

Your Name  
Street Address  
City, ST ZIP Code  
Date

The Honorable Alexander Acosta  
Secretary of the Department of Labor  
200 Constitution Avenue NW  
C-2318  
Washington, DC 20210

Dear Secretary Acosta:

We are writing you to appeal a recent decision made by the Iowa State Workforce Development Board regarding regional realignment. Eight CEO boards submitted appeals regarding the recently approved realignment plan to the Iowa State Workforce Development Board and these appeals were denied on May 30, 2019 without explanation as to the rationale behind their denial. All denials were bundled and denied at one time with one vote without discussion of the merits presented in the individual appealing regions request for appeal.

The CEO boards of several Iowa regions are requesting the Department of Labor investigate to review whether or not the realignment process followed the law. The process lacked transparency and stakeholders were not informed in a timely manner. The appeals process itself was cumbersome and not understandable, which created a burden for the local elected officials to comply with the State's appeal process due to unreasonable criteria. The guidance given by Iowa Workforce Development in recent months and the direction provided in the State plan had several significant differences and made the process extremely confusing. As far as we know, the State has not developed a formal appeals policy that has been approved by both the Department of Labor and the Iowa State Workforce Development Board which adds to the contention that the process the State undertook to deny the appeals summarily was not appropriate.

Representatives of Iowa Workforce Development continue to insist the Department of Labor is requiring a reduction of regions in Iowa. The documentation they refer to when making this claim is the Department of Labor monitoring of 2017, which gives no requirement to reduce regions. The monitoring report merely instructed the State to review the local regional structure for compliance of WIOA rules and regulations and determine whether or not the current structure accommodates the boards being able to perform all requirements as stated in the law.

All existing Title 1 Regions requested and were granted initial designation and have operated in good standing for the two years such designation was granted. There has been no discussion or rationale given as to why subsequent designation would not continue as allowable in the Law 679.250.

## Iowa Appeal Letter

In a frantically ambitious effort to make the realignment changes immediate, IWD has suggested the current providers of service will only be given a 6-month budget. Iowa Workforce Development has further suggested that if all items and activities related to realignment are not completed by June 30, 2020, DOL will withhold all WIOA Title I funding from Iowa.

There is no indication nor documentation from the State that the laws and regulations under WIOA were followed to fully evaluate the current regions using the criteria outlined in the law. No evidence of the evaluation done by the State justifying why the 6 regions were determined has been provided. This is one more example of how the communication and consultation was not performed according to the 675.300 definition of consultation.

One of the major complaints lodged in all of the appeals that were made was the fact that the State did not follow the requirements which clearly state, the developed policy and procedure for the designation of all local areas must include consultation of the chief elected officials and affected Local Boards. The chief elected officials and affected Local Boards in several regions do not feel they were consulted with or made completely aware of the consolidation efforts, and the impacts of their process. The regions do not feel that the State of Iowa has followed the criteria established in the WIOA law and regulations to make these rather drastic changes to the service delivery system within the State. It is absolutely clear that the State did not use the definition given clearly in the law (675.300) as to what consultation means which further adds to the lack of transparency and therefore compounds the problem.

Since the purpose of a local area is to serve as a jurisdiction for the administration of workforce development activities, it makes perfect sense that the law requires efforts to be coordinated at a local community level. By excluding the chief elected officials and Local Boards from this process, the state has failed to do what is best for all Iowans and the State has failed to follow the law.

We have included a copy of the appeals that were presented to the State. We appreciate the time you have taken to read our letter of appeal and we look forward to the opportunity to provide additional information while the Department of Labor conducts its review.

Sincerely,

Your Name



## Index of Realignment Appeals

Date	Region	Submitter
4/8/19	2	Supervisor Corey Eberling, Region 2 CEO Chair
4/5/19	3 – 4	Tim Schumacher Region 3 – 4 CEO Chair
3/8/19	8	Eric Skoog CEO Chair
4/10/19	9	John J. Willey, CEO Chair Jim Irwin, Jr., Region 9 CEO Frank Klipsch, Region 9 CEO Brinson Kinzer, Region 9 CEO Jeff Sorenson, Region 9 CEO
5/23/19	13	Randy Hickey, Fremont County Supervisor Lonnie Mayberry, Mills County Supervisor Walter Utman, Harrison County Supervisor Darin Haake, Shelby County Supervisor Matt Walsh, Mayor, City of Council Bluffs Scott Belt, Pottawattamie County Supervisor Frank Waters, Cass County Supervisor Alan Armstrong, Page County Supervisor
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April 8, 2019

The Honorable Kim Reynolds  
Office of the Governor of Iowa  
1007 East Grand Ave.  
Des Moines, Iowa 50319

The Honorable Beth Townsend  
Iowa Workforce Development  
1000 E. Grand Avenue  
Des Moines, IA 50319

John Krogman, Chair  
Iowa State Workforce Board  
1000 E. Grand Avenue  
Des Moines, IA 50319

Dear Governor Reynolds, Director Townsend, and Mr. Krogman,

Section #1

The Region 2 CEO's and the Region 2 Workforce Development Board are writing to you today to express our deeply held concerns and disappointment with recent actions of the State Board. In particular, we learned that a recommendation has been made to reduce the number of local workforce areas for Iowa. As local elected officials, we believe that we have not only a statutory right, but the responsibility to our communities to have a significant consultative role in the local designation discussions. We have been provided no such consideration in this matter. Therefore, we are left with no other option than to appeal the February 18, 2019, decision by the State Workforce Development Board. Let this correspondence serve as our official appeal.

Our board holds the belief that it would be in the best interest of our citizens, our local businesses, and the Great State of Iowa; to leave the current 15/16 Workforce Development Regions in tack (Map Included). Governor Reynolds issued Executive Order # 3 (Included), which identified the need to have a greater presence in rural Iowa. The Governor stated that we must work together to develop and provide LOCAL leadership to create strategic planning to keep our youth and retrain current workforce to meet the dynamics of the business world. This recommended realignment appears to do just the opposite.

We would plead with the Governor and IWD to be mindful of the individuals that are in need of many of our services. Many of these individuals are unemployed or underemployed and do not have the resources or maybe the additional time for additional travel. This realignment will in the long-run reduce access to services and disenfranchise those that we are trying to keep in the workforce. The writing is on the wall.

Please look at the layout of the 8 Iowa Judicial Districts (Map Included). Our Region also works with these Districts to get individuals the proper training and out of the correctional system.

We have looked at what the State did with the 14 Mental Health Regions (Map Included). Why have we not been allowed the same opportunity to build our own regions if a realignment is required?

### Section #2

Corey Eberling, CEO Chairman  
1137 250<sup>th</sup> St.  
Sheffield, IA 50475  
(641) 425-4136  
ceberling@co.franklin.ia.us

### Section #3

The Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128) at Sec. 106 and the Notice of Proposed Rulemaking (NPRM) at 20 CFR 679.130, provides for consultation with local elected officials with respect to the development of regional planning areas. Yet we have not received any communication asking for us to weigh in on this matter. Consultation with no notice of the proposed actions or after a decision has been made would not be very meaningful.

“Consultation” is a defined term under federal regulations and means “the process by which State and/or local stakeholders convene to discuss changes to the public workforce system and constitutes a **robust conversation in which all parties are given an opportunity to share their thoughts and opinions.**” 20 CFR § 675.300 (emphasis added).

We will concede that Iowa Workforce Development sent out staff to our region on several occasions, but they never consulted us. Staff communicated that the State of Iowa will be downsizing the number of regions due to WIOA legislation and that we would have to adjust. We tried to ask questions repeatedly and most times never received answers to those questions or received the response that, “they did not know what the State Board was going to do.”

Since the CEO’s have not been asked to the table and allowed to be a partner with the State Workforce Development Board in the realignment configuration, we will ask the Department of Labor to reject the plan per a violation of the Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128) at Sec. 106 and the Notice of Proposed Rulemaking (NPRM) at 20 CFR 679.130.

The current realignment that has been recommended, creates inequities in several parts of the State of Iowa. In the new plan (Map Included): Region 1- 24 Counties, Region 2- 20 Counties, Region 3- 11 Counties, Region 4-11 Counties, and Region 5- 8 Counties. Again, rural areas will be at a disadvantage and not afforded equal access for LWDB meetings or services. Why not have the same number of counties in each region? Numerous court cases have looked at whether or not individuals have equal

access to serves and afforded the same opportunities as their fellow American. We are not sure this plan will pass the test.

Trying to follow the Governor's STEM Regions (Maps Included) would be more equitable than the current proposal. According to the Governor's STEM page, the mission of STEM is as follows: "The goal of increasing STEM interest and achievement is critical to regaining Iowa's historic legacy as a leader in education and workforce development. In fact, STEM is a vital economic development advantage for quality job growth in our state, as STEM graduates are in great demand to meet current and future workforce needs." Why does the State of Iowa always keep creating new regions that don't align with other current regions that are in place? Let's be more efficient.

IWD's legal counsel made the comment that Iowa was told they were not to look at community college boundaries for regions. If this was not a misstatement, then the current proposed and adopted plan is doomed. All 6 regions closely mirror the community college lines.

#### Section 4 & 5

WIOA at Sec. 106(a)(2)(A) allows for regions to be either a single (1) workforce area or two (2) or more contiguous areas based upon a criteria listed in the NPRM at 20 CFR 679.210(b)(2). The criteria includes but is not limited to workforce areas sharing a single labor market area, sharing common economic development, possessing the resources to fully implement WIOA, and having education and training institutions which administer Adult Literacy programs. We fail to see these criteria in the recommendation for proposed regions. In addition, the latest performance reports for Iowa shows all entered employment negotiated measures of performance have been met, and all but older youth on median wage, a factor that is not completely within our control. We are meeting program performance expectations.

Placing the entire cost of this under Admin is not accurate. Most of the new requirements can be covered by Program costs, not Admin.

The role of a Program Director (or Coordinator) should be covered by Program cost since there is no fiscal or purchasing requirement.

The Board Support Position Cost, can be easily shared among multiple regions due to the job duties of their position.

The CEO's would do a RFP for the Fiscal Agent. We know of entities that would be interested in providing these services locally or on a statewide basis. We may even be able to partner with a local county in the Region 2 area through a 28E agreement.

DOL has never stated that these cost associated with the Board support or Program Director all come out of Admin. Program cost can be also used.

We already have an MOU on file with the State of Iowa for Region 2. We could include the document, but we always keep in mind that we are spending our taxpayers' dollars and felt it was in their best interest not to copy 70 pages that the State of Iowa already has in their possession.

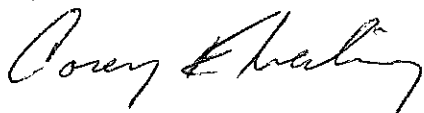
We have included program budgets (5 Pages).

Across the US, local governments have responsibility for nearly half of all road mileage and we also budget over \$25 billion per year for economic development efforts. We ran for office because we care about the economic vitality of our communities, and we took an oath to serve the people in those communities to the best of our ability. We can appreciate that fewer organizations to coordinate with and to provide support to is an easier task for the state, but we fail to see where your plans address our specific communities in an adequate way. Our performance in fiscal and programmatic measures should be of paramount concern, not our individual size.

We support regional initiatives, coordination and embrace the charge of WIOA to focus on efficiencies, effectiveness, access, and equity in our workforce development systems. We understand and want to participate in regional partnerships that serve our dual customers as appropriate, and in many cases, we have done this without any formal designation or direction. No board exists in a vacuum and over the years we have worked out many relationships with local industry leaders, economic development, education- both public and private-, community-based organizations serving people with barriers, and others who provide local support systems so important for the current and future success of our businesses and citizens.

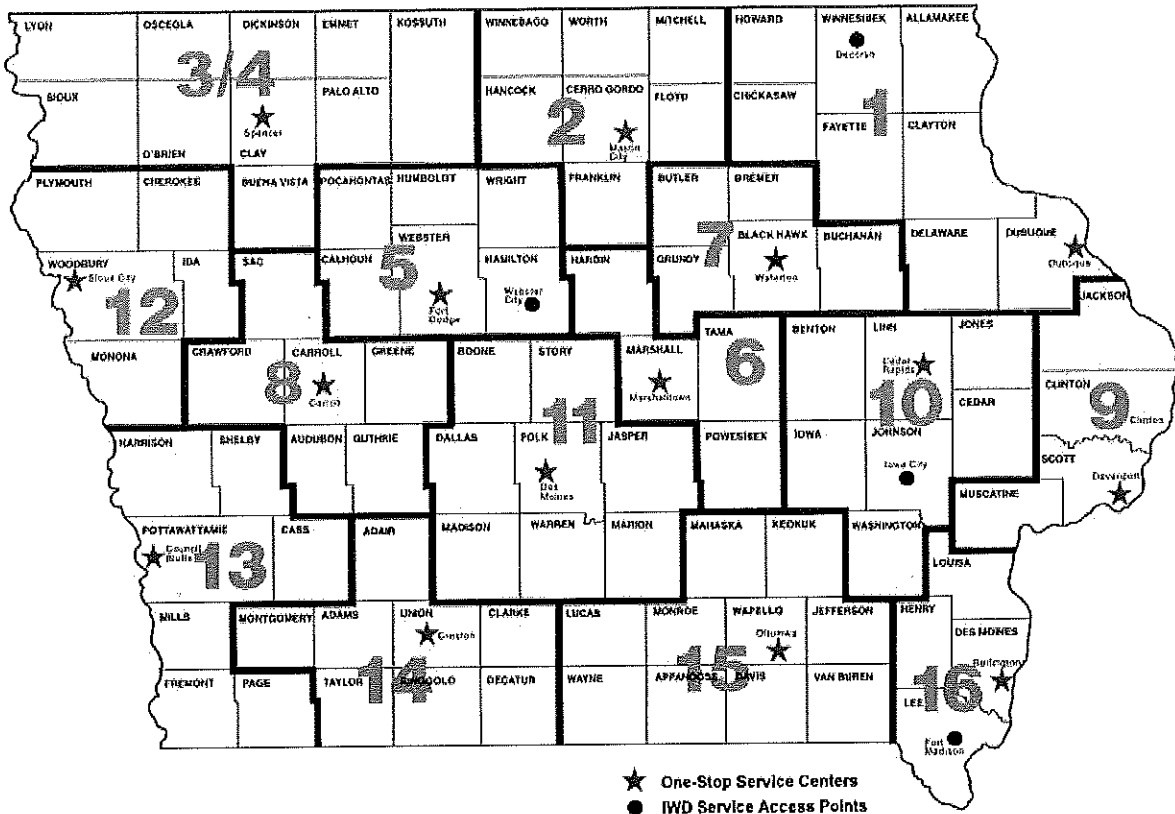
In closing, as you deliberate, we respectfully request that you honor the WIOA statute and its directives concerning collaboration with local elected officials and businesses by setting aside your February 18, 2019, decision. Please support the 15/16 Iowa Workforce Development Regions concept with some minor adjustments. If we truly do need to realign, we ask that you please invite the CEO's to the table and that everyone come to that table with an open mind to discuss and to formulate any proposed changes to the local area designations. Let's build a partnership, not create a divide. Also, please review the inequities that the recommended plan creates. Failing to do so provides us few options for resolution except the more formal legal appeal rights we have under WIOA. The needs of Iowa businesses and job seekers should not be put on hold for actions that could be undertaken in a collaborative spirit on their behalf. Thank you for your consideration.

Respectfully submitted,




Supervisor Corey Eberling  
Region 2 Chief Elected Officials, Chairman  
1137 250<sup>th</sup> St.  
Sheffield, IA 50475  
(641) 425-4136

# 15/16 IOWA WORKFORCE DEVELOPMENT REGIONS





  
**State of Iowa**  
**Executive Department**

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

**EXECUTIVE ORDER NUMBER THREE**

**WHEREAS,** the overall health of Iowa's rural communities is vital to the long-term success of this State; and

**WHEREAS,** in order for rural Iowa to thrive, it must be an attractive target for investment by the private sector, and the public sector must be a wise investment partner by effectively utilizing its limited resources; and

**WHEREAS,** in order for rural Iowa to keep its talented individuals and bring Iowans back home, local leadership must be effectively developed, must strategically plan, and must set a vision to make Iowa an attractive place for people to live and work; and

**WHEREAS,** broadband connectivity is essential for nearly every aspect of life today – for business, for education, and for agriculture, to name a few – so we must ensure that rural Iowa is fully connected to the world:

**NOW, THEREFORE, I,** Kim Reynolds, Governor of the State of Iowa, do hereby declare the State of Iowa will be well-served by taking a new, innovative approach to addressing the needs and desires of its rural residents by establishing "The Governor's Empower Rural Iowa Initiative."

**SECTION ONE: Purpose.**

- I. The Governor's Empower Rural Iowa Initiative is tasked with finding concrete solutions to the unique challenges and opportunities that exist in rural Iowa.
- II. The Governor's Empower Rural Iowa Initiative will identify legislative, regulatory, and policy ideas designed to increase opportunities and quality of life throughout rural Iowa by encouraging investment, by working to maintain and grow the population of rural communities and develop the next generation of leadership, and by boosting efforts to facilitate high-speed internet connectivity across and within rural areas in Iowa.

**SECTION TWO: Organization and Operation.**

- I. The Governor's Empower Rural Iowa Initiative will partner with the Iowa Rural Development Council to carry out the the Initiative. The Honorary Co-Chairs of the Governor's Empower Rural Iowa Initiative will be the Chair of the Iowa Rural Development Council and the Lieutenant Governor.
- II. The Governor's Empower Rural Iowa Initiative and the Iowa Rural Development Council will create three subject matter task forces, each of which will be chaired by the Chair of the Iowa Rural Development Council and the Lieutenant Governor:
  - A. **The Investing in Rural Iowa Task Force.** The Investing in Rural Iowa Task Force will review existing state policies and programs related to rural investment, and will assess

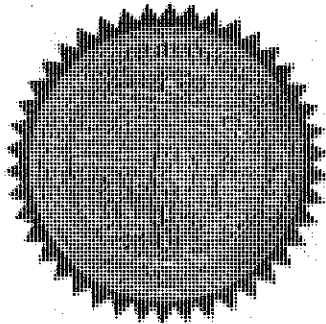
those policies' and programs' impact upon rural Iowa. The Investing in Rural Iowa Task Force will likewise propose changes to any existing state policies and programs so reviewed, or propose new policies and programs designed to encourage new or expanded investment in rural Iowa. The Investing in Iowa Task Force will consider a wide range of potential policy matters, including, but not limited to, ways to create or strengthen partnerships with persons or organizations to fully leverage existing efforts directed towards rural investment, methods to bring additional resources to rural Iowa or to maximize the use of limited resources already existing, and policies designed to meet the State's rural housing needs.

- B. The Growing Rural Iowa Task Force.** The Growing Rural Iowa Task Force will consider ideas, policies, or initiatives designed to encourage and develop the next generation of leadership for rural communities, and to encourage community strategic planning. The Growing Rural Iowa Task Force may also consider initiatives impacting rural quality of life, strategies for retaining talent in rural communities, and bringing back former Iowans.
- C. The Connecting Rural Iowa Task Force.** The Connecting Rural Iowa Task Force will review existing state policies and programs related to broadband connectivity in rural Iowa, and will assess those policies' and programs' impact on rural Iowa. The Connecting Rural Iowa Task Force will likewise propose changes to any existing state policies and programs so reviewed, or propose new policies and programs designed to encourage increased broadband connectivity throughout rural Iowa. The Connecting Rural Iowa Task Force will consider a wide range of potential policy matters, including, but not limited to, ways to encourage broadband buildouts through the State, methods aimed at addressing any regulatory barriers or funding stream issues pertaining to broadband connectivity in rural Iowa, and policies and strategies designed to encourage partnerships among broadband providers to meet the connectivity needs and demands of rural Iowans.
- III.** Each task force of the Governor's Empower Rural Iowa Initiative will consist of at least 22 members. Members will be selected by the Governor, five of which will be recommended by the Iowa Rural Development Council, from its membership. The ex-officio members will be the Chair of the Iowa Rural Development Council, the Lieutenant Governor, the Secretary of Agriculture, two members of the Iowa Senate (one from the majority party and one from the minority party) and two members of the Iowa House of Representatives (one from the majority party and one from the minority party). Members will serve staggered, two-year terms. Each member will serve at the pleasure of the Governor and will serve without compensation and in an advisory capacity.
- IV.** The Governor's Empower Rural Iowa Initiative will be led by an Executive Committee consisting of the co-chairs and three representatives from each task force, to be named by the Governor.
- V.** Each subject matter task force of The Governor's Empower Rural Iowa Initiative will meet to host "Ideas Summits" in locations throughout rural Iowa in the year 2018. Each Ideas Summit will address matters within or across the scope of the subject matter task force(s) holding the event. Participants in each Ideas Summit will be the members of the subject matter task force in question, and may also include residents of rural Iowa, persons or organizations interested in rural Iowa issues, or other persons, experts, or organizations interested in the subject matters to be discussed.
- VI.** Each subject matter task force will prepare a report of initial recommendations, to be submitted to the Executive Committee, and the Executive Committee will submit an initial report to the Governor, no later than December 31, 2018. Each subject-matter task force will make annual recommendations thereafter.
- VII.** Each subject-matter task force of The Governor's Empower Rural Iowa Initiative herein established will coordinate and cooperate with one another from time to time as necessary or appropriate to effectuate the purposes of this Executive Order.

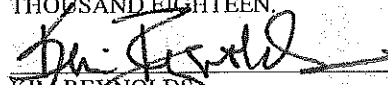
- VIII. Staffing and administrative assistance for The Governor's Empower Rural Iowa Initiative, and each subject-matter task force established herein, will be provided through the shared efforts of the Office of the Governor, the Iowa Economic Development Authority, the Iowa Rural Development Council, and by other persons or organizations from time to time as necessary or appropriate.

SECTION THREE: Miscellaneous.

- I. All departments, agencies, boards, or other political subdivisions of state and local governments will cooperate fully with The Governor's Empower Rural Iowa Initiative to the extent required by law. The Governor's Empower Rural Iowa Initiative may seek the expertise and services of individuals and entities outside of its membership for research, advice, and other needs as necessary or appropriate to accomplish its mission.
- II. All work of The Governor's Empower Iowa Initiative will be done in a manner consistent with the laws and regulations of the State of Iowa, and of the laws and regulations of the United States of America.
- III. This Executive Order will be interpreted in accordance with all applicable laws and regulations. If any provision of this Executive Order is found to be invalid, unenforceable, or otherwise contrary to applicable law, then the remaining provisions of this Executive Order, as applied to any person or circumstance, will continue in full force and effect and will not be affected by such finding of invalidity or unenforceability. This Executive Order is not intended to supersede any laws, regulations, or collective bargaining agreements in place as of its effective date.
- IV. This Executive Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, by any party against the State of Iowa, its departments, agencies, or political subdivisions, or its officers, employees, agents, or any other persons.
- V. The directive in this Executive Order will only apply prospectively of its effective date.



IN TESTIMONY WHEREOF, I HAVE  
HEREUNTO SUBSCRIBED MY NAME  
AND CAUSED THE GREAT SEAL OF  
THE STATE OF IOWA TO BE AFFIXED  
TO THI EXECUTIVE ORDER. DONE AT  
DES MOINES THIS 18TH DAY OF JULY  
IN THE YEAR OF OUR LORD TWO  
THOUSAND EIGHTEEN

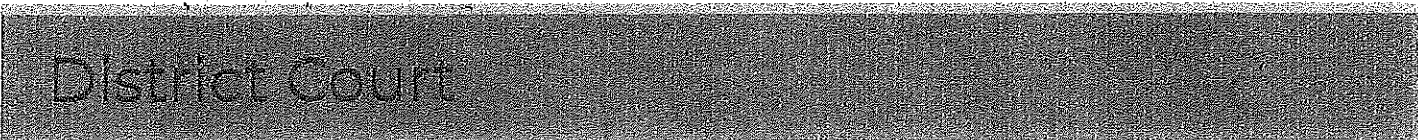
  
KIM REYNOLDS  
GOVERNOR OF IOWA

ATTEST

  
PAUL D. PATE  
SECRETARY OF STATE

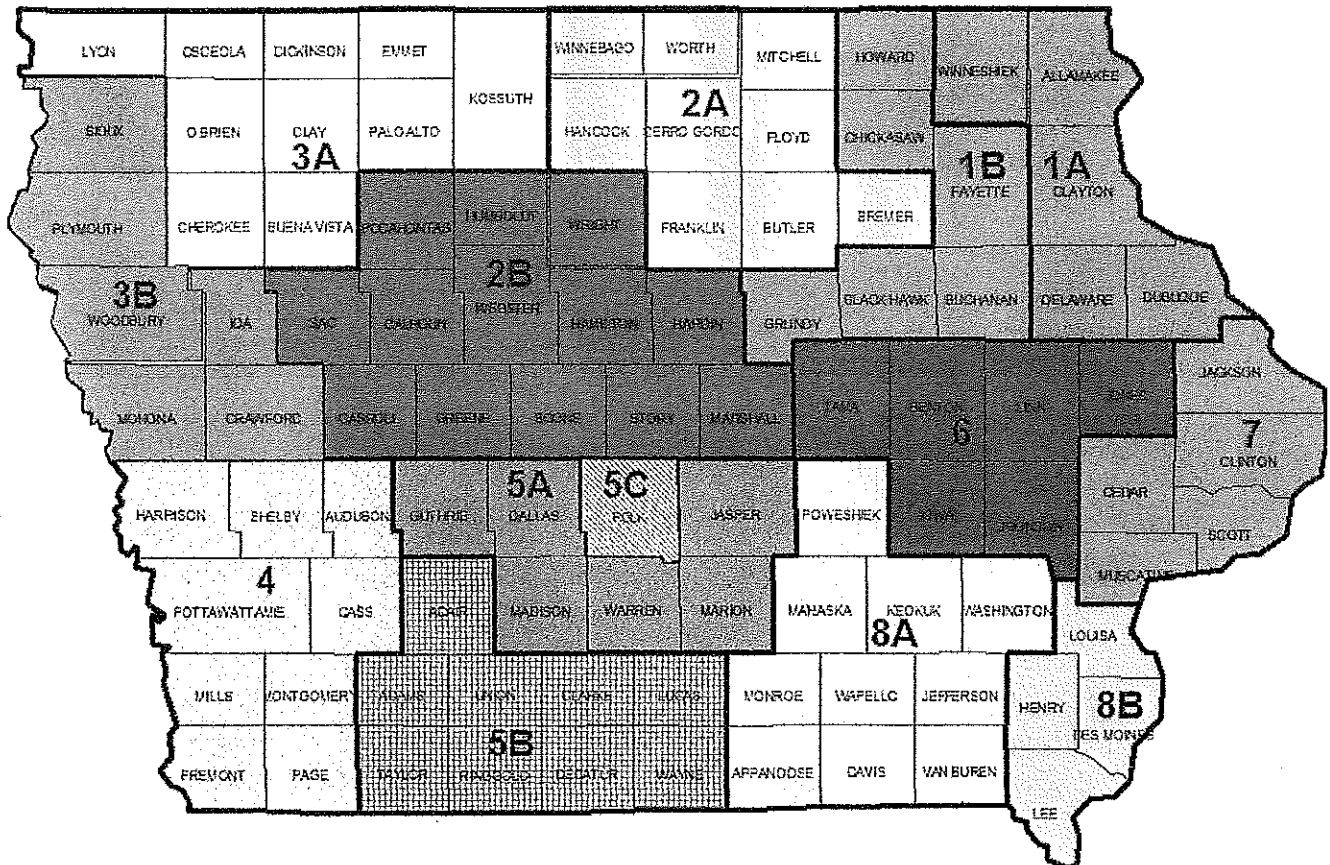
# IOWA JUDICIAL BRANCH

ADMINISTERING JUSTICE UNDER THE LAW EQUALLY TO ALL PERSONS.

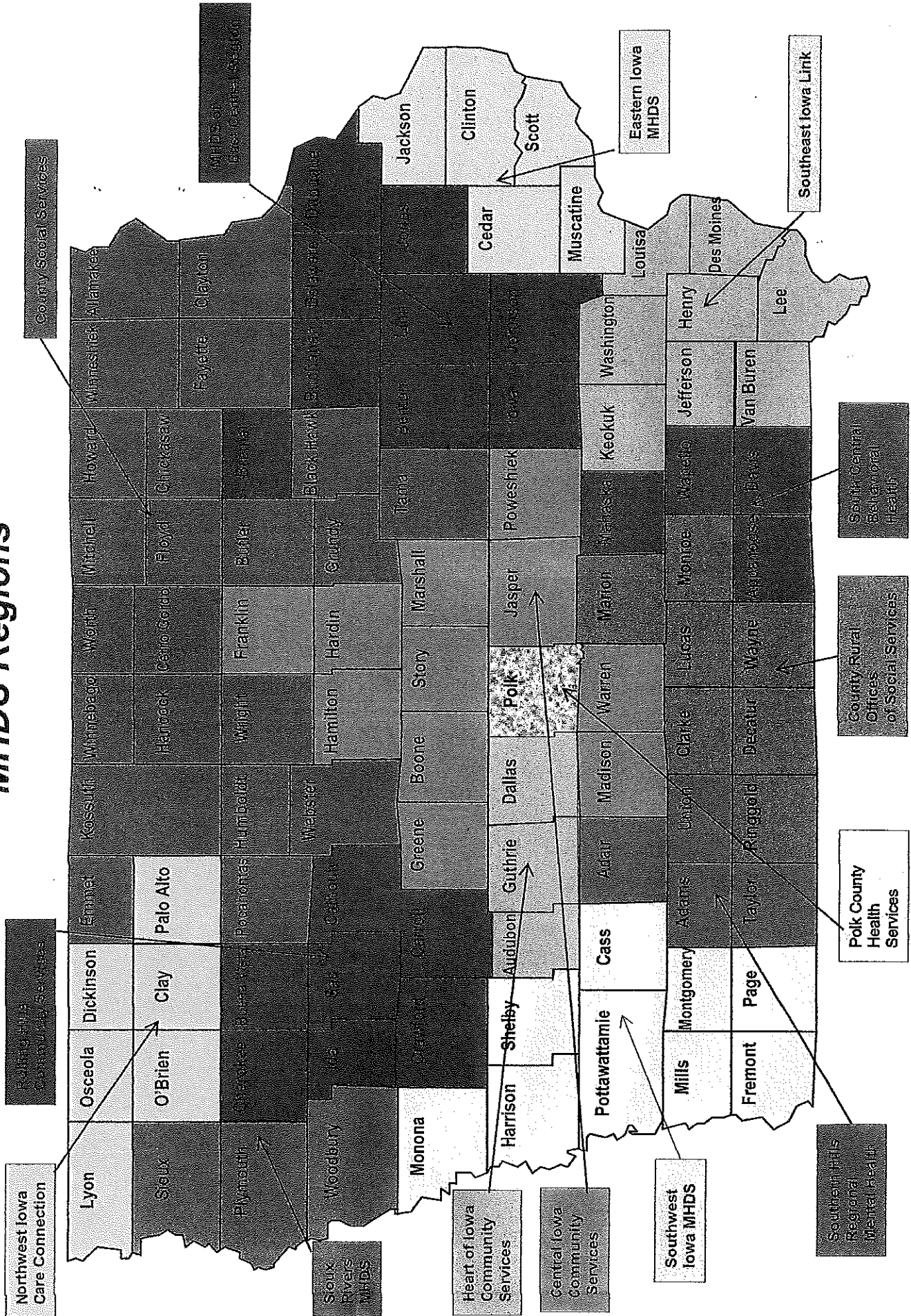


## District Court

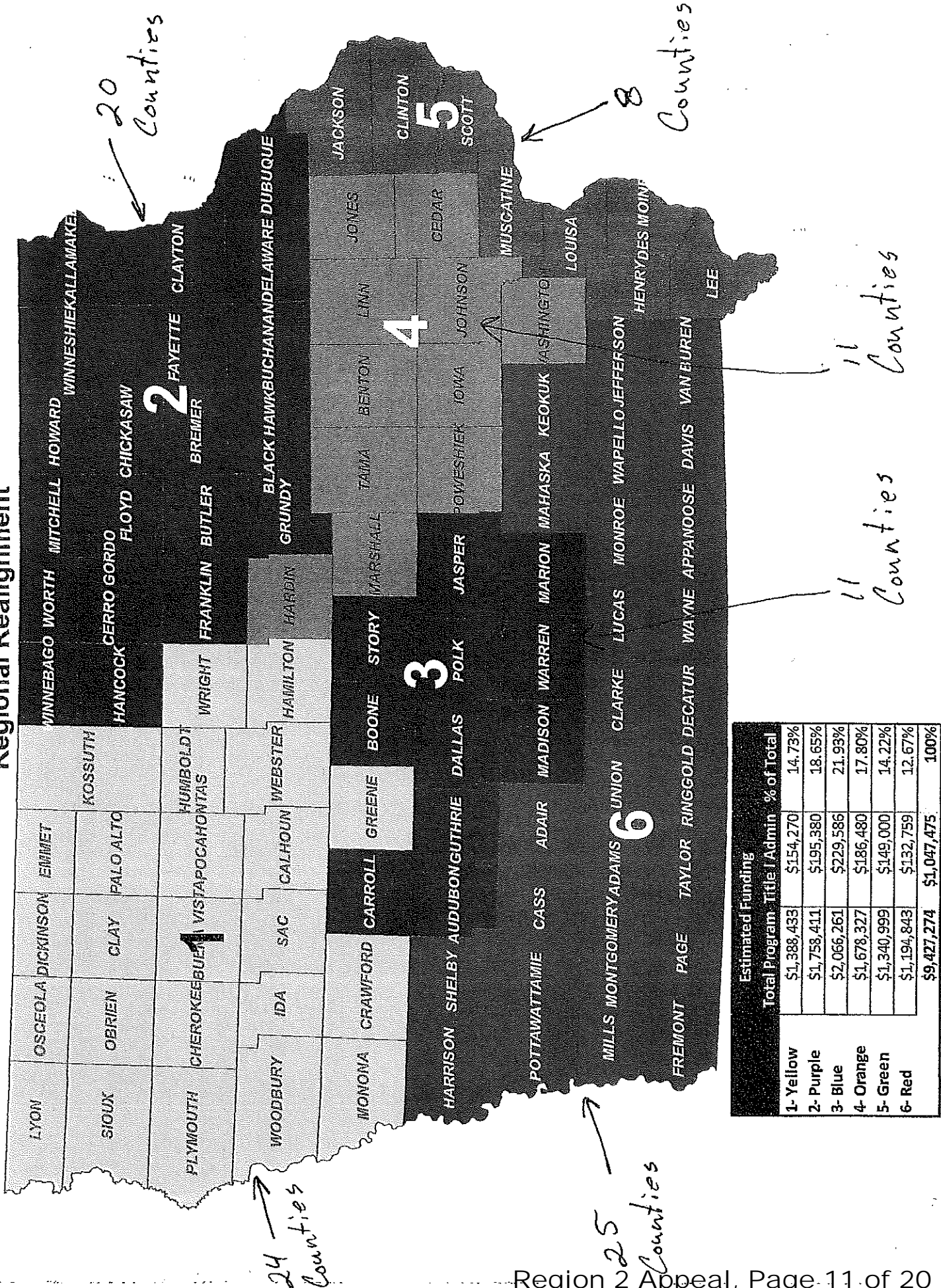
Nearly all cases begin in the district (trial) court and there is one district court in every county in Iowa. The district court has general jurisdiction of civil, criminal, juvenile, and probate matters in the state. It is where parties start their lawsuits, prosecutors file criminal charges, trials take place, lawyers offer evidence, witnesses testify, juries deliberate, and judges enter judgments. For purposes of administration, Iowa is divided into eight judicial districts. A chief judge who is selected by the Iowa Supreme Court heads each district.



# MHDS Regions

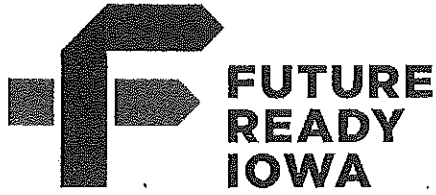


# Iowa Workforce Development Regional Realignment



Estimated Funding		
	Total Program Title	% of Total
1- Yellow	\$1,388,438	14.73%
2- Purple	\$1,758,411	18.65%
3- Blue	\$2,066,261	21.93%
4- Orange	\$1,678,327	17.80%
5- Green	\$1,340,999	14.22%
6- Red	\$1,194,843	12.67%
	<b>\$9,427,274</b>	<b>100%</b>





The Iowa Governor's STEM Advisory Council is a proud contributor to the mission of Future Ready Iowa.

[Home](#) STEM Regions

## GREATNESS STEMS FROM IOWANS



STEM Regions



*(click on a specific region of the map above to access more detailed regional information)*

To help create awareness and a voice for every Iowan, the Iowa Governor's STEM Advisory Council divided the state into six STEM regions and appointed one regional STEM manager to each location.

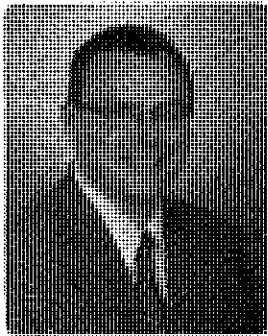
Regional STEM managers represent each region in a variety of ways. Besides providing a clear voice for each region, managers also help facilitate access to STEM educational opportunities like STEM Scale-Up Programs; create knowledge about all STEM components and collaborate with businesses, organizations and formal and informal education agencies to increase student engagement in STEM.



Mary Trent, M.A.



Kelly Bergman, Ph.D.



Jeff Beneke, B.S.



Deb Frazee, M.S.Ed., CRC



Sarah Derry, Ph.D.



Kristine Bullock, M.S.Ed.

<b>STEM Region</b>	<b>Regional STEM Hub Institution(s)</b>	<b>Regional Manager</b>
Northwest Iowa	Iowa Lakes Community College	Mary Trent
North Central Iowa	Iowa State University	Kelly Bergman
Northeast Iowa	University of Northern Iowa	Jeff Beneke
Southwest Iowa	Southwestern Community College	Deb Frazee
South Central Iowa	Drake University	Sarah Derry
Southeast Iowa	University of Iowa & Kirkwood Community College	Kristine Bullock

**WIOA Adult**

**PY2018 (FY 2019) 9 mo. BUDGET**

SDA	HOLDHARMLESS SHARE	BUDGET	ADMIN	PROGRAM
1	6.92%	\$167,834	\$16,783	\$151,051
2	4.38%	\$106,400	\$10,640	\$95,760
3 and 4	1.81%	\$43,837	\$4,383	\$39,454
5	4.20%	\$101,947	\$10,194	\$91,753
6	3.88%	\$94,149	\$9,414	\$84,735
7	6.05%	\$146,954	\$14,695	\$132,259
8	1.19%	\$28,917	\$2,891	\$26,026
9	13.16%	\$319,292	\$31,929	\$287,363
10	6.65%	\$161,349	\$16,134	\$145,215
11	11.95%	\$289,947	\$28,994	\$260,953
12	3.93%	\$95,310	\$9,531	\$85,779
13	2.88%	\$69,990	\$6,999	\$62,991
14	5.27%	\$127,844	\$12,784	\$115,060
15	8.03%	\$194,829	\$19,482	\$175,347
16	19.71%	\$478,419	\$47,841	\$430,578
<b>TOTAL</b>	<b>100.00%</b>	<b>\$2,427,018</b>	<b>\$242,694</b>	<b>\$2,184,324</b>

**WIOA Adult**

**PY2018 (FY 2019) 3 mo. BUDGET**

SDA	HOLDHARMLESS SHARE	BUDGET	ADMIN	PROGRAM
1	6.92%	\$31,616	\$3,161	\$28,455
2	4.38%	\$20,044	\$2,004	\$18,040
3 and 4	1.81%	\$8,258	\$825	\$7,433
5	4.20%	\$19,205	\$1,920	\$17,285
6	3.88%	\$17,736	\$1,773	\$15,963
7	6.05%	\$27,683	\$2,768	\$24,915
8	1.19%	\$5,447	\$544	\$4,903
9	13.16%	\$60,148	\$6,014	\$54,134
10	6.65%	\$30,395	\$3,039	\$27,356
11	11.95%	\$54,620	\$5,462	\$49,158
12	3.93%	\$17,954	\$1,795	\$16,159
13	2.88%	\$13,185	\$1,318	\$11,867
14	5.27%	\$24,083	\$2,408	\$21,675
15	8.03%	\$36,702	\$3,670	\$33,032
16	19.71%	\$90,124	\$9,012	\$81,112
<b>TOTAL</b>	<b>100.00%</b>	<b>\$457,200</b>	<b>\$45,713</b>	<b>\$411,487</b>

**WIOA Dislocated Worker**

**PY 2018 (FY 2019) 9 mo BUDGET**

Region	Share Ratio	Region Total	ADMIN	PROGRAM
1	5.45%	\$124,838	\$ 12,484	\$ 112,354
2	3.75%	\$85,975	\$ 8,598	\$ 77,377
3 & 4	5.38%	\$123,403	\$ 12,340	\$ 111,063
5	4.00%	\$91,582	\$ 9,158	\$ 82,424
6	5.74%	\$131,640	\$ 13,164	\$ 118,476
7	7.85%	\$179,836	\$ 17,984	\$ 161,852
8	2.61%	\$59,754	\$ 5,975	\$ 53,779
9	10.76%	\$246,496	\$ 24,650	\$ 221,846
10	9.93%	\$227,659	\$ 22,766	\$ 204,893
11	12.03%	\$275,650	\$ 27,565	\$ 248,085
12	6.26%	\$143,521	\$ 14,352	\$ 129,169
13	5.71%	\$130,930	\$ 13,093	\$ 117,837
14	4.39%	\$100,713	\$ 10,071	\$ 90,642
15	8.78%	\$201,128	\$ 20,113	\$ 181,015
16	7.35%	\$168,549	\$ 16,855	\$ 151,694
<b>TOTAL</b>	<b>100.00%</b>	<b>\$2,291,674</b>	<b>\$ 229,168</b>	<b>\$ 2,062,506</b>

**WIOA Dislocated Worker**

**PY 2018 (FY 2019) 3 mo BUDGET**

Region	Share Ratio	Region Total	ADMIN	PROGRAM
1	5.45%	\$33,449	\$ 3,345	\$ 30,104
2	3.75%	\$23,036	\$ 2,304	\$ 20,732
3 & 4	5.38%	\$33,065	\$ 3,307	\$ 29,758
5	4.00%	\$24,538	\$ 2,454	\$ 22,084
6	5.74%	\$35,272	\$ 3,527	\$ 31,745
7	7.85%	\$48,185	\$ 4,819	\$ 43,366
8	2.61%	\$16,011	\$ 1,601	\$ 14,410
9	10.76%	\$66,046	\$ 6,605	\$ 59,441
10	9.93%	\$60,999	\$ 6,100	\$ 54,899
11	12.03%	\$73,858	\$ 7,386	\$ 66,472
12	6.26%	\$38,455	\$ 3,846	\$ 34,609
13	5.71%	\$35,081	\$ 3,508	\$ 31,573
14	4.39%	\$26,985	\$ 2,699	\$ 24,286
15	8.78%	\$53,890	\$ 5,389	\$ 48,501
16	7.35%	\$45,161	\$ 4,516	\$ 40,645
<b>TOTAL</b>	<b>100.00%</b>	<b>\$614,031</b>	<b>\$ 61,406</b>	<b>\$ 552,625</b>

**WIOA YOUTH**

**PY 2018 BUDGET**

SDA	HOLDHARMLESS			BUDGET	ADMIN	PROGRAM
	SHARE					
1	6.69%			\$271,844	\$27,184	\$244,660
2	3.42%			\$139,037	\$13,903	\$125,134
3&4	2.74%			\$111,203	\$11,120	\$100,083
5	3.24%			\$131,614	\$13,161	\$118,453
6	4.47%			\$181,541	\$18,154	\$163,387
7	6.20%			\$252,080	\$25,208	\$226,872
8	1.15%			\$46,555	\$4,655	\$41,900
9	10.72%			\$435,445	\$43,544	\$391,901
10	11.47%			\$466,020	\$46,602	\$419,418
11	16.08%			\$653,111	\$65,311	\$587,800
12	3.71%			\$150,697	\$15,069	\$135,628
13	2.92%			\$118,831	\$11,883	\$106,948
14	4.74%			\$192,572	\$19,257	\$173,315
15	6.03%			\$244,796	\$24,479	\$220,317
16	16.43%			\$667,378	\$66,737	\$600,641
<b>TOTAL</b>	<b>100.00%</b>			<b>\$4,062,724</b>	<b>\$406,267</b>	<b>\$3,656,457</b>



**EMMET COUNTY BOARD OF SUPERVISORS**

609 1<sup>ST</sup> AVENUE NORTH  
ESTHERVILLE, IA 51334

Phone: 712-362-4261  
Fax: 712-362-7454  
E-mail: asathoff@emmetcountya.com

John Pluth, Chair  
Jeff Quastad, Vice Chair  
Tim Schumacher  
Roger Hash  
Todd Glasnapp

The Honorable Kim Reynolds

4/05/2019

Office of the Governor of Iowa

1007 E. Grand Avenue  
Des Moines, Iowa 50319

Director Beth Townsend

Iowa Workforce Development

1000 E. Grand Avenue

Des Moines, IA 50319

John Krogman, Chair

Iowa State Workforce Board

1000 E. Grand Avenue

Des Moines, IA 50319

Dear Governor Reynolds, Director Townsend, and Mr. Krogman,

Section #1

The Region 3-4 CEO Board is writing to you today to express our dissatisfaction with recent efforts of the Iowa State Workforce Board and further, to take part in an active and aggressive appeal of your actions towards realignment of the existing regions, to wit, the recommendation to reduce regions from sixteen

4-10-19  
**RECEIVED**



(16) to six (6) (Option B). As county elected officials (CEOs) we have been mandated per WIOA rules to be an integral part of the process to redesign local designated regions, but we have NOT been included or consulted in any meaningful way. As defined in earlier USDOL documents the redesign process is to involve representation from the CEOs and local boards. Simply stated, this has not occurred. The US DOL documents do not mandate a particular reduction in the number of regions, only that the State of Iowa re-examine the current configuration.

Furthermore, your process has been complicated by lack of direction from your office concerning the many and varying appeal processes and deadlines as set forth by both Federal and State policy. In an attempt to clarify the process, the most recent communication we have received from IWD counsel, David Steen, has been only to file a letter two weeks before the public comment period of May 30, 2019 at the State Workforce Board meeting. (Tim Schumacher communication of 4/1/2019) We have experienced as county elected officials, the futility of waiting to give input until the last possible moment whether through the Mental Health “redesigns” , IDNR, or other top-down edicts from the State. Past actions have eroded any trust that our views will be considered regardless of which agency is asking and certainly not after the decision has already been made by state agencies. Indeed, the SWFD Board voted on the 6-county plan on February 18, 2019. The appeal timeline based on that date is long gone.

In this letter, we are following the process posted on the Federal Department of Labor site which indicates the USDOL has accepted Iowa’s 2018 Plan. The appeal process under the 2018 Plan contains impossible time requirements for any new configuration of regions to be proposed because of the number and kind of attached information that is required with an appeal. Therefore, we are insisting that the state IWD Board retain the current configuration of 15 regions (ours the combined 3-4 region) until comprehensive research can be accomplished in order to make an informed and sound decision.

We are submitting attachments that DO meet the criteria for that configuration including the map of the current 15 Workforce Development Regions.

We demand that the State refer to the documents put forth by the USDOL and clarify with the CEOs exactly how the current configurations were determined to be out of compliance with WIOA. What criteria were used to develop the 6- region plan? How will the 6- region configuration conform to WIOA requirements with reference to the waivers the Governor’s previously negotiated with the USDOL

Employment and Training Administration? Pursuant to the waivers, IWD has been granted the option to use other program monies to fund region administration, so the insistence that only administration dollars can be used is unsupported.

Governor Reynolds' Executive Order #3 "Empower Rural Iowa Initiative" identifies the need to work together to develop and provide LOCAL leadership to keep our youth and to retain and retrain current workforce (As a matter of fact, Region 3, now 3-4, has not missed a youth performance goal in 20 years). The Governor's proclamation that "the overall health of Iowa's rural communities is vital to the long-term success of this State" is not being served by this concentration- of- service- area plan. IWD Board's proposed 6-region plan seems to fly in the face of state workforce needs and represents a breakdown in communication between the two offices.

Finally, we appeal to the Governor and IWDB to be mindful of the individuals that are in need of many of our services. Displaced workers, youth, disabled persons, unemployed or underemployed and do not have the resources or time for long-distance travel and need one-on-one help to solve their unique employment challenges. Iowa needs workers. Indeed, just navigating the myriad of changing regulations promulgated by Federal and State Departments of Labor over the decades contributes to the challenges and frustrations encountered by our rural Iowa counties. Your actions have been counterproductive to your intentions.

## Section #2

Tim Schumacher, CEO Chair Region 3-4

609 1<sup>st</sup> Ave N

Estherville, IA 51334

712-209-0202

tschumacher87@yahoo.com

## Section #3

The Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128) at Sec. 106 and the Notice of Proposed Rulemaking (NPRM) at 20 CFR 679.130, provides for “consultation” with local elected officials with respect to the development of regional planning areas. Yet we have not received any communication asking for us to weigh in on this matter. I reached out to our board representative Nancy McDowell from Sheldon on 4/1/2019 to discuss this appeal. She acknowledged that the realignment effort seemed to have been guided by some understanding of Federal DOL actions but required more background knowledge for the issues voted on by the State WF Board and the ramifications of their proposed actions.

“Consultation” is a defined term under federal regulations and means “the process by which State and/or local stakeholders convene to discuss changes to the public workforce system and constitutes a **robust conversation in which all parties are given an opportunity to share their thoughts and opinions.**” 20 CFR § 675.300 (emphasis added).

We will concede that Iowa Workforce Development sent out staff to our region on several occasions, but we were never consulted according to the above definition. IWD Staff told us that the State of Iowa would be downsizing the number of regions due to WIOA legislation and that we would have to adjust. We tried to ask questions repeatedly and most times never received answers to those questions or received the response that they did not know what the State Board was going to do.

The current 6- region realignment proposal creates inequities in several parts of the State of Iowa. In the new plan (Map Included): Region 1- 24 Counties, Region 2- 20 Counties, Region 3- 11 Counties, Region 4-11 Counties, and Region 5- 8 Counties. It appears rural areas will again be at a disadvantage and not afforded equal access for LWDB meetings or services. Again, what criteria did IWDB use in determining these boundaries? Can we be guaranteed that they comply fully with WIOA requirements?

## Sections 4 & 5

WIOA in Sec. 106(a)(2)(A) allows for regions to be either a single (1) workforce area or two (2) or more contiguous areas based upon a criteria listed in the NPRM at 20 CFR 679.210(b)(2). The criteria includes but is not limited to workforce areas sharing a single labor market area, sharing common economic development, possessing the resources to fully implement WIOA, and having education and training institutions which administer Adult Literacy programs. We fail to see these criteria in the recommendation for proposed 6-region plan.

Regions 3-4 voluntarily combined themselves in 2006 to fulfill our obligations under the law and to improve service coordination within our Northwest Iowa geographic region. We had had a previous history of working together as one united region when the state was aligned by service delivery areas instead of community college boundaries. By combining, we increased our budgets, eliminated duplicate workforce and CEO boards and duplicate staffing including certification and appointment processes. The same fiscal and tracking systems were used for both regions. Our local plans addressed similar workforce needs, so it made sense to combine those. Most importantly, we eliminated confusion for customers who were used to one region.

We suggest that other regions have the opportunity to combine their service areas based on the new WIOA regulations. Use Region 3-4 as a model. People at the local levels are consistently more creative at coming up with solutions that satisfy the consumers, the region and the rules imposed upon them.

With regard to performance, the State of Iowa is meeting performance in all areas as a whole according to PY 2017 performance reports (2018 data is incomplete). A few regions may be missing performance in one category or another, but as a whole Iowa is meeting performance. Region 3-4 met all performance areas for all three programs: Adult, Dislocated Worker and Youth for PY17. The Adult Credential attainment rate was reported incorrectly at 50% due to a data discrepancy in the reporting extract from Iowa's data management system. IWD has since provided documentation stating, "It appears that Region 3-4 did indeed meet the goal of 66.6%."

US DOL has never stated that costs associated with the Board support or Program Director must all come out of Administration budgets. Program costs can be also used and indeed, they have, through the long-time relationship- building and cooperation among partners through MOU's and 28 E agreements.

The role of a Program Director (or Coordinator) should be covered by Program cost since there is no fiscal or purchasing requirement. The Board support Position cost can be easily shared among multiple regions due to the job duties of their position.

The CEOs would do a RFP for the Fiscal Agent. We know of entities that would be interested in providing these services locally or on a statewide basis.

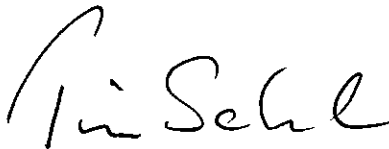
**We can appreciate that fewer organizations to coordinate with and to provide support to may be perceived an easier task for the State, but we fail to see where your plans address our specific communities in an adequate way. Our regional performance in fiscal and programmatic measures should be of paramount concern, not our individual size. We do not understand why the State has not been effective in dealing with the US Department of Labor for the benefit of our citizens.**

Region 3-4 not only supports but leads the way in regional initiatives, coordination and embracing the intention of WIOA to focus on efficiencies, effectiveness, access, and equity in our workforce development systems. We understand and want to participate in regional partnerships that serve our dual customers as appropriate, and in many cases, we have done this without any formal designation or direction. Over the years we have worked out many relationships with local industry leaders, economic development, education- both public and private, community-based organizations serving people with barriers, and others who provide LOCAL support systems so important for the current and future success of our businesses and citizens. We believe that unnecessary realignment will harm rural counties unduly and destroy relationships already crafted over years in a very complicated WIOA landscape.

In closing, we STRONGLY REQUEST that you clarify the appeal process itself. There seems to be glaring misinformation at multiple levels. Upon inquiry, we have received five different versions of how to

appeal. We STRONGLY REQUEST you honor the WIOA statute and its directives concerning collaboration with local elected officials and businesses by convening required consultations with local workforce boards and local elected officials. Also, we STRONGLY REQUEST you review the inequities and possible non-conformance to WIOA regulations that the recommended plan creates. Failing to comply with these requests of the CEOs provides us few options to resolution except formal legal appeal rights we have under WIOA. If we as CEOs are to bear the maximum burden of compliance under WIOA, we need to know the State's long-range vision and agree with it to move forward.

Respectfully submitted,

A handwritten signature in black ink that reads "Tim Schumacher". The signature is written in a cursive, flowing style.

Tim Schumacher, CEO Chairman for the Region 3-4 Board

609 1<sup>st</sup> Ave N

Estherville, Iowa 51334

(712-209-0202)

tschumacher87@yahoo.com

#### CEO Board Members

Tim Schumacher - Emmet County, Chair

Mike Schulte - Osceola County, Vice Chair

Jerry Muilenburg – Sioux County

Merle Koedam - Lyon County

John Steensma - O'Brian County

Barry Anderson – Clay County

Pam Jordan - Dickinson County

Roger Faulstick - Palo Alto County

Kyle Stecker - Kossuth County

Kelly Snyder - Buena Vista County

Regional Allocations				Budget												#####
Youth		Youth		Youth		(YOUTH, ADULT, DW)										
	PY2017	PY2018	difference				PY17 HHLS	PY18 HHLS			Variance HHLS rate (Youth)					
1	\$319,655	\$271,844	(\$47,811)				7.46%	6.69%			-0.77%					
2	\$157,048	\$139,037	(\$18,011)				3.66%	3.42%			-0.24%					
3 & 4	\$136,706	\$111,203	(\$25,503)				3.19%	2.74%			-0.45%					
5	\$147,315	\$131,614	(\$15,701)				3.44%	3.24%			-0.20%					
6	\$196,098	\$181,541	(\$14,557)				4.58%	4.47%			-0.11%					
7	\$278,403	\$252,080	(\$26,323)				6.50%	6.20%			-0.29%					
8	\$52,723	\$46,555	(\$6,168)				1.23%	1.15%			-0.08%					
9	\$561,418	\$435,445	(\$125,973)				13.10%	10.72%			-2.38%					
10	\$565,831	\$466,020	(\$99,811)				13.20%	11.47%			-1.73%					
11	\$562,951	\$653,111	\$90,160				13.14%	16.08%			2.94%					
12	\$165,353	\$150,697	(\$14,656)				3.86%	3.71%			-0.15%					
13	\$134,235	\$118,831	(\$15,404)				3.13%	2.92%			-0.21%					
14	\$217,609	\$192,572	(\$25,037)				5.08%	4.74%			-0.34%					
15	\$267,690	\$244,796	(\$22,894)				6.25%	6.03%			-0.22%					
16	\$522,806	\$667,378	\$144,572				12.20%	16.43%			4.23%					
<b>TOTAL</b>	<b>\$4,285,841</b>	<b>\$4,062,724</b>	<b>(\$223,117)</b>				<b>100.00%</b>	<b>100.00%</b>								
			(\$223,117)													
<b>ADULT</b>	<b>DRAFT</b>	<b>ADULT</b>	<b>ADULT</b>				<b>PY2017</b>									
							(Base funds) 3 month	(Advance) 9 month	Total PY17/FY18	(Base funds) 3 month	(Advance) 9 month	Total PY17/FY18	PY2017	PY2018	Variance HHLS rate	
1	\$239,337	\$199,450	(\$39,887)				\$30,477	\$208,860	\$239,337	\$31,616	\$167,834	\$199,450	7.78%	6.92%	-0.86%	
2	\$149,718	\$126,444	(\$23,274)				\$19,065	\$130,653	\$149,718	\$20,044	\$106,400	\$126,444	4.86%	4.38%	-0.48%	
3 and 4	\$58,814	\$52,095	(\$6,719)				\$7,489	\$51,325	\$58,814	\$8,258	\$43,837	\$52,095	1.91%	1.81%	-0.10%	
5	\$137,403	\$121,152	(\$16,251)				\$17,497	\$119,906	\$137,403	\$19,205	\$101,947	\$121,152	4.46%	4.20%	-0.26%	
6	\$121,754	\$111,885	(\$9,869)				\$15,504	\$106,250	\$121,754	\$17,736	\$94,149	\$111,885	3.96%	3.88%	-0.08%	
7	\$189,663	\$174,637	(\$15,026)				\$24,152	\$165,511	\$189,663	\$27,683	\$146,954	\$174,637	6.16%	6.05%	-0.11%	
8	\$30,867	\$34,364	\$3,497				\$3,931	\$26,936	\$30,867	\$5,447	\$28,917	\$34,364	1.00%	1.19%	0.19%	
9	\$492,053	\$379,440	(\$112,613)				\$62,658	\$429,395	\$492,053	\$60,148	\$319,292	\$379,440	15.99%	13.16%	-2.83%	
10	\$204,887	\$191,744	(\$13,143)				\$26,090	\$178,797	\$204,887	\$30,395	\$161,349	\$191,744	6.66%	6.65%	-0.01%	
11	\$345,615	\$344,567	(\$1,048)				\$44,011	\$301,604	\$345,615	\$54,620	\$289,947	\$344,567	11.23%	11.95%	0.72%	
12	\$128,348	\$113,264	(\$15,084)				\$16,344	\$112,004	\$128,348	\$17,954	\$95,310	\$113,264	4.17%	3.93%	-0.24%	
13	\$96,987	\$83,175	(\$13,812)				\$12,350	\$84,637	\$96,987	\$13,185	\$69,990	\$83,175	3.15%	2.88%	-0.27%	
14	\$173,636	\$151,927	(\$21,709)				\$22,111	\$151,525	\$173,636	\$24,083	\$127,844	\$151,927	5.64%	5.27%	-0.37%	
15	\$258,171	\$231,531	(\$26,640)				\$32,876	\$225,295	\$258,171	\$36,702	\$194,829	\$231,531	8.39%	8.03%	-0.36%	
16	\$450,487	\$568,543	\$118,056				\$57,365	\$393,122	\$450,487	\$90,124	\$478,419	\$568,543	14.64%	19.71%	5.08%	
<b>TOTAL</b>	<b>\$3,077,740</b>	<b>\$2,884,218</b>	<b>(\$193,522)</b>				<b>\$391,920</b>	<b>\$2,685,820</b>	<b>\$3,077,740</b>	<b>\$457,200</b>	<b>\$2,427,018</b>	<b>\$2,884,218</b>	<b>100.00%</b>	<b>100.00%</b>		
<b>Dislocated Worker</b>	<b>DRAFT</b>	<b>DRAFT</b>					<b>PY2017</b>									
							3 month	9 month (40%)	Total PY17/FY18	3 month	9 month (40%)	Total PY17/FY18	PY2017	PY2018	Variance HHLS rate	
1	\$197,336	\$158,287	(\$39,049)				\$41,448	\$155,888	\$197,336	\$33,449	\$124,838	\$158,287	6.86%	5.45%	-1.42%	
2	\$117,348	\$109,011	(\$8,337)				\$24,648	\$92,700	\$117,348	\$23,036	\$85,975	\$109,011	4.08%	3.75%	-0.33%	
3 and 4	\$117,598	\$156,468	\$38,870				\$24,700	\$92,898	\$117,598	\$33,065	\$123,403	\$156,468	4.09%	5.38%	1.29%	
5	\$133,251	\$116,120	(\$17,131)				\$27,988	\$105,263	\$133,251	\$24,538	\$91,582	\$116,120	4.64%	4.00%	-0.64%	
6	\$113,627	\$166,912	\$53,285				\$23,866	\$89,761	\$113,627	\$35,272	\$131,640	\$166,912	3.95%	5.74%	1.79%	
7	\$190,215	\$228,021	\$37,806				\$39,953	\$150,262	\$190,215	\$48,185	\$179,836	\$228,021	6.62%	7.85%	1.23%	
8	\$86,015	\$75,765	(\$10,250)				\$18,067	\$67,948	\$86,015	\$16,011	\$59,754	\$75,765	2.99%	2.61%	-0.38%	
9	\$342,891	\$312,542	(\$30,349)				\$72,021	\$270,870	\$342,891	\$66,046	\$246,496	\$312,542	11.93%	10.76%	-1.17%	
10	\$307,437	\$288,658	(\$18,779)				\$64,574	\$242,863	\$307,437	\$60,999	\$227,659	\$288,658	10.69%	9.93%	-0.76%	
11	\$352,212	\$349,508	(\$2,704)				\$73,978	\$278,234	\$352,212	\$73,858	\$275,650	\$349,508	12.25%	12.03%	-0.22%	
12	\$145,659	\$181,976	\$36,317				\$30,594	\$115,065	\$145,659	\$38,455	\$143,521	\$181,976	5.07%	6.26%	1.20%	
13	\$189,626	\$166,011	(\$23,615)				\$39,829	\$149,797	\$189,626	\$35,081	\$130,930	\$166,011	6.60%	5.71%	-0.88%	
14	\$126,916	\$127,698	\$782				\$26,657	\$100,259	\$126,916	\$26,985	\$100,713	\$127,698	4.42%	4.39%	-0.02%	
15	\$256,236	\$255,018	(\$1,218)				\$53,820	\$202,416	\$256,236	\$53,890	\$201,128	\$255,018	8.91%	8.78%	-0.14%	
16	\$198,223	\$213,710	\$15,487				\$41,635	\$156,588	\$198,223	\$45,161	\$168,549	\$213,710	6.90%	7.35%	0.46%	
<b>TOTAL</b>	<b>\$2,874,590</b>	<b>\$2,905,705</b>	<b>\$31,115</b>				<b>\$603,778</b>	<b>\$2,270,812</b>	<b>\$2,874,590</b>	<b>\$614,031</b>	<b>\$2,291,674</b>	<b>\$2,905,705</b>	<b>100.00%</b>	<b>100.00%</b>		
	\$2,874,590	\$2,905,705														

33%=5%Admin; 10%Statewide; 18% RR



One-Stop Operator:

The budget for the One-Stop Operator would be based on estimates provided by Iowa Workforce Development and other partners who conducted research into this item.

Based on the waiver Iowa received, the one-stop operator would be shared amongst regions reducing the need to have a one-stop operator located in every region. Region 3-4 is aware of entities that would be interested in serving as one-stop operator for multiple regions.

Requested Waiver: Waiver of the requirement at WIOA Section 121(d)(2)(B) that the one-stop operator be “located in the local area.”

ETA Response: The State's request to waive the requirement that the one-stop operator must be “located in the local area” is approved through June 30, 2020, on the condition that that the procured one-stop operator can fulfill the roles and responsibilities enumerated at 20 CFR 678.620, as well as any additional responsibilities as determined by the one-stop operator's contract. The State must also comply with the requirements of Section 121(d) and 20 CFR 678.600-635 when selecting the one-stop operator.

One-Stop Operator (OSO)*	**\$35,000 - \$100,000
--------------------------	------------------------

\*\*OSO estimated cost range reflects DOL required functions at \$35,000 and a maximum of \$100,000 in serving as OSO in multiple regions.

**Current Independent Staff:**

All region's currently have independent staff who assist the LWDBs.

**Region 3-4 Independent Staff:**

Michael Wampler  
Northwest Iowa Small Business Development Center  
1900 Grand Avenue, Ste. B-1  
Spencer, Iowa 51301  
712-262-4213  
mwampler@iowalakes.edu

**Customer Service Plan Modification Transmittal Form**

<b>To Be Completed by Region:</b> Region Number: 3-4 Date Submitted: May 24, 2018 Effective Date: July 1, 2018	<b>For State Use Only:</b> Date Received: Date Approved: Effective Date: July 1, 2018
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The following language will be added to the Regional Workforce Development Board Fiscal Policies Section (Page 57):

**Regional Workforce Development Board Budget**

The Region 3-4 Workforce Development Board budget will be \$3,000.00 per fiscal year. This budget will remain the same for each fiscal year until such time as it is determined that the budget needs to be adjusted up or down based on given expenditures. This budget is to cover expenses of the board such as travel or board support.

**Regional Customer Service Plan Certification**

I certify that the attached has been reviewed and approved by the Regional Workforce Development Board and the Chief Elected Officials Board, and that I am authorized to sign on behalf of the group I represent.

\_\_\_\_\_  
RWDB Chair Signature/May 24, 2018      CEO Chair Signature/May 24, 2018

**Fiscal Agent Region 3-4:**

Northwest Iowa Planning & Development  
Commission  
217 W. Fifth Street  
Spencer, Iowa 51301

**Iowa Workforce Development  
Region 03/04 Grant Agreement**

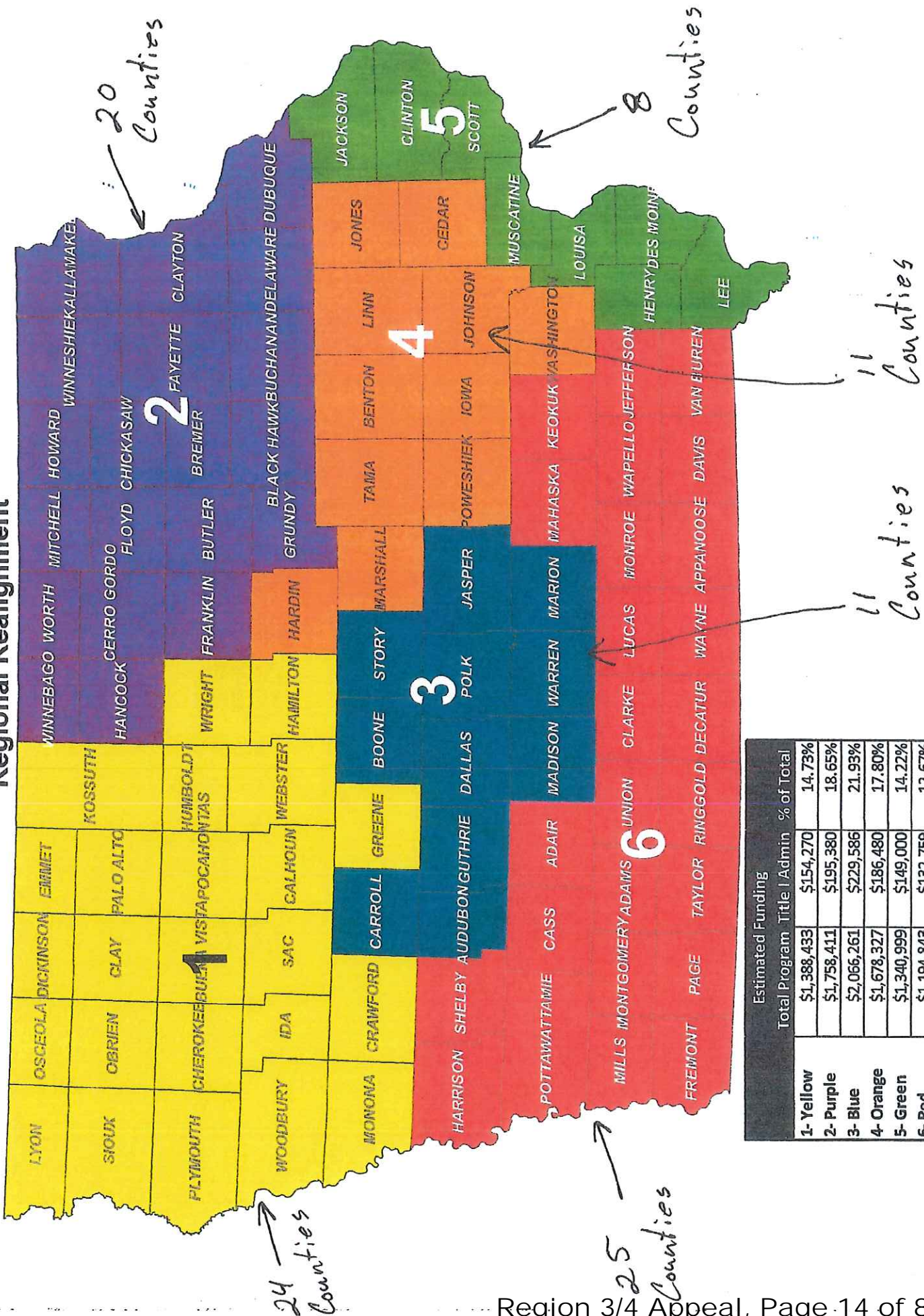
Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, Iowa 50319-0209  
Effective Date: **July 1, 2015**  
Agreement Number: **17-W-03-WI-OA**

Northwest Iowa Planning & Development  
Commission  
217 W. Fifth Street  
Spencer, Iowa 51301  
Expiration Date: **June 30, 2020**  
Federal ID Number: **42-1013973**  
DUNS # 150647121

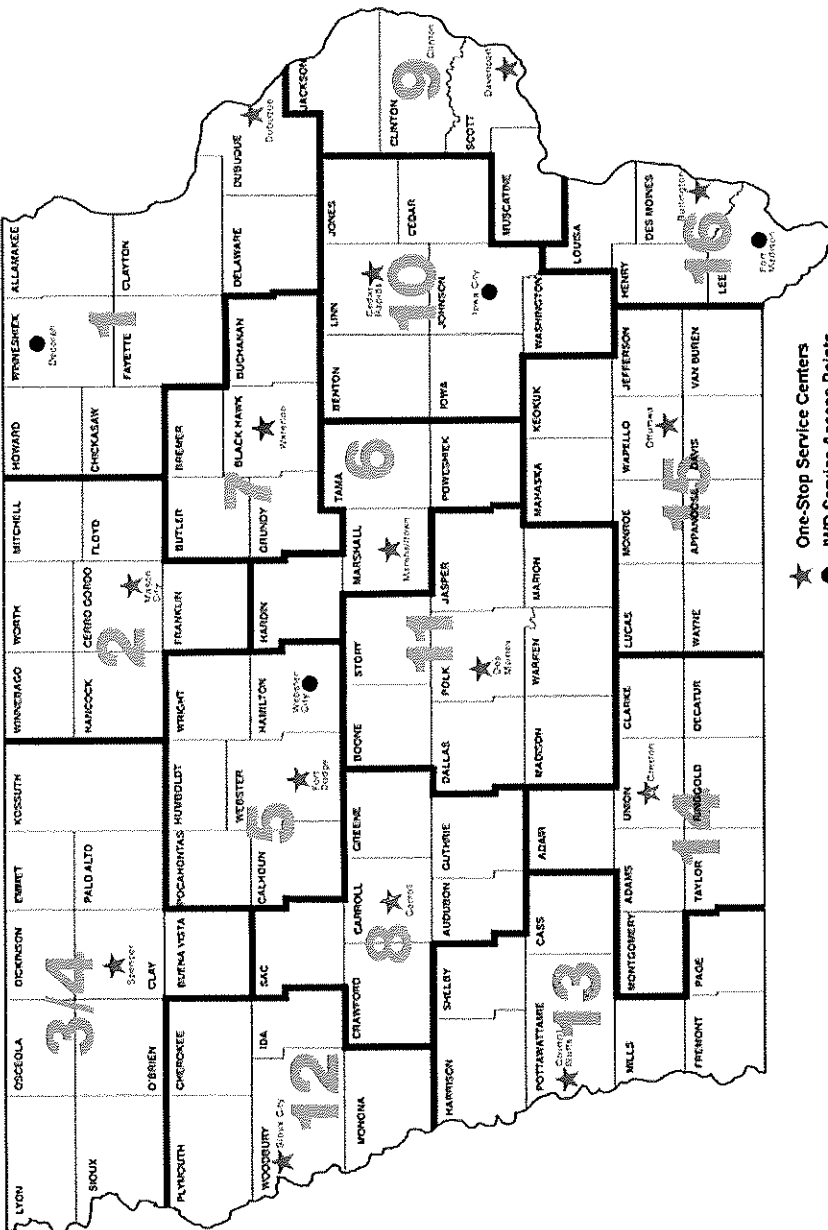
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This Agreement is entered into between the Iowa Workforce Development, hereinafter referred to as the Department, Iowa Workforce Development, or IWD, at 1000 East Grand Avenue, Des Moines, Iowa 50319-0209, and Northwest Iowa Planning & Development Commission, 217 W. Fifth Street, Spencer, Iowa 51301, hereinafter referred to as NWIPDC, a legal entity or corporation duly organized, validly existing and in good standing under the laws of the State of Iowa.

# Iowa Workforce Development Regional Realignment



Estimated Funding			
	Total Program	Title I Admin	% of Total
1- Yellow	\$1,388,433	\$154,270	14.73%
2- Purple	\$1,758,411	\$195,380	18.65%
3- Blue	\$2,066,261	\$229,586	21.93%
4- Orange	\$1,678,327	\$186,480	17.80%
5- Green	\$1,340,999	\$149,000	14.22%
6- Red	\$1,194,843	\$132,759	12.67%
	<b>\$9,427,274</b>	<b>\$1,047,475</b>	<b>100%</b>



★ One-Stop Service Centers  
● IWD Service Access Points

WORKFORCE INNOVATION AND OPPORTUNITY ACT		
SERVICE PROVIDERS		
<b>Region 1</b>	<b>Region 2</b>	<b>Region 3-4</b>
<b>Upper Exploreland Regional Planning Commission</b>	<b>North Iowa Area Community College</b>	<b>Northwest Ia. Planning &amp; Develop. Commission</b>
Lisa Curtin, WIOA Title I Director <a href="#">IowaWORKS Northeast Iowa</a>	Patti Hanson, WIOA Title I Director <a href="#">IowaWORKS North Iowa</a>	Val Bonney, WIOA Title I Director <a href="#">IowaWORKS Northwest Iowa</a>
312 Winnebago Decorah, IA 52101 Ph. 563/382-0457 x 32412 Fax 563/387-0905 Email: <a href="mailto:lisa.curtin@iwd.iowa.gov">lisa.curtin@iwd.iowa.gov</a>	600 South Pierce Mason City, IA 50401 Ph. 641/422-1524 x 44536 Cell: 641/430-9056 Fax 641/422-1505 Email: <a href="mailto:Patti.Hanson@iwd.iowa.gov">Patti.Hanson@iwd.iowa.gov</a>	217 W. 5th Street, PO Box 1493 Spencer, IA 51301 Ph. 712/262-1971 x 42010 Fax 712/262-7665 Email: <a href="mailto:Val.Bonney@iwd.iowa.gov">Val.Bonney@iwd.iowa.gov</a>
<b>East Central Intergovernmental Association</b>		
Ron Axtell, WIOA Title I Director <a href="#">IowaWORKS Northeast Iowa</a>		
680 Main Street, 2nd Floor, PO Box 1595 Dubuque, Iowa 52004 Ph. 563/556-5800 x48136 Fax 563/556-0154 Email: <a href="mailto:Ron.Axtell@iwd.iowa.gov">Ron.Axtell@iwd.iowa.gov</a>		
<b>Region 5 (Adult/DW)</b>	<b>Region 5 (Youth)</b>	<b>Region 6</b>
<b>Iowa Central Community College</b>	<b>Children &amp; Families of Iowa</b>	<b>Iowa Valley Community College</b>
Melissa Vorrie, WIOA Title I/PACE Programs Director <a href="#">IowaWORKS North Central Iowa</a>	Teresa Larson-White, Youth Employment Program Children & Families of Iowa (youth)	Rebecca Hassett, WIOA Title I Director <a href="#">IowaWORKS Iowa Valley</a>
Three Triton Circle Fort Dodge, IA 50501 Ph. 515/574-1972 Fax 515/835-2210 Email: <a href="mailto:vorrie@iowacentral.edu">vorrie@iowacentral.edu</a>	111 Avenue O West Fort Dodge, IA 50501 Phone: 515-573-2193 ext. 204 Fax: 515-573-2798 Email: <a href="mailto:teresal@cfiowa.org">teresal@cfiowa.org</a>	3405 South Center, P.O. Box 497 Marshalltown, IA 50158-0497 Ph. 641/844-6972 Fax 641/754-1443 Email: <a href="mailto:Rebecca.Hassett@iwd.iowa.gov">Rebecca.Hassett@iwd.iowa.gov</a>
<b>Region 7</b>	<b>Region 8</b>	<b>Region 9</b>
<b>Hawkeye Community College</b>	<b>Region XII Council of Governments</b>	<b>Eastern Iowa Community College</b>
Chris Hannan, Workforce Development Director <a href="#">IowaWORKS Cedar Valley</a>	Beth Winquist, Workforce Director <a href="#">IowaWORKS Western Iowa</a>	Paula Arends, Workforce Innovation Director <a href="#">IowaWORKS Eastern Iowa</a>
3420 University Avenue Waterloo, IA 50701-2048 Ph. 319.235.2123 Ext. 41281 Fax 319/291-2651 Email: <a href="mailto:Chris.Hannan@iwd.iowa.gov">Chris.Hannan@iwd.iowa.gov</a> Dustin Brocka, Associate Workforce Director Ph. 319.235.2123 Ext. 41280 Email: <a href="mailto:Dustin.Brocka@iwd.iowa.gov">Dustin.Brocka@iwd.iowa.gov</a>	617 N Carroll Street Carroll, Iowa 51401 Ph. 712/792-2685 x 32 Fax 712/792-1751 Email: <a href="mailto:Beth.Winquist@iwd.iowa.gov">Beth.Winquist@iwd.iowa.gov</a>	902 W. Kimberly Rd. Ste 51 Davenport, IA 52806 Ph. 563/445-3200 x43340 Fax 563/445-3240 Email: <a href="mailto:Paula.Arends@iwd.iowa.gov">Paula.Arends@iwd.iowa.gov</a>
<b>Region 10</b>	<b>Region 11</b>	<b>Region 12</b>
<b>Kirkwood Community College</b>	<b>Des Moines Area Community College</b>	<b>Western Iowa Tech Community College</b>
Carla Andorf, Operations Director <a href="#">IowaWORKS</a>	Jeff Chamberlin, Executive Director <a href="#">IowaWORKS Central Iowa</a>	Alana Tweet, WIOA Title I, Program Coordinator <a href="#">IowaWORKS Greater Siouxland</a>
4444 1st Ave NE Ste 436 Cedar Rapids, IA 52402 Ph. 319-365-9474 x 31107 Fax 319-365-9270 Email: <a href="mailto:Carla.Andorf@iwd.iowa.gov">Carla.Andorf@iwd.iowa.gov</a>	430 E Grand Ave. Des Moines, IA 50309 Ph. 515-725-3662 Email: <a href="mailto:Jeff.Chamberlin@iwd.iowa.gov">Jeff.Chamberlin@iwd.iowa.gov</a>	2508 4th Street Sioux City, IA 51101 Ph. 712/233-9030 x 46021 Fax 712/274-6407 Email: <a href="mailto:alana.tweet@iwd.iowa.gov">alana.tweet@iwd.iowa.gov</a>
	Jodi Spargur-Tate, Youth Work Readiness Program Manager <b>Children &amp; Families of Iowa (youth)</b>	
	1111 University Ave. Des Moines, IA 50314 Ph. 515-288-1981 ext. 1317 Email: <a href="mailto:JodiS@CFIOWA.org">JodiS@CFIOWA.org</a>	
<b>Region 13</b>	<b>Region 14</b>	<b>Region 15</b>
<b>Iowa Western Community College</b>	<b>Matura Action Corporation</b>	<b>Indian Hills Community College</b>
Kaylene Page, WIOA Title I Director <a href="#">IowaWORKS Loess Hills</a>	Vacant, WIOA Title I Director <a href="#">IowaWORKS Southern Hills</a>	Jennifer Erdmann, Operations Manager <a href="#">IowaWORKS Southern Iowa</a>
300 W. Broadway, Suite 13 Council Bluffs, IA 51503-9030 Ph. 712-352-3480 ext. 45111 Fax 712-352-3486 Email: <a href="mailto:Kaylene.Page@iwd.iowa.gov">Kaylene.Page@iwd.iowa.gov</a>	215 North Elm Street, PO Box 348 Creston, IA 50801-0348 Ph. 641/782-2119 x14 Fax 641/782-5101 Email: <a href="mailto:Larry.Johnson@iwd.iowa.gov">Larry.Johnson@iwd.iowa.gov</a>	15260 Truman St. Ottumwa, IA 52501 Phone: (641)684-5401 Ext 40042 Fax: (641)684-4351 Email: <a href="mailto:Jennifer.Erdmann@iwd.iowa.gov">Jennifer.Erdmann@iwd.iowa.gov</a>
Mark Stanley, CEcD, EDFP Executive Director, Econ. & Workforce Dev. Iowa Western Community College Council Bluffs, IA Phone 712-325-3375/Fax 712-325-3408 Email: <a href="mailto:mstanley@iwcc.edu">mstanley@iwcc.edu</a>	Ron Ludwig, Executive Director MATURA Action Corporation Ph. 641/782-8431 Email: <a href="mailto:rludwig@maturact.org">rludwig@maturact.org</a>	<b>Region 16</b> <b>Southeast Iowa Community College</b> Kelsey Howard, WIOA Title I Co-Director <a href="#">IowaWORKS Southeast Iowa</a>
		1000 N. Roosevelt Burlington, IA 52601 (319) 753-1671 ext. 30454 FAX (319) 753-5881 Email: <a href="mailto:Kelsey.Howard@iwd.iowa.gov">Kelsey.Howard@iwd.iowa.gov</a>
		Courtney Mullen, WIOA Title I Co-Director <a href="#">IowaWORKS Southeast Iowa</a>
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Each current region in Iowa has a designated Service Provider for Adult, Dislocated Worker and Youth Services.

**Region 03-04**

**Workforce Innovation and Opportunity Act (WIOA)**

**Title I Youth and Young Adult Services Provider**

Northwest Iowa Planning and Development Commission

217 West 5<sup>th</sup> Street

Spencer, Iowa 51301

**Region 3-4**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
(WIOA)**

**Title I Career Services for Adults and Dislocated Workers**

Northwest Iowa Planning and Development Commission

217 West 5<sup>th</sup> Street

Spencer, Iowa 51301



**MEMORANDUM OF UNDERSTANDING**  
*between*  
**The Region 3-4**  
**CHIEF ELECTED OFFICIALS,**  
**REGIONAL WORKFORCE DEVELOPMENT BOARD,**  
*and*  
**WORKFORCE DEVELOPMENT PARTNERS**

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**I. Background.**

Congress enacted The Workforce Innovation and Opportunity Act (WIOA) to strengthen our country's workforce development system by aligning its employment, training, and education programs. This alignment of program services will combine with a metrics-based assessment of performance to improve our workforce development system. WIOA prioritizes a forward-looking one-stop system that provides integrated employment, training, and education programs responsive to the employment needs of the system's customers: job seekers, employees, and businesses. This focus will result in a one-stop system that will lead to economic growth for the individual, State, and nation.

Iowa has previously taken steps to integrate and streamline its workforce services, but WIOA requires further integration between agencies and programs. The parties to this memorandum of understanding (MOU) will come together to develop a partnership for workforce services delivery that fosters cooperation, collaboration, communication and accessibility. This MOU sets forth the framework for local-level collaboration in pursuit of attaining the goals and meeting the requirements set forth by WIOA.

Iowa's one-stop delivery system is a locally-driven system that provides the programs and services to achieve the goals set forth in the Iowa Unified State Plan:

- **Goal I:** Iowa's employers will have access to advanced, skilled, diverse, and Future Ready workers.
- **Goal II:** All Iowans will be provided access to a continuum of high quality education, training, and career opportunities.
- **Goal III:** Iowa's workforce delivery system will align all programs and services in an accessible, seamless, and integrated manner.

These goals will be accomplished by providing all customers in each region across the state access to a high-quality one-stop system with the full range of services available in their communities.

## **2. Purposes.**

The purposes of this MOU are to:

- 2.1. Establish a cooperative working relationship among partners;
- 2.2. Define respective party roles and responsibilities;
- 2.3. Coordinate resources to prevent duplication;
- 2.4. Develop a one-stop system that creates a seamless customer experience;
- 2.5. Ensure the effective and efficient delivery of workforce services;
- 2.6. Establish joint processes and procedures that will enable partners to align and integrate programs and activities across the regional one-stop system;
- 2.7. Increase and maximize access to workforce services for individuals with barriers to employment; and
- 2.8. Coordinate to implement state workforce development initiatives.

## **3. Parties.**

The following entities are parties to this MOU:

- 3.1. Region 3-4 Chief Elected Official Board (CEO Board).
- 3.2. Region 3-4 Workforce Development Board.
- 3.3. Region 3-4 One-Stop System Partners:

*See 3-4 Regional One-Stop Contact List attached.*

1. Title I Adult, Dislocated Worker and Youth
2. WIOA Title II Adult Education and Literacy
3. WIOA Title III Wagner-Peyser
4. WIOA Title IV Vocational Rehabilitation
5. WIOA Title IV Iowa Department for the Blind
6. Title V Older Americans Act
7. Carl Perkins Career Technical Education
8. Job Corps
9. Native American Programs
10. Proteus/ Migrant Seasonal Farmworkers
11. Veterans
12. YouthBuild
13. Trade Adjustment Act
14. Community Services Block Grant (Employment & Training)
15. Housing and Urban Development (Employment & Training)

16. Unemployment Compensation
17. Second Chance ReEntry Program
18. TANF/PROMISE JOBS
19. Goodwill Industries
20. Iowa Lakes Community College
21. Northwest Iowa Community College
22. Iowa Central Community College

#### **4. Region 3-4 Vision and Goals.**

IowaWORKS Northwest Iowa will deliver a demand driven system that focuses on building a workforce of high skilled, high wage jobs that will enable the employers of our region to remain competitive in a global environment. The One Stop system within our region is a comprehensive, integrated service delivery system that is responsive to the employment and training needs of the customers we serve and incorporates the products and services of our partners in order to assure that customer needs are met without duplicating services.

The values governing Region 3-4 include the following:

- Effective partnerships are not only maintained but expanded and strengthened
- Ongoing commitment to braid funds through partnerships in service management
- Working in partnership to ensure workers possess a solid work ethic with appropriate skill sets

The longer term business objectives for Region 3-4 are summarized as:

- Region 3-4 IowaWORKS is committed to partnering with business and education to ensure we have workers who possess the needed skill sets within the region.
- Region 3-4 IowaWORKS is committed to expanding the Future Ready Iowa initiative.
- Region 3-4 IowaWORKS will create training opportunities for business through the Employers' Council of Iowa in Region 3-4.

#### **5. Term.**

This MOU commences on July 1, 2016, and concludes June 30, 2019. The Parties may agree to amend this MOU at any time before its designated conclusion date.

#### **6. Development and Implementation.**

This MOU will be developed and implemented in two phases:

- **Phase I:** Phase I of this MOU focuses on the operation of the one-stop system. This phase will foster alignment and integration of programs and services and specify the responsibilities of the Partners under WIOA.

- **Phase II:** Phase II will be an addendum to this MOU that will incorporate and include Phase I. Phase II will include the application of an agreed upon formula or plan developed by State Partners. Phase II will address costs of services, operational costs, and infrastructure costs in accordance with WIOA section 121(c)(2)(A)(ii). Phase II will take effect in accordance with the deadline set by the United States Department of Labor (USDOL) and United States Department of Education (USDOE).

By signing this MOU, the Partners agree to adhere to and execute Phase I and support and participate in good faith in the development of Phase II.

## **7. Legal Obligations.**

The parties propose to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, activities, and entities. Nothing in this MOU supersedes any provision of WIOA or any other state or federal statutes or regulations. The parties agree to amend this MOU in response to changes in applicable state and federal law in order to ensure compliance with applicable state and federal law.

## **8. One-Stop System Description.**

A description of the local One-Stop System is provided below. In addition, more detail to this description is provided in the following attachments: Region 3-4 Customer Flow, Region 3-4 Career Services, Region 3-4 Partner Descriptions and Region 3-4 Partner Office Locations and Hours of Operation.

The Region 3-4 IowaWORKS One-Stop system is a fully integrated system which includes all career services outlined in the Workforce Innovation and Opportunity Act. The career services attachment gives further detail as to which career services are offered by the Region 3-4 partners to this MOU. The Region 3-4 partners commit to meaningful assistance defined as:

- Providing assistance on-site, by phone or via other technology using staff who are well trained in providing each career service.
- This assistance will be provided within a reasonable amount of time.
- Each One-Stop partner is responsible for the provision of services associated with their organization/entity.
- The shared service responsibilities, that all partners participate in, ensure that integration and non-duplication of services has been reviewed and addressed.

The provision of direct services to individuals and businesses is a key component in the Region 3-4 one-stop system. Each partner serves various segments of the population and provides services that benefit those individuals. Each partner is responsible for the funding of their direct program services. In addition, no partner is required to engage in an activity that is not allowed or covered by their legislation or regulations.

All partners will participate in a process of continuous improvement to offer the best possible services and seize opportunities for further integration. All partners will participate in the ongoing development and improvement of the Region 3-4 one-stop center procedures, policies and operational management. All partners will be part of a joint planning process that will continuously review the needs of the Region 3-4 workforce and business community and refine the services of the one-stop system based upon those needs.

In addition, the partners will encourage, accommodate staff, and/or provide training and cross training, as deemed appropriate, to ensure that all partner staff are familiar with all programs represented within the Region 3-4 One-Stop System in order to integrate services, reduce duplication, and improve overall service delivery.

## **9. Responsibilities of the Parties.**

- 9.1. The parties agree to participate in joint planning and modification of activities to result in:
  - 9.1.1. Continuous partnership building;
  - 9.1.2. Continuous planning responsive to State and federal requirements;
  - 9.1.3. Timely response to specific local economic conditions including employer needs; and
  - 9.1.4. Adherence to common data collection and reporting needs.
- 9.2. Make available to customers through the one-stop delivery system the services that are applicable to the partner's programs;
- 9.3. Participate in the operation of the one-stop system consistent with the terms of this MOU and requirements of applicable law;
- 9.4. Participate in staff capacity-building and development, including but not limited to cross-training between partner staff;
- 9.5. Participate in one-stop assessments under applicable state policies and procedures, utilizing state standards created to develop a base-line for one-stop center and system certification and continuous improvement as required by WIOA section 121(g); and
- 9.6. Develop, offer and deliver quality business services that assist industry sectors in overcoming the challenges of recruiting, retaining and developing talent for the regional economy.

## **10. Methods of Customer Referral and Tracking.**

The partners agree to develop a referral process to aid in the integration and alignment of services within the regional one-stop system. The referral process will assist to create a more

seamless customer experience by providing convenience of services to individuals and businesses. This process also provides for a continuum of services and follow-up to ensure customer needs have been met. All partners agree to follow the Region 3-4 one-stop center referral process outlined in Attachment A via the following documents: Customer Flow, Referral Form, and Verification Form. The Region 3-4 One Stop System will ensure the consistency of the referral process, maintenance of records and reporting to the Region 3-4 RWDB.

The partners agree to:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service
- Ensure that general information regarding one-stop center programs, services, activities and resources shall be made available to all customers as appropriate.
- Provide a direct link /access to one-stop partner program staff that can provide meaningful information or service through co-location, cross training or through real-time technology.

All IowaWORKS One-Stop system partners agree to utilize a common method to refer customers among the partners. The “common intake/service management” system may be used for referrals by those partners providing services under the Workforce Innovation and Opportunity Act. If the common intake/service management system cannot be used, referrals will be made between partners in a timely manner and a follow-up contact will be made with the customer to ensure service was provided. The WIOA Core Partners are responsible for conducting the overall service management to ensure that all customers referred for services are receiving needed services. The Region 3-4 Partners will utilize the attached referral form to make referrals across programs within the one-stop system until such time as an electronic service management system is available. Each partner agency has established an individual(s) as a point of contact for all referrals received by that agency. Upon receipt of a referral, the partner agency will make contact with the individual being referred. The attached Region 3-4 Verification form will be utilized to follow-up on referrals made to partner agencies/organizations. This verification form will indicate the result of the referral made.

All partners will participate in a process of continuous improvement to offer the best possible services and seize opportunities for further integration. All partners will participate in the ongoing development and improvement of the Region 3-4 one-stop center procedures, policies and operational management. All partners will be part of a joint planning process that will continuously review the needs of the Region 3-4 workforce and business community and refine the services of the one-stop system based upon those needs.

In addition, the partners will encourage, accommodate staff, and/or provide training and cross training, as deemed appropriate, to ensure that all partner staff are familiar with all programs represented within the Region 3-4 One-Stop System in order to integrate services, reduce duplication, and improve overall service delivery.

## **11. Increased and Maximized Access**

The Partners agree that meeting WIOA's mandate for increased access to the Region's workforce services—particularly for individuals with barriers to employment—must be a priority as we work together to deliver workforce services. This necessarily includes outreach to individuals with barriers to employment, a group that includes members of the following populations:

Individuals with disabilities, including but not limited to individuals with vision loss,

- 11.1. Displaced homemakers
- 11.2. Low-income individuals
- 11.3. Native Americans, including Indians, Alaska Natives and Native Hawaiians as those terms are defined in WIOA section 3
- 11.4. Individuals age 55 and older
- 11.5. Returning citizens (ex-offenders)
- 11.6. Homeless individuals
- 11.7. Youth who are in or have aged out of the foster care system
- 11.8. English language learners, a group that is also often referred to as individuals with Limited English Proficiency (LEP)
- 11.9. Individuals who have low levels of literacy
- 11.10. Individuals facing substantial cultural barriers
- 11.11. Eligible migrant and seasonal farmworkers
- 11.12. Single parents, including single pregnant women
- 11.13. Long-term unemployed individuals
- 11.14. Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act

To achieve the priority of increased access for individuals with barriers to employment, the parties will:

- Leverage the expert knowledge of its membership and collaborate to maximize access to workforce services;
- Conduct outreach to stakeholders and other organizations within the Region; and
- Participate in state workforce development accessibility initiatives.

## **12. Common Performance Measures.**

The Partners will collaborate to achieve common performance indicators outlined in the State of

Iowa Unified State Plan and any modifications made thereto. This collaboration includes strategizing on approaches to attain these measures and providing data in the method and of the substance requested by state-level partner agencies.

### **13. Service Design.**

The Partners will work together to achieve an integrated partnership that seamlessly incorporates the services provided by Partner programs. The Partners will collaborate to develop and implement operational policies, procedures and proven and promising practices that reflect an integrated system of performance, communication and case management, and use technology to achieve integration and expanded service offerings.

#### **13.1. Alignment of Services.**

The Partners will collaborate to develop policies, procedures and proven and promising practices to facilitate the organization and integration of workforce services by function (rather than by program) when permitted by a program's authorizing statute and as appropriate. This will include coordinating staff communication, capacity building, and training efforts. Functional alignment includes having One-Stop Center staff who perform similar tasks serve on relevant functional teams (e.g. Skills Development Team, Business Services Team). Service integration will focus on serving all customers seamlessly (including individuals with barriers to employment) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope and requirements of each Partner Program.

#### **13.2. Career Services.**

Career Services include a variety of self-help services and services requiring more staff involvement, generally provided to individuals deemed to be in need of more intensive/training services to obtain employment; or who are employed but deemed to be in need of more intensive or individualized services to obtain or retain employment that allows for self-sufficiency.

Each partner is responsible for the provision of services associated with the One-Stop system site. The levels of service begin with a set of basic career services available to the universal population. Further assessments may necessitate the need for more intensive or individualized services. These services, customized and based upon the Region 3-4 needs, are described in a detailed narrative and are outlined in the Attachment B documents.

Attachment B "Partner Services Responsibilities" identifies the services each required partner will provide and the methods of service delivery each partner will use to ensure that integration and non-duplication of services is addressed.

#### **13.3. Employer Services.**

WIOA requires that Local One-Stop Systems provide workforce services that meet the labor-market needs of employers. To meet this requirement, the Partners will collaborate to achieve an integrated approach to business services delivery. This will include the implementation of



business-focused outreach and initiatives:

**13.3.1. Employer-Focused Outreach.**

The Partners will create an Integrated Business Services Team that includes local staff from each core partner agency to:

- a. Facilitate engagement of employers in workforce services programs;
- b. Offer and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, training, retaining, and developing talent for the regional economy;
- c. Identify and develop a clear understanding of industry skill needs, strategies for assisting employers and coordinating business services activities across programs;
- d. Incorporate an integrated and aligned business services strategy among partner to present a unified voice for the One-Stop Center in its communications with employers; and
- e. Engage employers to develop sector partnerships that are responsive to labor-market trends.

**13.3.2. Business-Focused Initiatives.**

The partners will develop policies, procedures and promising practices regarding the development of programs and activities that may include but are not limited to implementation of initiatives such as:

- a. Incumbent worker training programs;
- b. On-the-job training;
- c. Customized training programs;
- d. Registered apprenticeships;
- e. Industry and sector partnerships;
- f. Career pathways; and
- g. Public-Private partnerships.

**13.4. Equal Opportunity.**

The parties agree to obey all applicable state and federal nondiscrimination laws. The parties shall not unlawfully discriminate against any customer, applicant for employment, or employee of a party to this MOU or other entity. The parties shall adhere to the policies, procedures, and guidance issued by the State of Iowa Workforce Development Board and state-level partner agencies regarding equal opportunity, nondiscrimination, and increased accessibility. Nothing in this Section shall be construed as limiting the parties' agreement to increase and maximize access for individuals with barriers to employment under Section 11 of this MOU.

### **13.5. Integrated Management System.**

WIOA emphasizes technology as a critical tool in making possible all aspects of information exchange including client tracking, common case management, data collection, and reporting. Iowa Workforce Development, Iowa Vocational Rehabilitation Services, Iowa Department for the Blind, and Iowa Department of Education, Adult Education and Literacy, are working to develop technological enhancements that allow interfaces of common information needs for WIOA implementation. To support the use of these tools, the One-Stop Partner agrees to:

- 13.5.1.** The principles of common reporting and shared information through electronic mechanisms including shared technology;
- 13.5.2.** Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements; and
- 13.5.3.** Develop a process for shared case management that coordinates services and leverage funding to meet the employment needs of an individual job seeker/customer.

### **13.6. Confidentiality.**

The parties agree to comply with provisions of WIOA, the Wagner-Peyser Act, the Rehabilitation Act of 1973, and the Adult Education and Literacy Act, and any other applicable requirement of state or federal law to assure that customer information shall be shared solely for the purpose of enrollment, referral, or provision of services. When required under applicable state or federal law, a release of information will be obtained from the customer before sharing confidential protected information. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies, procedures, and guidance of the other parties.

## **14. Amendment.**

This MOU may be amended at any time upon mutual agreement of the parties. Any amendment to this MOU must be consistent with federal, state or local laws, regulations, rules, plans, or policies. Any amendment of this MOU must involve the process outlined in this section.

A party may request to amend this MOU during its term. A party seeking an amendment must submit a written request to each party. The request must include:

- 14.1.** The requesting Partner's name;
- 14.2.** The reason(s) for the amendment request;
- 14.3.** Each section of this MOU that will require revision;
- 14.4.** The desired date for the amendment to take effect; and
- 14.5.** The signature of an authorized representative of the requesting Partner.

After receipt of an amendment request, the parties must attempt to reach consensus on amending

this MOU. If the parties reach unanimous agreement to amend this MOU, this MOU may be amended. Each party must execute the amended MOU via an authorized representative for the amended MOU to take effect. If a party objects to the requested amendment to this MOU and consensus on amending this MOU cannot be reached, the requesting party may utilize the Dispute Resolution process outlined in Section 15 to seek amendment of this MOU.

## **15. Dispute Resolution.**

The parties agree to act in good faith to implement this MOU to help execute the local plan. However, should a dispute arise among the parties while attempting to implement the provisions contained in Phase I of this MOU that results in an impasse, the parties agree to utilize the following process:

- 15.1.** A written document detailing the dispute must be submitted to the State of Iowa Workforce Development Board, with a copy delivered by U.S. mail or email to each of the parties to this MOU.
- 15.2.** The State Workforce Development Board will appoint a standing committee to review and work with the parties to attempt to resolve the impasse. Impasses involving state level partners will have the participation of their respective executive director or administrator, or their designees, in all resolution activities.
- 15.3.** If the standing committee successfully brokers a resolution to the dispute, the parties must execute a written agreement containing the terms of the dispute resolution. The standing committee must then make a written report to the State Workforce Development Board at the first meeting to occur after the impasse is resolved and agreement between the parties is executed, detailing the dispute and the resolution. The State Workforce Development Board must publish the standing committee's report on its website.
- 15.4.** In the event the dispute cannot be resolved within thirty (30) days, the standing committee will make a recommendation to the State Workforce Development Board regarding a resolution to the impasse. At its next meeting, the State Workforce Development Board will vote on whether to adopt the standing committee's proposed resolution.
  - 15.4.1.** If the State Workforce Development Board votes to not adopt the standing committee's proposed resolution, the State Workforce Development Board may direct the standing committee to engage in further efforts to resolve the dispute or dissolve the standing committee and create another standing committee to take the initial standing committee's place.
  - 15.4.2.** If the State Workforce Development Board adopts the standing committee's proposed resolution, the standing committee must draft a report detailing the dispute, its efforts to resolve the dispute, and the resolution. The State Workforce Development Board must post the

standing committee's report on its website.

The policies and procedures outlined in this section will not apply to any dispute among the parties regarding cost or resource sharing. Any dispute among the parties regarding cost or resource sharing must be subject to a separate and distinct dispute resolution process that will be outlined in Phase II of this MOU and be compliant with WIOA.

## **16. Termination.**

- 16.1. The parties understand that implementation of the one-stop system is dependent on everyone's good faith effort to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried.
- 16.2. In the event that it becomes necessary for one or more party to cease being a party to this MOU, said party shall notify the other parties and the State Workforce Development Board, in writing, ninety (90) days in advance of that intention.
- 16.3. A party's termination in whole or in part of its participation in this MOU will not affect its duties and obligations under any applicable federal or state law, including but not limited to WIOA.
- 16.4. A party's termination in whole or in part of its participation in this MOU will be effective only as to that entity.
- 16.5. If a party terminates in whole or in part its participation in this MOU, this MOU will remain in full force and effect as to all other parties.
- 16.6. A party's termination in whole or in part its participation in this MOU will trigger a review of the regional workforce development board's certification under WIOA section 107(c) and local workforce development area's designation under WIOA section 106(b) by the State Workforce Development Board which will result in recommendations to the Governor of the State of Iowa.

## **17. No Indemnification and Liability.**

By executing this MOU each partner agrees to work together to deliver Region 3-4 one-stop services for employers, employees, and those seeking employment. However, the parties are not legally "partners" to the extent that term encompasses joint and several liabilities under Iowa law. Each partner under this MOU is responsible for its own employees, representatives, agents, and subcontractors.

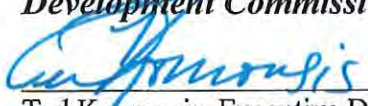
**MEMORANDUM OF UNDERSTANDING**  
**Signature Page**

Region 3-4  
Agreement 7/01/2016- 6/30/2019

By signing this Memorandum of Understanding, all partners have reviewed the MOU and find it accurately reflects a general understanding of their involvement in the Region 3-4 One-Stop System.

**Northwest Iowa Planning & Development Commission**

**Title I Adult, Dislocated Worker and Youth**

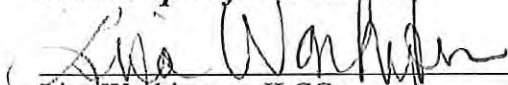
  
Ted Kourousis, Executive Director

6/1/16  
Date

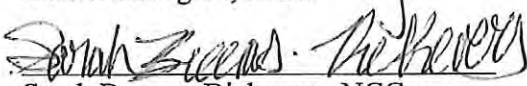
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**Iowa Dept. of Education**

**Title II Adult Education and Literacy**

  
Lisa Washington, ILCC

6/1/16  
Date

  
Sarah Breems-Diekevers, NCC

6-1-16  
Date

  
Ann Waynar, ICC

6-2-16  
Date

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**Iowa Workforce Development**

**Title III Wagner-Peyser**

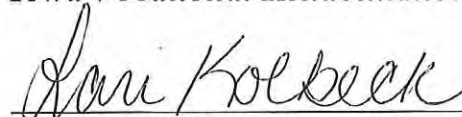
  
Marketa Oliver, Division Admin.

06-22-16  
Date

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**Iowa Vocational Rehabilitation**

**Title IV Vocational Rehabilitation**

  
Lori Kolbeck, Supervisor

6-1-16  
Date

**MEMORANDUM OF UNDERSTANDING**  
Region 3-4 Signature Page, continued

*Iowa Department for the Blind*

*Title IV Vocational Rehabilitation*

Keri Osterhaus  
Richard Sorey, Director  
Keri Osterhaus, Program Administrator

6-21-2016  
Date

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*Iowa Dept. of Education*

*Carl Perkins Career Technical Education*

Kari Hampe  
Kari Hampe, Director of High  
School Partnerships

6-8-16  
Date

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*Denison Job Corps*

*Job Corps*

see separate page  
Mark Douglas, Director  
Jim Whitmire

\_\_\_\_\_  
Date

*Ottumwa Job Corps*

*Job Corps*

Jim Whitmire  
Jim Whitmire, Director  
Mark Douglas

6/22/16  
Date

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*Proteus*

*Migrant/Seasonal Farmworker*

See Attached  
Jesus Soto, Chief Executive  
Officer

\_\_\_\_\_  
Date

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**MEMORANDUM OF UNDERSTANDING**  
Region 3-4 Signature Page, continued

*Iowa Workforce Development*

*Veterans Services*

  
\_\_\_\_\_  
Marketa Oliver, Division Admin.

06.22.16  
\_\_\_\_\_  
Date

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*Iowa Workforce Development*

*Trade Adjustment Act*


  
\_\_\_\_\_  
Marketa Oliver, Division Admin.

06.22.16  
\_\_\_\_\_  
Date

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*Upper Des Moines Opportunity*

*Community Services Block Grant*

  
\_\_\_\_\_  
Jamey Whitney, Executive Director

6/1/2016  
\_\_\_\_\_  
Date

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*Mid-Sioux Opportunity*

*Community Services Block Grant*

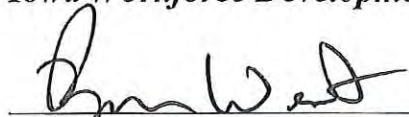
  
\_\_\_\_\_  
Dick Sievers, Executive Director

6/1/2016  
\_\_\_\_\_  
Date

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*Iowa Workforce Development*

*Unemployment Compensation*

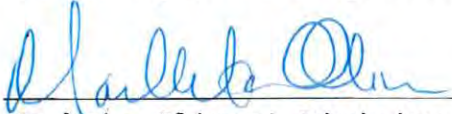
  
\_\_\_\_\_  
Ryan West, Program Coordinator  
Division Administrator

6/22/16  
\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**  
Region 3-4 Signature Page, continued

***Iowa Workforce Development***

***TANF/PROMISE JOBS***



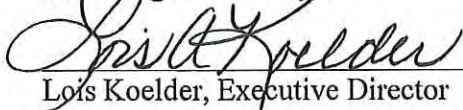
Marketa Oliver, Division Admin.

06.22.2016

Date

***Northwest Iowa Regional  
Housing Authority***

***Housing and Urban Development***

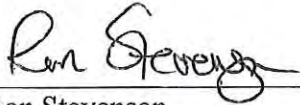


Lois Koelder, Executive Director

06/01/2016

Date

***Goodwill Industries***



Ron Stevenson

6-1-16

Date

***Iowa Lakes Community College***



Jolene Rogers

6-1-16

Date

***Iowa Central Community College***



Dan Anderson

6/1/16

Date

***Northwest Iowa Community College***



Frank DeMilia

5/31/16

Date



**MEMORANDUM OF UNDERSTANDING**  
Region 3-4 Signature Page, continued

*AARP*

*Title V Older American Act*

*Cynthia A Cannavo*  
Cynthia Cannavo, Director


6-20-16  
Date

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**MEMORANDUM OF UNDERSTANDING**  
Region 3-4 Signature Page, continued

**Community Action Agency of Siouxland**

*Title V Older American Act*

  
Jean Logan, Director

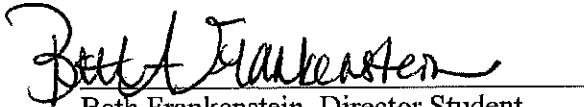
5-31-16  
Date

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**MEMORANDUM OF UNDERSTANDING**  
Region 3-4 Signature Page, continued

*Iowa Dept. of Education*

*Carl Perkins Career Technical Education*



Beth Frankenstein, Director Student  
Development, Secondary Programs  
And Transitions



Date

**MEMORANDUM OF UNDERSTANDING**

Signature Page

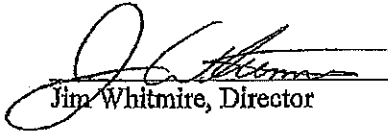
Region 3-4

Agreement 7/01/2016- 6/30/2019

By signing this Memorandum of Understanding, all partners have reviewed the MOU and find it accurately reflects a general understanding of their involvement in the Region 3-4 One-Stop System.

*Denison Job Corps*

*Job Corps*


  
\_\_\_\_\_  
Jim Whitmire, Director

  
\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**

Signature Page, continued  
Agreement 7/01/2016- 6/30/2019

By signing this Memorandum of Understanding, all partners have reviewed the MOU and find it accurately reflects a general understanding of their involvement in the Regions.

<b>Proteus</b>  _____ Jesus Soto, Chief Executive Officer	<i>Migrant/ Seasonal, Farmworker</i>  5/27/2016 _____ Date
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## Region 3-4 Memorandum of Understanding Attachments

### 3-4 Regional One-Stop System Partner Contact List

#### Attachment A:

Region 3-4 Customer Flow

Region 3-4 Career Services

Region 3-4 Referral Forms

Region 3-4 Verification Forms

#### Attachment B:

Region 3-4 Partner Descriptions

Region 3-4 Partner Office Locations and Hours of Operation

## Regional One-Stop System Partner Contact Information

Mandatory Partners	Local Area?	Entity	Name	Telephone Number	Email Address
Career/ Technical Education	3-4	CD+Perkins Consortium	Val Bonney	712-262-7225 ext. 134	<a href="mailto:Val.bonney@iwd.iowa.gov">Val.bonney@iwd.iowa.gov</a>
Career/ Technical Education	3-4	Iowa Lakes Community College	Kari Hampe	800-242-5108	<a href="mailto:khampe@iowalakes.edu">khampe@iowalakes.edu</a>
Career/Technical Education	3-4	Northwest Iowa Community College	Beth Frankenstein	800-352-4907	<a href="mailto:bfrankenstein@nwicc.edu">bfrankenstein@nwicc.edu</a>
SCSEP (Older Worker)	3-4	AARP Foundation	Cynthia Cannavo Pam Thompson	515.287.1555 515-287-1555	<a href="mailto:ccannavo@aarp.org">ccannavo@aarp.org</a> <a href="mailto:pethompson@aarp.org">pethompson@aarp.org</a>
		Experience Works	Tracey Dormady- Ketcham	515.243.2430	<a href="mailto:tracey_dormady-ketcham@experienceworks.org">tracey_dormady-ketcham@experienceworks.org</a>
		Community Action Agency of Siouxland	Antoinette Green Jean Logan	712-274-1610	<a href="mailto:agreen@caasiouxland.org">agreen@caasiouxland.org</a> <a href="mailto:ilogan@caasiouxland.org">ilogan@caasiouxland.org</a>
Job Corps	3-4	Denison Job Corps	Jim Whitmire Jackie Stellish	712.265.2300 712.265.2300	<a href="mailto:Whitmire.jim@jobcorps.org">Whitmire.jim@jobcorps.org</a> <a href="mailto:Stellish.jackie@jobcorps.org">Stellish.jackie@jobcorps.org</a>
		Ottumwa Job Corps	Mark Douglas	641.682.2000	<a href="mailto:Douglas.mark@jobcorps.org">Douglas.mark@jobcorps.org</a>
Native American	3-4	<i>N/A for Region</i>			
Migrant/Seasonal Farm Worker	3-4	Proteus	Matt Winkel Melissa Rude	(515) 573-8225 (515) 573-8225	<a href="mailto:Mattw.@proteusinc.net">Mattw.@proteusinc.net</a> <a href="mailto:melissar@proteusinc.net">melissar@proteusinc.net</a>
Veterans	3-4	Iowa Workforce Development	Linda Rouse Linda Gray	641.680.3591 712-262-1971	<a href="mailto:Linda.rouse@iwd.iowa.gov">Linda.rouse@iwd.iowa.gov</a> <a href="mailto:Linda.gray@iwd.iowa.gov">Linda.gray@iwd.iowa.gov</a>
YouthBuild	3-4	<i>N/A for Region</i>			
Trade Act	3-4	Iowa Workforce Development NWIPDC	Nina Gotta Val Bonney	(515) 281-9007 712-262-7225 ext. 134	<a href="mailto:Antonina.Gotta@iwd.iowa.gov">Antonina.Gotta@iwd.iowa.gov</a> <a href="mailto:Val.bonney@iwd.iowa.gov">Val.bonney@iwd.iowa.gov</a>
Community Action (E/T)	3-4	FaDSS/ Community Action Mid-Sioux Opportunity	Dick Sievers	(712) 786-2001	<a href="mailto:dsievers@midsioux.org">dsievers@midsioux.org</a>

## Regional One-Stop System Partner Contact Information

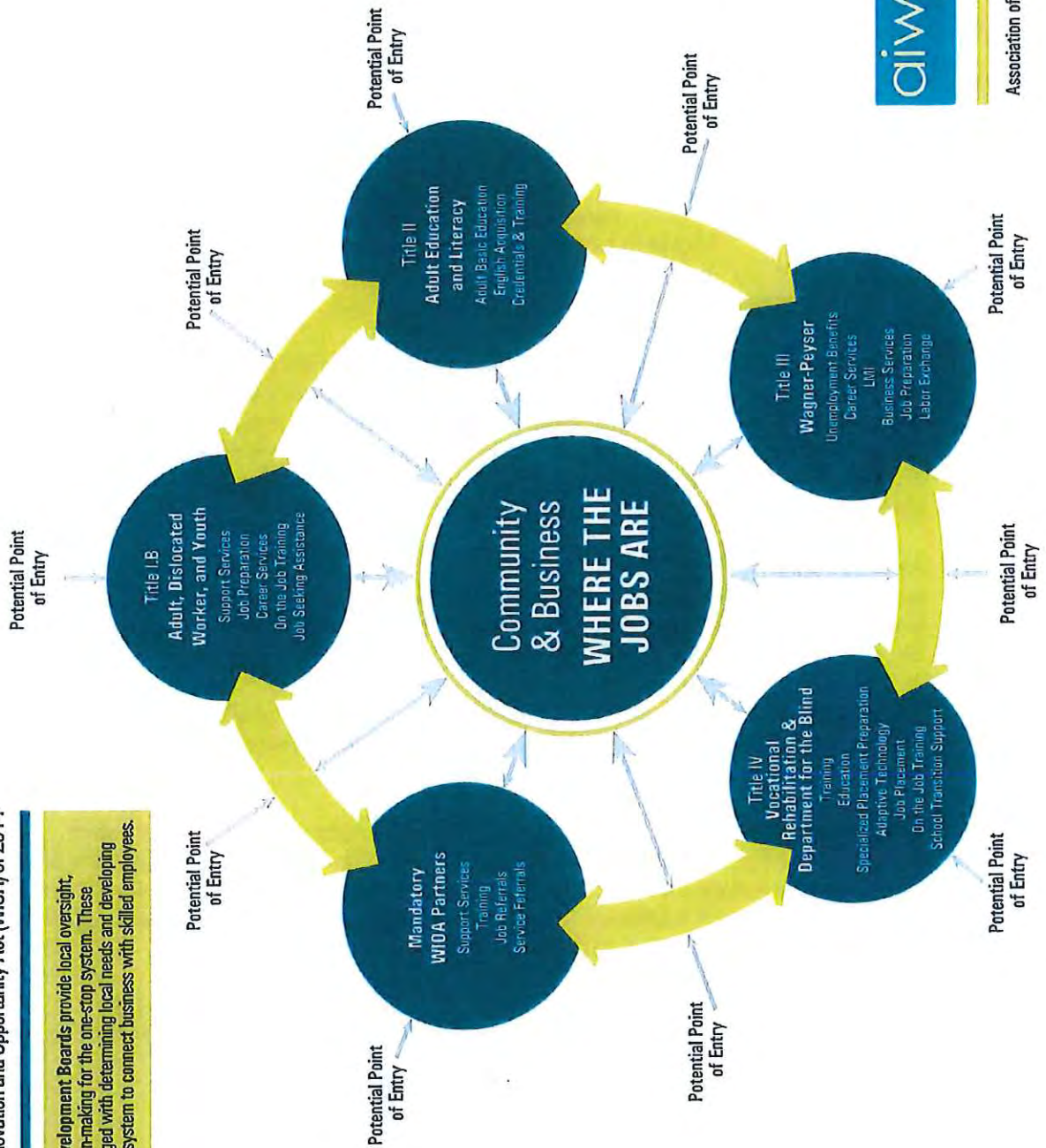
		Upper Des Moines Opportunity	Jamie Whitney	(712) 859-3885	<a href="mailto:iwhitnev@udmo.com">iwhitnev@udmo.com</a>
Housing Authority (E/T)	3-4	Northwest Iowa Regional Housing Authority	Lois Koelder	712-262-7460	<a href="mailto:lkoelder@nrcn.net">lkoelder@nrcn.net</a>
Unemployment	3-4	Iowa Workforce Development	Ryan West Linda Gray	515.725.1086 712-262-1971	<a href="mailto:Ryan.west@iwd.iowa.gov">Ryan.west@iwd.iowa.gov</a> <a href="mailto:Linda.gray@iwd.iowa.gov">Linda.gray@iwd.iowa.gov</a>
TANF(PROMISE JOBS)	3-4	Iowa Workforce Development Dept. of Human Services	Heidi Wicks Eileen Skogerboe Linda Gray	515.281.2810 712-262-3586 712-262-1971	<a href="mailto:Heidi.wicks@iwd.iowa.gov">Heidi.wicks@iwd.iowa.gov</a> <a href="mailto:eskoger@dhs.state.ia.us">eskoger@dhs.state.ia.us</a> <a href="mailto:linda.gray@iwd.iowa.gov">linda.gray@iwd.iowa.gov</a>
Vocational Rehabilitation	3-4	Iowa Dept. for the Blind	Jessica Badding	515-661-8528	<a href="mailto:Jessica.badding@blind.state.ia.us">Jessica.badding@blind.state.ia.us</a>
Adult Education & Literacy	3-4	Northwest Iowa Community College	Sarah Breems-Diekevers	712-324-5066	<a href="mailto:Sbreems-diekevers@nwicc.edu">Sbreems-diekevers@nwicc.edu</a>
Adult Education & Literacy	3-4	Iowa Lakes Community College	Lisa Washington	712-852-5257	<a href="mailto:lWASHINGTON@iowalakes.edu">lWASHINGTON@iowalakes.edu</a>
Adult Education & Literacy	3-4	Iowa Central Community College	Terrin Bern Ann Waynar	712-749-5178 515-574-1959	<a href="mailto:bern@iowacentral.edu">bern@iowacentral.edu</a> <a href="mailto:Waynar@iowacentral.edu">Waynar@iowacentral.edu</a>
Wagner-Peyser	3-4	Iowa Workforce Development	Linda Gray	712-262-1971	<a href="mailto:Linda.gray@iwd.iowa.gov">Linda.gray@iwd.iowa.gov</a>
Vocational Rehabilitation	3-4	Iowa Vocational Rehabilitation	Lori Kolbeck Mary Ott	515-573-8175 712-255-8871	<a href="mailto:Lori.kolbeck@iowa.gov">Lori.kolbeck@iowa.gov</a> <a href="mailto:Mary.ott@iowa.gov">Mary.ott@iowa.gov</a>
Adult/DW and Youth Title I	3-4	Northwest Iowa Planning & Development Commission	Val Bonney Ted Kourousis	712-262-7225 ext 134 712-262-7225 ext 142	<a href="mailto:Val.bonney@iwd.iowa.gov">Val.bonney@iwd.iowa.gov</a> <a href="mailto:Ted.kourousis@nwipdc.org">Ted.kourousis@nwipdc.org</a>



# THE ONE-STOP SYSTEM

Under the Workforce Innovation and Opportunity Act (WIOA) of 2014

Regional Workforce Development Boards provide local oversight, accountability, and decision-making for the one-stop system. These appointed boards are charged with determining local needs and developing pathways throughout the system to connect business with skilled employees.



Association of Iowa Workforce Partners  
2016

## IowaWORKS One-Stop Integrated Services

In the integrated center in Region 3-4 the customer flow will be as listed below:

Greet/Identify Purpose of Visit  
*Determine One-Stop Customer Status and/or*  
Conduct Service Triage  
Recommend Services  
Registration  
Self-attestation  
Co-enrollment evaluation  
Introduce to Career Services and/or  
Provide Appropriate Partner Referrals and/or  
Determine WIOA eligibility for intensive/training services

**Integrated Customer Flow** – Based on an initial basic assessment, customers will progress through services in a unified, standard flow organized by “function” rather than “program.” Customers start with registration (stream-lined program enrollment and initial triage); advance to career services (to build occupational and job seeking skills), and then either referral to placement services (with connections to hiring employers) or referral to more individualized career service and, if warranted, training services.

All Integrated Center customers will move through a standardized process that co-enrolls them into multiple programs based on eligibility. This unified customer pool will be shared and served by multiple partners within the one-stop system. When eligibility permits, every member must be co-enrolled into all qualifying programs for individualized career services.

Within this flow, customers will be provided career services to gain necessary skills needed by employers within the region. Services will continue to be customized to meet individual customer needs.

Individualized Career process steps and procedures are designed to meet one of the core missions of the one-stop system: that all individuals have the opportunity to “know their skills, grow their skills and get the best job possible with their skills.” To that end, an assessment of skills is a universal service delivered to all customers. The outcome of career service delivery is a relevant pool of talent – with skills in demand and job-search know-how.

If additional services are identified as needed, the career services team will make the appropriate referrals to participate in WIOA funded individualized career services and/or training services.

# Northwest Iowa Community College's High School Equivalency Diploma Program Overview

**Getting Started...**

Sign up for and attend an orientation session. During this session you will learn more about NCC's HSED program and take a reading and math placement test.

**Class Time!**

You could complete the classroom work in as little as 40 hours. After 40 hours of class time, you are required to retake your placement exam to show how much you have learned. Based on your improvement you will be enrolled in a new class or be able to schedule the practice test in a given subject.

**What's Next?**

You will need to pass the Official Practice Tests (OPT) in each subject area (Reading, Writing, Science, Social Studies, Math).

**Test Time!**

As you pass each practice test, you may schedule the final test for that subject area. When you schedule your first final subject test online with ETS, you will pay \$50 for the battery of 5 tests (good for one full year from the date of purchase). When you take your last final subject test, you will pay a \$10 diploma fee to NCC.

**After you pass...**

You will receive your Iowa State High School Equivalency Diploma within 6 – 8 weeks of passing all five subject tests of the HSET exam! There may also be other ways that our office can help you plan your future!



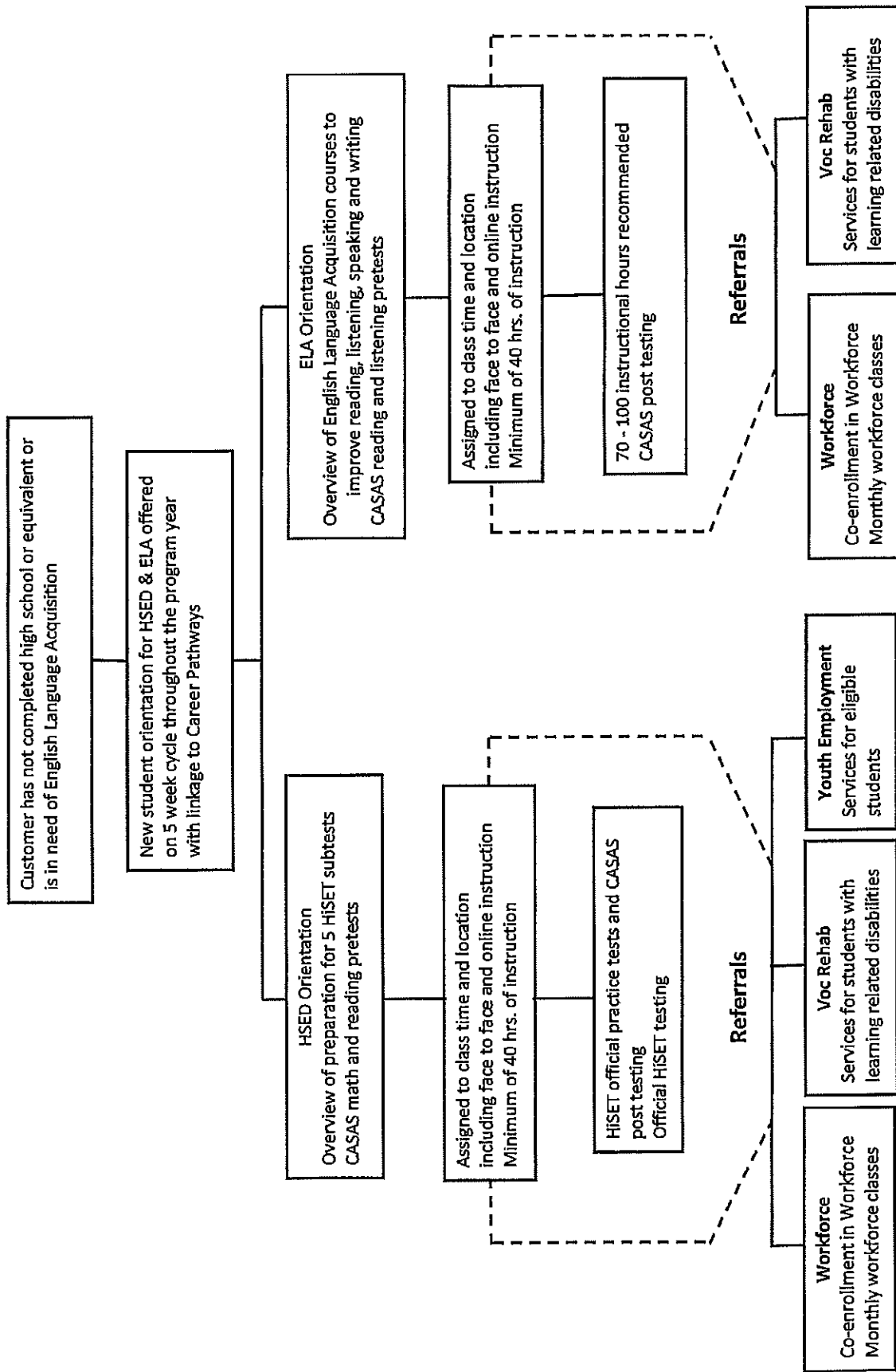
- Attend Student Orientation
- Complete Student Information Form
- Sign Services Contract & FERPA Consent Form
- CASAS Reading & Math Pre-Assessments
- Enroll in HSED Adult Education Class

- Attend HSED Fresh Start class receiving a minimum 154 hours of FREE instruction covering the five subject areas: Math, Reading, Social Studies, Science, & Writing.
- Attend HSED Boot Camp- six-day 44 hours session with instruction in Writing and Math
- Complete and pass CASAS Post-test Assessments meeting score requirements.
- Pass Official Practice Test in each subject with minimum required score for subject area.
- Complete NCRC & COMPASS or ASSET Tests
- Complete Testing Paperwork

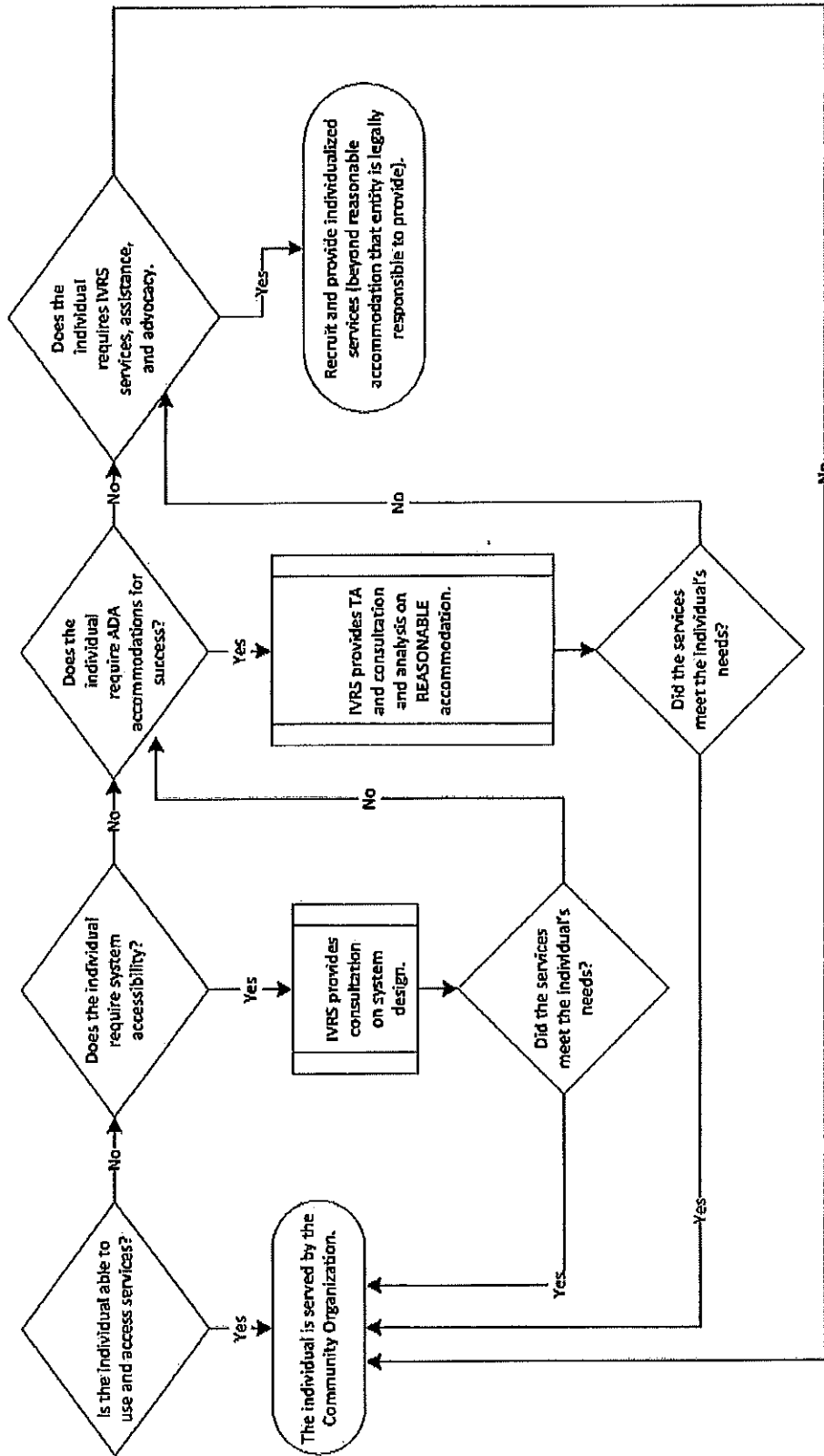
- Register for Official HiSET tests at [www.HiSET.org](http://www.HiSET.org) by creating an account & paying test fees.
- Payment Options:
  - \$50 - covers Battery of 5 tests + 2 FREE retests per subject good for 12 months.
  - \$15 per test or retest
  - Iowa Lakes pays for testing with perfect attendance in Fresh Start or Boot Camp.
  - Minimum score to pass each test: 8
  - Minimum Composite Score for all 5 tests: 45
  - Minimum Score on Essay portion of Writing Test: 2
  - Failed tests may be retaken after three months after additional instruction. Two allowed per subject area.

- Congratulations!
- Graduation ceremony is held in May on Emmetsburg Campus.
- Family and friends are invited.
- HSED graduates receive a \$500 scholarship to Iowa Lakes Community College. (\$250 Fall Semester/\$250 Spring Semester)
- Students need to complete the online scholarship application prior to April 1 & October 1 deadlines to receive the HSED scholarship.

# Iowa Central Community College Adult Education & Literacy Service Chart



# IVRS Integration Plan



	WIOA Title I NWI/DC	ILCC Adult Education & Literacy	ILCC Adult Education & Literacy	ILCC Adult Education & Literacy	NCC Adult Education & Literacy	IWD Wagner- Peyster	Iowa Vocational Rehabilitation Services Sheldon	Iowa Vocational Rehabilitation Services Fort Dodge	ILCC Career & Technical Ed	NCC Career & Technical Ed.	CD+ Career & Technical Ed.	AARP (Title V Older Americans Act)
Eligibility for services	X	X	X	X	X	X	X	X	X	X	X	X
Outreach, intake, orientation	X	X	X	X	X	X	X	X	X	X	X	X
Initial assessment	X	X	X	X	X	X	X	X	X	X	X	X
Labor exchange services	X	X	X	X	X	X	X	X	X	X	X	X
Referrals to programs	X	X	X	X	X	X	X	X	X	X	X	X
Labor market information	X	X	X	X	X	X	X	X	X	X	X	X
Performance, cost information	X	X	X	X	X	X	X	X	X	X	X	X
Supportive services information	X	X	X	X	X	X	X	X	X	X	X	X
Information and assistance	X	X	X	X	X	X	X	X	X	X	X	X
Financial aid information	X	X	X	X	X	X	X	X	X	X	X	X
Follow-up services	X	X	X	X	X	X	X	X	X	X	X	X
Comprehensive assessment	X	X	X	X	X	X	X	X	X	X	X	X
Individual employment plan	X	X	X	X	X	X	X	X	X	X	X	X
Career planning, counseling	X	X	X	X	X	X	X	X	X	X	X	X
Short-term prevocational services	X	X	X	X	X	X	X	X	X	X	X	X
Internships, work experiences	X	X	X	X	X	X	X	X	X	X	X	X
Out-of-area job search	X	X	X	X	X	X	X	X	X	X	X	X
Foreign language acquisition	X	X	X	X	X	X	X	X	X	X	X	X
Workforce preparation	X	X	X	X	X	X	X	X	X	X	X	X

	Older Workers Community Action Agency of Siouxland	Job Corps (Iowa Centers in Denison & Ottumwa)	Proteus Migrant Seasonal Farmworkers	IWD Veterans Services	IWD Trade Act	IWD Unemployment Compensation	DHS/Promise Jobs	Iowa Department for the Blind	Goodwill Industries	Community Action Mid-Sioux	Community Action UDMO
Eligibility for services	X	X	X	X	X	X	X	X	X	X	X
Outreach, intake, orientation	X	X	X	X	X	X	X	X	X	X	X
Initial assessment	X	X	X	X	X	X	X	X	X	X	X
Labor exchange services				X	X	X					
Referrals to programs	X	X	X	X	X	X	X	X	X	X	X
Labor market information		X		X	X	X					
Performance, cost information		X	X	X	X	X				X	X
Supportive services information	X		X	X	X	X	X	X	X	X	X
On-the-job information and assistance				X	X	X					
Financial aid information		X		X	X	X	X	X	X	X	X
Follow-up services	X		X	X	X	X	X	X	X	X	X
Comprehensive assessment	X	X	X	X	X	X	X	X	X		
Individual employment plan	X		X	X	X	X	X	X	X		
Career planning, counseling	X	X	X	X	X	X	X	X	X		
Short-term prevocational services	X	X	X	X	X	X	X	X	X	X	X
Internships, work experiences	X	X	X	X	X	X	X	X	X		
Out-of-area job search		X		X	X	X					
Foreign language acquisition		X		X	X	X					
Workforce preparation	X	X	X	X	X	X	X	X		X	X



	Housing Authority HUD	ILCC Community College	ICCC Community College	NCC Community College
Eligibility for services	X	X	X	X
Outreach, intake, orientation	X	X	X	X
Initial assessment	X	X	X	X
Labor exchange services		X		X
Referrals to programs	X	X	X	X
Labor market information		X	X	X
Performance, cost information	X	X	X	X
Supportive services information	X	X	X	X
Financial aid information		X	X	X
Follow-up services	X	X	X	X
Comprehensive assessment		X	X	X
Individual employment plan		X	X	X
Career planning, counseling		X	X	X
Short-term prevocational services		X	X	X
Internships, work experiences		X	X	X
Out-of-area job search		X	X	X
Foreign language acquisition		X	X	X
Workforce preparation		X	X	X



**Iowa Lakes Community College Adult Education & Literacy (AEL) Program  
IowaWORKS: Northwest Iowa  
Enrollment Verification Form**

**Part 1: The Client (Student) and IowaWORKS Staff are to complete this section before contacting Iowa Lakes.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**IowaWORKS Staff Contact Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

**Part 2: The Iowa Lakes' AEL Program has 16-week sessions (Fresh Start), 44-hour week-long sessions (Boot Camp), and online options available for instruction. All require an orientation prior to the start of each session.**

Student Plans to Attend \_\_\_\_\_ (Session, Location, & Date)

I hereby authorize the Iowa Lakes Community College Adult Education & Literacy Program to release my High School Equivalency Diploma (HSED) records to IowaWORKS: Northwest Iowa.

\_\_\_\_\_  
Printed Name Signature Date

**Part 3: When the student attends Orientation, they should give this form to the Iowa Lakes' AEL staff member they are working with to complete. AEL will return this form to the IowaWORKS contact listed above.**

Student attended Orientation (Location & Date): \_\_\_\_\_

Student is enrolled in: \_\_\_\_\_ (Class Session, Location, & Date)

**Iowa Lakes' AEL Staff Member**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position, Location, Phone #: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**For AEL information, contact any Iowa Lakes Community College Campus location:**

Algona	Emmetsburg	Estherville	Spencer	Spirit Lake
Lynn Jenson	Janeice Garrard	Heather Harmon	Katherine Pearce	Debbie Clark
515 295-8521	712 852-5262	712 362-7935	712 852-5359	712 336-6564



**Iowa Lakes Community College Adult Education & Literacy Program  
IowaWORKS: Northwest Iowa  
Referral Document**

Full Legal Name: \_\_\_\_\_

Last 4 Digits of Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Availability (for phone calls): \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

Are you a veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby authorize the above institution to release my contact information to the following institution or company:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adult Literacy Services Needed:**

- High School Equivalency Diploma (HSED) classes
- English Language Learner (ELL) classes

**Iowa Works Services Needed:**

- Instruction in how to get and keep a job
- Job Search Assistance
- Career Research, Assessment and Counseling
- Short Term Training to Upgrade Skills
- Work Experience/Internship
- Attending College or Training Program
- Support Services such as transportation, uniforms, licensing fees



**Northwest Iowa Community College's Adult Literacy Program  
Iowa Works: Northwest Iowa  
Enrollment Verification Form**

**Part 1: Student should fill this section out with the help of a IowaWORKS employee before contacting NCC.**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**IowaWORKS Contact (Full Name and Address for form to be returned to):**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

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

**City, State, Zipcode:** \_\_\_\_\_

**Part 2: NCC has 8-week class terms and offers a required orientation 1-3 weeks before the next term starts. Student should call (712) 324-5061 extension 137 and ask to sign up for the next scheduled orientation.**

**Scheduled Orientation Student will attend:** \_\_\_\_\_

I hereby authorize the Northwest Iowa Community College: Adult Literacy Program to release my High School Equivalency Diploma (formerly GED) records to Iowa Works: Northwest Iowa.

\_\_\_\_\_  
Student Printed Name Date

\_\_\_\_\_  
Student Signature Date

**Part 3: When the student attends the orientation, they should give this form to NCC staff to fill out. NCC will return this form to the above IowaWORKS contact**

**Student attended orientation on:** \_\_\_\_\_

**Term the student is enrolled in:** \_\_\_\_\_

**Classes and schedule the student is signed up for:**

\_\_\_\_\_

**NCC Staff**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Northwest Iowa Community College's Adult Literacy Program  
Iowa Works: Northwest Iowa  
Referral Document**

Full Legal Name: \_\_\_\_\_

Last 4 Digits of Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Availability (for phone calls): \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

Are you a veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby authorize the above institution to release my contact information to the following institution or company:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adult Literacy Services Needed:**

- High School Equivalency Diploma (HSED) classes
- English Language Learner (ELL) classes

**Iowa Works Services Needed:**

- Instruction in how to get and keep a job
- Job Search Assistance
- Career Research, Assessment and Counseling
- Short Term Training to Upgrade Skills
- Work Experience/Internship
- Attending College or Training Program
- Support Services such as transportation, uniforms, licensing fees



Iowa Central Community College's Adult Literacy Program  
 Iowa Works: Northwest Iowa  
 Enrollment Verification Form

Part 1: Student should fill this section out with the help of an IowaWORKS employee before contacting ICCC

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

IowaWORKS Contact (Full Name and Address for form to be returned to):

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City, State, Zipcode: \_\_\_\_\_

Part 2: ICCC has 5-week class terms and offers a required orientation 1 week before the next term starts.  
 Student should call **(712) 749-5178** and ask to sign up for the next scheduled orientation.

Scheduled Orientation Student will attend: \_\_\_\_\_

I hereby authorize the Iowa Central Community College: Adult Literacy Program to release my High School Equivalency Diploma (formerly GED) records to Iowa Works: Northwest Iowa.

\_\_\_\_\_  
 Student Printed Name Date

\_\_\_\_\_  
 Student Signature Date

Part 3: When the student attends the orientation, they should give this form to ICCC staff to fill out. ICCC will return this form to the above IowaWORKS contact

Student attended orientation on: \_\_\_\_\_

Term the student is enrolled in: \_\_\_\_\_

Classes and schedule the student is signed up for:

\_\_\_\_\_

**ICCC Staff**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Iowa Central Community College Adult Education & Literacy Program  
IowaWORKS: Northwest Iowa  
Referral Document**

Full Legal Name: \_\_\_\_\_

Last 4 Digits of Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Availability (for phone calls): \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

Are you a veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby authorize the above institution to release my contact information to the following institution or company:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adult Literacy Services Needed:**

- High School Equivalency Diploma (HSED) classes
- English Language Learner (ELL) classes

**Iowa Works Services Needed:**

- Instruction in how to get and keep a job
- Job Search Assistance
- Career Research, Assessment and Counseling
- Short Term Training to Upgrade Skills
- Work Experience/Internship
- Attending College or Training Program
- Support Services such as transportation, uniforms, licensing fees



## Iowa Vocational Rehabilitation Referral Document

Full Legal Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Availability for phone calls: \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

Are you a veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby authorize the above institution to release my contact information to the following institution or company:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adult Literacy Services Needed:**

- High School Equivalency Diploma (HSED) classes
- English Language Learner (ELL) classes

**Iowa Works Services Needed:**

- Instruction in how to get and keep a job
- Job Search Assistance
- Career Research, Assessment and Counseling
- Short Term Training to Upgrade Skills
- Work Experience/Internship
- Attending College or Training Program
- Support Services such as transportation, uniforms, licensing fees

**IVRS Services Needed:**

- Career exploration counseling
- Training (short term or college)
- Disability management and/or counseling to understand how disability impacts work
- Instruction in how to get and keep a job
- Assistance with accommodations or assistive technology





**Iowa Vocational Rehabilitation  
Verification Form**  
(Verification of Partner Referral to IVRS or IVRS Referral to Partner)

Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Result of Referral: (Attended orientation/intake, application, eligibility, enrollment, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Next Steps (If applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Staff who can be contacted for further information:

\_\_\_\_\_

\_\_\_\_\_ Agency

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_ Phone



**Iowa Department for the Blind  
Verification Form**  
(Verification of Partner Referral to IDB or IDB Referral to Partner)

Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Result of Referral: (Attended orientation/intake, application, eligibility, enrollment, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Next Steps (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Staff who can be contacted for further information:

\_\_\_\_\_

\_\_\_\_\_ Agency

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_ Phone



Iowa Department for the Blind
Referral Document
(Referrals to IDB and IDB Referral to Partners)

Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Availability for phone calls: \_\_\_\_\_

Reason for Referral: \_\_\_\_\_

Are you a veteran: \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby authorize the above institution to release my contact information to the following institution or company:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adult Literacy Services Needed:

- High School Equivalency Diploma (HSED) classes
English Language Learner (ELL) classes

Iowa Works Services Needed:

- Instruction in how to get and keep a job
Job Search Assistance
Career Research, Assessment and Counseling
Short Term Training to Upgrade Skills
Work Experience/Internship
Attending College or Training Program
Support Services such as transportation, uniforms, and licensing fees

IDB Services Needed:

- Career exploration counseling
Training (short term or college)
Disability management and/or counseling to understand how disability impacts work
Instruction in how to get and keep a job
Assistance with accommodations or assistive technology

Region 3-4 MOU Attachment  
Partner Descriptions

Northwest Iowa Planning and Development Commission

NWIPDC Workforce and Training Department administers the Workforce Innovation and Opportunity Act Adult, Dislocated Worker and Youth Services; and Serves as the Fiscal Agent for the Region 3-4 WIOA funds.

Northwest Iowa Planning and Development Commission will provide the following:

1. Co-Administration of the Comprehensive One-Stop Center located in Spencer, Iowa.
2. Administration and provision of services for Workforce Innovation and Opportunity Act: Adult and Dislocated Worker services, and Youth services, as well as School to Work throughout Region.
3. Arrange for facilities for the WIOA Delivery System in the counties served on an itinerant basis.
4. Workforce Innovation and Opportunity Act Basic, Individual and Training Services, case management and follow-up.
5. Vocational counseling and information.
6. Coordinate with educational facilities for adult high school courses, HSED preparation, adult basic literacy services, and English as a Second Language.
7. Coordinate with other service providers and partners.
8. Serves as Fiscal Agent for WIOA funds.
9. Serves as a liaison between local governments and state departments and divisions.
10. Provides assistance to the Regional Workforce Development and Chief Elected Official Boards.
11. Performs other functions as determined by the WIOA regulations and the State of Iowa.
12. Provides reports to the Regional Workforce Development Board, as requested.

Iowa Workforce Development

Iowa Workforce Development links job placement and skill development into a system of lifelong learning and opportunity through resources and services created for employers, employees, and the unemployed. In Region 3-4, IWD is a state agency responsible for delivery of Wagner-Peyser programs, Veterans' employment Programs, Trade Adjustment Act & Trade Readjustment Act assistance, Unemployment Insurance programs, PROMISE JOBS, and delivery of Labor Market Information, job placement and job referral services.

Iowa Workforce Development will provide the following:

1. Co-Administration of the Comprehensive One-Stop Center located in Spencer, Iowa.
2. Day-to-day management of IWD facilities and staff in Spencer
3. Job referral and job placement services.
4. Temporary Job placement office each September at the Clay County Fair, Spencer.
5. Coordination of annual Job and Career Fairs at sites within Region 3-4.
6. Proficiency testing in OPAC, typing and 10-key.
7. Eligibility determination for Work Opportunity Tax Credits.
8. Gathering, providing and maintaining Labor Market Information.
9. Unemployment Insurance services.
10. Trade Adjustment Act/Trade Readjustment Act services.
11. Free space (as available) for employers for job interviews, and resource center space for employers to display and distribute job information.
12. Reemployment Services and profiling.

13. Veteran's services, including counseling and case management.
14. Specialized workshops for workforce preparation, including job seeking and job retention.
15. Staff to coordinate/facilitate meetings of the Local Employer's Councils of Iowa
16. PROMISE JOBS services- FIA development, assessment, and case management in Spencer.
17. Website including up-to-date information on local job opportunities, tips for job seekers and employers, local offices, programs and services.
18. Provide reports to the Region 3-4 Workforce Development Board, as required/requested.

### Iowa Lakes Community College

Provides Adult Education & Literacy and Career & Technical Education (Carl Perkins)

The Adult Education & Literacy Program (AEL) strengthens our communities by providing educational services to adults who have not received a high school diploma from their local high school, need improvement in basic skills, or for whom English is not their first language. AEL has partnerships that link students with multiple services to enhance opportunities and increase success. Providing educational opportunities to adult learners positively impacts every facet of economic development, community, and family life. Eligible adult students must be at least 16 years of age and must not be affiliated with any high school.

Iowa Lakes Community College will provide the following via Adult Education & Literacy:

1. Orientation to determine eligibility, academic skill level, and provide program information.
2. Direct instruction educational classes for adults who need help with basic skills improvement, to meet high school equivalency diploma requirements, and to improve English reading, speaking, writing, and listening skills for non-English adults.
3. High School Equivalency Diploma (HSED) preparation, Adult Basic Education literacy services, and English as a Second Language (ESL) services.
4. Extended instruction for greater student success and improvement.
5. Opportunities to enhance communication, 21<sup>st</sup> Century skills, digital, financial, and critical thinking literacies.
6. Educational counseling and information including Career Pathway guidance and goal-setting.
7. Increased options for direct instruction; multiple levels, online, face-to-face, and Spanish.
8. Access to stackable credentialing; National Career Readiness Certification, Mandatory Reporting Certification, OSHA Certification, Career Pathway Programming.
9. Partnership services; IowaWORKS, TRIO, Voc Rehab, Human Services & Disabilities, etc.
10. The opportunity for students to voice their opinions via Student Surveys and Observations for input into the trajectory of the AEL Program.
11. Reports to the Regional Workforce Development Board, as requested.

Iowa Lakes Community College will provide the following via Career & Technical Education (Carl Perkins):

The purpose of this Act is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in Career & Technical Education Programs (CTE) by building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions. It also is to promote the development of services and activities that integrate rigorous and challenging academic and career and technical instruction to link secondary education and postsecondary education for participating CTE students.

1. Evaluate the performance of career and technical programs offered by the district(s)/college.
2. Continuously improve performance of the programs offered by the district(s)/college.
3. Promote preparation for non-traditional fields.
4. Career guidance and academic counseling will be provided to CTE students, including linkages to future education and training opportunities.
5. Improve the recruitment and retention of CTE teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession.
6. Improve the transition to teaching from business and industry.
7. Students in alternative education schools/programs are provided with CTE programs, guidance and counseling and support services.
8. Determine priorities of the consortium, the development of the application, and a way to communicate and review activities.
9. Link CTE at the secondary level and CTE at the postsecondary level.
10. Strengthen the academic and career and technical skills of students participating in CTE programs, by strengthening the academic and CTE components of such programs through the integration of academics with career and technical programs through a coherent sequence of courses, such as CTE Programs of Study.
11. Provide students with strong experience in and understanding of all aspects of an Industry which may include work-based learning experiences.
12. Develop and implement evaluations of the CTE programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
13. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.
14. Provide activities to prepare special populations of high school students, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency
15. Post-secondary CTE and training/Carl Perkins services
16. Report to the Regional Workforce Development Board, as requested.

Community & Business Relations: The College delivers short-term, skill-up training for un- and underemployed individuals. Other non-credit, value-added training seminars are offered throughout the College service area. Nationally certified career coaches provide resume, job search and interview skills classes free of charge to the public.

The Community & Business Relations department provides outreach and training services through the 260E and 260F programs as well. The 260E program provides training for new and expanding businesses and the 260F program provides training for incumbent workers.

The College is a robust education partner in working with all levels of individuals and size of businesses. Credit students seeking internships with area business and industry are seeking two-year degrees. An educated workforce is necessary to fill jobs and assist with maintaining the economic engine for our region.

Iowa Lakes provides certificate (Skills Upgrading) training in advanced manufacturing, agriculture, apprenticeship (electrical, HVAC and plumbing), energy, health, and welding careers and will partner with various grants to assist clients to become employed in high demand occupations through payments for WIOA services, sharing resources and providing input through our various business groups.

## Northwest Iowa Community College

Northwest Iowa Community College provides Adult Education and Literacy and Career and Technical Education.

NCC will provide the following:

1. Educational counseling and information.
2. Course registration.
3. Adult high school courses, HS Equivalency preparation, adult basic literacy services and English as a Second Language (ESL).
4. Post-secondary vocational education and training.
5. Financial aid determination, including PELL, GAP Tuition Assistance, and PACE supportive services, and provide feedback to partners as needed.
6. Reports to the Regional Workforce Development Board, as requested, utilizing public information only.

Community & Business Relations: The College delivers short-term, skill-up training for un- and underemployed individuals. Other non-credit, value-added training seminars are offered throughout the College service area. Nationally certified career coaches provide resume, job search and interview skills classes free of charge to the public.

The Community & Business Relations department provides outreach and training services through the 260E and 260F programs as well. The 260E program provides training for new and expanding businesses and the 260F program provides training for incumbent workers.

The College is a robust education partner in working with all levels of individuals and size of businesses. Credit students seeking internships with area business and industry are seeking two-year degrees. An educated workforce is necessary to fill jobs and assist with maintaining the economic engine for our region.

NCC provides certificate (Skills Upgrading) training in advanced manufacturing, apprenticeship (Manufacturing), energy, health, and welding careers and will partner with various grants to assist clients to become employed in high demand occupations through payments for WIOA services, sharing resources and providing input through our various business groups.

Iowa Lakes Community College will provide the following via Career & Technical Education (Carl Perkins):

Career and Technical: The purpose of this Act is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in Career & Technical Education Programs (CTE) by building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions. It also is to promote the development of services and activities that integrate rigorous and challenging academic and career and technical instruction to link secondary education and postsecondary education for participating CTE students.

1. Evaluate the performance of career and technical programs offered by the district(s)/college.
2. Continuously improve performance of the programs offered by the district(s)/college.
3. Promote preparation for non-traditional fields.
4. Career guidance and academic counseling will be provided to CTE students, including linkages to future education and training opportunities.

5. Improve the recruitment and retention of CTE teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession.
6. Improve the transition to teaching from business and industry.
7. Students in alternative education schools/programs are provided with CTE programs, guidance and counseling and support services.
8. Determine priorities of the consortium, the development of the application, and a way to communicate and review activities.
9. Link CTE at the secondary level and CTE at the postsecondary level.
10. Strengthen the academic and career and technical skills of students participating in CTE programs, by strengthening the academic and CTE components of such programs through the integration of academics with career and technical programs through a coherent sequence of courses, such as CTE Programs of Study.
11. Provide students with strong experience in and understanding of all aspects of an Industry which may include work-based learning experiences.
12. Develop and implement evaluations of the CTE programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
13. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.
14. Provide activities to prepare special populations of high school students, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency
15. Post-secondary CTE and training/Carl Perkins services
16. Report to the Regional Workforce Development Board, as requested.

### Iowa Central Community College

Training & Economic Development: Iowa Central Community College is engaged in growing and promoting the standard of living and economic health of the region. Working with individuals, communities, existing and emerging businesses with the region, Iowa Central provides resources and programming that is essential to remain competitive and thrive. By partnering with companies to train incumbent workers as well as training students ensures a skilled workforce today and tomorrow.

The College is a strong player in working with established business partnerships in providing training. Iowa Central Community College has a strong tie with businesses and is focused on bringing workforce training to our region and strategizing over community workplace needs. The College and the Iowa Department of Economic Development are key contributors to serving businesses' training needs through 260E & 260F programs. (Funding opportunities for eligible new, expanding and existing businesses)

Customized technical training is provided in many skills areas and is developed around company's needs. Iowa Central Community College's Custom Technical Training can arrange to deliver training when and where it is needed. Iowa Central can provide this training on-site, at Iowa Central facilities, or at another suitable location. The training is taught by our training specialists or by experienced industry professionals.

Iowa Central provides Carl Perkins Career and Technical programming with our high schools throughout the district by assisting with Career Facilitation and Career Pathways, training of instructors, and consulting on high school curriculum and facilities/equipment needs for vocational tech programs.

GAP Tuition Assistance and PACE monies are used to support vocational training in the areas of Production Welding and Industrial Mechanics including funding tuition for students. This has been done in cooperation with the TAACCCT grant.



Credit classes are offered face to face and through our Triton Network (IP based TV system)

**English Language Acquisition (ELA) class:**

ELA is offered to adults 16 years or older through the three main Iowa Central campuses. Students enter class through a managed enrollment process to improve English skills in the areas of listening, speaking, writing, and reading. Online study is offered in addition to face-to-face classes. Citizenship classes are also available. ELA learners may take these classes to transition to High School Equivalency classes, career pathway training, employment, and college credit classes.

**Adult Basic Education (ABE) class:**

ABE study is offered to students adults 16 years or older who read below a ninth grade reading level as established through assessments given at new student orientation. Reading academy and online instruction is available to students. One-on-one tutoring is arranged as necessary. Students may take these classes to transition to High School Equivalency classes, career pathway training, employment, and college credit classes.

**High School Equivalency Diploma (HSED) class:**

Classes are available on Iowa Central campuses to adults 16 years and older to earn a High School Equivalency Diploma from the Iowa Department of Education. Students enter through a managed enrollment process and participate in direct face-to-face instruction as well as online study. Student complete preparation for the 5 subtests of the High School Equivalency Test (HiSET): Reading, Writing, Math, Science, and Social Studies. HSED students transition to employment, career pathway training, and/or college credit classes.

Iowa Vocational Rehabilitation

Iowa Vocational Rehabilitation Services (IVRS) is the provider of vocational rehabilitation services, including independent living services, to Iowans with disabilities who are eligible for services. Eligible individuals receive individualized, comprehensive and intensive services. Services may include career counseling and guidance, training, education, and support services to assist eligible individuals in obtaining and maintaining gainful, competitive, and integrated employment. Individuals who require more intensive services above and beyond what is offered through partner agency services are referred to IVRS. IVRS provides consultation and technical assistance to partner programs and the system to ensure that services are accessible to all participants with disabilities. IVRS staff work with businesses to provide consultation and assistance on disability related to recruiting, hiring, retaining, and understanding needs of job candidates and employees with disabilities.

IVRS will partner with WIOA core partners and other required regional partners to provide a seamless delivery of services to individuals.

IVRS works in collaboration with area schools to provide Pre-Employment Transition Services to all students with disabilities(including those eligible and those considered potentially eligible). These services are provided to students while in high school and include: Job Exploration, Work Based Learning, Counseling on Opportunities, Job Readiness, and Self Advocacy. Students who need more intensive services in order to achieve competitive employment are recruited to apply for and be determined eligible for services.

IVRS core services:

- Eligibility determination is completed by an IVRS counselor. To be eligible for IVRS services, and individual must have a qualifying disability that substantially limits the ability to work and must

need vocational Rehabilitation services to be able to prepare for, enter, retain, or advance in employment.

- Diagnostic, Evaluation and/or Assessment services
- Career Counseling and Guidance
- Rehabilitation and Assistive Technology
- Training Assistance
- Job Readiness Training
- Job Seeking Skills Training
- Employer Development
- On the Job Training
- Supported Employment and Customized Employment
- Job Placement and Retention services

An Individual Plan for Employment (IPE) is developed with each eligible individual. The IPE identifies an individual's career goal and services needed to reach that goal and is agreed upon by the individual and the counselor. IVRS staff assists with career exploration to explore interests and provide career counseling to assist individuals in exploring career pathways. Counseling is also provided to assist individuals in understanding their disability and how this impacts employment and to develop solutions to minimize barriers.

#### Upper Des Moines Opportunity

Upper Des Moines Opportunity, Inc. (UDMO) is one of 18 Community Action Agencies in the State of Iowa and has been serving our communities since 1965.

Community Action Agencies (CAA) are non-profit public and private organizations created to fight poverty at the local level. Today, community action agencies are quite often the primary source of support for more than 32.3 million people living in poverty in the United States. UDMO strives to deliver a wide range of high-quality services to individuals, families, and children. Many of these individuals and families are our "working poor", earning low wages or living without health insurance and other benefits.

UDMO provides a helping hand during times of crisis, aiding families as they get back on their feet. Compassionate staff members work diligently to provide continued support while encouraging families to achieve self-sufficiency

#### Mid-Sioux Opportunity, Inc.

Mid-Sioux Opportunity, Inc. is a private non-profit Community Action Agency serving Lyon, Sioux, Plymouth, Cherokee and Ida counties in Northwest Iowa. An additional 18 counties are served through the agency's Child Care Resource & Referral department. The agency serves communities through a variety of programs and services targeted toward the needs of lower income families. Services include: Head Start, Early Head Start, Shared Visions, State of Iowa Early Head Start, Child Care Resource & Referral, Child/Adult Care Food Program, W.I.C., Maternal/Child Health, I-Smile, Hawk-I Outreach, Family Development & Self-Sufficiency (FADSS), Outreach, LIHEAP, Weatherization and other services. The agency's mission is to assure that families have the support needed in order to achieve self-sufficiency.

Iowa Department for the Blind

<b>Partner Agency:</b>	Iowa Department for the Blind			
<b>Program Name:</b>	Vocational Rehabilitation Services			
<b>Primary Office Location:</b>	Des Moines	<b>Phone:</b>	515-661-8528	<b>Fax:</b> 515-281-1263
<b>Location: Where services are provided in all Region 3-4 counties: Buena Vista, Clay, Dickinson, Emmet, Kossuth, Palo Alto, Lyon, O'Brien, Osceola and Sioux. Include locations, hours, staff, and how available (in person, by phone, by appointment, etc.)</b>	<p>Location and Hours of Service:  Main Office: 524 Fourth Street Des Moines, IA 50309-2364  Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays.</p> <p>Regional Services and Resources:  IDB Services are provided by staff that travel throughout the region and provide services by appointment in various community locations. Staff travel and provide services in high schools within the region. Staff also work with businesses and employers in their territory. Information and appointments can be scheduled by calling the Northwest Vocational Rehabilitation Counselor at 515-661-8528. Staff can also meet by appointment in the Iowa Works building on Iowa Central Community College campus, Two Triton Circle, Fort Dodge, IA 50501. All services indicated below are offered.</p>			
<b>Description of program in relation to the One Stop system:</b>	<p>The Iowa Department for the Blind (IDB) is the state agency providing vocational rehabilitation and independent living services to Iowans who are blind or severely visually impaired. The Department also houses the Iowa Library for the Blind and Physically Handicapped which provides library services and materials in alternative media to Iowans who, because of physical limitations, cannot easily read standard print. Eligible individuals receive comprehensive and intensive services. Services may include career counseling and guidance, training, education, and support services to assist eligible individuals in obtaining and maintaining gainful, competitive, and integrated employment. Individuals who require more intensive services above and beyond what is offered through partner agency services are referred to IDB. IDB provides consultation and technical assistance to partner programs and the system to ensure that services are accessible to all participants with disabilities. IDB staff work with businesses to provide consultation and assistance on disability related to recruiting, hiring, retaining, and understanding needs of job candidates and employees who are blind or visually impaired. IDB will partner with WIOA core partners and other required regional partners to provide a seamless delivery of services to individuals.</p> <p>IDB works in collaboration with area schools to provide Pre-Employment Transition Services to all students with disabilities (including those eligible and those considered potentially eligible). These services are provided to students while in high school and include: Job Exploration, Work Based Learning, Counseling on Opportunities, Job Readiness, and Self Advocacy. Students who need more intensive services in order to achieve competitive employment are recruited to apply for and be determined eligible for services.</p> <p>IDB core services:  To be eligible for services from IDB, an individual must have a qualifying visual impairment that substantially limits his/her ability to work and he/she must need vocational rehabilitation services to be able to prepare for, enter, or retain a job. IDB will deliver client services as described below:</p> <ul style="list-style-type: none"> <li>• Eligibility determination</li> <li>• Diagnostic and/or evaluation services</li> <li>• Pre-vocational and vocational training</li> <li>• Training Assistance</li> <li>• Job Readiness Training</li> <li>• Job Seeking Skills training</li> <li>• Employer development</li> <li>• Rehabilitation Technology/Assistive Technology</li> <li>• On-the-job supports/OJT</li> </ul>			

- Customized Employment
- Guidance & counseling
- Career exploration, job placement & job retention counseling
- Skills training in alternative techniques of blindness
- Adaptive devices for training and employment
- Library and informational services
- Independent living services

An Individual Plan for Employment (IPE), which identifies an individual's career goal and all services necessary to overcome the barriers to that person getting and keeping a job, is developed and agreed upon by each individual and the counselor. Only IDB counselors can determine eligibility and agree to provide services.

Funding for services and equipment is provided on an individual basis to meet clients' needs as indicated by their Individualized Plans for Employment.

<b>CAREER SERVICES</b>	<b>Yes</b>	<b>No</b>	<b>Brief Description (could include description of service, how offered, where offered, etc)</b>
Eligibility of Services:	X		An individual is eligible if they have a documented visual impairment or blindness that through eligibility determination identifies barriers to employment and requires VR services. Services offered are provided to those determined eligible for IDB services. All services are generally provided on an individualized basis and provided when not available through partner services or when an individual needs assistance beyond what the partner is able to provide. Consultation on disability related needs to enhance access and accessibility for all job candidates with disabilities is provided to the system.
Outreach, Intake, Orientation and Referral:	X		Outreach- Vision Loss Resource Fairs, brochures. Referrals to IDB made by contacting the main office. Intake and orientation done on an individual basis.
Initial Assessment:		X	
Labor Exchange Services:	X		Job seeking and keeping skills, LMI, job search plans offered to eligible individuals. Services are individualized. IDB connects directly with employers for placement.
Employment Statistics-Labor Market Information:	X		IDB uses LMI to provide vocational counseling and informed choice.
Eligible Provider Performance and Program Cost Information:	X		
Local Performance Information:	X		All work is evaluated according to benchmarks in achieving employment.
Supportive Services Information:	X		Job coaching and follow up on the job with the business
Unemployment Compensation:		X	
Financial Aid Information:	X		IDB assists job candidates to identify how they can pay for a post-secondary education and what their cost will be (debt load) upon graduation and can assist with funding.
Follow-Up Services:	X		IDB follows up with a job candidate 90 days after employment. IDB follows up with businesses after placement and after we have made contacts.
Comprehensive and Specialized Assessments:	X		Diagnostic testing and referral if needed for eligibility determination or employment planning. Comprehensive assessment of an individual's disability, how this impacts employment, and identify goals to overcome barriers.
Individual Employment Plan Development:	X		Individual Employment Plan (IPE) developed
Career Planning, Counseling:	X		In depth career planning and counseling provided to eligible

		individuals to assist in identifying career goals, understanding disability, and career pathway planning
Workforce Preparation Activities:	X	Job readiness training
Short-term Prevocational Services:		IDB does not do pre-vocational training.
Internships and Work Experience:	X	
Financial Literacy:	X	As it pertains to college and employment and future disability needs
English Language Acquisition:		X
Out of Area Job Search:	X	IDB connects with other offices and the National Employment Team if a person moves to another state.

<b>TRAINING SERVICES</b>	<b>Yes</b>	<b>No</b>	<b>Brief Description</b>
Occupational Skills Training:	X		IDB does not directly provide, but does support
On-the-Job Training (OJT):	X		IDB directly provides
Workplace and Cooperative Education:		X	
Training Programs Operated by the Private Sector:	X		IDB does not directly provide, but does support
Skills Upgrading and Retraining:	X		IDB directly provides training through the Orientation Center (OC) for disability related skills training on non-visual techniques. IDB also directly supports outside of the OC through Rehabilitation Teachers who travel the region by appointment.
Entrepreneurial Training:	X		Iowa Self Employment program is a comprehensive program for eligible individuals who are seeking self-employment
Job-Readiness Training:	X		IDB directly provides
Adult Education and Literacy (AEL) Programs:	X		IDB does not provide, but does support
Customized Training:	X		IDB is able to work with an employer to identify potential training opportunities
Incumbent Worker Training:		X	
Transitional Jobs:	X		Only when it is part of an IEP and required for skill upgrading or development of a reference, etc.

<b>EMPLOYER SERVICES</b>	<b>Yes</b>	<b>No</b>	<b>Brief Description</b>
Employer Needs Assessment:	X		
Job Posting:	X		IDB participates in the EDNR that accepts and disseminates job openings to staff and shares listings with the NET. IDB also connects with business through that team to provide information and resources.
Applicant Pre-screening:	X		IDB reviews requirements and refers based on the individual meeting those requirements.
Recruitment Assistance:	X		IDB is able to assist in recruiting qualified job seekers with disabilities, assisting with career fairs.
Training Assistance:	X		
Labor Market Information:	X		
Employer Information and Referral:	X		Information on WOTC, ADA and reasonable accommodations, accessibility, ergonomics, disability awareness
Rapid Response and Layoff Aversion:	X		IDB works with eligible individuals in helping them to keep positions or find new ones through job development, training, other services and will participate in the state's rapid response team.

<b>WHAT SUPPORTIVE SERVICES ARE AVAILABLE?</b>
Available based on need, disability and services outlined in the Individual Employment Plan. This is provided on an individual basis.

## Iowa Department of Human Services

Iowa Department of Human Services will provide the following:

1. Eligibility and benefit determination for TANF Funded programs including FIP and Promise Jobs assistance.
2. Make referrals to One Stop Partners for appropriate services and assistance.
3. Coordinate and receive referrals from other service providers and partners.
4. Provide representatives to present program overviews and outreach.
5. Reports to the Regional Workforce Investment Board, as requested

## Northwest Iowa Regional Housing Authority

NWIRHA provides rental assistance to low income families. The goal of the Northwest Iowa Regional Housing Authority (NWIRHA) is to provide decent, safe and affordable housing for eligible households; to provide opportunities and promote self-sufficiency; create economic independence; and provide homeownership opportunities for program participants.

## Proteus, Inc.

Proteus is a non-profit corporation that offers the National Farmworker Jobs Program (NFJP), a WIA, Title I, Section 167, Migrant and Seasonal Farm Worker Employment and Training Program. The NFJP assists eligible migrant and seasonal farmworkers, and/or their dependents, to acquire full-time, non-seasonal jobs (outside of agriculture, or up-grade within agriculture) that offer financial stability, benefits, and opportunities for growth. The program enhances their opportunities for employability through basic education, vocational training, and other program services. Proteus also helps to stabilize their seasonal agricultural employment (if they choose to stay in agriculture) through the delivery of supportive services.

Proteus will provide the following:

1. Determination of NFJP eligibility to farmworkers and/or their dependents who wish to receive assistance under Title 167.
2. Provide staff to meet at the One-Stop or close proximity to prospective participant/so
3. Provide staff for outreach and NFJP services' presentation to- One-Stop-- Centers/Partners.
4. Make referrals to One-Stop Partners after client information gathering.
5. Spanish interpretation by telephone for farmworkers wishing to inquire into the NFJP or other One-Stop Partners' programs.
6. Provide staff for objective skill level and aptitude assessment for qualifying NFJP participant.
7. Provide staff to attend and participate in WIOA Partners meetings.
8. Reports to the Regional Workforce Development Board, as requested.

## CD+ Perkins Consortium

Career and Technical: The purpose of this Act is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll

in Career & Technical Education Programs (CTE) by building on the efforts of States and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions. It also is to promote the development of services and activities that integrate rigorous and challenging academic and career and technical instruction to link secondary education and postsecondary education for participating CTE students.

Evaluate the performance of career and technical programs offered by the district(s)/college.

1. Continuously improve performance of the programs offered by the district(s)/college.
2. Promote preparation for non-traditional fields.
3. Career guidance and academic counseling will be provided to CTE students, including linkages to future education and training opportunities.
4. Improve the recruitment and retention of CTE teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession.
5. Improve the transition to teaching from business and industry.
6. Students in alternative education schools/programs are provided with CTE programs, guidance and counseling and support services.
7. Determine priorities of the consortium, the development of the application, and a way to communicate and review activities.
8. Link CTE at the secondary level and CTE at the postsecondary level.
9. Strengthen the academic and career and technical skills of students participating in CTE programs, by strengthening the academic and CTE components of such programs through the integration of academics with career and technical programs through a coherent sequence of courses, such as CTE Programs of Study.
10. Provide students with strong experience in and understanding of all aspects of an Industry which may include work-based learning experiences.
11. Develop and implement evaluations of the CTE programs carried out with funds under this title, including an assessment of how the needs of special populations are being met.
12. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.
13. Provide activities to prepare special populations of high school students, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency
14. Post-secondary CTE and training/Carl Perkins services
15. Report to the Regional Workforce Development Board, as requested.

#### AARP Foundation Senior Employment

AARP Foundation administers the Senior Community Service Employment Program (SCSEP). SCSEP assists low income job seekers, age 55+, to re-enter the workforce. Our services include part-time paid training assignments based on skills and career assessment, job search assistance, tuition for short term training, supportive services and on-the-job-training.

The primary location for job training is the Host Agency, a non-profit or public agency that serves as a work training site. Participants train 18 hours per week and earn minimum wage. AARP Foundation assists participants in transitioning into unsubsidized employment by offering trial employments as an incentive for local businesses to hire our mature workers. There is no fee for AARP Foundation services.

## Community Action Agency of Siouxland (SCSEP)

CAA of Siouxland's SCSEP mission is to strengthen families, communities, and our nation by providing disadvantaged and older individuals with opportunities to learn, work and serve others. Primary funding comes from the State of Iowa as a result of a grant from the US Department of Labor Title V of the Older Americans Act. To be eligible for services, an individual must be 55 or older and be income eligible.

Services provided by CAA of Siouxland SCSEP include:

1. Eligibility determination for SCSEP services through outreach and intake.
2. Skills and interest assessment.
3. Career exploration assistance/counseling.
4. Job search assistance, including assistance with resume writing.
5. Training through work assignment at non-profit or government agency with SCSEP paying program participants minimum wage for an average of 20 hours a week.
6. On-the-Job training and employment in private sector with SCSEP reimbursing businesses for up to 50% of wages paid program participant during initial training.
7. Paid occupational skills/classroom training for eligible participants.
8. Assistance with obtaining full and part-time jobs
9. Follow-up for all the above services.

## Goodwill Industries

**Goodwill Industries Mission:** Goodwill of the Great Plains serves as an advocate for economic. Goodwill creates a world of dignity and compassion by putting people to work. Goodwill invests in our community by: turning donated goods into work opportunities, forming and expanding job creation centers, through innovative programming and services, and development of leaders. Goodwill values Compassion, Achievement, Potential, Integrity and Dignity. Goodwill Strategic Focus is Financial Stewardship, Focused Mission, Leadership Development and Social Entrepreneurship.

## Job Corp

Job Corps is a no-cost education and career technical training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through career technical and academic training. The Job Corps program is authorized by Title I-C of the Workforce Innovation and Opportunity Act of 2014.

At the Job Corps Center, we support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further education.



### **Region 3-4 One-Stop Center**

- IowaWORKS of Northwest Iowa, 217 West 5<sup>th</sup> Street, Spencer, Iowa 51301  
phone (712) 262-7225 Ext. 134; or (712) 262-1971 Ext. 135  
fax (712) 262-7665 or 712-262-1963  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.

### **Buena Vista County**

- Adult, Dislocated Worker, and Youth (itinerant):  
Goodwill Connections Center, 229 W. Milwaukee Ave. Storm Lake, IA (by appointment only);  
(712) 749-5146  
Storm Lake Public Library-609 Cayuga St, Storm Lake (by appointment only)
- Adult Education & Literacy, Carl Perkins, Community College:  
Iowa Central Community College, 824 Flindt Dr., Storm Lake, IA 50588 (712)749-5178  
M-F 8-5:00
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
325 W. Milwaukee Ave. Suite 2, Storm Lake, IA 50588 712-732-7238  
M - Th 7 to 5:30
- Goodwill of the Great Plains Connections Center  
229 W. Milwaukee Ave. Storm Lake, IA 50588  
9:00 am-5:00pm Monday-Friday (712) 732-0912
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Buena Vista County DHS:  
311 E 5<sup>th</sup> St, Storm Lake, IA 50588 (712)749-5636;  
M-F 8-12 & 1-4:30
- Community Action Agency of Siouxland (SCSEP)  
2700 Leach Avenue, Sioux City, IA 51106 (712)274-1610  
M- F by appointment

- Upper Des Moines Opportunity  
620 Michigan Street, Storm Lake, IA 50588 712-732-1757  
M-F 8:00 to 4:00
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

### Clay County

- Adult, Dislocated Worker, and Youth:  
217 West 5<sup>th</sup> Street, Spencer, Iowa 51301 (712)262-7225 Ext. 134 (hours above)
- Adult Education & Literacy, Carl Perkins, Community College:  
Iowa Lakes Community College, 1900 Grand Avenue, Spencer, Iowa 712-262-7141  
Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa 51301 (712)262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
217 West 5<sup>th</sup> Street, Spencer, IA 51301 712-262-9585  
M-F 8-4:30
- AARP Foundation:  
By appointment only M-T 9 am – 3 pm. Location to be determined. 515-287-1555
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Clay County DHS:  
1900 N Grand Ave, Ste E-8, Spencer IA 51301 (712)262-3586  
M- F 8-12 & 1-4:30
- Upper Des Moines Opportunity  
407 E 3rd Street, Spencer, IA 51301 712-262-7409  
M-F 8:00 to 4:00

- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

### Dickinson County

- Adult, Dislocated Worker, and Youth:  
Iowa Lakes Community College, 800 21<sup>st</sup> Street, Spirit Lake, IA (by appointment only);  
(855-262-7225 Ext. 134)  
Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon
- Adult Education & Literacy, Carl Perkins, Community College:  
Iowa Lakes Community College, 800 21<sup>st</sup> Street, Spirit Lake, Iowa 51360 712-336-6564  
Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
217 West 5<sup>th</sup> Street, Spencer, Iowa 51301 712-262-9585 (by appointment in Dickinson County)
- AARP Foundation:  
By appointment only M-T 9 am – 3 pm. Location to be determined. 515-287-1555
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Dickinson County DHS;  
1802 Hill Ave, Ste 2401, Spirit Lake IA 51360 (712)336-2555  
M – F 8-12 & 1-4:30
- Upper Des Moines Opportunity  
1575 18th Street, Spirit Lake, IA 50536 712-336-1112  
M-F 8:00 to 4:00
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

## Emmet County

- Adult, Dislocated Worker, and Youth:  
Iowa Lakes Community College, 300 South 18<sup>th</sup>, Estherville, IA (by appointment only)  
(855-262-7225 Ext. 134)
- Adult Education & Literacy, Carl Perkins, Community College:  
Iowa Lakes Community College – 300 South 18<sup>th</sup>, Estherville, IA 51334 712-362-8362  
Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
300 South 18<sup>th</sup> Street, Estherville, IA 51334 712-362-7921  
M-F 8-4:30
- AARP Foundation:  
By appointment only M-T 9 am – 3 pm. Location to be determined. 515-287-1555
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Emmet County DHS Office;  
220 S 1<sup>st</sup> St, Estherville IA 51334 (712)362-7237  
M–F 8-12 & 1-4:30
- Upper Des Moines Opportunity  
508 S 1<sup>st</sup> Street, Estherville, IA 51334 712-362-2391  
M-F 8:00 to 4:00
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

## **Kossuth County Offices**

- Adult, Dislocated Worker, and Youth:  
Iowa Lakes Community College, 2111 Highway 169 N, Algona, IA (by appointment only)  
(855-262-7225 Ext. 134)
- Adult Education & Literacy, Carl Perkins, Community College:  
Iowa Lakes Community College, 2111 Highway 169 North, Algona, IA 50511, 515-295-8521  
Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
117 East Call Street #6, Algona, Iowa 50511 515-295-7613  
M-F 8-4:30
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Kossuth County DHS;  
109 W State St, Algona IA 50511 (712)362-7237  
M-F by appointment only
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

## **Lyon County**

- Adult, Dislocated Worker, and Youth:  
Rock Valley Public Library-1531 Main St, Rock Valley (by appointment only) 855-262-7225  
Ext. 134  
Hull Public Library-1408 Main St, Hull (by appointment only)
- Adult Education & Literacy, Carl Perkins, Community College:  
Northwest Iowa Community College, 603 W. Park St., Sheldon, IA (712) 324- 5061 ext. 137  
M-T-Th-F 8 -4:30 W - 8 -8 Summer: Closed Fridays

- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
1022 3<sup>rd</sup> Avenue, Suite 2, Sheldon, Iowa 51201 712-324-4864 (by appointment in Lyon County)
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services; Lyon County DHS:  
315 First St., Ste. 210, Rock Rapids IA 51246 (712)737-2943  
M – F by appointment only
- Community Action Agency of Siouxland (SCSEP)  
2700 Leach Avenue, Sioux City, IA 51106 (712)274-1610  
M- F by appointment
- Mid-Sioux Opportunity Inc., Outreach Office: Intake site for program applications  
302 S. Lincoln St., Rock Rapids, IA 712-472-3746  
Wednesdays 9-4
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

### **O'Brien County Offices**

- Adult, Dislocated Worker, and Youth:  
Northwest Iowa Community College – 603 West Park Street, Sheldon, IA (by appointment only),  
(712) 262-7225 Ext. 134  
Sheldon Public Library-925 4<sup>th</sup> Ave (by appointment only)  
Sheldon High School-1700 E 4<sup>th</sup> St. (by appointment only)
- Adult Education & Literacy, Carl Perkins, Community College:  
Northwest Iowa Community College, 603 W. Park St., Sheldon, IA (712) 324- 5061 ext. 137  
M-T-Th-F 8 -4:30 W - 8 -8 Summer: Closed Fridays

- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
1022 3<sup>rd</sup> Avenue, Suite 2, Sheldon, Iowa 51201 712-324-4864
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, O'Brien County Office:  
160 Second St SE, Primghar IA 51245 (712)957-5135  
M-F 8-12 & 1-4:30 (Social Worker staff only based in this office)
- Upper Des Moines Opportunity  
140 2nd Street SE, Primghar, IA 51245 712-957-1023  
M-F 8:00 to 4:00
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

### Osceola County

- Adult, Dislocated Worker, and Youth:  
Sibley Public Library-406 9<sup>th</sup> St, Sibley (by appointment only) 855-262-7225 Ext. 134
- Adult Education & Literacy, Carl Perkins, Community College:  
Northwest Iowa Community College, Park St., Sheldon, IA (712) 324- 5061 ext. 137  
M-T-Th-F 8 -4:30 W - 8 -8 Summer: Closed Fridays
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
1022 3<sup>rd</sup> Avenue, Suite 2, Sheldon, Iowa 51201 712-324-4864 (by appointment in Osceola County)
- AARP Foundation:  
By appointment only M-T 9 am – 3 pm. Location to be determined. 515-287-1555

- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment
- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Osceola County Office;  
300 7<sup>th</sup> St., Sibley IA 51249 (712)957-5135  
M - F by appointment only
- Upper Des Moines Opportunity  
1672 Northwest Blvd., Sibley, IA 51249 712-754-2573  
M-F 8:00 to 4:00
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

### Palo Alto County

- Adult, Dislocated Worker, and Youth:  
Iowa Lakes Community College, 3200 College Drive (by appointment only) 855-262-7225 Ext. 134
- Adult Education & Literacy, Carl Perkins, Community College:  
Iowa Lakes Community College, 3200 College Drive, Emmetsburg, IA 800-242-5262  
Fall: M-TH 8-4:30 F 7:30-4:00 Summer: M-Th 7:30-5 F 7:30-Noon
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
3200 College Drive, Emmetsburg, Iowa 50536 712-852-5351  
M-F 8-4:30
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment



- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Palo Alto County Office;  
2105 Main St, Emmetsburg IA 50536 (712)262-3586  
M – F by appointment only
- Community Action Agency of Siouxland (SCSEP)  
2700 Leach Avenue, Sioux City, IA 51106 (712)274-1610  
Hours of Operation 8 to 4:30 (by appointment)
- Upper Des Moines Opportunity  
2905 25th Street, Emmetsburg, IA 50536 712-852-3482  
M-F 8:00 to 4:00
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

### Sioux County

- Adult, Dislocated Worker, and Youth:  
Orange City Public Library-112 Albany Ave SE, Orange City (by appointment only) 855-262-7225 Ext. 134  
MOC High School-615 8<sup>th</sup> St SE, Orange City (by appointment only)  
  
Alton Public Library-605 10<sup>th</sup> St, Alton (by appointment only)  
Sioux Center Public Library-102 S Main Ave, Sioux Center (by appointment only)
- Adult Education & Literacy, Carl Perkins, Community College:  
Northwest Iowa Community College, 603 W. Park St., Sheldon, IA (712) 324- 5061 ext. 137  
M-T-Th-F 8 -4:30 W - 8 -8 Summer: Closed Fridays
- Wagner-Peyser:  
217 West 5<sup>th</sup> Street, Spencer, Iowa (712) 262-1971 Ext. 135 (hours above)
- Vocational Rehabilitation:  
1022 3<sup>rd</sup> Avenue, Suite 2, Sheldon, Iowa 51201 712-324-4864 (By appointment in Sioux County)
- Iowa Department for the Blind  
Main Office: 524 Fourth Street Des Moines, IA 50309-2364 515-661-8528  
Hours of Operation: 8 am to 4:30 pm - Monday through Friday, excluding established holidays  
(by appointment)
- Proteus Inc.  
107 North 7<sup>th</sup> St, Fort Dodge, IA 50501 Main office number 515-573-8225 or 800-798-8225  
Office hours are 8-4:30, but meet clients locally by appointment

- Job Corps, 2508 4<sup>th</sup> St. Sioux City, IA 51101  
phone (712) 233-9030 Ext. 46023; or (712) 233-9034  
Monday/Tuesday/Thursday/Friday 8:30 a.m. to 4:30 p.m. and Wednesday 9:00 a.m. to 4:30 p.m.
- Iowa Department of Human Services, Sioux County Office;  
215 Central Ave SE, Orange City, IA 50141 (712)737-2943  
M – F 8-12 & 1 -4:30
- Community Action Agency of Siouxland (SCSEP)  
2700 Leach Avenue, Sioux City, IA 51106 (712)274-1610  
M- F by appointment
- Mid-Sioux Opportunity, Inc. – Outreach Office – Intake Site for Program Applications  
618 14<sup>th</sup> St. NE, Sioux Center, Iowa 712-732-3611  
Monday, Tuesday, Thursday and Friday 8 to 4:30
- Northwest Iowa Regional Housing Authority  
2016 Highway Boulevard, Ste. N, Spencer, IA 51301 712-262-7460  
M-F 8:00 to 4:30

March 8, 2019

The Honorable Kim Reynolds  
Office of the Governor of Iowa  
1007 East Grand Ave.  
Des Moines, Iowa 50319

The Honorable Beth Townsend  
Iowa Workforce Development  
1000 E. Grand Avenue  
Des Moines, IA 50319

John Krogman, Chair  
Iowa State Workforce Board  
1000 E. Grand Avenue  
Des Moines, IA 50319

Dear Governor Reynolds, Director Townsend, and Mr. Krogman,

Section #1

The Region 8 CEO's and Region 8 Workforce Development Board are writing to you today to express our deeply held concerns and disappointment with recent actions of the State Board. In particular, we learned that a recommendation has been made to reduce the number of local workforce areas for Iowa. As local elected officials, we believe that we have not only a statutory right, but the responsibility to our communities to have a significant consultative role in the local designation discussions. We have been provided no such consideration in this matter.

Our board holds the belief that it would be in the best interest of our citizens, our local businesses, and the Great State of Iowa; to leave the current 16 Workforce Development Regions in tact. Governor Reynolds issued Executive Order # 3 (included), which identified the need to have a greater presence in rural Iowa. The Governor stated that we must work together to develop and provide LOCAL leadership to create strategic planning to keep our youth and retrain current workforce to meet the dynamics of the business world. This recommended realignment appears to do just the opposite.

We would plead with the Governor and IWD to be mindful of the individuals that are in need of many of our services. Many of these individuals are unemployed or underemployed and do not have the resources or maybe the additional time for additional travel. This realignment will in the long-run do this. The writing is on the wall.

We have looked at what the State did with Mental Health Regions. Why have we not been allowed the same opportunity to build our own regions if a realignment is required?

3-12-19  
RECEIVED  
IWD LEGAL DEPT.

## Section #2

Eric Skoog, CEO Chairman  
1202 Broadway  
Denison, Iowa 51442  
(712) 263-~~3340~~ 5319  
eskoog@crawfordcounty.org

## Section #3

The Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128) at Sec. 106 and the Notice of Proposed Rulemaking (NPRM) at 20 CFR 679.130, provides for consultation with local elected officials with respect to the development of regional planning areas. Yet we have not received any communication asking for us to weigh in on this matter. Consultation with no notice of the proposed actions or after a decision has been made would not be very meaningful.

"Consultation" is a defined term under federal regulations and means "the process by which State and/or local stakeholders convene to discuss changes to the public workforce system and constitutes a robust conversation in which all parties are given an opportunity to share their thoughts and opinions." 20 CFR § 675.300 (emphasis added).

We will concede that Iowa Workforce Development sent out staff to our region on several occasions, but they never consulted us. Staff communicated that the State of Iowa will be downsizing the number of regions due to WIOA legislation and that we would have to adjust. We tried to ask questions repeatedly and most times never received answers to those questions or received the response that they did not know what the State Board was going to do.

The current realignment that has been recommended, creates inequities in several parts of the State of Iowa. In the new plan: Region 1- 24 Counties, Region 2- 20 Counties, Region 3- 11 Counties, Region 4-11 Counties, and Region 5- 8 Counties. Again, rural areas will be at a disadvantage and not afforded equal access for LWDB meeting or services. Why not have the same numbers of counties in each region?

## Section 4 & 5

WIOA at Sec. 106(a)(2)(A) allows for regions to be either a single (1) workforce area or two (2) or more contiguous areas based upon a criteria listed in the NPRM at 20 CFR 679.210(b)(2). The criteria includes but is not limited to workforce areas sharing a single labor market area, sharing common economic development, possessing the resources to fully implement WIOA, and having education and training institutions which administer Adult Literacy programs. We fail to see these criteria in the recommendation for proposed regions. In addition, the latest performance reports for Iowa shows all entered employment negotiated measures of performance have been met, and all but older youth on median wage, a factor that is not completely within our control. We are meeting program performance expectations.

Placing the entire cost of this under Admin is not accurate. Most of the new requirements can be covered by Program costs, not Admin.

The role of a Program Director (or Coordinator) should be covered by Program cost since there is no fiscal or purchasing requirement.

The Board support Position Cost, can be easily shared among multiple regions due to the job duties of their position.

The CEO's would do a RFP for the Fiscal Agent. We know of entities that would be interested in providing these services locally or on a statewide basis. We may even be able to partner with a local county in the Region 8 area through a 28E agreement.

DOL has never stated that these cost associated with the Board support or Program Director all come out of Admin. Program cost can be also used.

We already have an MOU on file with the State of Iowa for Region 8. We could include in the document, but we always keep in mind that we are spending our taxpayers' dollars and felt it was in their best interest not to copy 70 pages that the State of Iowa already has in their possession.

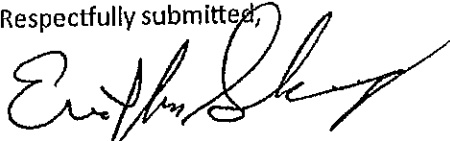
We have include program budgets.

Across the US, local governments have responsibility for nearly half of all road mileage and we also budget over \$25 billion per year for economic development efforts. We ran for office because we care about the economic vitality of our communities, and we took an oath to serve the people in those communities to the best of our ability. We can appreciate that fewer organizations to coordinate with and to provide support to is an easier task for the state, but we fail to see where your plans address our specific communities in an adequate way. Our performance in fiscal and programmatic measures should be of paramount concern, not our individual size.

We support regional initiatives, coordination and embrace the charge of WIOA to focus on efficiencies, effectiveness, access, and equity in our workforce development systems. We understand and want to participate in regional partnerships that serve our dual customers as appropriate, and in many cases, we have done this without any formal designation or direction. No board exists in a vacuum and over the years we have worked out many relationships with local industry leaders, economic development, education- both public and private-, community-based organizations serving people with barriers, and others who provide local support systems so important for the current and future success of our businesses and citizens.

In closing, as you deliberate, we respectfully request that you honor the WIOA statute and its directives concerning collaboration with local elected officials and businesses by re-convening with an open mind discussions with local workforce boards and local elected officials we believe were expected in making decisions on any proposed changes to local area designations. Also, please review the inequities that the recommended plan creates. Failing to do so provides us few options to resolution except the more formal legal appeal rights we have under WIOA. The needs of Iowa businesses and job seekers should not be put on hold for actions that could be undertaken in a collaborative spirit on their behalf. Thank you for your consideration.

Respectfully submitted,



Eric Skoog, CEO Chairman

1202 Broadway

Denison, Iowa 51442

(712) 263-~~3340~~

5319



# Jackson County Board of Supervisors

Larry McDevitt  
201 West Platt St.  
Office: (563) 652-3181

John J. Willey

Mike Steines  
Maquoketa, IA 52060-2243  
E-mail: [jcbos@co.jackson.ia.us](mailto:jcbos@co.jackson.ia.us)

April 10, 2019

Re: Opposing the Proposed Title I Regional Realignment to fewer regions

To: The Honorable Kim Reynolds, Governor of Iowa; Beth Townsend, IWD Director; John Krogman, Chair, State Workforce Development Board; Michelle McNertney, Title I Bureau Chief; David J. Steen, IWD Attorney and the Iowa Workforce Development Realignment Committee

Dear Governor Reynolds, Ladies and Gentlemen,

The main purpose of the Regional CEO's is to provide top-notch services to the people in the Region 9 area. We already do that. There is no need to fix something that is Not Broken.

The stated purpose of the regional system was to allow the clients greater opportunity to access the system. But, by further reducing the number of regions and centralizing the locations where decisions are made, we will lose our ability to serve the people who need our services the most. It is clear that the proposed reduction of Title I regions will be a major obstacle to the people we serve.

The Regional CEO's are fiscally responsible for the funds allocated to each region. In spite of that, they have not been included, or even consulted, in the realignment process. And there are tremendous differences across the state, not only in workforce needs, but also population centers.

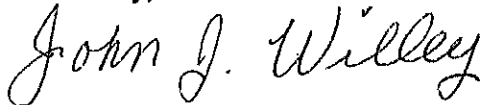
We have had great success working as a regional team: building good relationships with service providers, providing much-needed education and hosting workforce fairs to match workers with employers.

We have done all this despite dealing with immense challenges: no clear direction from Iowa Workforce Development (IWD), constant changes to our board policies and procedures, i.e. board staffing, the appointment of board members, etc. – all without any input from the CEO's. For the last couple of years, given all the unknowns with the Board, it has been nearly impossible to carry out our assigned tasks.

We know the value of sitting across the table from fellow board members to work through challenges. Larger regions, which will necessitate meeting through phone or computer access, will greatly impact our ability to make decision that benefit our local communities. Above all, how is this realignment really going to improve workforce services to the people of Region 9? Even the Final Fiscal Monitoring report came back with no findings. What we do know is that it's not always important to change programs when they are already working well. And bigger isn't always better.

Thank you for all you do and for your consideration of our comments and concerns.

Sincerely,

A handwritten signature in cursive script that reads "John J. Willey".

John J. Willey, Region 9 CEO Chair  
Jim Irwin, Jr., Region 9 CEO  
Frank Klipsch, Region 9 CEO  
Brinson Kinzer, Region 9 CEO  
Jeff Sorenson, Region 9 CEO

JJW:llg



Thursday, May 23, 2019 ✓

To: Beth Townsend  
Director, Iowa Workforce Development

From: Dan Koenig, President and CEO - Council Bluffs Area Chamber of Commerce  
Liaison and Contractor for Region 13 Workforce Development Board



On behalf of the Region 13 Workforce Development Board, I am writing to formally APPEAL the pending Regional Realignment option defining six (6) new workforce development regions.

In our RWDB meeting held yesterday, Wednesday, May 22, the Board voted unanimously against this new regional 6 configuration. The Board's main points of concern about the proposed regions include:

- Having only 14-days' notice to gather as a board to discuss the "possible and unknown" effects the realignment may bring, and to file a formal written appeal
- The size (vastness) of the east-to-west region 6 geographical area and the travel and commuting difficulties this will present
- The proposed new region presents unknown budget and program delivery issues that may impact and reduce end-user value and services
- The proposed new region 6 divides several neighboring counties that currently share similar workforce demographics and lumps together many counties with no workforce similarities
- A concern that the new region 6 will negatively impact communications and require an increased investment in online and web-based tools to span this large geographic area

The Region 13 Workforce Development Board strongly believes grouping counties and regions based on shared workforce issues and patterns would be much better than the proposed region six that runs almost entirely east-to-west across the State. For example, Missouri River counties bordering Nebraska and urban areas have more in common than counties located on opposite ends of the State.

Our Board is also very concerned with the many "unknowns" with this new region, and as a result, we are having a difficult time seeing the benefits of the proposed realignment. Therefore, it is with a firm and unanimous voice that the undersigned members of the Region 13 Workforce Development Board encourage you to go back to the drawing board and reconfigure the proposed new regions in a way that will lessen the negative impacts outlined above.

Respectfully submitted on behalf of Region 13 CEO's

Randy Hickey, Fremont County Supervisor  
Lonnie Mayberry, Mills County Supervisor  
Walter Utman, Harrison County Supervisor  
Darin Haake, Shelby County Supervisor

Matt Walsh, Mayor – City of Council Bluffs  
Scott Belt, Pottawattamie County Supervisor  
Frank Waters, Cass County Supervisor  
Alan Armstrong, Page County Supervisor

March 5, 2019

The Honorable Kim Reynolds  
Office of the Governor of Iowa  
1007 East Grand Ave.  
Des Moines, IA 50319

The Honorable Beth Townsend  
Iowa Workforce Development  
1000 E. Grand Avenue  
Des Moines, IA 50319

John Krogman, Chair  
Iowa State Workforce Board  
1000 E. Grand Avenue  
Des Moines, IA 50319

Dear Governor Reynolds, Director Townsend, and Mr. Krogman,

Section 1

Region 14 is writing to you today to express our deeply held concerns and disappointment with recent actions of the State Board. In particular, we learned that a recommendation has been made to reduce the number of local workforce areas for Iowa. As local elected officials, we believe that we have not only a statutory right, but the responsibility to our communities to have a significant consultative role in the local designation discussions. We have been provided no such consideration in this matter.

Section 2

Charles Ambrose, *CEO Chairman*  
510 Main Street, PO Box 114  
Gravity, IA 50848  
(712) 542-8766

Section 3

The Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128) at Sec. 106 and the Notice of Proposed Rulemaking (NPRM) at 20 CFR 679.130, provides for consultation with local elected officials with respect to the development of regional planning area. Yet we have not received any communication asking for us to weigh in on this matter. Consultation with no notice of the proposed actions or after a decision has been made would not be very meaningful.

Section 4 & 5

WIOA at Sec. 106(a)(2)(A) allows for regions to be either a single (1) workforce area or two (2) or more contiguous areas based upon criteria listed in the NPRM at 20 CFR 679.210(b)(2). The criteria includes but is not limited to workforce areas sharing a single labor market area, sharing common economic development, possessing the resources to fully implement WIOA, and having education and training institutions which administer Adult Literacy programs. We fail to see these criteria in the recommendation for proposed regions. In addition, the latest performance reports for Iowa shows all entered employment negotiated measures of performance have been met, but older youth on median wage, a factor that is completely within our control. We are meeting program performance expectations.

Placing the entire cost of this under Admin is not accurate. Most of the new requirements can be covered by Program costs, not Admin.

The role of a Program Director (or Coordinator) should be covered by Program cost since there is no fiscal or purchasing requirement.

The Board support Position Cost, can be easily shared among multiple regions a due to the job duties of their position.

The Fiscal Agent would be served by a local county office.

DOL has never stated that these cost associated with the Board support or Program Director all come out of Admin. Program cost can be also used.

Across the U.S., local governments have responsibility for nearly half of all road mileage and we also budget over \$25 billion per year for economic development efforts. We ran for office because we care about the economic vitality of our communities, and we took an oath to serve the people in those communities to the best of our ability. We can appreciate that fewer organizations to coordinate with and to provide support is an easier task for the state, but we fail to see where your plans address our specific communities in an adequate way. Our performance in fiscal and programmatic measures should be of paramount concern, not our individual size.

We support regional initiatives, coordination and embrace the charge of WIOA to focus on efficiencies, effectiveness, access, and equity in our workforce development systems. We understand and want to participate in regional partnerships that serve our dual customers as appropriate, and in many cases, we have done this without any formal designation or direction. No board exists in a vacuum and over the years we have worked out many relationships with local industry leaders economic development, education - both public and private -, community-based organizations serving people with barriers, and others who provide local support systems so important for the current and future success of our businesses and citizens (the budget cost for Region 14 is attached).

In closing, as you deliberate, we respectfully request that you honor the WIOA statute and its directives concerning collaboration with local elected officials and businesses by re-convening with an open mind discussions with local workforce boards and local elected officials we believe were expected in making decisions on any proposed changes to local area designations. During this appeal process we request that Region 14 be allowed to operate as it currently has been. Failing to do so provides us few options to resolution except the more formal legal appeal rights we have under WIOA. The needs of Iowa businesses and job seekers should not be put on hold for actions that could be undertaken in a collaborative spirit on their behalf. Thank you for your consideration.

We do not feel that a MOU is necessary based upon our request to maintain the existing 15 regions.

Sincerely,



Charles Ambrose, *CEO Chairman*  
510 Main Street, PO Box 114  
Gravity, IA 50848  
(712) 542-8766



Mr. David Steen  
Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, IA 50319

April 16, 2019

Dear Mr. Steen,

This letter is written to register our appeal of the State Workforce Development Board decision of Six Region map Option B. Our objections from the perspective of Region 15 are as follows:

1. The number of counties and distance from east to west are too great to be workable in one region. Our experience and performance in region 15 would not be able to be replicated by creating a region of 25 counties.
2. Funding is inadequate for a region of this size. Region 6 in the Option B map has the largest amount of geographical area to cover (25 of 99 counties is roughly 25% of the state) yet has the least amount of funding with 12.67% of the state budget.
3. Given the geographic area of planned Region 6, the 12.67% share of administrative funding is inadequate. We anticipate significant travel and administrative challenges. Per DOL: "Thank you for your inquiry regarding the Workforce Innovation and Opportunity (WIOA). The Department of Labor Employment and Training Administration (ETA) cannot provide guidance on programs including the treatment of administrative funds awarded by the Department of Education under Titles II and IV. Title I and Title III funds can be used to cover the cost of procurement of a one-stop operator in accordance with the Cost Principles found in the Uniform Guidance at 2 CFR 200. The operating budget of a local one-stop center *may* include the cost of procuring a local one-stop operator. If these costs are included in the other shared or additional costs budget that is agreed upon by all benefiting one-stop partner programs, each partner would have to contribute funds to cover their share of expenses. If such partners benefit from the services and functions of a one-stop operator, then administrative funds that are contributed towards the additional costs budget of the local one-stop center may be used. However, as indicated earlier, please consult with the Department of Education at [AskAEFLA@ed.gov](mailto:AskAEFLA@ed.gov) regarding the use of Title II and IV funds." Why are Title III funds not being utilized?
4. The challenges we would experience in the western side of the state in Council Bluffs are likely to differ from those we find in the southwest and southeast parts of the state. We feel that most of our commuting patterns are aligned with current Region 16.

5. In the WIOA big picture, Option B map does not align well with our required partners. We also feel that it does not take into account the required data that was outlined in the DOL findings. "As a result, the current local service areas in Iowa do not align with the characteristics around which the WIOA intends a LWDA to be aligned, such as local labor market areas and/or economic development areas. Furthermore, the division of limited WIOA funds among 15 service areas, particularly in a State that has large rural areas, is stretching the available dollars so thin that the local areas are unable to fund core WIOA functions, such as staff support for the required Local Workforce Development Boards (WDBs) and/or the One-Stop Operators (OSOs). And finally, this structure does not facilitate the development of WIOA-compliant planning regions which, by law and regulation, are aligned with labor markets, commuting patterns, economic development areas, etc."

For the reasons cited above, we register our appeal of the Option B proposal.

We believe our concerns would be better addressed if the map of Option A were to be implemented. We therefore wish to register our support for Option A.

Sincerely,



Matt Greiner, Chairman  
Area 15 Chief Elected Officials Board



David Krutzfeldt, Chairman  
Area 15 Regional Workforce Dev. Bd.

February 26, 2019

Governor Kim Reynolds  
Office of the Governor  
1007 East Grand Ave.  
Des Moines, Iowa 50319

Dear Governor Reynolds,

We are writing to you today to express our deeply held concerns and disappointment with recent actions of the State Board. In particular, we learned that the State Board approved to reduce the number of local workforce areas for Iowa to six, and that two different options were available. . As local elected officials, we believe that we have not only a statutory right, but the responsibility to our communities to have a significant consultative role in the local designation discussions. We have been provided no such consideration in this matter.

The Workforce Innovation and Opportunity Act (WIOA; P.L. 113-128) at Sec. 106 and the Notice of Proposed Rulemaking (NPRM) at 20 CFR 679.130, provides for consultation with local elected officials with respect to the development of regional planning areas. Yet we have not received any communication asking for us to weigh in on this matter. Consultation with no notice of the proposed actions or after a decision has been made would not be very meaningful.

WIOA at Sec. 106(a)(2)(A) allows for regions to be either a single (1) workforce area or two (2) or more contiguous areas based upon e criteria listed in the NPRM at 20 CFR 679.210(b)(2). The criteria includes but is not limited to workforce areas sharing a single labor market area, sharing common economic development, possessing the resources to fully implement WIOA, and having education and training institutions which administer Adult Literacy programs. We fail to see these criteria in the recommendation for proposed regions. In addition, the latest performance reports for Iowa shows all entered employment negotiated measures of performance have been met, and all but older youth on median wage, a factor that is not completely within our control. We are meeting program performance expectations.

Across the US, local governments have responsibility for nearly half of all road mileage and we also budget over \$25 billion per year for economic development efforts. We ran for office because we care about the economic vitality of our communities, and we took an oath to serve the people in those communities to the best of our ability. We can appreciate that fewer organizations to coordinate with and to provide support to is an easier task for the state, but we fail to see where your plans address our specific communities in an adequate way. Our performance in fiscal and programmatic measures should be of paramount concern, not our individual size.

As CEOs of Region 16 we are highly concerned with the effects of the Option B realignment on our Region citizens and wish to appeal this decision by the state workforce board. We feel that

Option A would be a better choice for the citizens in our area and propose that consideration be given to this realignment configuration. Our rural area, demographics, economic conditions, and transportation issues align more closely with the counties proposed on the Option A map. The counties of Scott, Muscatine, Clinton, and Jackson are all more urban areas that do not reflect our current area's needs. Additionally, as the counties of Louisa, Lee, Henry, and Des Moines are among the poorest counties in the state we feel that if Option B is implemented that our citizens will be underserved and our economic conditions will deteriorate.

We support regional initiatives, coordination and embrace the charge of WIOA to focus on efficiencies, effectiveness, access, and equity in our workforce development systems. We understand and want to participate in regional partnerships that serve our dual customers as appropriate, and in many cases, we have done this without any formal designation or direction. No board exists in a vacuum and over the years we have worked out many relationships with local industry leaders, economic development, education- both public and private-, community-based organizations serving people with barriers, and others who provide local support systems so important for the current and future success of our businesses and citizens.

In closing, as you deliberate, we respectfully request that you honor the WIOA statute and its directives concerning collaboration with local elected officials and businesses by re-convening with an open mind discussion with local workforce boards and local elected officials we believe were expected in making decisions on any proposed changes to local area designations. Failing to do so provides us few options to resolution except the more formal legal appeal rights we have under WIOA. The needs of Iowa businesses and job seekers should not be put on hold for actions that could be undertaken in a collaborative spirit on their behalf. Thank you for your consideration.

Sincerely,



Gary See,  
CEO Chair  
Region 16

February 26, 2019

Governor Kim Reynolds  
Office of the Governor  
1007 East Grand Ave.  
Des Moines, Iowa 50319

Dear Governor Reynolds, .

We are writing to you today to express our deeply held concerns and disappointment with recent actions of the State Board. In particular, we learned that the State Board approved to reduce the number of local workforce areas for Iowa to six, and that two different options were available. . As the voluntary Region 16 WDB, we believe that we have not only a statutory right, but the responsibility to our communities to have a significant consultative role in the local designation discussions. We have been provided no such consideration in this matter.

Additionally, WIOA at Sec. 106(a)(2)(A) allows for regions to be either a single (1) workforce area or two (2) or more contiguous areas based upon e criteria listed in the NPRM at 20 CFR 679.210(b)(2). The criteria includes but is not limited to workforce areas sharing a single labor market area, sharing common economic development, possessing the resources to fully implement WIOA, and having education and training institutions which administer Adult Literacy programs. We fail to see these criteria in the recommendation for proposed regions. In addition, the latest performance reports for Iowa shows all entered employment negotiated measures of performance have been met, and all but older youth on median wage, a factor that is not completely within our control. We are meeting program performance expectations.

We serve on the RWDB because we care about the economic vitality of our communities, and strive to serve the people in those communities to the best of our ability. We can appreciate that fewer organizations to coordinate with and to provide support to is an easier task for the state, but we fail to see where your plans address our specific communities in an adequate way. Our performance in fiscal and programmatic measures should be of paramount concern, not our individual size.

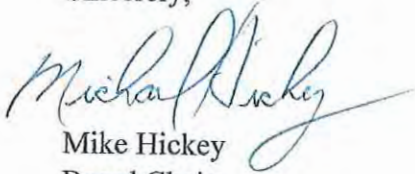
As the voluntary Region 16 WDB we are highly concerned with the effects of the Option B realignment on our Region citizens. We feel that Option A would be a better choice for the citizens in our area and propose that consideration be given to this realignment configuration. Our rural area, demographics, economic conditions, and transportation issues align more closely with the counties proposed on the Option A map. The counties of Scott, Muscatine, Clinton, and Jackson are all more urban areas that do not reflect our current area's needs. Additionally, as the counties of Louisa, Lee, Henry, and Des Moines are among the poorest counties in the state we feel that if Option B is implemented that our citizens will be underserved and our economic conditions will deteriorate.



We support regional initiatives, coordination and embrace the charge of WIOA to focus on efficiencies, effectiveness, access, and equity in our workforce development systems. We understand and want to participate in regional partnerships that serve our dual customers as appropriate, and in many cases, we have done this without any formal designation or direction. No board exists in a vacuum and over the years we have worked out many relationships with local industry leaders, economic development, education- both public and private-, community-based organizations serving people with barriers, and others who provide local support systems so important for the current and future success of our businesses and citizens.

In closing, as you deliberate, we respectfully request that you honor the WIOA statute and its directives concerning collaboration by re-convening with an open-minded discussion with local workforce boards and local elected officials. The needs of Iowa businesses and job seekers should not be put on hold for actions that could be undertaken in a collaborative spirit on their behalf. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Mike Hickey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mike Hickey  
Board Chair

Iowa Region 16 Workforce Development Board