



CEO/RWDB MEETING

MAY 30, 2019

10 AM – NOON

**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)
 - RWDB MEETING MINUTES – MARCH 28, 2019
5. CORRESPONDENCE
6. MEMBER ANNOUNCEMENTS
7. MOTION TO APPROVE THE FOLLOWING WIOA TRAINING PROVIDER AND THEIR RESPECTIVE PROGRAM – CARLA ANDORF (SEE ATTACHMENT B)
 - UNIVERSITY OF IOWA
 - COMMUNICATION SCIENCES & DISORDERS – SPEECH AND HEARING SCIENCES BA
8. MOTION TO APPROVE FY20 WIOA BUDGET – RACHEL DAILY (SEE ATTACHMENT C)
9. MOTION TO APPROVE CUSTOMER SERVICE PLAN EXTENSION THROUGH JUNE 2020 – CARLA ANDORF
10. MOTION TO APPROVE UPDATES TO THE CUSTOMER SERVICE PLAN EFFECTIVE JUNE 3, 2019 TO ALIGN WITH GeoSOLUTIONS IMPLEMENTATION – CARLA ANDORF (SEE ATTACHMENT D)
11. MOTION TO APPROVE THE NEW STRATEGIC PLAN TO ADD TO CUSTOMER SERVICE PLAN – CARLA ANDORF (SEE ATTACHMENT E)
12. REALIGNMENT UPDATE & WHAT ACTIONS ARE UNDERWAY TO PREPARE FOR REALIGNMENT – CEO BOARD
13. UPDATE ON CEDAR RAPIDS IowaWORKS LEASE PROCESS – CARLOS VEGA
14. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT F)
15. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT G)
16. IowaWORKS FINANCIALS & ENROLLMENT GOALS – RACHEL DAILY (SEE ATTACHMENT H)
17. REGION 10 IowaWORKS REPORT – SCOTT MATHER (SEE ATTACHMENT I)

18. ADULT EDUCATION/LITERACY REPORT – CYD HANSON (SEE ATTACHMENT J)
19. IOWA DEPARTMENT FOR THE BLIND REPORT – KOHELL WEBER-RICKLEFS
20. PRESENTATION: GeoSOLUTIONS, NORMA JEAN HAVLIK-SMITH
21. MOTION TO ADJOURN

NEXT MEETING DATE IS: RWDB, JUNE 27, 2019, IowaWORKS

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

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

MARCH 28, 2019
IowaWORKS OFFICE
CEDAR RAPIDS, IOWA

RWDB Board Members Present: Jasmine Almoayed, Kim Becicka, Ashley Ferguson, Wayne Frauenholtz, Rhonda Griffin, Cyd Hanson, Joe Linn, Kristy Lyman, Patty Manuel, Holly Mateer, Scott Mather, Michelle Mexcur (by teleconference), Steve Olson, Julie Perez, Stefanie Rupert, Mark Schneider (by teleconference),

RWDB Board Members Absent: Chris Hummer, Patrick Loeffler, Kory Schreiner, Steve Shriver, Susie Weinacht

RWDB Ex-Officio Members: None

STAFF: Carla Andorf, Carlos Vega, Rachel Daily, Kate Pine

The meeting was called to order by Chair Patty Manuel at 10:05 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

Patty Manuel asked for a motion to approve the agenda. M/S/C, Steve Olson, Kristy Lyman, agenda approved.

Patty Manuel asked for a motion to approve the consent agenda. M/S/C, Steve Olson, Wayne Frauenholtz, motion approved.

Patty Manuel asked if there was any correspondence to share. The minutes from the December 14, 2017 Audit Committee meeting were received. Patty also shared that the committee met on March 4, 2019.

Patty Manuel asked if there were any member announcements. Carla Andorf shared that the state is applying for a National Emergency Grant for the flooding that has occurred statewide. In our region, Iowa County is affected. The grant helps to repair public lands so we will put together a list of possible worksites in Iowa County. If more counties are affected by spring flooding, they will be added. Wayne Frauenholtz shared that in Cedar County the passing lane is affected by the railcars that are stopped on the tracks due to their inability to move west. Kim Becicka shared that Kirkwood has been awarded an Iowa Workforce Development Grant for a CNA Apprenticeship program.

Carla Andorf and Carlos Vega discussed the Cedar Rapids IowaWORKS office lease agreement. Our lease will end in 18 months so they wanted to share some pros and cons relating to our

current space. Discussion was held on where we see our region growing or where is the location where we can reach the highest percentage of our clients. Julie Perez made a motion to hire a consultant to do the research work and make recommendations on the numbers we would serve at other areas in our region. Patty Manuel asked for a second to approve the motion. M/S/C, Julie Perez, Steve Olson, motion passed.

Holly Mateer gave an update on the Disability Access Committee. We have had some decline in our membership so Holly recommended two new members and will be recruiting for one additional business representative. They are also working on signage to show that we have adaptive services available on-site. They will meet in early May to discuss the next steps.

Patty Manuel and Carla Andorf gave an update on the statewide realignment plan. Carla shared the letter and proposed map from Iowa Workforce Development. While the map is not geographically equitable, it is the best financial equity across regions. There is an option to appeal; the CEO Boards can do that before April 10. Patty Manuel shared that she is trying to assist our CEO Board with the process and is scheduling a conference call with Bob Yoder, our CEO Chair, to assess what they think about the proposed regions. Julie Perez made a motion that we would like a report from the CEO Board on what actions are underway to prepare for realignment. Patty Manuel asked for a second to approve the motion. M/S/C, Julie Perez, Stefanie Rupert, motion passed.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress. She will present the service integration plan at our May meeting. The GeoSolutions database training was conducted.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. We are still meeting our metrics on enrollments and spending.

Rachel Daily reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals. Carla Andorf shared the additional funding opportunities that we are doing to help our clients.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for January and February. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team, the Business Services activities, and the Rapid Response activities. The 6th Judicial Court will hold a second chance fair on April 23.

Cyd Hanson reviewed the Adult Education/Literacy report. Performance metrics for the program were shared.

Holly Mateer reviewed the Vocational-Rehabilitation report. We have increased our numbers and our representatives have done a great job.

Kate Pine, ICR Workforce Solutions team, discussed the partnership between ICR Iowa, Kirkwood and Iowa Workforce Development. When employers are asking for a skilled workforce, we wanted to come to them as a group and provide resources. The team has been

averaging two to three company meetings per month since January. Kate shared their referral form that they use to capture employers' interests.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Julie Perez, Stefanie Rupert, motion approved.

The meeting adjourned at 11:35 am.

Upcoming Meeting: May 30, 2019; 10am-noon; CEO/RWDB Meeting

**State of Iowa
Iowa Workforce Development
Workforce Services Division
1000 East Grand Avenue
Des Moines, IA 50319**

This is an application for INITIAL approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, Department of Labor, Employment and Training Administration, 20 CFR Parts 680-530. Approval as an Eligible WIOA Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

INSTRUCTIONS: After completing and signing the application form below, training providers should submit it to their closest IowaWORKS Center with attention to the Local Workforce Development Board. Addresses for IowaWORKS Centers can be found at <http://www.iowaworkforcedevelopment.gov/locations>.

PART I - GENERAL INFORMATION

Date of Application 4/4/2019

Name of Institution University of Iowa

Address 5 Calvin Hall

Telephone Number 319-335-0071 Fax _____

Location of Training Facility Iowa City, IA

Name of Chief Executive Officer Bruce Harreid - President

Program Contact Information Julie Jones - Department Administrator

Telephone Number 319-335-8720 Email Address julie-jones@uiowa.edu

Is your organization a post-secondary educational institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act. (NAA)? Yes No

PART II (a) - PROGRAM INFORMATION

Please provide a brief description of each program for which you are applying, including:

A. Program Name Communication Sciences & Disorders - Speech and Hearing Sciences BA

B. A brief program description Undergraduate major in Speech & Hearing Science emphasizes the normal processes of speech, hearing, and language and does not qualify an individual to work professionally in the field. Instead, it is designed primarily to prepare students for graduate work. It also may be an appropriate major for students earning a Liberal Arts degree who are not planning careers in Speech Pathology and Audiology.

C. Length of Program 4 years Total Credit Hours Required 120 hours including 63-64 hours of work in major

D. What is the method of delivery?

Classroom Computer-Based CD-Rom Distance (TV/Satellite/Cable) Self-Study (Correspondence)

Web-Based (Internet) URL Address _____

PROGRAM COSTS:

1a. Tuition (per credit hour) \$324.00

1b. Tuition (Out-of-State, per credit hour) \$1,239.00

2. Supplies, including tools, uniforms, etc. _____

3. Fees, including laboratory, student rentals, deposits _____

4. Miscellaneous charges _____

5. Average cost per year for program _____

6. Total cost to complete this program _____

Please use additional pages if necessary.

PART II (b) - ELIGIBLE TRAINING PROVIDER GENERAL INFORMATION

If you are a post-secondary education institution eligible under the Higher Education Act (HEA) or registered under the National Apprenticeship Act (NAA), please place a checkmark next to the description that applies to your institution and submit only these two (2) pages for initial certification. Prior to the expiration of this initial certification, you will receive instructions regarding subsequent eligibility.

Post-Secondary Educational Institution registered under HEA

Registered under the National Apprenticeship Act (NAA)

CERTIFICATION

I Abby Humphrey certify that I am the Sponsor Billing Specialist of the training
Name Title

institution named herein and further certify that the information contained in this application is true and correct. All supporting documentation is true and factual.

Abby Humphrey 4/4/2019
Signature Date

If you are a Training Institution applying for program certification, applications must be forwarded to Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from Training Institutions to the address below will not be processed and with no further notification.

FOR LWDB USE ONLY

Date Received by LWDB April 24, 2019 Date Approved by LWDB _____

Application Date April 4, 2019 Date LWDB Submitted to _____

IWD Region #: 10

Authorized LWDB _____

Signature Approved forms must be sent to: ETPL Unit, Iowa Workforce Development, 1000 East Grand Avenue, Des Moines, IA 50319 (ETPL@iwd.iowa.gov)

FY 2020 Budget								
	WIOA Admin	WIOA Adult	WIOA DW	WIOA YIS	WIOA YOS	KPACE	GAP	
Estimated Carryover	\$5,113.00	\$34,550.00	\$39,007.00	\$4,000.00	\$8,000.00	\$0.00	0.00	\$90,670.00
New Funds	\$105,021.00	\$190,420.00	\$305,707.00	\$112,267.50	\$336,802.50	\$750,041.00	312,711.28	\$2,112,970.28
Total Funds	\$110,134.00	\$224,970.00	\$344,714.00	\$116,267.50	\$344,802.50	\$750,041.00	312,711.28	\$2,203,640.28
Expenses	WIOA Admin	WIOA Adult	WIOA DW	WIOA YIS	WIOA YOS	KPACE	GAP	Total
Salaries	\$54,910.00	\$58,393.16	\$159,453.83	\$26,600.99	\$142,608.62	\$331,498.86	22,338.18	\$795,803.64
Fringe	\$18,120.00	\$19,269.74	\$52,619.76	\$8,778.33	\$47,060.85	\$109,394.62	7,371.60	\$262,614.90
Staff Travel	\$2,150.00	\$2,000.00	\$3,600.00	\$1,000.00	\$5,000.00	\$7,000.00	0.00	\$20,750.00
Board Expenses	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$4,000.00
Advertising/Printing/Production	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00	\$15,000.00
Communication	\$750.00	\$1,000.00	\$2,100.00	\$750.00	\$2,250.00	\$2,000.00	0.00	\$8,850.00
Staff Training/Conferences	\$800.00	\$500.00	\$1,500.00	\$750.00	\$2,250.00	\$1,500.00	0.00	\$7,300.00
Misc Expenses(IT Charges)	\$1,000.00	\$1,250.00	\$3,750.00	\$1,000.00	\$4,000.00		0.00	\$11,000.00
Materials & Supplies	\$500.00	\$500.00	\$1,300.00	\$500.00	\$1,300.00	\$2,500.00	0.00	\$6,600.00
Meetings and Workshops	\$250.00	\$100.00	\$300.00	\$200.00	\$600.00	\$1,750.00	0.00	\$3,200.00
Memberships	\$3,000.00						0.00	\$3,000.00
Liability Insurance	\$180.00	\$150.00	\$474.00	\$180.00	\$520.00	\$520.00	0.00	\$2,024.00
Rent/Utilities	\$6,570.24	\$9,853.82	\$19,790.73	\$3,387.82	\$11,445.03	\$11,497.92	0.00	\$62,545.56
Participant Expense		\$106,531.00	\$77,958.00	\$35,515.00	\$142,060.00	\$290,350.00	280,947.00	\$933,361.00
<i>Total by Program</i>	<i>\$92,230.24</i>	<i>\$199,547.72</i>	<i>\$322,846.32</i>	<i>\$78,662.14</i>	<i>\$359,094.50</i>	<i>\$773,011.40</i>	<i>310,656.78</i>	<i>\$2,136,049.10</i>
				Percent YIS / YOS	17.97%	82.03%		
Potential Carryover	\$17,903.76	\$25,422.28	\$21,867.68	\$23,313.36	-\$22,970.40	\$2,054.50		\$67,591.18
								% spent on Participants
% Spent on Participants		53.39%	24.15%	45.15%	39.56%	37.56%	90.44%	43.70%

Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:	Region 10	Date Received:	
Date Submitted:	May 30, 2019	Date Approved:	
Provide a description of Local Plan changes below:		Effective Date:	
		Title I Rep:	

Add the following to the Region 10 Local Service Plan:

1. Geographical Preference for Enrollment Policy and Procedures:

The Geographical Preference for Region 10 is that the participant must be a resident within the following counties: Benton, Linn, Jones, Johnson, Iowa, Washington and Cedar. Preference is also given to those living outside of the region, but the Region 10 One Stop or satellite offices are the closest location to access America's Job Center services. For individuals living outside of these boundaries who request assistance from Region 10, approval must be requested from the WIOA region of residency and documented in the data management system.

2. Eligibility Determination Policy for Participation of Minors:

The Region 10 LWDB does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors.

State Policy states: Another responsible adult may include-

- A relative with whom the individual resides,
- An adult who has been delegated custodial or administrative responsibilities in writing, either temporarily or permanently, by parents or by an appropriate agency,
- An agency or organization representative who is in a position to know the individual's circumstances (i.e., that they could not get a parent's or guardian's signature authorizing participation), for example, a clergy person, a school teacher or other school official, a probation or other officer of the court or foster parent.
- A representative of an agency which provided support services to the individual and who is aware of the individual's circumstances (i.e., that they cannot get a parent's or guardian's signature authorizing participation), for example, a social worker, a homeless shelter official, a child protective worker, a health clinic official; or
- Other responsible adults to be appropriate to authorize the individual's participation, as defined in policy by the Local WDB.

3. Ineligibility to Receive Services:

On the date that an individual is found ineligible to receive services, the individual will be mailed a letter stating why they are ineligible and providing them 30 days to respond to correct the ineligible status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 5 business days stating the final determination of services.

4. Closure of Services Due to Fraud:

On the date that an individual is found to have committed or attempted to commit fraud to receive services, the individual will be mailed a letter stating the determination and provide them 30 days to respond to the fraud status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 5 business days stating the final determination of services. At time of final determination services will be closed.

5. Screening and Selection of Adult Mentors:

The following is the selection and screening process for Adult Mentors in Region 10:

- a) Mentors must be at least 25 years of age.
- b) Mentors must complete a Kirkwood Community College background check. Background check must be completed within 90 days of beginning mentorship and updated annually thereafter.
- c) Mentor must complete a mentorship application, confidentiality statement, and pass background check results.
- d) Mentor must complete an interview with a youth workforce consultant.

Region 10 may partner with other Agencies certified in Adult Mentoring Services.

6. Objective Assessment:

Region 10 will utilize one or a combination of the following assessments as part of the Objective Assessment Process: TABE, CASAS, Aleks, Accuplacer, Career Coach, NCRC, O*Net Interest Profiler, CAPS/COPS/COPEs, Myers Briggs. Assessment tools are evaluated on an ongoing basis by the service provider. The selection/addition of actual instruments will occur throughout the course of enrollment.

7. Support Services:

Support service payments may be provided, when necessary, to enable a participant to participate in a WIOA Title I activity or a partner activity. Support service payments can be made only when the participant is unable to obtain the service through other programs providing such services. The American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants. There is a support cap maximum per each support service option. Support caps can be altered with written permission from the Director or Operations Manager of Kirkwood's Skills to Employment. Training and Support Services cannot exceed \$6,000 per year.

The following are additions to the currently allowed support services.

Educational Assistance (EST)

Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. EST services plus training services may not exceed \$6,000 per year.

Educational Testing (EDT)

Assistance with educational testing required for participation in WIOA Title 1 activities is allowable. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing. If required for employment, the costs for licenses and application fees are allowable. Maximum expenditure is \$400.00 per participant.

Youth Incentive Payments (YIP)

Incentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program's organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200.

Region 10 YIPs are as follows:

1	Leadership and RBS Activities	Participation in scheduled series as follows: 4 hours 8 hours 12 hours 16 hours 20 hours	\$ 20 Gift Card \$ 40 Gift Card \$ 60 Gift Card \$ 80 Gift Card \$100 Gift Card
2	High School Completion/GED	Successful completion of high school diploma or GED	\$200.00 Gift Card
3	Academic Achievement	Attainment of As and Bs as verified by copy of report card	\$10.00 Gift Card - B \$20.00 Gift Card - A
4	Achievement of Skill Attainment Goal	As identified in the ISS	\$100.00 Gift Card
5	Employment retention	Successful completion of at least 300 work hours per quarter	\$100 Gift Card per quarter (maximum of three quarters - \$300)

8. Additional Assistance for Youth Policy:

Region 10 identifies the following categories for Youth Needing Additional Assistance in addition to those outlined in State Policy: Father of an unborn child, Out of School youth with no work history.

9. Economic Self-Sufficiency:

Region 10 adopts the State Standard for Economic Self-Sufficiency.

10. Underemployed Individuals Policy:

Region 10 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:

1. Currently employed on a less than full time basis and is seeking full time employment.
2. Currently in a position that is below their level of skills and training.
3. Currently does not meet the definition of a low-income individual, but their current job's earnings are not sufficient compared to their previous job's earnings from their previous employment. Must be at 80% or below previous earnings.

11. Individualized Career Services Policy:

Region 10 will utilize the following assessments when necessary to determine eligibility:

1. TABE and/or CASAS

These assessments are approved for use by the National Reporting System.

Region 10 - Local Workforce Development Board
Title IB Program Policy Assurances

We affirm that the required policies, procedures, and strategies have been developed and disseminated in compliance with the Workforce Innovation and Opportunity Act and the Title IB policies established by Iowa Workforce Development.

CEO Chair Printed Name

LWDB Chair Printed Name

Signature

Signature

Date

Date

Region 10 RWDB Strategic Plan FY 2020**Region: 10****Participating Partners: Title 1 (Kirkwood/IowaWORKS), Title 2 (Kirkwood), Title 2 (Iowa Workforce Development/IowaWORKS), Title 4 (Iowa Vocational Rehabilitation Services and Iowa Dept for the Blind)**

The Wintac Grant was received by the state of Iowa to support WIOA core partners evaluate current levels of coordination of services, and create goals around growing and expanding coordination in a meaningful way to have lasting impacts on our work with job seekers and businesses. The goal of the Wintac is to:

- 1) Assess our collaboration and coordination level in four areas:
 - a. Outreach and Intake
 - b. Business Engagement
 - c. Career Pathways
 - d. Career Services
- 2) Identify what level of coordination we would like to be at in one year.
- 3) Develop an action plan of activities to move towards greater coordination that is also directly linked to increasing our ability to serve job seekers and businesses.

Leadership from the core WIOA programs of Title 1 (Kirkwood/IowaWORKS), Title 2 (Kirkwood), Title 3 (Iowa Workforce Development/IowaWORKS), Title 4 (Iowa Vocational Rehabilitation Services and Iowa Dept for the Blind) worked together on the assessment of coordination and developing the following plan. This was completed as follows:

- a) Each leader self-assessing coordination levels on the assessment tool. (December 2018)
- b) Leadership meeting to share self-assessment results, discuss differences, and come to a consensus on current coordination level, as well as why and areas for growth. (December 2018)
- c) Next, the team developed a plan on how to increase coordination, prioritizing ideas into those that will have both the greatest impact on our services and are likely to be completed in approximately 1 year. (January 2019)

The current strategic plan ends June 30, 2019. We are proposing to utilize the Wintac grant plan outlined below as the FY 2020 RWDB strategic plan. We invite in any RWDB team members who would like to be part of our future strategic plan work sessions to provide guidance or input either in an ongoing capacity or on an ad hoc basis. This new plan, if approved by the RWDB, would start July 1, 2019 and run through June 30, 2020.

Region 10 RWDB Strategic Plan FY 2020

Activities and Tactics How will we do it?	Key Players Who should be involved?	Expected Outcomes What is the result?	Timeline When will we do it?	Progress Notes and Outcomes
<p>Outreach and Intake: Develop a referral committee composed of team members from each title to focus on how to best serve individuals and remove barriers to connecting individuals with core WIOA services.</p>	<p>Outreach Committee- Composed of staff from 4 titles (not management).</p> <p>Leadership Team-provides guidance to the outreach committee and supports implementation of their work.</p>	<ul style="list-style-type: none"> *Committee established *More comprehensive informational flyer articulating WIOA partner services *GeoSolutions referral process finalized and WIOA staff trained *Committee establishes goal for outreach activities completed (including targeted youth engagement) with 2 or more WIOA partners representing the entire WIOA system. *re-evaluate marketing materials being used by core WIOA partners 	<p>July 1, 2019-June 20, 2020</p>	
<p>Business Engagement: Identify a Title 1 and Title 2 team member to attend Business Service team meetings monthly to coordinate services for training completers, DW clients, and Title 2 IET/IELCE services.</p>	<p>Shawn Story-Title 2 Mike Rose-Title 1 Title 1 Youth Team Bret Koenig-Title 4 BSR Team</p>	<ul style="list-style-type: none"> *Identify technology supports to encourage participation. *Determine appropriate participation level and meeting attendance. *More integrated approach to meeting business needs. *More opportunities for businesses and job seekers. 	<p>July 1, 2019 to June 30, 2020</p>	

Region 10 RWDB Strategic Plan FY 2020

		<ul style="list-style-type: none"> *Better understanding of business services offered by all core WIOA Titles. *Better coordination of sector board work among WIOA Partners. *Identify 		
<p>Career Pathways: Develop stronger communication, and education between sector boards and WIOA core staff to ensure job seekers are connected with appropriate job services and training.</p>	<p>Sector boards BSR Team All Staff Title 1 and 4 Youth Teams</p>	<ul style="list-style-type: none"> *ICR Iowa core activities shared with WIOA team and updates provided regularly. *Staff understand the connection between sector needs and our services *Youth services are tailored to connect you with the 6 main industry sectors in Region 10. 	<p>July 1, 2019 to June, 30, 2020</p>	
<p>Career Services: Coordinated programming for targeted populations such as ESL, HS completion students, individuals with disabilities and those with barriers. Continuous improvement of Career Services by hosting customer focus groups and completing regular surveys.</p>	<p>Leadership Team Customers Disability Access Committee</p>	<ul style="list-style-type: none"> *increased access to career services by targeted population groups *seek, analyze and incorporate customer feedback on career services to improve offerings (special outreach to youth populations) *establish a consistent focus group format and survey used by all partners 	<p>July 1, 2019 to June 30, 2020</p>	

OUTREACH AND INTAKE	ISOLATION			COMMUNICATION			COORDINATION			COLLABORATION			INTEGRATION		
✓ Current Level of Integration	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
									X	X					
Examples: IVRS and IDB coordinate with Title 1 and 3. RR meetings...hosted by Title 1 and 3, with IVRS and Title 2 services available/present as appropriate. Desk aid and video for WIOA services already created.															
Circle Priority Rating: High = 5															
Ideas/Opportunities: Develop a referral committee on how to best serve individuals and remove barriers to connecting individuals. Re-evaluate marketing materials to cover all services within WIOA core partners (Info card, window shade, materials for businesses & job seekers). It would look like the desk aid branding. Maybe bigger than an info card. Promote desk aid with business/external partners (re-evaluate first to see if it needs adjustment).															
Questions/Concerns/Areas for Assistance? Money to do co-marketing materials.															
ASSESSMENTS	ISOLATION			COMMUNICATION			COORDINATION			COLLABORATION			INTEGRATION		
✓ Current Level of Integration	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
									X						
Examples: NCRC, CASAS, Career Interest/Inventory, objective assessment (completed by interview with case management). If pertinent for a partner service, T1, T2, T3, and T4 share the information but not globally.															
Circle Priority Rating: Medium = 3															
Ideas/Opportunities: Learn more about each other's assessments. Create an assessment team to look for ways to improve in this area, complete more assessments in a group, and reduce duplication.															

Questions/Concerns/Areas for Assistance? Expanded knowledge of different types of assessments available to all program partners and can provide universal benefits. How will GeoSolutions impact our ability to share information and can we build in assessments to the system? How to administer assessments for individuals with disabilities? Learn about different type of assessments that may better serve those with a disability.

CAREER SERVICES	ISOLATION			COMMUNICATION			COORDINATION			COLLABORATION			INTEGRATION		
✓ Current Level of Integration	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
										X					

Examples:
Ticket to work, referrals and in person handoffs, Title 1, 2, 3, 4 and PJ customers attending workshops at IowaWORKS. Trained and practiced on tech to serve those experiencing a disability.

Circle Priority Rating: Medium/High = 4

Ideas/Opportunities: How can we coordinate more with Title 2 programming to support ESL students in Level 4, as well as HS graduates to get linked to our services, and connect them with job opportunities? Coordinate more targeted/reverse job fairs for specific populations. WINTAC grant received to pilot best practices to serve blind/low vision customers. Focus groups to hear from target populations to identify key barriers. Learn more about using professional SurveyMonkey account to develop surveys for customers on how our services were, with the chance to win a prize each month for those who complete it. Create more opportunities for youth and young adults to access the IowaWORKS center and work readiness activities. Youth / Young Adult lounge area.

Questions/Concerns/Areas for Assistance?

CASE MANAGEMENT	ISOLATION			COMMUNICATION			COORDINATION			COLLABORATION			INTEGRATION		
✓ Current Level of Integration	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
								X							

Examples:
Case manage together between intensive referrals with Title 1, 4, PJ and GAP. TTW joint services together. Utilization of workers. Work ready placement services with direct care workers and BSR team. Wednesday morning staff meetings.

Circle Priority Rating: Low/Medium = 2

Ideas/Opportunities: As we implement GeoSolutions Title 1, 2, and 3 will share one system. Title 4 will use it for some pieces of referrals and coordination as well as business service coordination.

Questions/Concerns/Areas for Assistance?

Will there be ability to view each other's notes/services to ensure strong case management to better serve customers?

CAREER PATHWAYS	ISOLATION			COMMUNICATION			COORDINATION			COLLABORATION			INTEGRATION		
	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
✓ Current Level of Integration						X									

Examples: We have collaborative representation at Sector boards with IowaWORKS, IVRS and Title 2. Area has 6 sector boards. The sector board updates are shared at BSR team meetings.

Circle Priority Rating: Medium/High = 4

Ideas/Opportunities: Share more about sector board work and activities with all teams at all staff meetings. Create a google doc with information on sector board updates to show job, training, new needs, and pathways in development to give a snapshot of sector initiatives/needs. Meeting with sector board facilitators to better identify how to communicate SB needs with staff and develop a strategic plan supported by WIOA leadership to create an overall vision for our services, braid together funding, coordinate efforts, etc. How do we educate youth/young adults on career pathways/wages in area based upon sector board needs (similar to re-connect workshops)? Where does it make sense to bring Title 2 into our work groups? How can we bring other WIOA program services to Title 2 spaces? Continue Re-Connect workshops and find ways to promote with more partners and the public.

Questions/Concerns/Areas for Assistance?

Survey schools, corrections, refugees, and other opportunity customer areas to gather their input and buy in on how to best serve their students.

BUSINESS ENGAGEMENT	ISOLATION			COMMUNICATION			COORDINATION			COLLABORATION			INTEGRATION		
	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High	Low	Mid	High
✓ Current Level of Integration									X	X					

Examples: Integrated business services teams with Title 3 and 4, with coordinated business visits.

Circle Priority Rating: **High = 5**

Ideas/Opportunities: Integrate Title 1 more in business visits. Integrated Title 2 IET and IELCE services/opportunities into visits (ESL Program Supervisor: join this work group?). Greater coordination between Title 1 Youth and Business Services team to develop a more robust list of work experience sites. Develop staff training to ensure better referrals, greater customer knowledge of expectations and tracking of activities. Train staff on “save a job” activities through IVRS, and how to access/coordinate together to respond to these employers.

Questions/Concerns/Areas for Assistance?

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

			<p>gathering video for a short 3 minute video to be used with new enrollments, on facebook and with partners to share what workforce system means. June 2017-Video finalized, shared with board, and beginning to be used in orientations, workshops, marketing.</p> <p>Dec-Jan 2019-Leadership team met to assess current level of business service integration between core WIOA partners and developed a plan to increase business service activities among programs.</p>
<p>1.2 Increase visibility through joint outreach, marketing and awareness campaigns, especially seeking local media outlets.</p>	Core Partners	December 31, 2017	<p>July-September 2016: Joint workgroup (4 core partners) working on integrating outreach activities and education the public on the full workforce ‘system’ of services.</p> <p>October 2016: Report out to full staff with an action plan ready to implement.</p> <p>December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process.</p> <p>Jan-March 2017-Teams have developed a referral tool for staff and partners. Almost ready for print. Developing “display boards” outlining all workforce services to be displayed with all partners and used at job fairs, etc.</p> <p>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</p>

			<p>held in January 2018. Planning happening now. Should reach around 17,000 household.</p> <p>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).</p> <p>November 2018-Apprenticeship awareness event at Goodwill in collaboration with IowaWORKS.</p>
<p>1.3 Provide ongoing staff training, continuously integrate services and evaluate regularly.</p>	<p>All Workforce Partners</p>	<p>Ongoing</p>	<p>June 2016-Team members attended WIOA conference.</p> <p>September 2016-Team members attended training on enter business services</p> <p>October 2016-Workforce Partner In-Service. Teams will present on work group efforts, field questions.</p> <p>December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process. Developing electronic referral tool.</p> <p>February 2017-All 4 core partners completed a day long training together. Worked on teamwork and partnership with an outside speaker. Collected next steps from team members, and surveyed team members on what we should do to keep momentum going. Developing ongoing trainings, and silo-breaking activities.</p> <p>June 2017-Completed COLORS training with all staff.</p> <p>May-June 2017-Planning fall team building activities at Camp Wapsi.</p>

			<p>August 2017-Finalized planning for Camp Wapsie team building in October.</p> <p>October 2017-Hosted team building at Camp Wapsie. 93 team members in attendance from IowaWORKS, KCC Adult Basic Ed, IVRS and IDB.</p> <p>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.</p> <p>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.</p> <p>March 2018-Sharing results of training with RWDB, and providing a portion of training.</p> <p>May to June 2018-Developed and presented first round of board training. Training has been shared on board website. Round 2 delivered June 2018.</p> <p>July-Sept 2018-WIOA Leadership team is developing staff inservice training for October focused on serving individuals who may be deaf or hard of hearing.</p> <p>October 2018-Hosted In-Service event for staff to learn about best practices serving individuals who are deaf or hard of hearing.</p> <p>Dec-Jan 2019-Leadership met to complete WINTAC assessment and develop strategic plan around increased integration of services.</p>
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			February 2019-Title 1 and 3 staff trained on the GeoSolutions system which will be launched in June 2019. This system may be used by the FAE&T and Title 2 programs. Other workforce programs may have access to it for referral purposes.
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	<p>July-September 2016: Joint workgroup (4 core partners) working on developing a more efficient referral tool and method.</p> <p>October 2016: Report out to full staff with an action plan ready to implement.</p> <p>Jan-March 2017-Team is researching options for making electronic referrals. SmartSheet is being researched as a quick tool.</p> <p>May 2017-Also looking at a google doc that can be shared among partners. GeoSolutions software system train-the-trainer training begins in May. Will be sending several staff to start transition process. New system has built in referral tool.</p> <p>July-September 2017-Finalized referral guide. Created online referral tool, and gathered feedback from partners.</p> <p>March 2018-Finalized online referral tool, trained staff, set up system to monitor and track referrals.</p> <p>May 2018-Shared referral guide with board members.</p> <p>November-January 2019-Core WIOA partners are tasked with identifying level of integration in 6 key areas. Then prioritizing which are most critical along with steps to take to move toward integration.</p> <p>February 2019-Title 1 and 3 completing new IWORKS (GeoSolutions database) training which will create an easier system for referrals and track referral metrics.</p>

<p>1.5 Inform customers of career pathways and occupations that lead to self-sufficiency.</p>	<p>Core Partners with Sector Boards</p>	<p>June 30, 2018</p>	<p>June 2016-RWDB met with Advance Mfg Sector Board to learn about pathways and workforce needs 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.</p>
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			<p>May-August 2018-Developing career exploration and “gallery career walk” to be implemented into Navigating your Journey workshop.</p> <p>August-September 2018-Finalizing NYJ workshop. Schedule created for rest of 2018. Officially “launched” September 1 with all students enrolled starting this date will be required to take the workshop.</p> <p>October, 2018-Hosted a Women in Non-Traditional Careers event. 20 women attended to hear from other women in careers within Transportation, Construction and Manufacturing.</p> <p>Dec-Jan 2019-Leadership met to evaluate our current integration on development of and usage of career pathways throughout the workforce system. This is an action item for our WINTAC strategic plan.</p>
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Priority #2. Preparation of the Workforce: Design, develop and offer training for individuals, including those with barriers to employment--to prepare for current and emerging industry workforce skill requirements. Support the region’s workforce through pathways that provide advanced, skilled and future ready workers.

Goal	Responsible Party	Estimated Date	Progress Report
<p>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.</p>	<p>Core Partners</p> <p>Advanced Manufacturing Sector Board</p> <p>Financial Services/Insurance and Customer Service Board</p>	<p>June 30, 2017</p>	<p>November 2016-Meeting with Financial Services/Insurance/Customer service board to review next steps to increasing partnerships between IowaWORKS and this board.</p> <p>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</p>

			<p>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.</p> <p>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.</p> <p>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.</p> <p>Ongoing-Attending SB facilitator meetings, Sector training in Coralville, and SB meetings.</p> <p>February 2018-Exploring opportunities to develop pre-apprenticeship training for established union apprenticeship programs utilizing GAP/PACE/Title 1 funding.</p> <p>February-March 2018-Partnership with Title 1, Title 2, and Nordstrom 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.</p>
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			<p>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.</p> <p>May-August 2018-Navigating your Journey workshop development and implementation. Includes significant career exploration opportunities.</p> <p>September 2018-Implemented Navigating your Journey which assists individuals with decision making process on training and careers.</p> <p>September 2018-Title 1 and 2 partnering with Nordstrom to implement another Earn and Learn program starting October 1. Collaborating with Goodwill to offer ELL class with their Manufacturing certificate. This can then pathway into a full time job at Nordstrom.</p> <p>February 2019-Sector boards and IowaWORKS staff met to talk about potential pathway programs including experiential learning for adults. Continuing to flush out this opportunity.</p>
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)	<p>To be completed-FS/I/CS sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs.</p> <p>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.</p>
2.3 Provide tools, resources, and services to reduce	Core Partners	Ongoing	Ongoing-Support services proved to customers in training.

barriers to work and education/training.			<p>February 2018-All core partners learned about the many free resources available to individuals with disabilities, especially blindness.</p> <p>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.</p> <p>August-September 2018-Partnering with KCC Corporate Training to conduct a Women in Non-Traditional Careers event. All are welcome to participate to hear from women working in non-traditional careers.</p>
2.4 Align partner services to training pathways to reduce barriers and ensure customers receive needed support.	Core Partners	December 31, 2017	<p>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.</p> <p>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.</p> <p>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</p> <p>May 2017-Class began in May with 9 students.</p> <p>Aug-Sept 2017-Combining Adult Basic Ed, Title 1 training services and IowaWORKS job readiness services together to present to Nordstrom a plan to</p>

			<p>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. September 2018-Implemented Navigating Your Journey. November-January 2019-Working on Core WIOA partner integration assessment to identify ways to remove barriers and better align services to serve individuals.</p>
<p>2.5 Expand access to training and education opportunities through the use of distance learning tools, videoconferencing, and other technology.</p>	<p>Core Partners</p>	<p>June 30, 2017</p>	<p>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.</p>

			<p>June 2018-Using Zoom to host 2nd round of Board training and board meeting dial in.</p> <p>September 2018-Ongoing-Using Zoom for Board meetings and training.</p>
<p>2.6 Co-enroll participants in core partner programs as appropriate to provide participants with access to needed and available services.</p>	<p>Core Partners</p>	<p>Ongoing</p>	<p>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.</p> <p>March 2017-Flip chart “referral tool” almost ready for print.</p> <p>June 2017-Final referral tool edits submitted. Final product being updated and prepared for printing. Strong request for this tool among not just staff, but other partners. Video received final edits and is being prepared for final version.</p> <p>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.</p> <p>September-October 2018-Title 2 and Goodwill are partnering on a light manufacturing class with</p>

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

Goal	Responsible Party	Estimated Date	Progress Report
<p>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.</p>	<p>Core Partners</p> <p>RWDB</p>	<p>Ongoing</p>	<p>November 2017-Meeting with FS/Ins/CS board to review meeting with RWDB in September and identify areas for increased partnership.</p> <p>Ongoing-Working with leadership of FS/Ins/CS Sector Board to present to WIOA staff on industry and workforce needs.</p> <p>May 2017-Transportation Communication class and pathway options for non-native English speakers.</p> <p>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.</p> <p>June 2018-Many team members promoting and volunteering at Rollin' Rally event coordinated by Transportation Sector Board as part of Freedom Fest.</p> <p>August-September 2018-Working with Sector Board through Corporate training to develop Women in Non-Traditional Careers event.</p> <p>July-September 2018-Developing English classes for Goodwill and Nordstrom on site job training programs.</p>

			<p>January 2019-Working with Whirlpool and Unity Point to develop Earn and Learn style programs to help them build workforce.</p> <p>February 2019-Added CRCSD to this list for careers as a bus monitor. Also working with the Transportation sector board to develop a transportation communication course to support ESL students t move into transportation careers.</p>
<p>3.2 Create workforce system programming aligned to local business demands/needs.</p>	<p>Core Partners</p> <p>RWDB</p> <p>Sector Boards</p>	<p>Ongoing</p>	<p>Ongoing-Developing in house workshops around FS/I/B sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training.</p> <p>January-February 2017-Developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.</p> <p>August/September 2017-Working collaboratively with Nordstrom to develop a program targeting refugee population wishing to enter into a warehousing pathway</p> <p>Feb-Mar 2018-Nordstrom Class is in development, dates and timelines being finalized, and MOUs among partners being developed.</p> <p>May 2018-Onsite ESL class running with 15 participants and pre-employment running with 5 participants for Nordstrom.</p>

			<p>June 2018-Nordstrom Presentation to RWBD.</p> <p>January 2019-Whirlpool and Unity Point researching Earn and Learn type programming.</p> <p>Feb 2019-Adding CRCSD to Earn and Learn model. Also, looking at developing an experiential learning pathway for IowaWORKS customers to move into in demand, sector board driven career pathways.</p>
<p>3.3 Integrate current apprenticeship career opportunities into career and training pathways and expand apprenticeship opportunities with regional employers.</p>	<p>Core Partners</p> <p>Apprenticeship Employers</p>	<p>June 30, 2018</p> <p>Ongoing</p>	<p>November 2017-Hosted an apprenticeship awareness event with 23 businesses and 11 job seekers. Have developed 2 new leads for businesses interested in apprenticeships and are helping 5 job seekers enter into more intensive services.</p> <p>December – January 2017-Several apprentices impacted by recent layoffs at several companies. Enrolling and serving these apprentices by continuing their classroom training and helping them connect with similar apprenticeship opportunities in the region.</p> <p>June 2017-Wrapping up SP-NEG and JD-NEG grant activities with participants. Continuing to develop pipelines of workers for current and new apprenticeship opportunities. Continuing services as allowed through formula DW funds for enrolled participants.</p> <p>October 2017-Researching pre-apprenticeship programs which could be offered free as a workshop to IowaWORKS participants. Developing linkages with Lake College.</p>

			<p>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.</p> <p>Ongoing-Apprenticeship information sessions at IowaWORKS to raise awareness and connect individuals.</p>
<p>3.4 Develop systems to better prepare and help individuals with barriers to employment to enter into training career opportunities and long-term employment.</p>	<p>Core Partners</p>	<p>Ongoing</p>	<p>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.</p> <p>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.</p>

Grants Report

Budget Overview

Special Programs Total Participant Budget					
	Additional FY18 Funds Carryover	Anticipated New FY19 Funds	TOTAL Budget	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	\$17,958.05	\$312,711.00	\$330,669.05	\$300,290.50	\$30,378.55
Additional IAGAP Funds FY19		\$0	\$0	\$0	\$0

Other Funds					
	FY18 Carryover	Anticipated New FY19 Funds	TOTAL Budget	Expenditures	Funds Remaining
IA PACE—KPACE program	\$6,359.42	\$750,041.00	\$756,400.42	\$634,167.96	\$122,232.46
GIVF Reimbursement Funds	\$1,862.95	\$0	\$1,862.95	\$1,862.95	\$0
Kirkwood Community College Foundation ⁺	\$1,450.00	\$280.00	\$1,730.00	\$0	\$1,730.00
FAE&T Reimbursement Funds*	\$68,592.86	\$63,964.63	\$132,557.49	\$71,367.55	\$61,189.94

*Total available will increase as new funds are donated.

*Total available will increase as new reimbursement funds are received.

Special Programs Enrollments FY19

(7/1/18 – 6/30/19)

Gap Tuition Assistance	125
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E&T FFY18 (7/1/18 – 9/30/18)	19
E&T FFY19 (10/1/18 – 6/30/19)	33

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

KPACE	105
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Fall cohorts began in August 2018. Spring cohorts began in January and March 2019.

Credit enrollments typically happen at the beginning of the credit term.

Gap Tuition Assistance Program

Referrals

Referrals FY19	188
Historical Program Total	8438

Interviews

Interviews Scheduled FY19	126
Historical Program Total	2129

Approved Participants

Approved Participants FY19	125
Historical Program Total	1575

Participant Completions

Historical Program Total	1090 of 1408 = 77.41%
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Fiscal Year	In Training	Completed Training	Did Not Complete	Completion Rate
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	0	136	53	136 of 189 = 71.96%
2019*	14	100	34	100 of 134 = 74.63%

*Includes carryover training participants from FY18.

Participant Employment

New Employment FY19	66 of 97	68.04%
Overall Employment FY19	68 of 97	70.10%
Historical Overall Employment	859 of 904	95.02%

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
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	96	2	0	22	1	4	98 of 102 = 96.08%
2019	66	2	0	23	9	29 ⁺¹	68 of 97 = 70.10%

⁺¹Many graduates completed training recently and are now pursuing employment.

¹ Those new graduates who are still looking for work on 6/30/18 and still engaged in services will be moved into the FY19 pool for employment.

Project status:

Program Information (to date)	FY15	FY16	FY17	FY18	FY19	Total
91 Hour Nurse Aide	49	42	42	99	51	528
Accelerated Welding Certificate	15	5	2	5	0	32
Administrative Professional Certificate	9	2	8	9	8	36
Business Application Specialist Certificate	1	5				6
Business Bookkeeping Computer Certificate	1	1	4	2	4	12
Call Center Customer Service Certificate	3	1	8	0	0	36
Central Sterilization Certificate				1	3	4
Certificate in Office Professionals	0	0				36
Certificate in Website Development	0	0	0	0	0	11
Certified Business Computing Professionals	1					42
Class B CDL	0	1	1	4	3	17
CNC Machinist Certificate	1	3	7	15	0	45
CNC Milling Operator Certificate	0	0				0
CNC Turning Operator Certificate	0	0				0
Combination Welder Certificate	1					45
Combination Welder SERIES	0					1
Community Living Professional		0	0	0	0	0
Core Construction Certificate		1	1	0	0	2
EKG Technician	0	1	2	13	0	16
Electrical Specialist	2	0	0	4	4	17
Electro Mechanical Certificate	0	0	0			0
Gas Metal Arc Welding Sense I		10	2	2	0	14
Graphic Designer Certificate	2	4	1	7	3	17
Health Support Professional		0	0	4	0	4
Industrial Maintenance Certificate	0	0	0	0	0	1
Job Planning, Benchwork, Layout Certificate	0	0				0
Kirkwood Culinary KickStart Certificate	2	0	0	1	0	5
Logistics/Supply Chain Certificate	0	0				1
Manufacturing Basics & CNC Machinist Certificate	0	0				4
Manufacturing Welding Certificate				2	2	4

Measurement, Materials, Safety Certificate	0	0				0
Medical Office Professional			4	1	0	5
Modern Manufacturing Series Certificate	0	0				4
Operator Certificate					7	7
Personal Support Professional		1	0	0	0	1
Phlebotomy	14	7	3	8	6	82
Production MIG Certificate	10	0				20
Sales Professional Certificate	0	0	0	0	0	0
Supervising in Healthcare Facilities		0	0	0	0	0
Transportation Service Class B Training Certificate	3	0	0	0	0	4
Transportation Specialist		0	0	0	0	0
Transportation Technician		0	0	0	0	0
Truck Driver Class A CDL	32	43	38	54	34	348
Web Designer Certificate	3	2	2	3	0	10
Other certificates no longer offered/available						148
TOTALS	149	129	125	234	125	1575

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	FY19	April 2019		FY19 Available (FY18 CF+FY19) \$ 330,669.05

Budget Summary

Line Item	Expenses per Quarter				YTD Expenditures
	Q1	Q2	Q3	Q4	
Direct Costs:					
Tuition & Books	\$145,330.36	\$67,402.50	\$23,532.53	\$18,086.96	\$254,352.35
Equipment	\$2,148.42	\$1,427.76	\$1,262.93	\$113.25	\$4,952.36
Fees/Assessment/Testing	\$5,745.00	\$3,340.00	\$4,080.00	\$640.00	\$13,805.00
<i>Subtotal</i>					\$273,109.71
Other Costs:					
Staff Support/Services	\$8,812.44	\$8,082.66	\$8,214.30	\$2,071.39	\$27,180.79
Total:	\$162,036.22	\$80,252.92	\$37,089.76	\$20,911.60	\$300,290.50

Participant Summary

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

	Q1	Q2	Q3	Q4	YTD Total
Number of Completed Applications:	63	42	25	17	147
Number of Approved Participants:	49	36	23	17	125
Status of Approved Participants:					
Participating or Waiting to Participate:	112	36	23	17	188
Number of <u>Third</u> Party Credentials Received:	63	26	21	4	114

Financial Reporting
as of May 20, 2019
88% of the Year Completed*

Grant Name	Carryover	Total Grant	Total Budget	Staff & Overhead Expenditures	Participant Expenditures	Staff & Overhead Obligations	Participant Obligations	Unobligated Balance	% of FY18 Grant Spent/Obligated	% of Unobligated Funds
WIOA Admin	0	94,691	94,691	73,567	0	12,442	0	8,682	90.83%	9.17%
WIOA Adult	18,612	172,752	191,364	100,372	21,877	26,308	2,125	40,682	76.45%	23.55%
WIOA Dislocated Worker	0	260,049	260,049	192,212	0	24,345	3,784	39,708	84.73%	15.27%
WIOA RR Dislocated Worker	0	127,284	127,284	36,376	47,741	36,133	6,788	246	99.81%	0.19%
WIOA Youth In School	5,372	83,078	88,450	50,444	11,038	10,987	55	15,926	80.83%	19.17%
WIOA Youth Out of School	20,211	336,340	356,551	176,839	86,090	38,316	35,852	19,454	94.22%	5.78%
KPACE	6,359	750,041	756,400	400,709	236,590	115,572	3,529	0	100.00%	0.00%
SNAP ADMIN	0	170,647	170,647	89,754	0	70,977	0	9,916	94.19%	5.81%
GAP	17,958	312,711	330,669	27,181	273,346	3,697	26,445	0	100.00%	0.00%

Experiential Learning

Actuals	Current %
70,196.00	21.64%



This report Reflects March/April 2019

Current Job Openings (Includes indexed jobs)

	Statewide	Regional
March	36, 134	3927
April	38, 106	4283

<i>Unemployment Rates- County rates are not seasonally adjusted</i>			
	March 2019	February 2019	March 2018
United States (seasonally Adjusted)	3.8%	3.8%	4.0%
State of Iowa (seasonally adjusted)	2.4%	2.4%	2.7%
Benton	3.2%	3.3%	3.3%
Cedar	2.7%	2.7%	2.9%
Iowa	2.7%	2.7%	2.7%
Johnson	1.7%	1.7%	2.1%
Jones	4.0%	4.0%	4.3%
Linn	2.8%	2.8%	3.2%
Washington	2.8%	2.8%	2.7%

Cedar Rapids Recruiting Events:

- Advanced Services 4
- RGIS 7
- Kirkwood Healthcare 2
- Smithfield Foods
- Pic Group 3
- Schneider 2
- Allied Universal
- To the Rescue 2
- Ruffalo Noel Levitz
- PerMar
- International Paper 2
- Census



Iowa City Recruiting Events:

Temp Associates
Affordable Cleaning 3
Aerotek
Remedy

Business Services activities:

March 2019:

- 3/1/19-Kate was interviewed by CBJ on workforce readiness
- 3/4/19-Kate and Curt co-presented on Registered Apprenticeship at Benton Community School District along with an IVRS counselor
- 3/7/19- Curt facilitated the Re-Connect Workshop with 8 employers and 13 job seekers attending
- 3/8/19-Kate and ICR solutions team met with Red Star Yeast
- 3/12/19-Kate attended Wingman training at ICR Iowa and was accepted as a Wingman (ambassador for the region through the economic development group as a service to employers to connect recruits and new employees to an individual with similar interest and knowledge of connections)
- 3/15/19-Curt facilitated RA workshops to 6 classes at Vinton Shellsburg
- 3/21/19-Curt facilitated the Re-Connect Workshop with 5 employers and 36 job seekers attending

April 2019:

- 4/2/19- Mace and 3 other staff participated in the Build my Future event featuring ACE sector businesses
- 4/3/19- Kate Co-Hosted EIHRAs's Legal Lunch and Learn on e-verify
- 4/18/19- Curt facilitated the Re-Connect Workshop with 7 employers and 50 job seekers attending
- 4/23/19-The business team collaborated with the 6th Judicial and hosted a 2nd Chance Job Fair with 16 businesses and 70 plus job seekers attending. The event was covered by Fox 28 news.
- 4/24/19-Kate attended Metro Economic Alliance Speed Networking event
- 4/26/19-Kate attended the Iowa Ideas Conference Advisory committee. Kate was also asked to be a panelist on the "Alternates to Education" breakout session
- 4/26/19- Curt facilitated a registered apprenticeship presentation at Prairie Edge
- 4/30/19-Kate, Scott, and Carlos attended Governor's STEM Summit



- Curt assisted 3 businesses in setting up job shadows for Total Child participants through Four Oaks

Rapid Response Activities:

- Shopko in Benton County closed on 4/7/19, impacting 18 workers. Informational packets were sent to management who agreed to forward onto the workers.
- United Healthcare is laying off an estimated 600 workers statewide beginning in July 2019 through January 2020. We have roughly 25 of the workers in region 10 and they work remote from their homes. We are waiting for more information from our RR coordinator but are considering a Zoom worker informational meeting.
- Durham School Services in Iowa City is not having their contract renewed past 6/30/19. Worker meetings are scheduled for 5/22/19 and 5/23/19.
- Additional trade meeting was held for 6 new impacted workers at IAC.
- In May, post cards were sent from the trade office in DM to 70 impacted workers at Viant in Jones County reminding them of Trade services they are eligible for.

**Adult Education/Literacy Report
May 2019**

ESL Update:

Set dates for PY20.

Session I (5 weeks of classes)

July 22 - August 22

Session II: (7 weeks of classes)

September 3 - October 17

Session III (7 weeks of classes* Thanksgiving break)

October 28 - December 19

Session IV (7 weeks of classes if there is no snow)

January 21 - March 5

Session V

March 23 - May 21 (9 weeks of classes)

IELCE Update:

-Nordstrom will be running the 6th cohort in the fall.

-Goodwill in CR will be running an ESL "light Manufacturing" certificate here in the summer.

- Starting an IELCE with CR schools training bus aids starting in July.

Potential partnerships:

- UnityPoint and environmental services (custodian training)

ESL Data:

- 872 students served in all locations throughout this program year.
- 91% student retention (did not drop out between 12-40 hours).
- Demographically, we have seen a unique increase in Haitian Students (who speak Haitian Creole) in CR this year.

Attached Presentation: https://docs.google.com/presentation/d/10RkoXApqQ4y1Bq9hbuE4RRjzpXYrIY-IRc_CtaO2F2s/edit?usp=sharing

The High School Completion Program is looking to graduate approximately 150 students. Graduation will take place on Thursday, June 13 at Hotel Kirkwood.

Program Data:

- 1682 students have walked through our doors within the seven county region
- 1118 have been with us for more than 12 hours
- Persistent rate is at 67%
- Post-test gains are at 70%

As of May 17, our program looks to be meeting many of the goals the state has put in place for our program. I will have final numbers at the end of June.

Our next set of classes will begin on July 22 in our new fiscal year.

We are very fortunate to have the HiSET Conference located in Des Moines this summer. Most full-time staff will be attending this conference to learn the latest in ESL, ABE, data, leadership and many other sessions. It is a wonderful opportunity to have this large of a conference so close. This will take place in July.