

**REGION 12 LWDB/CEO MEETING**

**ATTACHMENT "A"**

**Location: Western Iowa Tech Community College**

**Date: 11/29/18**

<b>PRESENT - LWDB MEMBERS</b>				<b>ABSENT - LWDB MEMBERS</b>			
Mindy Collins	X	Dan Moore	X	Mindy Collins		Dan Moore	
Sara DeAnda	X	James O'Donnell		Sara DeAnda		James O'Donnell	X
		Judy Peterson	X			Judy Peterson	
John Hamm	X	Dr. Robert Rasmus	X	John Hamm		Dr. Robert Rasmus	
Janet Hansen	X	MacKenzie Reiling	X	Janet Hansen		MacKenzie Reiling	
Bridget Hoefling		Marcia Rosacker		Bridget Hoefling	X	Marcia Rosacker	X
Christine Kennedy	X	Dan Schoenherr	X	Christine Kennedy		Dan Schoenherr	
Micah Lang	X	Susanna Taylor	X	Micah Lang		Susanna Taylor	
Craig Levine	X	Mary Tyler	X	Craig Levine		Mary Tyler	
Jean Logan	X	Pam Woolridge	X	Jean Logan		Pam Woolridge	

<b>ABSENT - CEO MEMBERS</b>			
Craig Anderson	X	Pete Groetken	X
Tom Brouillette	X	Keith Radig	X
Raymond Drey	X	Jeff Simonsen	X

<b>PRESENT</b>		<b>PRESENT</b>	
Alana Tweet – WIOA Title I	X	Guest: Siouxland Pipe Welding School–Whitney Ingram	X
Janet Gill – WIOA Title I	X	Guest:Siouxland Pipe Welding School-Gaylon Parker	X
Lori Knight – WIOA Title I	X	Guest: Michele Haupt-Sioux City Housing	X
		Guest: Bob Dobson	X

- 1. CEO Call to Order & Roll Call:** Craig Anderson, Chair – CEO @ 4:10 p.m.  
*Approval of Amended Agenda to postpone the new LWDB appointment of David Gleiser to the next LWDB/CEO meeting – CEO – Craig Anderson*  
**Approval of LWDB Appointments (Sara DeAnda, Micah Lang, Mindy Collins and Susanna Taylor) – CEO – Craig Anderson**  
 Oaths of Office – Craig Anderson, CEO Chair  
 LWDB Installation of New Board Members – (Sara DeAnda, Micah Lang, Mindy Collins and Susanna Taylor)
- 2. LWDB Call to Order & Roll Call:** Dan Moore, Chair – LWDB @ 4:12 p.m.  
**Approval of Agenda – LWDB – Dan Moore**
- 3. Approval of Meeting Minutes:** October 18, 2018 Joint LWDB/CEO Minutes – LWDB – Dan Moore & CEO – Craig Anderson
- 4. New Business:** Training Programs Consideration–Western Iowa Tech Community College – LWDB – Dan Moore (Residential Plumbing – Certificate; Plumbing Systems – Diploma); Approval Disability Access Committee Team Members – LWDB – Dan Moore & CEO – Craig Anderson; Local Plan Modification-Increase WEP & INT pay – LWDB – Dan Moore & CEO – Craig Anderson
- 5. Old Business:** Training Programs Consideration–Siouxland Pipe Welding School – LWDB – Dan Moore – (GMAW/FCAW (MIG) Structural/Plate Certificate Program; SMAW (Stick) Pipe Welding Certificate Program; GTAW (Tig) Pipe Welding Certificate Program; GTAW/SMAW (Combination) Pipe Welding Certificate Program); New Board Structure; New Eligible Training Provider List (ETPL) Process; Realignment Update
- 6. WIOA Core Partner Reports:**
- 7. LWDB Chair Report:** Dan Moore
- 8. Policy/Field Memo Updates:**
- 9. Reports from Individual LWDB/CEO Members**
- 10. Report from State Representative**
- 11. Adjournment**

**Motions Taken - Decisions Reached**

<b>APPROVALS</b>	<b>1ST</b>	<b>2ND</b>	<b>Approved</b>
<b>1a.</b> November 29, 2018 Amended Agenda to postpone the new LWDB appointment of David Gleiser to the next LWDB/CEO meeting – <b>CEO</b>	Keith Radig	Pete Groetken	X
<b>1b.</b> LWDB Appointments of Sara DeAnda, Micah Lang, Mindy Collins and Susanna Taylor– <b>CEO</b>	Jeff Simonsen	Pete Groetken	X
<b>2a.</b> November 29, 2018 Amended Agenda– <b>LWDB</b>	Dr. Robert Rasmus	Janet Hansen	X
<b>3a.</b> October 18,2018 Joint LWDB/CEO Minutes- <b>LWDB</b>	Christine Kennedy	Janet Hansen	X
<b>3a.</b> October 18,2018 Joint LWDB/CEO Minutes – <b>CEO</b>	Keith Radig	Pete Groetken	X
<b>4a.</b> Training Programs Consideration–Western Iowa Tech Community College – LWDB – Dan Moore <ul style="list-style-type: none"> <li>• Residential Plumbing – Certificate – <b>Attachment “B”</b></li> <li>• Plumbing Systems – Diploma – <b>Attachment “C”</b></li> </ul>	Janet Hansen	Christine Kennedy	X 2 Abstained; Dr. Robert Rasmus & Pam Woolridge
<b>4b.</b> Approval Disability Access Committee Team Members – LWDB – Dan Moore <ul style="list-style-type: none"> <li>• Gloria Graves – Iowa Department for the Blind</li> <li>• Sandra Solis – Goodwill</li> <li>• Shawn Fick – Goodwill</li> </ul>	Jean Logan	Sara DeAnda	X
<b>4b.</b> Approval Disability Access Committee Team Members CEO – Craig Anderson <ul style="list-style-type: none"> <li>• Gloria Graves – Iowa Department for the Blind</li> <li>• Sandra Solis – Goodwill</li> <li>• Shawn Fick – Goodwill</li> </ul>	Keith Radig	Raymond Drey	X
<b>4c.</b> Local Plan Modification-Increase WEP & INT pay – LWDB – Dan Moore -- <b>Attachment “D”</b>	Jean Logan	Sara DeAnda	X
<b>4c.</b> Local Plan Modification-Increase WEP & INT pay – CEO – Craig Anderson <b>Attachment “D”</b>	Jeff Simonsen	Tom Brouillette	X
<b>5a.</b> Training Programs Consideration –Siouxland Pipe Welding School – LWDB – Dan Moore – <b>Attachment “E”</b> <ul style="list-style-type: none"> <li>• GMAW/FCAW (MIG) Structural/Plate Certificate Program</li> <li>• SMAW (Stick) Pipe Welding Certificate Program</li> <li>• GTAW (Tig) Pipe Welding Certificate Program</li> <li>• GTAW/SMAW (Combination) Pipe Welding Certificate Program</li> </ul>	Janet Hansen	MacKenzie Reiling	X 8 In Favor 4 Opposed 2 Abstained; Dr. Robert Rasmus & Pam Woolridge
<b>11.</b> Adjournment – <b>LWDB @ 5:32 p.m.</b>	Dan Schoenherr	MacKenzie Reiling	X
<b>11.</b> Adjournment – <b>CEO @ 5:32 p.m.</b>	Craig Anderson	Adjourned the	CEOs

## Meeting Notes

### Reports/Discussion:

David Gleiser is not here to be appointed so he will be sworn in next month.

Craig Anderson thanked Jeff Simonsen for his long service on both the Chief Elected Officials and Regional Workforce Development Boards.

### IV. New Business

The WITCC Residential Plumbing (Certificate) and Plumbing Systems (Diploma) programs were discussed. Alana Tweet stated have people interested in the programs. Alana gave some labor market information. There are 40 annual job openings and 342 plumbers employed in Region 12. MacKenzie Reiling also shared Labor Market Information

The Disability Access Committee was discussed. Some people who were on the board left their positions and others had their roles changed.

### V. Old Business

Information was provided in the packet plus carry ins on the Siouxland Pipe Welding training programs. Dan Moore gave time for board members to review the information. Discussion on the programs took place. Safety training was discussed along with accreditation. The Siouxland Pipe Welding is not accredited at this time. Will start the process in April. Discussion pursued on the need for welders in the area.

Janet Gill reviewed the new board structure; the new Eligible Training Provider List (ETPL) process and realignment.

### VI. Partner Reports

Title I. – Janet Gill reviewed the Title I report. Cherokee K-Mart is closing. The November 15, 2018 Career Fair was very successful with over 80 employers attending.

Title II. – Pam Woolridge reviewed the Title II report. ABE has 905 students enrolled in programs (554 ELL and 351 HSED). There were 33 HSED completers (1 in Cherokee, 19 Denison and 13 Sioux City main campus).

Title III. – MacKenzie Reiling reviewed the Title III report. Partners met in Des Moines for GEO Solutions training November 5th to 9th. MacKenzie handed out One-Stop Metrics for September 2018 and Unemployment Profile for October 2018.

### VII. LWDB Chair Report

Dan Moore thanked Jeff Simonsen for his service to the boards.

### VIII. Policy/Field Memo Updates – None

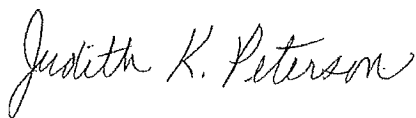
### IX. Reports from Individuals LWDB/CEO Member

Jeff Simonsen stated enjoyed serving on the boards and getting to meet a lot of good people.

### XI. Reports from State Representative – None

### XII. Adjournment

**RESPECTIVELY SUBMITTED**



Judith Peterson

Date: 11/29/18

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

Local Plan Modification Transmittal Form

<b>To Be Completed by LWDB</b>		<b>STATE USE ONLY</b>	
<b>LWDB:</b>	12	<b>Date Received:</b>	
<b>Date Submitted:</b>		<b>Date Approved:</b>	
<b>Provide a description of Local Plan changes below:</b>		<b>Effective Date:</b>	
		<b>Title I Rep:</b>	

**Workforce Innovation Opportunity Act**

**I. FY19**

**LWDB/CEO Admin Budget      \$ 1,500.00**

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**Total \$ 1,500.00**

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**OVERALL TOTAL \$ 1,500.00**

(If additional space is needed, add blank pages and label with page number.)

**Approvals:**

\_\_\_\_\_  
LWDB Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Chair

\_\_\_\_\_  
Date

# Region 12 PY17 Annual Report

## Executive Summary

Region 12 continues to serve residents of Cherokee, Ida, Monona, Plymouth, and Woodbury Counties. The unemployment rate for the region continues to decrease and as of the end of the year was at the following for each county: Cherokee – 2.1%, Ida – 1.6%, Monona – 2.5%, Plymouth – 1.9% and Woodbury – 2.5%. Along with the continued decrease of unemployment, Region 12 continues to see new large-scale employers moving into the area, such as Seaboard Triumph Foods and Fleet Farm, along with current business in the area also expanding. This has provided a unique challenge to businesses within Region 12 as well as increased opportunity for Job Seekers.

During this reporting period, Region 12 enrolled 7,109 new members, averaging 592 new customers each month, which is down slightly from the last year's total 8,992 new members.

Region 12 also experienced retail and customer service employers permanently closing throughout the program year, resulting in dislocated workers. Region 12 IowaWORKS staff and Title 1 staff coordinated Rapid Response meetings with the employee groups impacted by the following business closures:

*Younkers – May (78 employees impacted), Braungers (US Foods) – August (14 employees impacted), Rodeway Inn – September (21 employees impacted), Kmart – December (26 employees impacted), Convergys – March (70 employees impacted)*

## Regional Initiatives/Partnerships

Region 12 created a Veteran Team comprised of a DRC, Title 1, DVOP, and Title 3 staff. The goal of this group is to create personalized follow up with all Veterans who enter into the one-stop. This group is responsible for conducting outreach to any Veteran found on the HBI website who is interested in employment within Region 12. This structure provides the Veteran with a personal connection to the One-Stop and an integrated resource team to help the Veteran with their next career steps or to identify resources in the area that might be beneficial to their situation. This group also participates in community events where Veterans are celebrated as well as resource fairs.

Region 12 hosted a Future Ready Iowa Summit in October. This was collaboration between IowaWORKS, the Sioux City School District, Sioux City College Access Committee, Business, and community stakeholders. This event brought together over 100 participants that are invested in upskilling Iowa's current and future workforce to meet industry/business demand. Two working groups resulted from this summit.

IowaWORKS and Title 1 co-host a large-scale job fair two times a year with the goal to provide opportunities for regional employers to meet with students planning to graduate and community members looking for career options. Employers in the Region have come to expect this event and build this into their recruiting plans. The last two career fairs have included an emphasis on career clusters and registered Apprenticeship. This allows for students and community members to better navigate the large-scale event. This event during this program year has averaged 90 employers signing up to participate.

## Employer Services/Business Engagement

Just as the State overall has seen a decrease in the unemployment rate, Region 12 has also seen this as well. This has provided a different challenge for the local office and for employers looking to fill their vacancies. During this program year, the Business Service Team tried new approaches to better serve employers in the area and offered ideas to meet their hiring needs.

During this program year, there was an emphasis on workplace learning including, On the Job Training, Work Experiences, and Registered Apprenticeship. This allowed for employers to upskill applicants to meet their needs, as well as give job seekers an opportunity for new workplace experiences.

The team also focused on utilizing untapped labor pools. These groups included Re-Entry Citizens, Immigrant and English Learner populations, and Veterans.

Relationships with local law enforcement and probation/parole officers strengthened during this program year. IowaWORKS provided services for Dismas Charities, a non-profit residential re-entry center, where a workforce advisor provides an orientation to the local one-stop, as well as provides information to help them be successful in their job search. This advisor also shares information with these participants on WOTC and Federal Bonding. The Recruitment and placement team then works with employers to help connect these participants and shares with the employer information on WOTC and Federal Bonding. This same model used for participants located in the Local Residential Treatment Facility, Woodbury County Jail, and Plymouth County Jail.

The team also came together to host a local Job Fair with an emphasis to serve our English as a second language customers. IowaWORKS collaborated with Mary Treglia Community House (MJT). This local non-profit offers an array of services to immigrants including translation/interpretation, immigration, ESL classes, refugee reunification, etc. There were 26 employers registered to participate, which filled the gym at MJT. We also reached out to our ABE partner to come talk to Job Seekers about ELL, HiSET and their AEL programs. There were approximately 60 job seekers that attended this first time event. This event was a great learning opportunity for employers to learn about the services that MJT offers, but also for MJT's clients to learn about services in the One-Stop and partner programs.

The Business Service Team also focused on community exposure and involvement to share information about IowaWORKS and the Core partners. The goal from this approach was to get the word out to employers that we might not have had a working relationship with before and to enhance our presence to increase community knowledge of the services that we provide as well as drive traffic into the center for Reemployment Services and Recruitment and Placement.

Business Service Team members and the IowaWORKS Operations Manager participated in the following committee, boards, and advisory groups to identify employer needs and to continue business outreach: ECI, Siouxland Society of Human Resource Management, College Relations/Workforce Chair, Employers in Support of Guard Reserve, Woodbury County Work Ready Community Leadership Team, BOOST Advisory Committee, Sioux City CAN Leadership Team, Future Ready Iowa Summit Planning Team, Northwest Iowa Developers, One Siouxland's Education and Safe, Connected, Healthy Pillars, Regional Advisory Committee - Sioux City Career Academy, Advanced Manufacturing Career Awareness Focus Group, ACT State Organization, Ida Grove Workplace Learning Strategies Round Table, STEM Advisory Board, FWD Workforce Development Community Meeting, Ag Committee Roundtables hosted by the Sioux City Chamber of Commerce, Iowa Food Group round table at Cherokee Chamber of Commerce, Diesel Mechanic Program Roundtable, Siouxland Housing Trust Fund Board, Disability Employment Initiative Local Leadership Team, Service Provider Network Roundtables, and Employer Consortium Roundtables hosted by the Siouxland Chamber.

## Promising Practices and Success Stories

The Core Partner Group meets monthly to discuss how to better integrate services to fit the needs of customers. These meetings have developed collaborative events, processes, and strengthened relationships within the center. This has not only helped Core Partner leaders get a better understanding how to co-enroll participants to maximize their success, but this knowledge has also trickled down to staff in each of the partner agencies through open communication.

The Adult Basic Education offers onsite services with Title II staff three days a week. The partner group leveraged a new referral process during this program year, which has increased success connecting the customer to partner programs that can best assist their career and education needs. Adult Basic Education (ABE) currently has 905 enrolled in program with a 118-student increase since last program year. They have 554 currently enrolled in English Language (ELL) and 351 in High School Education (HSED). This referral process has also increased co-enrollments and referrals to Title 1 and Title IV.

“Jeff” contacted Region 12 concerning an upcoming job interview. He had terrible cell phone reception and needed a place to receive the call. The team invited him to use the facility and services like mock interviewing and resume review. He had moved several times as an Engineer, was a veteran of the US Navy, and this dream job encompassed his experience in welding, as a manager, and an engineer. Jeff did visit the office to revamp his resume (initially several pages long) with several workforce advisors. All encouraged Jeff to complete a mock interview. Staff assisted the veteran with natural sounding responses and eliminated many of the 'statements' he had prepared as answers. These responses disclosed personal views that could affect his ability to gain the job. Jeff took these practices into the interview, which was a success! Jeff offered the job along with a full relocation package!

“Paige” a 25-year-old single parent with one child, currently not working. She receives some financial assistance from her parents and non-court ordered child support from father of her child. She also is receiving monthly SNAP assistance. Paige came into the *IWorks* center received information about the Gap Tuition Assistance Grant offered through Western Iowa Tech Community College. Skills team discussed with her Career Ready 101 and created a username and password for her to complete practice questions before taking the National Career Readiness assessment (NCRC). Paige registered to take the NCRC and earned a silver certificate. She also completed some additional assessments and labor market information for a career pathway to become a certified nursing assistant. The Gap Tuition Assistance Grant paid for the cost of the nursing assistant certificate and required scrubs. Paige is also eligible for the SNAP Grant through DHS. Paige successfully completed nursing assistant course on July 12, 2018. She also passed the written/skills test and received her certified nursing assistant license. Paige started working full-time on September 6, 2018 as a certified nursing assistant with a starting wage of \$13.00 an hour. Without the assistance through the local workforce center, Gap Tuition Assistance Grant and SNAP Grant “Paige would have had difficulty completing her education for employment in a career field that will provide economic stability for herself and family.

## Completed By

Janet Gill, Alana Tweet, Title 1 Director, and MacKenzie Reiling, IWD Operations Manager

DRAFT

WIOA Adult Performance levels -- PY2018

Quarter 1

Region	RWIB	Employment 2nd Qtr (former Entered Empl. [1st])		Employment 4th Qtr (Empl Retention 3rd)		Median Earnings 2nd Qtr after Exit		Credentialed Attainment Rate		Measurable Skills Gain		Region				
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual		Negotiated	90% of Neg		
1	19090	74.3%	72%	64.8%	70.9%	70%	63.0%	\$5,033	\$4,900	\$4,410	70.0%	66%	59.4%	90.0%	Baseline	1
2	19095	72.2%	72%	64.8%	70.8%	70%	63.0%	\$5,064	\$4,900	\$4,410	0.0%	66%	59.4%	n/a	Baseline	2
3 & 4	19160	75.6%	72%	64.8%	73.0%	70%	63.0%	\$6,037	\$4,900	\$4,410	50.0%	66%	59.4%	0.0%	Baseline	3
5	19115	71.3%	72%	64.8%	65.1%	70%	63.0%	\$4,422	\$4,900	\$4,410	50.0%	66%	59.4%	n/a	Baseline	5
6	19030	69.6%	72%	64.8%	71.1%	70%	63.0%	\$5,444	\$4,900	\$4,410	0.0%	66%	59.4%	100.0%	Baseline	6
7	19120	70.2%	72%	64.8%	71.3%	70%	63.0%	\$5,070	\$4,900	\$4,410	66.7%	66%	59.4%	27.8%	Baseline	7
8	19155	67.6%	72%	64.8%	49.8%	70%	63.0%	\$5,405	\$4,900	\$4,410	n/a	66%	59.4%	n/a	Baseline	8
9	19125	68.2%	72%	64.8%	67.7%	70%	63.0%	\$4,415	\$4,900	\$4,410	79.4%	66%	59.4%	85.7%	Baseline	9
10	19130	70.6%	72%	64.8%	69.3%	70%	63.0%	\$4,499	\$4,900	\$4,410	100.0%	66%	59.4%	50.0%	Baseline	10
11	19135	64.9%	72%	64.8%	62.5%	70%	63.0%	\$4,676	\$4,900	\$4,410	50.0%	66%	59.4%	100.0%	Baseline	11
12	19140	72.4%	72%	64.8%	71.2%	70%	63.0%	\$5,599	\$4,900	\$4,410	100.0%	66%	59.4%	100.0%	Baseline	12
13	19145	64.9%	72%	64.8%	62.9%	70%	63.0%	\$5,057	\$4,900	\$4,410	50.0%	66%	59.4%	66.7%	Baseline	13
14	19150	68.3%	72%	64.8%	65.3%	70%	63.0%	\$4,974	\$4,900	\$4,410	100.0%	66%	59.4%	0.0%	Baseline	14
15	19075	70.8%	72%	64.8%	69.6%	70%	63.0%	\$5,096	\$4,900	\$4,410	83.3%	66%	59.4%	100.0%	Baseline	15
16	19080	76.2%	72%	64.8%	72.7%	70%	63.0%	\$5,360	\$4,900	\$4,410	57.1%	66%	59.4%	0.0%	Baseline	16
State		69.5%	72%	64.8%	67.7%	70%	63.0%	\$4,926	\$4,900	\$4,410	68.6%	66%	59.4%	55.7%	Baseline	State

\*WIOA Transition: 3 quarters data

\*WIOA Transition: 3 quarters data



1/4/2019

### WIOA Dislocated Worker Performance Levels -- PY2018

Quarter 1

Region	Employment 2nd Qtr (former Entered Empl. [1st])			Employment 4th Qtr (Empl Retention 3rd)			Median Earnings 2nd Qtr after Exit			Credential Attainment Rate			Measurable Skills Gain		
	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg
1	79.9%	73.0%	65.7%	74.3%	71.0%	63.9%	\$6,800	\$ 6,100	\$5,490	64.3%	66.0%	59.4%	66.7%	Baseline	
2	76.5%	73.0%	65.7%	75.3%	71.0%	63.9%	\$6,028	\$ 6,100	\$5,490	100.0%	66.0%	59.4%	n/a	Baseline	
3 & 4	79.6%	73.0%	65.7%	75.7%	71.0%	63.9%	\$7,201	\$ 6,100	\$5,490	50.0%	66.0%	59.4%	6.7%	Baseline	
5	74.6%	73.0%	65.7%	65.2%	71.0%	63.9%	\$5,131	\$ 6,100	\$5,490	35.7%	66.0%	59.4%	0.0%	Baseline	
6	72.4%	73.0%	65.7%	72.2%	71.0%	63.9%	\$6,912	\$ 6,100	\$5,490	0.0%	66.0%	59.4%	33.3%	Baseline	
7	78.6%	73.0%	65.7%	77.0%	71.0%	63.9%	\$7,368	\$ 6,100	\$5,490	57.1%	66.0%	59.4%	23.2%	Baseline	
8	70.7%	73.0%	65.7%	70.7%	71.0%	63.9%	\$6,723	\$ 6,100	\$5,490	50.0%	66.0%	59.4%	100.0%	Baseline	
9	76.0%	73.0%	65.7%	73.7%	71.0%	63.9%	\$5,527	\$ 6,100	\$5,490	81.8%	66.0%	59.4%	60.0%	Baseline	
10	74.5%	73.0%	65.7%	74.4%	71.0%	63.9%	\$6,054	\$ 6,100	\$5,490	62.5%	66.0%	59.4%	27.5%	Baseline	
11	70.3%	73.0%	65.7%	68.2%	71.0%	63.9%	\$5,877	\$ 6,100	\$5,490	47.6%	66.0%	59.4%	44.4%	Baseline	
12	77.5%	73.0%	65.7%	76.0%	71.0%	63.9%	\$6,966	\$ 6,100	\$5,490	100.0%	66.0%	59.4%	75.0%	Baseline	
13	71.0%	73.0%	65.7%	63.1%	71.0%	63.9%	\$6,575	\$ 6,100	\$5,490	61.5%	66.0%	59.4%	50.0%	Baseline	
14	72.3%	73.0%	65.7%	64.0%	71.0%	63.9%	\$6,270	\$ 6,100	\$5,490	100.0%	66.0%	59.4%	16.7%	Baseline	
15	79.1%	73.0%	65.7%	75.1%	71.0%	63.9%	\$7,776	\$ 6,100	\$5,490	57.1%	66.0%	59.4%	66.7%	Baseline	
16	82.5%	73.0%	65.7%	77.7%	71.0%	63.9%	\$7,349	\$ 6,100	\$5,490	52.6%	66.0%	59.4%	12.5%	Baseline	
State	75.5%	73.0%	65.7%	72.7%	71.0%	63.9%	\$6,496	\$ 6,100	\$5,490	60.8%	66.0%	59.4%	33.7%	Baseline	

\*WIOA Transition: 3 quarters data

\*WIOA Transition: 3 quarters data

WIOA Youth Performance Levels -- PY2018

Quarter 1

Region	RWIB	Placement in Empl., Educ., or Training Rate 2nd		Placement in Empl., Educ., or Training Rate 4th		Median Earnings 2nd Qtr after Exit		Credential Attainment Rate		Measurable Skills Gain	
		Actual	Negotiated	Actual	Negotiated	Actual	Negotiated	Actual	Negotiated	Actual	Negotiated
1	19090	81.0%	71.0%	37.5%	71.0%	\$3,874	N/A	0.0%	58.5%	60.0%	Baseline
2	19095	68.4%	71.0%	100.0%	71.0%	\$4,726	N/A	n/a	58.5%	n/a	Baseline
3&4	19160	92.9%	71.0%	66.7%	71.0%	\$3,726	N/A	85.7%	58.5%	66.7%	Baseline
5	19115	70.8%	71.0%	75.0%	71.0%	\$2,937	N/A	75.0%	58.5%	50.0%	Baseline
6	19030	63.0%	71.0%	47.4%	71.0%	\$2,534	N/A	0.0%	58.5%	n/a	Baseline
7	19120	69.0%	71.0%	64.7%	71.0%	\$3,938	N/A	66.7%	58.5%	83.3%	Baseline
8	19155	81.8%	71.0%	77.8%	71.0%	\$5,547	N/A	n/a	58.5%	n/a	Baseline
9	19125	70.2%	71.0%	79.3%	71.0%	\$2,784	N/A	70.0%	58.5%	83.3%	Baseline
10	19130	78.7%	71.0%	72.4%	71.0%	\$3,633	N/A	61.5%	58.5%	66.7%	Baseline
11	19135	66.7%	71.0%	86.7%	71.0%	\$3,196	N/A	88.9%	58.5%	0.0%	Baseline
12	19140	80.0%	71.0%	100.0%	71.0%	\$4,750	N/A	n/a	58.5%	n/a	Baseline
13	19145	66.7%	71.0%	0.0%	71.0%	\$5,342	N/A	n/a	58.5%	100.0%	Baseline
14	19150	83.3%	71.0%	22.2%	71.0%	\$4,498	N/A	100.0%	58.5%	n/a	Baseline
15	19075	67.4%	71.0%	66.7%	71.0%	\$2,718	N/A	100.0%	58.5%	40.0%	Baseline
16	19080	63.3%	71.0%	78.6%	71.0%	\$3,650	N/A	90.0%	58.5%	100.0%	Baseline
State		69.0%	71.0%	69.2%	71.0%	\$3,284	N/A	78.2%	58.5%	65.1%	Baseline

\*WIOA Transition: 3 quarters delta

\*WIOA Transition: 3 quarters data

# State Workforce Development Board Tentative Agenda

## Iowa Workforce Development Board

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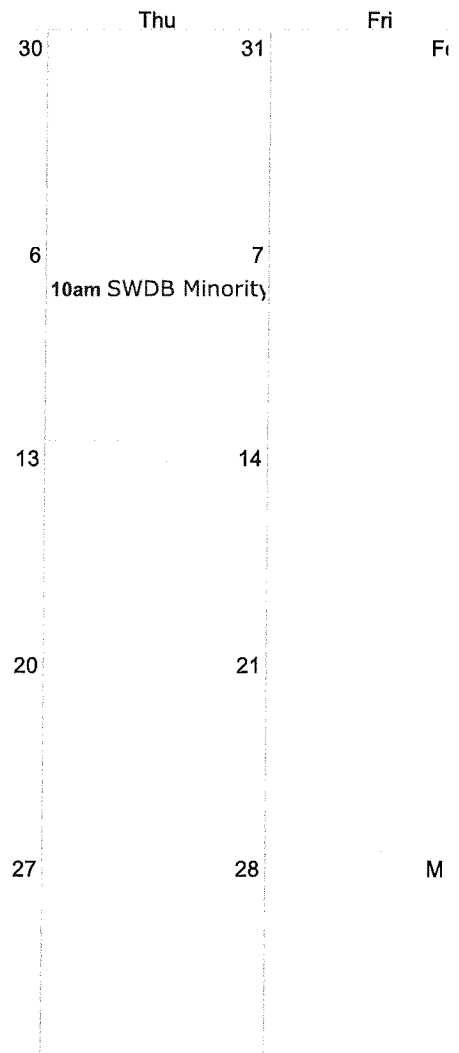
Print Week

### SWDB Quarterly Meeting

**When** Mon, February 18, 1pm – 3pm  
**Where** Goodwill of Central Iowa, 5355 NW 86th St, Johnston, IA 50131, USA ([map](#))

**Description**  
Join Zoom Meeting  
<https://iowaworks.zoom.us/j/846390024>  
One tap mobile  
+16468769923,,846390024# US (New York)  
+14086380968,,846390024# US (San Jose)  
Dial by your location  
+1 646 876 9923 US (New York)  
+1 408 638 0968 US (San Jose)  
+1 669 900 6833 US (San Jose)  
Meeting ID: 846 390 024  
Find your local number: <https://zoom.us/u/aKfpcxYx>

[more details»](#) [copy to my calendar»](#)



1pm SWDB Quarterl

24 25 26 27 28 M

Events shown in time zone: Central Time - Chicago



## REGION 12 PARTNER NETWORK SERVICES

### How can we connect services to you?

*Please check all that describe you. This will help us serve you better through integrated One-Stop partner services and referrals.*

I am a Veteran

I have had farm related employment within the last two (2) years

I would like help learning English

I am currently underemployed, unemployed, or on a temporary layoff and am seeking job placement assistance

I would like information about HI Set/GED classes

I would like assistance changing careers/occupations

I am in need of housing assistance

I am in need of housing assistance

I am under 25 years old with limited/no work history

I have a physical or mental impairment that limits my employment/training options

I am interested in additional training in a high demand career field

I have other barriers to employment

I have legal barriers

Name: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternative Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

***Consent for Release of above information to the core partners:***

**It is understood that this information will remain confidential, and access to the information is appropriate only for the purpose of collaboration, and coordination of career and employer services among IowaWORKS, Vocational Rehabilitation, Youth Employment Program, Western Iowa Tech Community College, and the partners on the Region 12 MOU or listed on this form.**

\_\_\_\_\_  
(Customer or Parent/Guardian Representative Signature)

\_\_\_\_\_  
(Date)



## How can each program assist you in your next step?

Some programs have eligibility requirements. Programs with funding are dependent on WIOA funding availability and are not guaranteed.

The WIOA program is a “Work First” program, meaning an individual needs to make an effort to find employment. The individual needs to show he/she has limited skills and experience or obsolete skills before being considered for training.

### **WITCC Title 1 Services, Adult/Dislocated Worker:**

**Primary eligibility requirements:** Individuals who have lost their job through no fault of their own such as a plant or business closing or a permanent layoff, and those individuals who are low income or receiving state assistance may qualify for WIOA funding. There are limits on the amount of financial assistance a person can receive so some costs may be your responsibility.

**What they can assist with:** If deemed further assistance is needed to allow you to find employment, short term or long term training may be available if you qualify. Support Services such as gas money for travel back and forth to training and/or child care assistance funds while you are in training may also be provided.

### **WITCC Title 1 Services, Youth:**

**Primary eligibility requirements: Out-of-school youth must be aged 16-24**, not attending any school, and meet one or more additional conditions, which could include: School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment.

**In-school youth must be aged 14-21**, attending school, low income, and meet one or more additional conditions, which could include: Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment

Program emphasis is placing participants in Work Experience programs.

### **WITCC Adult Basic Education and Literacy (Title 2)**

**Eligibility Requirements:** Adults who are at least 16 years of age and not currently enrolled, or required to be enrolled, in high school. Additional eligibility criteria include one of more of the following: basic skills deficient; lack a high school diploma or its equivalent; function below the level of a high school graduate (even if the individual has a high school credential); or unable to speak, read, or write the English language.

**What they can help you with:** Services to help adults develop basic skills (e.g., reading, writing, math, English language acquisition), transition to postsecondary education and training, and gain employment. The adult education, English language instruction, and integrated education and training that WIOA Title II supports can open doors to career pathway programs for those with low skills or limited English abilities.



### ***IowaWORKS, Employment Services (Title 3)***

***What they can assist you with:*** Many services are available to anyone needing assistance with resume preparation, job search assistance, mock interviews, skills assessments, computer usage to look up jobs and research labor market information, fax and copy usage for job search activities, and various workshops to help you with your job search.

### ***IowaWORKS, Veteran Services (JVSG/DVOP)***

***What they can assist you with:*** Individualized services to meet the employment needs of disabled veterans and other eligible veterans, with the maximum emphasis directed toward serving those who are economically or educationally disadvantaged, including homeless veterans, and veterans with barriers to employment.

### ***Iowa Vocational Rehabilitation Services (Title 4)***

***Primary eligibility requirements:*** Must have a diagnosed disability, impediments to employment, multiple services needed over an extended period of time. The focus is employment- freshman in HS- to any age as long as able to work.

***What they can assist with:*** IVRS also has retention services to help people maintain employment if they are already working, but at risk of losing their job due to a physical or mental disability. Additional services may be available to assist with training, understanding new career options, and support services to eligible individuals.

### ***American Indian Council***

***Primary eligibility requirements:*** American Indian with lineage enrolled in a federally recognized Tribe, Alaska Native or Native Hawaiian; Unemployed, underemployed, or a low-income individual; a recipient of a bona fide lay-off notice; employed but determined in need of Employment and Training services to obtain or retain employment that allows for self-sufficiency.

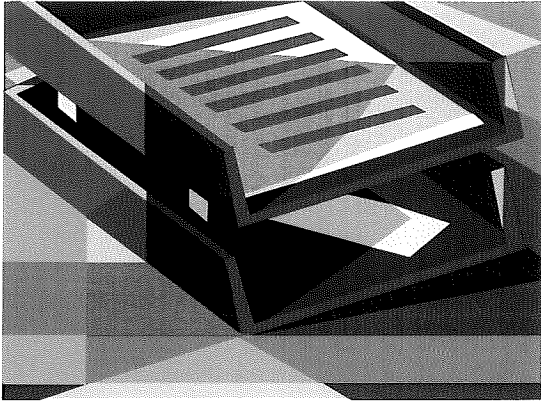
***What they can assist with:*** On- the-Job Training (OJT), Classroom Training, Work Experience Placement, Training Assistance, and Supportive Services such as childcare or transportation.

### ***Job Corp***

***Primary eligibility requirements:*** Be a legal U.S. resident, meet low-income criteria, face one or more barriers to employment such as: needing additional career technical training, education, counseling, and related assistance to complete regular schoolwork or to secure and maintain employment, can be a school dropout, a runaway, a foster child, a parent, or homeless, have signed consent from a parent or guardian if he/she is a minor, have a child care plan if he/she is the parent of a dependent child.

\*The maximum age limit may be waived if the applicant is a person with a documented disability.

***What they can assist with:*** A FREE career driven training and education program, room and board, supportive services, and living stipend.



## **TITLE I DIRECTOR'S REPORT**

**JANUARY 24, 2019**

### **Low Income Adult**

As a way to stretch Title I resources in serving Low Income Adults, we have partnered with the DHS (Department of Human Services) via a grant program targeted at individuals utilizing SNAP (Supplemental Nutrition Assistance Program) benefits. The grant is intended to reduce dependence on SNAP benefits via improved wages and employment in high demand jobs. Our role is to assist these individuals with

training costs and attainment of a recognized credential. We are then reimbursed for tracking/reporting services on SNAP recipients. At this point, we have over \$15,000 in reimbursed expenses that we can reinvest in the program to better serve additional low-income adults.

### **Dislocated Worker**

Recent closings in the Region are listed below and are primarily retailers:

<b><u>Company</u></b>	<b><u>Location</u></b>	<b><u>Impacted Employees</u></b>	<b><u>Expected Closure</u></b>
Kmart	Cherokee	26	1 <sup>st</sup> Quarter 2019
Shopko	Cherokee	20	1 <sup>st</sup> Quarter 2019
Shopko	Onawa	?	1 <sup>st</sup> Quarter 2019
Sears	Sioux City	48	1 <sup>st</sup> Quarter 2019

We are in the process of working with these employers to host meetings with employees losing their jobs to share information on unemployment insurance, career placement services, and training options.

**TAA Certification for AalFs Manufacturing Layoffs in 2018** - We were notified late last year that the 2018 sale of AalFs Manufacturing (based in Sioux City) to Grupo Siete Laguas (based in Mexico) qualified as a TAA (Trade Adjustment Act) event for impacted workers. As a result, individuals laid off from AalFs Manufacturing (approximately 14 in Sioux City) are eligible for TAA benefits including additional funding and services for training and re-employment.

### **Youth**

The Youth Standing Committee met for the first time in November and is planning to meet 4 times per year. Duane Kraayenbrink highlighted the Title I Youth WEP's (Work Experience Program) at the meeting. Other members will take turns highlighting their specific program. This month's meeting will highlight the Junior Achievement program. These meetings create opportunities for referrals and partnerships between agencies.

### **Other Updates**

**State-Wide WIOA Training Meeting** – Title I program staff participated in a training in Des Moines on January 9<sup>th</sup> on the new customer flow system that will be utilized as we transition to further integration of one-stop services. Features of the new Geo-Solutions case management system was also reviewed before this year's launch. Local staff training in Region 12 will be hosted at Western Iowa Tech beginning late January through mid-February

**Annual Legislative Breakfast** - The annual Association of Iowa Workforce Partners (AIWP) Legislative Breakfast is scheduled for Tuesday, January 29<sup>th</sup> at the Iowa State Capital.


**Spring Career Fair** - We are currently in the planning stages for the Spring Career Fair. It will be held on Thursday, March 28<sup>th</sup> at the Western Iowa Tech Campus. There are typically 70+ employers on site to visit with Spring graduates and job seekers from the Region.

1. Currently serving Adult Basic Education students at the following locations:
  - a. WITCC Main Campus
  - b. Goodwill in Sioux City
  - c. IowaWORKS Greater Siouxland
  - d. West Middle School (includes free childcare)
  - e. Le Mars
  - f. Denison
  
2. 970 students enrolled in ABE programming:
  - a. 551 ELL
  - b. 419 HSED
  
3. Total attendance 34,499 hours (18 weeks of class)
  
4. 37 HSED completers up-to-date  
23 Denison/14 Main Campus  
20 students participated in the WITCC Orpheum Theatre Graduation Ceremony
  
5. ELL and HSED Students enrolled in college classes:
  - 7 CNA
  - 3 General Education
  - 3 Nursing
  - 1 Accounting
  - 1 Admin Office Support
  - 1 EMT
  - 1 Police Science
  - 1 Welding
  
6. New Students tested at all locations January 7, 9, and 17, 2019
  - 30 students HSED
  - 90 students ELL
  
7. Contacted 20 referrals from IWD for ABE Classes (240 total served from IWD)



<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b>
	10-18
	<b>DATE</b>
	December 21, 2018

**TO:** STATE GOVERNORS  
STATE LABOR COMMISSIONERS  
STATE WORKFORCE AGENCIES  
STATE WORKFORCE LIAISONS  
STATE AND LOCAL WORKFORCE DEVELOPMENT BOARDS  
AMERICAN JOB CENTER DIRECTORS & MANAGERS

**FROM:** MOLLY E. CONWAY   
Acting Assistant Secretary

**SUBJECT:** Release and Availability of *Providing Public Workforce Services to Job Seekers: 30-month Impact Findings on the WIA Adult and Dislocated Worker Programs*

1. **Purpose.** To announce the release and availability of a report titled, *Providing Public Workforce Services to Job Seekers: 30-month Impact Findings on the WIA Adult and Dislocated Worker Programs*.
2. **Action Requested.** This notice is for informational purposes.
3. **Summary and Background.**
  - a. Summary – Initiated in 2008, this final report from the WIA [Workforce Investment Act of 1998] Adult and Dislocated Worker Programs Gold Standard Evaluation, provides findings on participant outcomes 30-months after random assignment under the evaluation.

Background – The evaluation began in 2008 and used a random assignment design to examine the impact of higher-tiered services provided by the Adult and Dislocated Worker programs in WIA, as implemented by 28 randomly selected local workforce investment areas (LWIAs) operating nationwide. The overall evaluation produced several prior reports (see references below). Such reports provided information regarding: the characteristics of veterans and how they are served through American Job Centers (AJC); findings from implementing the evaluation; an interim impact report; and 11 briefing papers describing the services offered by the programs, the contexts in which the programs operate, and the service delivery features which might have bearing on customer outcomes.

The report describes the impact of different services provided under WIA – core and intensive; and core, intensive and training. Researchers followed more than 34,000 study

participants after random assignment collecting outcome data through follow-up surveys at 15 and 30 months and the National Directory of New Hires (an administrative database containing information on earnings and employment) at 36 months after random assignment.

Of note, WIA was superseded by the Workforce Innovation and Opportunity Act (WIOA) in 2014.

4. **WIA Gold Standard Evaluation Final Report.** The report describes impacts of intensive services on employment, earnings, and the types of jobs obtained, as well as the impacts on household income, and receipt of public assistance. In addition, the report includes the results of the cost-benefit analysis. The report details the characteristics of the 28 LWIAs including the labor markets in which they operate; the characteristics of the customers; the differences across the three study groups in the receipt of core, intensive, and training services; and the differences in participation rates in training. Finally, the report discusses the implications of the study's findings, particularly in light of changes to the public workforce system authorized by WIOA in 2014.

The final report found that intensive services (generally similar to individualized career services under WIOA) increased employment, wages, receipt of a credential, the likelihood of fringe benefits, and hours worked when compared with the other two study groups. The cost-benefit analysis indicates that intensive (career) services are a positive investment from the standpoint of customers, taxpayers, and society as a whole. This is consistent with findings of previous studies of individualized, one-on-one services.

The study revealed that a combination of training, funded by WIA or other sources, and intensive services appears to improve overall outcomes for individuals. It also increased the rate at which customers completed training programs and received credentials in doing so. The study did not find a greater impact in terms of benefits to society 30 months after random assignment for those in the group that included training as a potential service. The study suggests WIOA may increase the impact of training given its emphasis on a greater alignment of skills development investments with regional and local labor markets and business needs as well as skills development and increased program completion and credential receipt.

5. **Inquiries.** To view or download reports from the WIA Gold Standard Evaluation, visit <https://wdr.doleta.gov/research>. For more information about this study, contact Eileen Pederson, Contract Officer Representative, Office of Policy Development and Research, Employment and Training Administration, at (202) 693-3700 or [pederson.eileen@dol.gov](mailto:pederson.eileen@dol.gov).

6. **References.**

- WIA Section 172 and WIOA Section 169.
- TEN 37-09, The Workforce Investment Act Gold Standard Evaluation, released on April 6, 2010.
- TEN 13-15, Update on the Workforce Investment Act Adult and Dislocated Worker Programs Gold Standard Evaluation and Announcement of the Availability of a New

Research Report: *Providing Services to Veterans through the Public Workforce System: Findings from the WIA Gold Standard Evaluation, Volume I and II*, released on October 15, 2015.

- TEN 14-16, Release and Availability of Eleven Briefing Papers and Two New Reports from the WIA Adult and Dislocated Worker Programs Gold Standard Evaluation: *Providing Public Workforce Services to Job Seekers: Implementation Findings on the WIA Adult and Dislocated Worker Programs*, and *Providing Public Workforce Services to Job Seekers: 15-month Impact Findings on the WIA Adult and Dislocated Worker Programs*, released on November 8, 2016.

7. **Attachments.** None.

December 4, 2018

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 15-04 CH 1

TOPIC: Home Base Iowa

1. **Purpose:** Outline procedures for the Home Base Iowa (HBI) program.
2. **Background:** Home Base Iowa is a one-of-a-kind program connecting veterans and transitioning service members with HBI partners and resources. Currently, Iowa's unemployment rate is low and about 25 percent of the workforce is around or over the age of 55. Businesses are looking to hire skilled and semi-skilled workers. This program helps connect those businesses with qualified veterans looking for career opportunities. Home Base Iowa's public-private partnership provides a high level of commitment for our veterans, transitioning service members (TSM) and their families.
3. **Policy:** The veterans and TSMs served by Home Base Iowa are a priority for Iowa Workforce Development (IWD) and IowaWORKS team members. In accordance with the direction provided by the Iowa Workforce Development Director, the following procedures are to be implemented immediately.
4. **Procedures:** The following process outlines the procedures for handling resumes submitted on the Home Base Iowa website for veterans and transitioning service members, as well as documentation. It also provides general responsibilities for individuals and organizations.

**Process for First Time Resume Submission:**

- a. Primary (Jennifer DiOrio) or alternate (statewide LVERs) HBI Representative will email the veteran within two business days of receiving their online submission.
- b. A first, second, and third email contact attempt will be made allowing at least 2 business days in between each contact attempt.
- c. Update the "Administrative and Contact Notes" section after each attempted contact is made.
  - i. While attempting to reach the veteran, the resume is left in "Attempting to contact (needs review)" status.
  - ii. If the veteran does not respond after email attempts, the resume is moved into archive status and updated to "no conduct made" on the website. A final email is sent to the veteran explaining the veteran will need to resubmit his or her profile if they are still actively job hunting.
- d. Once the veteran is contacted, the HBI representative will review the submission for accuracy and make small corrections as required. Those should include;
  - i. Capitalization and contact information
  - ii. Ensure branch of service, status and date of separation is accurate
  - iii. Verify date available for work
  - iv. Ensure specific jobs of interest are related to the skills and experience listed

- v. Verify locations of interest. If they choose statewide and are interested in working with an IowaWORKS representative also include the county where the IowaWORKS representative is located.
  - vi. Encourage the veteran to choose only primary industries which match the profile submission (generally one or two) and only if they are interested in Guard or Reserve service should they choose "military & armed forces."
  - vii. Review resume and suggest changes that need to be made before profile is published (i.e. recommend attending resume workshop at local one-stop center)
- e. Explain the HBI program and all of the resources on the website as well as the resources and programs available at IowaWORKS locations. The veteran is encouraged to work with an IowaWORKS representative in their desired region for job seeking services and help getting interviews with HBI businesses. The HBI representative should publish the resume if it's acceptable after speaking with the veteran. Once the primary IowaWORKS office/region is confirmed, the veteran profile/resume link is then emailed to the Operations Manager and the IowaWORKS Employment Specialist (as assigned by the Operations Manager) for the primary region selected by the HBI veteran.
- i. After the link is emailed, the point of contact confirms receipt with the HBI representative so they know which Employment Specialist will be working with the veteran. The goal is to have the veteran registered and/or published within 10 business days. If the resume is not published the HBI representative should change the internal status to "draft." Update the internal status, region assigned and leave concise administrative notes.
    1. After five business days, the HBI representative will check the service management system to ensure contact has been made by the IowaWORKS Employment Specialist to the HBI veteran and/or the IowaWORKS center. Once contact has been confirmed, change the internal status to "IowaWORKS client" and leave the profile in its current status of "draft" or "published."
    2. If no notes exist in the service management system, the HBI representative reaches out to the veteran to ensure they are in contact with an IowaWORKS Employment Specialist. If they have not heard from an IowaWORKS Employment Specialist, the Veteran Program Coordinator or HBI representative will contact the IowaWORKS Operations Manager. Place a note in the service management system confirming contact and check to ensure the appropriate internal status and region assigned are correct.
    3. If the IowaWORKS Employment Specialist cannot engage the veteran after three documented contact attempts (email or phone call), the IowaWORKS Employment Specialist will email the HBI representative stating no contact has been made with the veteran. The HBI representative will make one contact attempt to the HBI veteran and

document in the administrative notes section. If the veteran does not make contact, no changes are made to the internal status.

4. IowaWORKS Employment Specialist will ensure that the veteran is registered at [www.iowajobs.org](http://www.iowajobs.org) and make status updates in the case management system.
  5. It will be the responsibility of the Operations Manager in each region to ensure ongoing services are being provided to HBI veterans. In addition, the Veteran Program Coordinator will monitor cases sitting in draft status for extended periods of time and follow-up for status updates.
  6. If the HBI veteran indicates not being discharged/available for work for more than three months, they will be encouraged to re-post their resume once they are within three months of discharge. Update the internal status to "90 plus days out" and region to "not assigned to an IowaWORKS center" and place notes reflecting the status. The resume is put into "draft" status.
- ii. HBI Veterans who choose "statewide" in their profile, will be handed off to the state's two LVERs by the HBI Representative. The LVERs will take the lead and be the primary points of contact on any "statewide" HBI Veteran.
1. The HBI Representative will email both LVERs (cc'ing their manager) a link to the veteran profile and indicate in the subject line that they are "statewide" veteran.
  2. The LVER will contact the "statewide" HBI veteran, introduce themselves and provide a brief description of who they are and how they will be assisting them. They will also work the veteran to get them registered for work and to get their resume published in the HBI website.
  3. The LVERs will also forward the veteran's profile link to the Operations Managers in their assigned half of the state.
  4. The Operation Manager will assign the "statewide" HBI veteran to their R&P team or a designated Employment Specialist (cc'ing the appropriate LVER) so that they may begin searching for job/career opportunities in their Region.
  5. The R&P team or designated Employment Specialist will communicate job/career opportunities along with how to apply in their Region with the appropriate LVER.
  6. The LVER will communicate these opportunities back to the "statewide" HBI veteran.
  7. The R&P team members, Employment Specialist, and/or LVERs will make contact with the "statewide" HBI veterans a minimum of every 30 days and document in the service management system.

- f. If the veteran does not want to receive IowaWORKS assistance, explain that they may still use the Home Base Iowa website and resources for their job search. Let them know if they have questions or need assistance in the future to contact the HBI representatives. Be sure and update the internal status to “not working with IowaWORKS”, change region assigned to “Not working with IowaWORKS”, leave concise administrative notes and “publish” the resume.

**Process for resubmissions:**

- a. Primary or alternate HBI representative will review the resume paying attention to internal status, region assigned and admin notes. Ensure region assigned and the location preferences match up. If there is a discrepancy reach out to the veteran. If everything looks good change the status to “publish.”
  - b. Assigned IowaWORKS representatives can also publish resumes for veterans they are working with the veteran directly.
5. **Local Managers, Business Service Representatives, and One-Stop Team Members:** Will include information regarding the Home Base Iowa program and the benefits of hiring veterans with all outreach efforts including but not limited to:
- a. Partner organizations including Society of Human Resource Managers and Employer Council of Iowa events.
  - b. Individual business/community outreach and becoming an HBI business or community
  - c. All veterans who walk-in to IowaWORKS centers will be encouraged to have their resume uploaded to the HBI website once the veteran is work ready including an updated resume.
  - d. Inform HBI representatives when a veteran gets hired. Assigned IowaWORKS representatives can update the internal status to “hired” and place the resume in “archive” status for veterans they are working with directly.
  - e. Share success stories that are relevant to assisting veterans and their families and Home Base Iowa businesses and communities.
6. **Veteran Program Coordinator:** Is the primary point of contact for the Home Base Iowa Program Manager. Responsibilities include:
- a. Track and report numbers as required by the designated regional manager.
  - b. Ensure all veteran submissions have been contacted by the primary or alternate HBI representative and published within the recommended timeframe.
  - c. Develop and implement an effective process for handling out-of-state veterans.
  - d. Oversee the veteran resume approval process and ensure primary or alternate HBI representatives hand-offs with IowaWORKS centers statewide.
  - e. Develop and implement the most efficient process for handling resumes and veteran assistance statewide.
  - f. Manage staffing the Camp Dodge HBI office.
  - g. Collect veteran success stories and relevant veteran stories of interest.

7. **HBI Representatives:** Are the primary point of contact for veterans who submit resumes on the Home Base Iowa website. Responsibilities include:
  - a. Follow all procedures listed in the memo.
  - b. Assist in implementing Veteran Program Coordinator processes.
  - c. Update HBI website status for IowaWORKS veterans.
  
8. **LVERs:** Primary point of contact for HBI businesses and “statewide” HBI veterans. Responsibilities include:
  - a. Reach out to every new HBI business member state wide and welcome them to the HBI community.
  - b. If the business is not in Region 11/14, the LVERs will provide contact information for the local BMS based on business location and send a follow up email to the business with a cc to the BMS for further contact and assistance.
  - c. If the business operates out of Region 11/14, the LVER will work with the business and build a relationship.
  - d. Utilize the other BMSs and R&P team members within Region 11 if the business needs require such.
  - e. Will be the primary POC for “statewide” HBI veterans. The LVERs will build relationships with each R&P team and/or Employment Specialists (as assigned by their Operations Manager) across the state and be a resource in assisting “statewide” HBI Veterans.
  
8. **R&P teams and/or assigned Employment Specialists:** Responsibilities include:
  - a. Responsible for assisting “statewide” HBI veterans and utilizing the LVERs as a resource.
  - b. Making contact with “statewide” HBI veterans a minimum of every 30 days and document in the service management system.
  
8. **Home Base Iowa Program Manager:** Will assist IWD and the IowaWORKS centers with distributing best practices, ensuring the most efficient transition, promoting the successes and building a stronger network statewide. The HBI Program Manager also provides resources, data and information to assist in marketing and data collection.
  
9. **Action:** Ensure all appropriate staff is aware of the information in this memo.
  
10. **Contact:** Questions concerning this memo should be directed to Shaun Leek at 515-380-8028 or email at [shaun.leek@iwd.iowa.gov](mailto:shaun.leek@iwd.iowa.gov).

Ryan West

Division Administrator



July 2, 2018

**WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 18-03**

**TOPIC:** 2018 Poverty Guidelines and 2018 Lower Living Standard Income Level (LLSIL)

1. **Purpose:** To transmit the 2018 Poverty Guidelines and the 2018 Lower Living Standard Income Level (LLSIL).
2. **Background:** Under Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Secretary of Labor annually determines the Lower Living Standard Income Level (LLSIL) for uses described in the Law.

WIOA defines the term "low income individual" as one who qualifies under various criteria, including an individual in a family with total family income for a six-month period that does not exceed the higher level of the poverty line or 70 percent of the LLSIL. The LLSIL was published in the Federal Register on May 29, 2018.

The Department of Health and Human Services (HHS) updates the Poverty Guidelines annually. The 2018 Poverty Guidelines were published in the Federal Register on January 18, 2018.

3. **Substance:** Field Memo 17-03 shall be archived upon issuance of this Field Memo. This field memo provides the 2018 Poverty Guidelines provided by HHS and the Secretary of Labor's annual LLSIL for 2018. Since "low-income individual," "disadvantaged adult" and "disadvantaged youth" may be determined by family income at 70 percent of the LLSIL, those figures are listed as well.

2018 Poverty Guideline for the 48 Contiguous States	
Family Size	Poverty Guideline
1	12,140
2	16,460
3	20,780
4	25,100
5	29,420
6	33,740
7	38,060
8	42,380
For family units with more than 8 members, add \$4,320 for each additional member.	

2018 Lower Living Standard Income Level (70%)		
Family Size	Non-Metro	Metro
1	9,278	9,658
2	15,192	15,831
3	20,859	21,728
4	25,749	26,824
5	30,392	31,653
6	35,542	37,025
7	(1)	(2)
(1) For each additional family member, add \$5,150.		
(2) For each additional family member, add \$5,372.		

2018 Lower Living Standard Income Level (100%)		
Family Size	Non-Metro	Metro
1	13,255	13,797
2	21,703	22,615
3	29,798	31,040
4	36,784	38,320
5	43,418	45,219
6	50,774	52,893
7	(1)	(2)
(1) For each additional family member, add \$7,356.		
(2) For each additional family member, add \$7,674.		

4. **Action:** This information should be shared with LWDB and CEO Board Members as well as appropriate One-Stop and other partner staff.
5. **Effective Date:** The LLSIL tables in this field memo became effective on May 29, 2018. The HHS Poverty Guidelines were effective on January 18, 2018.
6. **Contact:** If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@jwd.iowa.gov.

*Cathy Ross*

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