3806	56.3%	1387	493	166	396	5.9%	100	1.5%

| | 6765 | 913 | | 3806 | | 1387 | 493 | 166 | 396 | *100* | <====Check |

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

(x) = closed office

IowaWORKS

Location	Reg #	Total New Members	Ethnicity/Race												
			Hispanic	% Ratio	Race-AIAN*	% Ratio	Race-Asian	% Ratio	Race-Black/African Amer	% Ratio	Race-HNPI**	% Ratio	Race-White	% Ratio
Dubuque	1	315	4	1.3%	2	0.6%	4	1.3%	40	12.7%	4	1.3%	248	78.7%
Decorah	1	85	9	10.6%	1	1.2%	1	1.2%	9	10.6%	0	0.0%	67	78.8%
Mason City	2	445	62	13.9%	5	1.1%	9	2.0%	32	7.2%	5	1.1%	320	71.9%
Spencer	3 & 4	195	20	10.3%	1	0.5%	2	1.0%	7	3.6%	0	0.0%	164	84.1%
Fort Dodge	5	182	18	9.9%	2	1.1%	1	0.5%	13	7.1%	0	0.0%	138	75.8%
Webster City*	5	19	3	15.8%	1	5.3%	0	0.0%	1	5.3%	0	0.0%	15	78.9%
Marshalltown	6	384	124	32.3%	19	4.9%	27	7.0%	47	12.2%	4	1.0%	196	51.0%
Waterloo	7	510	24	4.7%	6	1.2%	10	2.0%	179	35.1%	3	0.6%	279	54.7%
Waterloo*														
Carroll	8	142	16	11.3%	1	0.7%	2	1.4%	34	23.9%	1	0.7%	87	61.3%
Denison*														
Davenport	9	638	60	9.4%	6	0.9%	3	0.5%	204	32.0%	3	0.5%	372	58.3%
Cedar Rapids	10	593	25	4.2%	8	1.3%	6	1.0%	163	27.5%	2	0.3%	377	63.6%
Des Moines	11	1593	129	8.1%	37	2.3%	52	3.3%	435	27.3%	5	0.3%	946	59.4%
Sioux City	12	516	106	20.5%	24	4.7%	7	1.4%	66	12.8%	3	0.6%	296	57.4%
Council Bluffs	13	300	35	11.7%	3	1.0%	3	1.0%	24	8.0%	3	1.0%	214	71.3%
Creston	14	239	21	8.8%	2	0.8%	3	1.3%	3	1.3%	0	0.0%	202	84.5%
Ottumwa	15	308	44	14.3%	3	1.0%	2	0.6%	23	7.5%	6	1.9%	225	73.1%
Burlington	16	301	16	5.3%	2	0.7%	0	0.0%	31	0.0%	0	0.0%	221	73.4%
Total		**6765**	**716**	**10.6%**	**123**	**1.8%**	**132**	**2.0%**	**1311**	**19.4%**	**39**	**0.6%**	**4367**	**64.6%**
		6765	716		123		132		1311		39		4367	

* = NEG/NDWG Nat'l Emerg Grant transition ce   *American Indian/Alaska Native=AIAN   **Hawaiian Native/Pacific Islander

(x) = closed office

IowaWORKS

| Location | Reg # | Total New Members | Referrals to/CoEnrollments | | | | | PJ | MSFW | Seasonal | Initial ServPlan | ACTIVE |
			WIA Adult Intsive	% Ratio Referrals to WIA Adult Intensive to Total New Members	WIA DW Intsive	% Ratio Referrals to WIA DW Intensive to Total New Members	WIA Displac'd Hmmkr	PJ	MSFW Migrant Worker	MSFW Seasonal Farm Worker	# New Members with Initial Services Plan	Total # of Members Receiving Services (Active)
Dubuque	1	315	148	47.0%	46	14.6%	2		0	4		996
Decorah	1	85	48	56.5%	17	20.0%	0		0	1		367
Mason City	2	445	217	48.8%	103	23.1%	3		1	4		1334
Spencer	3 & 4	195	115	59.0%	69	35.4%	0		0	1		559
Fort Dodge	5	182	92	50.5%	38	20.9%	3		0	1		758
Webster City*	5	19	6	31.6%	5	26.3%	0		0	3		70
Marshalltown	6	384	183	47.7%	32	8.3%	6		2	24		1472
Waterloo	7	510	284	55.7%	56	11.0%	1		4	2		2217
Waterloo*												
Carroll	8	142	64	45.1%	16	11.3%	0		2	2		712
Denison*												
Davenport	9	638	333	52.2%	90	14.1%	8		2	3		2577
Cedar Rapids	10	593	315	53.1%	106	17.9%	9		0	3		2561
Des Moines	11	1593	935	58.7%	270	16.9%	27		3	4		5235
Sioux City	12	516	291	56.4%	102	19.8%	5		3	2		2004
Council Bluffs	13	300	92	30.7%	15	5.0%	3		2	3		1460
Creston	14	239	70	29.3%	28	11.7%	1		0	2		715
Ottumwa	15	308	118	38.3%	20	6.5%	7		0	1		1316
Burlington	16	301	183	60.8%	42	14.0%	3		0	3		1201
Total		**6765**	**3494**	**51.6%**	**1055**	**15.6%**	**78**		**19**	**63**		**25554**
		6765	3494		1055 ===Check	78			19	63		25554

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

(x) = closed office

Adult Education Report—June 2018

Enrollment Update

The program year in Adult Education closes on June 30th. As of June 15th, we are looking to have our best year in terms of enrollment and performance since changes to data reporting were made in 2012. Our official enrollment is at 1378 for the 2017-18 year, which is 120% of our goal. We have also met 8 of 11 individual levels and overall 46% of participants demonstrated a measurable skill gain. A big thanks to our staff for all of their hard work!

Leadership Update

The leadership team for adult education has been finalized. Carla Andorf will serve as interim Director.   Cyd Hanson has been named the ABE/HSED program specialist. Shawn Story will be serving as the ESL program specialist. Nicole Chambers and Brenda Hampton will represent correctional education on the newly formed leadership team. This group will work to lead Kirkwood's adult education efforts moving forward.

HSED Options Update

Kirkwood has submitted its application to provide all 4 options for the HSED program now being offered by the state. We anticipate being approved for these new options which will begin on July 1st.

IET/IELCE Programming

Our first class completed the "Learn and Earn at Nordstrom" class on June 1st. Of the 15 participants, 11 were able to successfully complete the assessment. The remaining four joined a new cohort of students that began on June 11th. On June 14th, Nordstrom held a recognition ceremony for the students that completed the course. Current plans are to regroup after the 2nd cohort completes in early July to discuss future plans with this project.

AEL Performance Data 6-15-18

ABE/ESL/HSED	FY18YTD	FY17YTD	Change	FY18Goal	% Goal Met
Reportable Individuals	1975	1827	148	2200	89.77%
Participants	1378	1192	186	1150	119.83%
Federal POP	1415	1229	186		
Persistence Rate	69.77%	65.24%	4.53%		
Students with Pre/Post Pair	869	696	173		
Post-Test Rate	63.06%	58.39%	4.67%	65%	97.02%
POPs with skill gain	646	477	169		
Post-Test Gain	74.34%	68.53%	5.80%		
Completion Rate	45.65%	38.81%	6.84%		

EFL Levels	FY 18 POP	FY17 POP	FY18 YTD	FY17 YTD	Change	FY17 Goal	FY18 Goal	% Goal Met
ABE Level 1	14	7	57.14%	42.86%	14.28%	40%	41%	139.37%
ABE Level 2	47	33	38.30%	63.64%	-25.34%	42%	43%	89.07%
ABE Level 3	144	114	50.69%	37.72%	12.97%	44%	44%	115.20%
ABE Level 4	343	351	36.73%	34.19%	2.54%	40%	41%	89.59%
ABE Level 5	141	146	57.45%	53.42%	4.03%	50%	51%	112.65%
ABE Level 6	28	23	60.71%	43.48%	17.23%	N/A	N/A	N/A
ESL Level 1	48	41	41.67%	24.39%	17.28%	47%	48%	86.81%
ESL Level 2	95	43	51.58%	48.84%	2.74%	48%	49%	105.27%
ESL Level 3	188	153	52.13%	47.06%	5.07%	48%	49%	106.39%
ESL Level 4	188	132	43.09%	29.55%	13.54%	42%	43%	100.21%
ESL Level 5	113	115	49.56%	34.78%	14.78%	45%	46%	107.74%
ESL Level 6	66	71	28.79%	28.17%	0.62%	25%	26%	110.73%

Total EFL's Met YTD: 8

% Students from FY17 Transition to Credit: 22%

Color Key
Red=below prior year
Green=above prior year
Blue=Met Goal
Orange==Met EFL Prior Year

6/15/2018

AEL Performance Data 6-15-18

ABE/ESL/HSED/Corrections

	FY18 YTD	FY17 YTD	Change
Reportable Individuals	2249	2069	180
Participants	1634	1416	218
Federal POP	1677	1461	216
Persistence Rate	72.65%	68.44%	4.22%
Students with Pre/Post Pair	1021	822	199
Post-Test Rate	62.48%	58.05%	4.43%
POP's with skill gain	756	576	180
Post-Test Gain	74.05%	70.07%	3.97%
Completion Rate	45.08%	40.68%	4.40%

EFL Levels W/Corrections

	FY18 POP	FY17 POP	FY18 YTD	FY17 YTD	Change
ABE Level 1	35	24	54.29%	50.00%	4.29%
ABE Level 2	109	87	44.04%	50.57%	-6.53%
ABE Level 3	218	189	45.87%	36.51%	9.36%
ABE Level 4	430	408	36.51%	35.54%	0.97%
ABE Level 5	151	166	57.62%	53.01%	4.61%
ABE Level 6	36	32	61.11%	50.00%	11.11%
ESL Level 1	48	41	41.67%	24.39%	17.28%
ESL Level 2	95	43	51.58%	48.84%	2.74%
ESL Level 3	188	153	52.13%	47.06%	5.07%
ESL Level 4	188	132	43.09%	29.55%	13.54%
ESL Level 5	113	115	49.56%	34.78%	14.78%
ESL Level 6	66	71	28.79%	28.17%	0.62%

Color Key
Red=below prior year
Green=above prior year
Blue=Met Goal
Orange=Met EFL Last Year

Accommodation Checklist

Date Completed: 6/ /18

Section 1: Accommodations for customers who are Deaf or hard-of-hearing.

	Are the following accommodations available in the one-stop center?	YES/NO	If no, do you need this? YES/NO	Names of staff who are comfortable providing/using this:
1.1	Are any staff members fluent in American Sign Language (ASL)?	No	No	Can utilize Purple VRI as needed. All staff members have access.
1.2	Is a list of qualified ASL interpreters maintained for staff use?	Yes		IVRS has list of interpreters / options for vendors to share with WIOA partners
1.3	Is Video Remote Interpreting (Purple Z5 app installed on an iPad) available for use in the center?	Yes		Skills floor staff. All iPads are equipped with technology. IVRS has also utilized statewide and assessing with in area office sites
1.4	Is a list of real-time computer-aided transcription (CART) services maintained for staff use?	No	Yes	
1.5	Is there a TTY (text telephone) in working order in the center?	No	Assess further need	Relay Iowa available option. Will assess need.
1.6	Do program(s) use videos in outreach, programs, services, or any events	Yes/No	Yes	IVRS will assist in assessing closed captioning availability to support

		dealing with the public? If so, are they closed captioned?			participation and access with in workshops and technology used in the center.
1.7		If the program(s) have a telephone for public use, can the volume be amplified?	Yes		All staff. All phones can be amplified or have headset attached
1.8		If the program(s) have a telephone for public use, is it connected to a TTY?	No	Yes, assess value	Will further assess need through consult with deaf / hard of hearing community to see if TTY would be of benefit in workforce center.

What additional resources do you need to provide accommodations to customers who are Deaf or hard-of-hearing?

- **Training for all WIOA partners on common cultural values and needs of Deaf and Hard of Hearing community**
- **Creation of awareness training for business partners on this targeted population to aid in overall awareness and accommodations for this population.**
- **Training on VRI and best strategies in utilizing with persons who are deaf or hard of hearing**
- **Investigate benefits of CART**

Section 2: Accommodations for customers who are blind or have vision loss.

	Are the following accommodations available in the one-stop center?	YES/NO	If no, do you need this? YES/NO	Names of staff who are comfortable providing this
2.1	Is a list of qualified readers maintained for staff use?	Yes		Any IWD/WIOA/IVRS/IDB team member can serve in this capacity when needed
2.2	Are talking calculators available for use?	No	No	
2.3	Are recordings of presentations, etc. available for use?	Yes / No	Yes	Some programs have videos available for participants but not all. IVRS, IDB, Promise Jobs have videos. American Job Center video is accessible available via YouTube.
2.4	Are braille materials and displays used in the center?	No	Yes	IDB team members can assist programs in taking commonly utilized materials available and putting into Brailed format
2.5	Is screen reader software available for use?	Yes	no	Any team member, free option online called NVDA can be downloaded to center computer to support need
2.6	Is magnification software available for use?	Yes		General accessibility tools for Microsoft offer zoom capability. All staff can assist in setting up on center workstations.
2.7	Are optical readers available for use?	No	Yes	
2.8	If analog television is utilized, are Secondary Auditory Programs available for use?	NA	NA	All TVs are digital and have SAP. All staff can assist

2.9	Are materials and displays also available in large print?	Yes / No	YES	Staff can print in large text when needed but not all marketing materials are available in larger print.

What additional resources do you need to provide accommodations to customers who are blind or have vision loss?

On going training to enhance staff knowledge of resources and awareness in serving individuals with visual impairments.

Look into Zoomtext as option for optical reader

Section 3: Accommodations for customers who have learning difficulties.

	Are the following accommodations available in the one-stop center?	YES/NO	If no, do you need this? YES/NO	Names of staff who are comfortable providing this
3.1	Is a reading pen available for use?	No	Yes	
3.2	Is a handheld, portable reader available?	No	Yes	
3.3	Are color contrast overlays available?	No	Yes	
3.4	Are writing aids available for use?	Yes		Any WIOA team member, also templates for resumes and other common work writing task/examples
3.5	Are noise cancelling headsets available for use?	No	Yes	Further investigate
3.6	Is a note taker available to assist customers in the center?	Yes		Any WIOA team member
3.7	Are recorded texts available for use?	No	Yes	Look to State of Iowa Library to assist with conversion as needed / IVRS or IDB can assist

What additional resources do you need to provide accommodations to customers who have learning difficulties?

Training on technology noted above. IVRS can provide via AT Specialist specific training on range of applications.

Additional training for WIOA team members on learning disabilities and range of needs.

Section 4: Accommodations for customers who have speech difficulties.

	Are the following accommodations available in the one-stop center?	YES/NO	If no, do you need this? YES/NO	Names of staff who are comfortable providing this
4.1	Is a voice amplifier available to customers?	No	Assess need	
4.2	Customer can hand-write or type responses to staff	Yes		Any WIOA team member
4.3	Questions asked in a way that customer can answer with short responses or a nod of the head	Yes		Any WIOA team member

What additional resources do you need to provide accommodations to customers who have learning difficulties?

Training for staff in serving persons with speech impairments, understanding the varying types and resources to support their access of workforce services.

Section 5: Accommodations for customers who have mobility limitations.

	Are the following accommodations available in the one-stop center?	YES/NO	If no, do you need this? YES/NO	Names of staff who are comfortable providing this
5.1	Is seating available for individuals who are waiting in lines and cannot stand for long periods of time?	Yes		Any WIOA team member
5.2	Are seating areas configured to allow adequate space for individuals in wheelchairs?	Yes		Any WIOA team member
5.3	Are wheelchair(s) available in the center for individuals with mobility limitations?	No	Yes	

What additional resources do you need to provide accommodations to customers who have mobility limitations?

Understanding of ADA principles to support understanding behind accessibility features and practices.

Glossary of Terms:

ASL: American Sign Language is a complete, complex language that employs signs made by moving the hands combined with facial expressions and postures of the body.

CART: Computer-Aided Real-Time Transcription is the instantaneous translation of the spoken language into English text and displayed in various forms, such as an individual's computer monitor. The two most commonly used types of CART are:

- **Onsite CART** can be provided for meetings, classes, training sessions and special events.
- **Remote CART** is exactly the same as onsite CART except the provider is in a remote location and listens to an event through the use of a telephone or Voice Over Internet Protocol, commonly referred to as VoIP, which requires a wireless microphone or a telephone line.

Magnification Software: Special software programs that allow an individual to magnify what is shown on the computer screen. Most of these programs allow users to:
- increase the size of the image on the screen
- change the color of the background and the type
- select enlarged or different color cursors and arrows
- have the computer speak in addition to enlarging what is on the screen

Optical Reader: An optical reader is a device found within most computer scanners that captures visual information and translates the image into digital information the computer is capable of understanding and displaying.

Qualified Reader: A qualified reader is an individual who is able to read effectively, accurately, and impartially using terminology common to the targeted audience or individual, known as specialized vocabulary.

Reading Pen: A pen that scans a word or a sentence and reads the text aloud.

Screen Reader Software: Software that enables a user to hear the text that is displayed on the computer's monitor.

Secondary Auditory Programs: A secondary audio program (SAP) is an auxiliary audio channel for analog television that can be broadcast or transmitted both over-the-air and by cable television.

SEE: Signed Exact English is a sign language system that represents literal English.

Talking Calculator: A device that provides speech access to a calculator.

TTY: A TTY is a special device that lets people who are deaf, hard of hearing, or speech-impaired use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.

Voice Amplifier: Voice amplifiers are devices an individual can wear or carry that are used to increase the loudness level of the user's voice.

VRI: Video Remote Interpreting is a form of sign language interpreting that allows people who are deaf or hard of hearing to communicate with a hearing person at the same site via videoconferencing instead of live, on-site interpreting. Videoconferencing equipment is required at both locations.