

LWDB/CEO AMENDED Agenda Joint Meeting
Thursday, March 28, 2019 – 4:00 P.M.
Western Iowa Tech Community College
Wells Fargo Room-ADS L110 (room off the cafeteria)
Park in lot 5 & use entrance 15 (stairs) or
Park in lot 4 & use entrance 14 (no stairs) or
Park in lot 1 & use entrance 1 (follow hallway to cafeteria)

- I. CEO Call to Order & Roll Call – Craig Anderson, Chair
LWDB Call to Order & Roll Call – Mary Tyler, Vice Chair

- II. Approval of AMENDED Agenda to include *Workforce Development Field Information Memo No:19-01 on the Workforce Innovation Opportunity Act (WIOA) Title I Monitoring PY18–Carry In* – LWDB–Mary Tyler

Approval of AMENDED Agenda to include *Workforce Development Field Information Memo No:19-01 on the Workforce Innovation Opportunity Act (WIOA) Title I Monitoring PY18* – Carry In – CEO – Craig Anderson

- III. Approval of Meeting Minutes
 - January 24, 2019 Joint LWDB/CEO Minutes – LWDB – Mary Tyler & CEO – Craig Anderson – **Attachment “A”**

- IV. New Business
 - Program Participant Success Story
 - Approval Disability Access Committee Team Member – Tammy Crouch, Disability Rights IOWA- LWDB – Mary Tyler & CEO – Craig Anderson
 - Request to add Boost to MOU – **Attachments “B” & “C”**

- V. Old Business
 - State Workforce Board Updates – Realignment, LWDB, Board Structure

- VI. WIOA Core Partner Reports –
 - Title I – Adult, Dislocated Worker, Youth Services – **Attachment “D”**
 - Title II – Adult Basic Education and Literacy – **Attachment “E”**
 - Title III – Employment Services – **Attachment “F”**
 - Title IV – Vocational Rehabilitation Services – Presentation – **Carry In**

- VII. LWDB Chair Report – Mary Tyler

- VIII. Policy/Field Updates
 - **TEGL# 20-13:** Designation of Additional Population of Veterans and Other Populations Eligible for Services from the Disabled Veterans’ Outreach Program Specialists – **Attachment “G”**
 - **Field Memo# 19-01:** *Workforce Innovation Opportunity Act (WIOA) Title I Monitoring PY18* – **Carry In**

- IX. Reports from Individual LWDB/CEO Members

- X. Report from State Representative

- XI. Adjournment

“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.”

March 25, 2019

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 19-01

TOPIC: Workforce Innovation and Opportunity Act (WIOA) Title I Monitoring PY18

1. **Purpose:** To provide information and guidance on temporary procedures for Program Year 18 (PY18) monitoring of the WIOA Title I Adult, Dislocated Worker, and Youth programs. This memo supersedes memo 17-05 issued July 26, 2017.
2. **Background:** WIOA requires Title I programs to be monitored annually.
3. **Substance:** Iowa Workforce Development (IWD) Workforce Services Division (WFS) staff will conduct monitoring as outlined below:

Sampling

A random sample of files will be pulled to allow for the review of three (3) Adult, three (3) Dislocated Worker, and two (2) Youth files per region.

Monitoring Dates

Monitoring will occur between March 29, 2019 and May 10, 2019.

Monitoring Scope

- a. Monitoring will be conducted remotely and will include a comprehensive review of the file and case management from application to exit. It will include, but is not limited to a review of the following:
 - i. Compliance with Title I Adult and Dislocated Worker Policies
 - ii. Compliance with Title I Youth Policies
 - iii. Compliance with state and local plans
 - iv. Participant eligibility and verification
 - v. Management Information Systems
 - vi. Data entry
- b. IWD will require documentation of eligibility and may request other pertinent document or records throughout the monitoring process. Title I Directors must ensure all documentation is provided within two business days of request.

Monitoring Criteria

- a. The standardized tool developed for PY16 monitoring will continue to be used for PY18.
- b. Monitoring may result in one or more of the following outcomes:
 - i. **Strengths** - Areas of notable effectiveness that may be recognized as best practices.
 - ii. **Areas of Concern** – Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the region.

- iii. **Findings** – Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding.

Monitoring Report

a. IWD will compile a report for each local service area and present it to the Chief Elected Officials (CEOs), the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include:

- i. Strengths
- ii. Areas of Concern
- iii. Findings

Monitoring Response

Local areas must provide IWD with a written response to the report. The response must include corrective action plans for each non-compliant finding that address specific steps to correct the finding and timelines for making the corrections.

4. Action:

- a. This memo should be shared with CEOs, Local WDBs, Title I Directors, and appropriate Title I staff.
- b. Title I Directors must ensure requested documentation is provided within two business days of the request for information from WFS staff.
- c. Local areas must provide IWD with a corrective action plan to address any non-compliant findings.

5. Effective Date: This field memo is effective from the date of this memo.

6. Contact: If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@iwd.iowa.gov.

**Brenda Boten, Division Administrator
Workforce Services
Iowa Workforce Development**