

Location: Western Iowa Tech Community College

Date: 5/23/19

PRESENT - LWDB MEMBERS				ABSENT - LWDB MEMBERS			
Mindy Collins	X	Dan Moore	X	Mindy Collins		Dan Moore	
Sara DeAnda		James O'Donnell	X	Sara DeAnda	X	James O'Donnell	
David Gleiser		Judy Peterson	X	David Glesier	X	Judy Peterson	
John Hamm	X	Dr. Robert Rasmus	X	John Hamm		Dr. Robert Rasmus	
Janet Hansen	X	MacKenzie Reiling	X	Janet Hansen		MacKenzie Reiling	
Bridget Hoefling	X	Marcia Rosacker	X	Bridget Hoefling		Marcia Rosacker	
Christine Kennedy		Dan Schoenherr	X	Christine Kennedy	X	Dan Schoenherr	
Micah Lang		Susanna Taylor		Micah Lang	X	Susanna Taylor	X
Craig Levine	X	Mary Tyler	X	Craig Levine		Mary Tyler	
Jean Logan	X	Pam Woolridge	X	Jean Logan		Pam Woolridge	
PRESENT				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken	X	Craig Anderson		Pete Groetken	
Tom Brouillette		Wane Miller	X	Tom Brouillette	X	Wane Miller	
Raymond Drey	X	Keith Radig	X	Raymond Drey		Keith Radig	
PRESENT				PRESENT			
Alana Tweet – WIOA Title I		X	Guest:				
Janet Gill – WIOA Title I		X	Guest:				
Lori Knight – WIOA Title I		X	Guest:				
<p><b>1. Call to Order &amp; Roll Call:</b>                      LWDB @ 4:00 P.M. – Call to Order &amp; Roll Call – Dan Moore, Chair                      CEO @ 4:01 P.M. – Call to Order &amp; Roll Call – Craig Anderson, Chair</p>							
<p><b>2. Approval of Amended Agenda with the correction of Officer Elections for 2019-2020 – LWDB – Dan Moore &amp; CEO – Craig Anderson</b></p>							
<p><b>3. Approval of Meeting Minutes:</b> March 28,2019 Joint LWDB/CEO Minutes – LWDB – Dan Moore &amp; CEO – Craig Anderson</p>							
<p><b>4. New Business:</b> Local Customer Service Plan Modification – LWDB–Dan Moore &amp; CEO–Craig Anderson; MOU Review &amp; Update–LWDB–Dan Moore &amp; CEO–Craig Anderson; LWDB/CEO Proposed Meeting Dates (9/26/19, 11/21/19, 1/23/20, 3/26/20, 5/21/20)–LWDB–Dan Moore &amp; CEO–Craig Anderson; Nomination &amp; Selection of Executive Board Members (Officer Election 2018-2019)–LWDB–Dan Moore &amp; CEO–Craig Anderson</p>							
<p><b>5. Old Business:</b> State Workforce Board Updates – Realignment, LWDB, Board Structure; State Workforce Development Board Meeting May 30th, 2019 from 1 to 3pm (<a href="https://www.iowawdb.gov/state-workforce-development-board-home-page">https://www.iowawdb.gov/state-workforce-development-board-home-page</a>); Join Zoom Meeting <a href="https://iowaworks.zoom.us/j/471430705">https://iowaworks.zoom.us/j/471430705</a> or One tap mobile +16468769923,471430705 or Dial by your location +1 646 876 9923 Meeting ID: 471 430 705 or Find your local number: <a href="https://zoom.us/u/accp5dr1BB">https://zoom.us/u/accp5dr1BB</a>); LWDB Membership</p>							
<p><b>6. WIOA Core Partner Reports:</b> Title I – Adult, Dislocated Worker, Youth Services; Title II – Adult Basic Education and Literacy; Title III – Employment Services; Title IV – Vocational Rehabilitation Services – Presentation</p>							
<p><b>7. LWDB Chair Report:</b> Dan Moore</p>							
<p><b>8. Policy/Field Memo Updates:</b></p>							
<p><b>9. Reports from Individual LWDB/CEO Members</b></p>							
<p><b>10. Report from State Representative</b></p>							
<p><b>11. Adjournment</b></p>							

**Motions Taken - Decisions Reached**

APPROVALS	1ST	2ND	Unanimously Approved
2. Approval of Amended Agenda with the correction of Officer Elections for 2019-2020 – <b>LWDB</b> – Dan Moore	Dr. Robert Rasmus	Dan Schoenherr	X
2. Approval of Amended Agenda with the correction of Officer Elections for 2019-2020– <b>CEO</b> –Craig Anderson	Keith Radig	Pete Groetken	X
3. March 28, 2019 Joint LWDB/CEO Minutes– <b>LWDB</b> – Dan Moore – Attachment “A”	John Hamm	Marcia Rosacker	X
3. March 28, 2019 Joint LWDB/CEO Minutes – <b>CEO</b> – Craig Anderson – Attachment “A”	Keith Radig	Wane Miller	X
<p>4a. Local Customer Service Plan Modification– <b>LWDB</b>– Dan Moore – Attachment “B” with correction to #1</p> <p><b>1. <u>Geographical Preference for Enrollment Policy and Procedures:</u></b> The Geographical Preference for this Region is that the participant must be a resident within the following counties: Cherokee, Ida <del>Grove</del>, Monona, Plymouth, and Woodbury</p>	James O’Donnell motioned to approve with correction to #1 to remove the word Grove so it states Ida county	John Hamm 2 <sup>nd</sup> with correction	X amended
<p>4a. Local Customer Service Plan Modification – <b>CEO</b> – Craig Anderson – Attachment “B” with correction to #1</p> <p><b>1. <u>Geographical Preference for Enrollment Policy and Procedures:</u></b> The Geographical Preference for this Region is that the participant must be a resident within the following counties: Cherokee, Ida <del>Grove</del>, Monona, Plymouth, and Woodbury</p>	Keith Radig motioned to approve with correction to #1 to remove the word Grove so it states Ida county	Pete Groetken 2 <sup>nd</sup> with correction	X amended
<p>4b. Memorandum of Understanding (MOU) between The Region 12 Chief Elected Officials, Regional Workforce Development Board and Workforce Development Partners – <b>LWDB</b> – Dan Moore – Attachment “C”</p>	<p>Janet Hansen</p> <p>Jean Logan amend motion if can add/remove parties</p>	<p>Dr. Robert Rasmus</p> <p>Craig Levine 2<sup>nd</sup> motion if can add/remove parties</p>	X
<p>4b. Memorandum of Understanding (MOU) between The Region 12 Chief Elected Officials, Regional Workforce Development Board and Workforce Development Partners – <b>CEO</b> – Craig Anderson – Attachment “C”</p>	Keith Radig amend motion if can add /remove parties	Pete Groetken 2 <sup>nd</sup> motion if can add/remove parties	X
<p>4c. Proposed Meeting Dates (9/26/19, 11/21/19, 1/23/20, 3/26/20, 5/21/20)–<b>LWDB</b>–Dan Moore– Attachment “D”</p>	Janet Hansen	Marcia Rosacker	X
<p>4c. Proposed Meeting Dates (9/26/19, 11/21/19, 1/23/20, 3/26/20, 5/21/20)–<b>CEO</b>–Craig Anderson–Attachment “D”</p>	Raymond Drey	Keith Radig	X
<p>4d. Nomination &amp; Selection of Executive Board Members (Officer Election 2019-2020) – <b>LWDB</b></p> <p><i>Janet Hansen nominated Dan Moore for Chair;</i></p> <p><b>LWDB Chair – Dan Moore</b></p> <p><i>Janet Hansen nominated Mary Tyler for Vice Chair;</i></p> <p><b>LWDB Vice Chair – Mary Tyler</b></p>	<p>Janet Hansen motioned nominations to cease for Chair.</p> <p>Dr. Rasmus motioned to approve Dan Moore as Chair.</p> <p>Janet Hansen motioned nominations to cease for Vice Chair.</p> <p>Marcia Rosacker motioned to approve Mary Tyler as Vice Chair.</p>	<p>Dr. Rasmus 2<sup>nd</sup> the motion to cease nominations for Chair.</p> <p>Bridget Hoefling 2<sup>nd</sup> the motion to approve Dan Moore as Chair.</p> <p>John Hamm 2<sup>nd</sup> the motion to cease nominations for Vice Chair.</p> <p>Bridget Hoefling 2<sup>nd</sup> the motion to approve Mary Tyler as Vice Chair.</p>	<p>X</p> <p>X</p> <p>X</p>

<p><i>Judy Peterson nominated Bridget Hoefling for Secretary;</i></p> <p><b>LWDB Secretary – Bridget Hoefling</b></p>	<p>Judy Peterson motioned nominations to cease for Secretary.</p> <p>Dr. Rasmus motioned to approve Bridget Hoefling as Secretary.</p>	<p>John Hamm 2<sup>nd</sup> the motion to cease nominations for Secretary.</p> <p>Janet Hansen 2<sup>nd</sup> the motion to approve Bridget Hoefling as Secretary.</p>	<p>X</p>
<p><b>4d. Nomination &amp; Selection of Executive Board Members (Officer Election 2019-2020) – CEO</b></p> <p><i>Keith Radig nominated Craig Anderson for Chair</i></p> <p><b>CEO Chair – Craig Anderson</b></p> <p><i>Keith Radig nominated Pete Groetken for Vice Chair</i></p> <p><b>CEO Vice Chair – Pete Groetken</b></p>	<p>Keith Radig motioned nominations to cease for Chair.</p> <p>Raymond Drey motioned to approve Craig Anderson as Chair.</p> <p>Keith Radig motioned nominations to cease for Vice Chair.</p> <p>Keith Radig motioned to approve Pete Groetken as Vice Chair</p>	<p>Pete Groetken 2<sup>nd</sup> the motion to cease nominations for Chair.</p> <p>Keith Radig 2<sup>nd</sup> the motion to approve Craig Anderson as Chair.</p> <p>Raymond Drey 2<sup>nd</sup> the motion to cease nominations for Vice Chair.</p> <p>Raymond Drey 2<sup>nd</sup> the motion to approve Pete Groetken as Vice Chair</p>	<p>X</p> <p>X</p> <p>X</p>
<p>11. Adjournment – LWDB @ 4:45 P.M.</p>	<p>Bridget Hoefling</p>	<p>Dr. Robert Rasmus</p>	<p>X</p>
<p>11. Adjournment – CEO @ 4:45 P.M.</p>	<p>Craig Anderson</p>	<p>Adjourned the</p>	<p>CEOs</p>

**Meeting Notes**

Reports/Discussion:

**IV. New Business**

Alana Tweet reviewed the Local Customer Service Plan Modification. Removing Ida Grove and changing it to Ida on #1 on the first page was discussed. The Educational Assistance (EST) and the Educational Testing (EDT) are new types of support service payments on the modification.

The Memorandum of Understanding (MOU), a formal agreement to cooperate between partners and parties was reviewed. Discussion and questions took place on whether to add and remove parties and if policy and guidance would allow it.

**V. Old Business**

The letter to the Chief Elected Officials and Local Board Members on the “Realignment of Local Workforce Development Board Areas” was discussed. The Iowa Workforce Development is accepting appeals arising from the February 18, 2019, State Workforce Development Board (SWDB) decision of realigning the local workforce development areas to six local areas. The appeals are due by tomorrow, May 24, 2019 by the close of the business. The SWDB will provide opportunity for people to speak to the board in support of their appeal at the next scheduled SWDB meeting which is May 30, 2019 at 1:00 p.m. at the Greater Des Moines Botanical Garden in Des Moines, Iowa. The question was asked on when would realignment go into effect and the response was there was no word yet. The question was asked on what the new board makeup would look like and the response was that it is unknown.

The LWDB structure and the need for Business Representatives were discussed.

VI. Partner Reports

Title I. – Janet Gill reviewed the Title I report. Shopko and Dress Barn are closing. There are about 200 retail workers losing their jobs. Ten participants have been involved in WEP's (Work Experience Programs) which represents 30% of Title I Youth program participants during this fiscal year. Region 12 funding totals for 2019 are similar to 2009 funding amounts.

Title II – Pam Woolridge reviewed the Title II report. ABE has 1,188 students enrolled in programs (670 ELL and 518 HSED) with total attendance of 60,010 hours. There were 62 HSED completers (3 in Cherokee, 39 Denison and 20 Sioux City main campus). New classes and locations planned. Continue to work with radio advertisement. Contacted 280 referrals from IowaWORKS Greater Siouxland. ABE lead instructor attended a National Training Program, COABE conference last month stated Pam Wooldridge.

Title III – MacKenzie Reiling reviewed the Title III report. The verification of the new information system, GEO Solutions is going well. Working out space agreements with BOOST and Proteus. IowaWORKS Greater Siouxland has been helping the DOT with hiring.

Title IV – Mindy Collins stated Vocational Rehabilitation is fully staffed.

VII. LWDB Chair Report – Dan Moore thanked Mary Tyler for chairing the meeting last time.

VIII. Policy/Field Memo Updates

Janet reviewed TEN# 24-18: – Updated Promising Practices in Achieving Nondiscrimination and Equal Opportunity: A Section 188 Disability Reference Guide

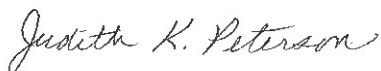
IX. Reports from Individuals LWDB/CEO Member

Dr. Rasmus stated that WITCC had the largest class of graduates at 1,292.

XI. Reports from State Representative – None

XII. Adjournment

**RESPECTIVELY SUBMITTED**



Judith Peterson

Date: 5/23/19

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

Location: Western Iowa Tech Community College & Teleconference

Date: 7/18/19

PRESENT - LWDB MEMBERS				ABSENT - LWDB MEMBERS			
Mindy Collins		Dan Moore	X	Mindy Collins	X	Dan Moore	
Sara DeAnda	X	James O'Donnell		Sara DeAnda		James O'Donnell	X
David Gleiser	X	Judy Peterson		David Glesier		Judy Peterson	X
John Hamm	X	Dr. Robert Rasmus	X	John Hamm		Dr. Robert Rasmus	
Janet Hansen	X	MacKenzie Reiling	X	Janet Hansen		MacKenzie Reiling	
Bridget Hoefling	X	Marcia Rosacker	X	Bridget Hoefling		Marcia Rosacker	
Christine Kennedy	X	Dan Schoenherr	X	Christine Kennedy		Dan Schoenherr	
Peggy La	X	Susanna Taylor		Peggy La		Susanna Taylor	X
Micah Lang		Mary Tyler		Micah Lang	X	Mary Tyler	X
Craig Levine	X	Pam Woolridge		Craig Levine		Pam Woolridge	X
Jean Logan				Jean Logan	X		
				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken		Craig Anderson		Pete Groetken	X
Tom Brouillette	X	Wane Miller	X	Tom Brouillette		Wane Miller	
Raymond Drey	X	Keith Radig		Raymond Drey		Keith Radig	X
PRESENT				PRESENT			
Alana Tweet – WIOA Title I			X	Guest:			
Janet Gill – WIOA Title I			X	Guest:			
Lori Knight – WIOA Title I				Guest:			
<p><b>1. Call to Order &amp; Roll Call:</b>                      CEO @ 4:00 P.M. Call to Order &amp; Roll Call – Craig Anderson, Chair                      Approval of LWDB Appointment (Peggy La) – CEO – Craig Anderson                      Oath of Office – Craig Anderson, CEO Chair                      LWDB Installation of New Board Member – (Peggy La)                      LWDB @ 4:02 P.M. Call to Order &amp; Roll Call – Dan Moore, Chair</p>							
<p><b>2. Approval of Agenda</b> – LWDB – Dan Moore &amp; Craig Anderson, CEO Chair</p>							
<p><b>3. New Business:</b> Eligible Training Provider List; Training Programs Consideration – LWDB – Dan Moore – Northwest Area Education Agency (Paraeducator Certification, Substitute Authorization–Certificate), Western Iowa Tech Community College (Bookkeeping–Certificate, Health Information Technology–Certificate, Social Work Emphasis–BCU–Associate of Arts, Tax Preparer–Certificate)</p>							
<p><b>4. Old Business:</b> Local Customer Service Plan Modification Correction – LWDB – Dan Moore &amp; CEO – Craig Anderson; MOU – LWDB – Dan Moore &amp; CEO – Craig Anderson (<b>Field Memo# 19-02:</b> Memorandum of Understanding (MOU) Guidance for Local Workforce Development Boards)</p>							
<p><b>5. Adjournment</b></p>							

**Motions Taken - Decisions Reached**

<b>APPROVALS</b>	<b>1ST</b>	<b>2ND</b>	<b>Unanimously Approved</b>
<b>1.</b> Approval of LWDB Appointment ( Peggy La) – <b>CEO</b> – Craig Anderson	Tom Brouillette	Raymond Drey	X
<b>2.</b> Approval of Agenda – <b>LWDB</b> – Dan Moore	Dr. Robert Rasmus	John Hamm	X
<b>2.</b> Approval of Agenda – <b>CEO</b> – Craig Anderson	Wane Miller	Raymond Drey	X
<b>3.</b> Approval of Training Programs – <b>LWDB</b> – Dan Moore Northwest Area Education Agency <ul style="list-style-type: none"> <li>o Paraeducator Certification – Attachment “A”</li> <li>o Substitute Authorization – Certificate – Attachment “B”</li> </ul> Western Iowa Tech Community College <ul style="list-style-type: none"> <li>o Bookkeeping – Certificate – Attachment “C”</li> <li>o Health Information Technology – Certificate – Attachment “D”</li> <li>o Social Work Emphasis – BCU – Associate of Arts – Attachment “E”</li> <li>o Tax Preparer – Certificate – Attachment “F”</li> </ul>	Janet Hansen	Peggy La	X
<b>4a.</b> Approval of Local Customer Service Plan Modification– <b>LWDB</b> – Dan Moore – Attachment “G”	Janet Hansen	Marcia Rosacker	X
<b>4a.</b> Approval of Local Customer Service Plan Modification – <b>CEO</b> – Craig Anderson –Attachment “G”	Raymond Drey	Tom Brouillette	X
<b>4b.</b> Approval of 1 Year Extension to June 30, 2020 with no changes of the existing Memorandum of Understanding (MOU) from July 1, 2016 to June 30, 2019 between The Region 12 Chief Elected Officials, Regional Workforce Development Board, and Workforce Development Partners – (Existing MOU with no changes now effective from July 1, 2016 to June 30, 2020) – <b>LWDB</b> – Dan Moore	Sara DeAnda	David Gleiser	X
<b>4b.</b> Approval of 1 Year Extension to June 30, 2020 with no changes of the existing Memorandum of Understanding (MOU) from July 1, 2016 to June 30, 2019 between The Region 12 Chief Elected Officials, Regional Workforce Development Board, and Workforce Development Partners -- (Existing MOU with no changes now effective from July 1, 2016 to June 30, 2020) – <b>CEO</b> – Craig Anderson	Tom Brouillette	Wane Miller	X
<b>5.</b> Adjournment – <b>LWDB</b> @ 4:25 P.M.	David Gleiser	Sara DeAnda	X
<b>5.</b> Adjournment – <b>CEO</b> @ 4:25 P.M.	Craig Anderson	Adjourned the	CEOs

**Meeting Notes**

Reports/Discussion: Discussion took place on the training programs, the Local Customer Service Plan Modification and the Memorandum of Understanding.

**RESPECTIVELY SUBMITTED**



Bridget Hoefling

Date: 7/18/19

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

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

PRESENT - CEO MEMBERS				ABSENT - CEO MEMBERS			
Craig Anderson		Pete Groetken	X	Craig Anderson	X	Pete Groetken	
Tom Brouillette	X	Wane Miller		Tom Brouillette		Wane Miller	X
Raymond Drey	X	Keith Radig	X	Raymond Drey		Keith Radig	

PRESENT				PRESENT			
Alana Tweet – WIOA Title I			X	Lori Knight – WIOA Title I			X
Janet Gill – WIOA Title I			X	Guest:			

- 1. Call to Order & Roll Call:** LWDB @ 3:03 P.M. Call to Order & Roll Call – Dan Moore, Chair  
CEO @ 3:07 P.M. Call to Order & Roll Call – Pete Groetken, Vice Chair
- 2. Approval of AMENDED Agenda** to include training program consideration of Early Childhood Education Program – AAS Degree – Western Iowa Tech Community College – LWDB – Dan Moore & CEO – Pete Groetken
- 3. New Business:** Eligible Training Provider List – Training Programs Consideration – LWDB – Dan Moore  
Western Iowa Tech Community College ( “AEL Program” and “Early Childhood Education Program -AAS” )
- 4. Old Business:** Local Customer Service Plan Modification (Alana Tweet) – LWDB – Dan Moore & CEO – Pete Groetken
- 5. Adjournment**

Motions Taken - Decisions Reached			
APPROVALS	1ST	2ND	Unanimously Approved
2. Approval of <i>AMENDED Agenda</i> to include training program consideration of Early Childhood Education Program–AAS Degree WITCC – LWDB – Dan Moore	Christine Kennedy	Jean Logan	X
2. Approval of <i>AMENDED Agenda</i> to include training program consideration of Early Childhood Education Program–AAS Degree – WITCC – CEO – Pete Groetken	Tom Brouillette	Raymond Drey	X
3. Approval of Training Programs–LWDB–Dan Moore o WITCC AEL Program – Attachment “A” o WITCC <i>Early Childhood Education-“Carry In”</i>	John Hamm Christine Kennedy	Christine Kennedy Janet Hansen	X Pam Woolridge & Dr. Rasmus abstained on both programs X
4. Local Customer Service Plan Modification– LWDB – Dan Moore – Attachment “B”	James O'Donnell	Christine Kennedy	X
4. Local Customer Service Plan Modification – CEO – Craig Anderson – Attachment “B”	Keith Radig	Raymond Drey	X
5. Adjournment – LWDB @ 3:20 P.M.	John Hamm	Christine Kennedy	X
5. Adjournment – CEO @ 3:20 P.M.	Tom Brouillette	Raymond Drey	X

- Meeting Notes**
- III. New Business: Pam Woolridge spoke about the AEL Program. Janet Gill stated the Early Childhood Education program had been previously approved in the past. Discussion took place on the training programs.
  - IV. Old Business: Alana Tweet discussed the minor changes needed on the previously approved Customer Service Plan Modification
  - V. Adjournment

RESPECTIVELY SUBMITTED



Bridget Hoefling, Date: 8/14/19

Location: Teleconference - WITCC

Date: 9/17/19

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

PRESENT		PRESENT	
Alana Tweet – WIOA Title I	X	Duane Kraayenbrink – WIOA Title I	
Janet Gill – WIOA Title I	X	Guest: Dennis Wallace – Midwest Diesel Tech Academy	
Lori Knight – WIOA Title I	X	Guest: Mary Stubbs – Midwest Diesel Tech Academy	

1. Call to Order & Roll Call: LWDB @ 4:32 P.M. Call to Order & Roll Call – Dan Moore, Chair
2. Approval of Agenda: LWDB – Dan Moore
3. New Business: Eligible Training Provider List – Training Provider and Program Consideration – LWDB – Dan Moore – Midwest Diesel Tech Academy (Midwest Diesel Tech – Attachment "A & B")
4. Adjournment:

Motions Taken - Decisions Reached			
APPROVALS	1ST	2ND	Approved
2. Approval Agenda – LWDB – Dan Moore	David Gleiser	James O'Donnell	Unanimously Approved
3. Training Provider & Program Consideration–LWDB–Dan Moore Midwest Diesel Tech Academy (Midwest Diesel Tech) Jean Logan made the motion to NOT approve Midwest Diesel Tech Academy & the Midwest Diesel Tech Training program because there is not an Industry Recognized Credential at this time; David Gleiser seconded the motion and discussion took place. The LWDB voted unanimously to not approve.	Jean Logan	David Gleiser	Unanimously NOT Approved
4. Adjournment – LWDB @ 5:15 p.m.	Christine Kennedy	Marcia Rosacker	Approved

**Meeting Notes**

III. New Business  
 Dennis Wallace, instructor at Midwest Diesel Tech Academy talked about the Midwest Diesel Tech Training Program. The Academy was put together to train Diesel Mechanics in this area. The program will have contact hours in the classroom/lecture and hands-on. The program will also have paid internship hours. The expected wage will vary from \$16 to \$20 per hour depending on the demographics of the area. Discussion and questions pursued on the Midwest Diesel Tech Academy's training program. The tools are purchased through Midwest and it is a 9 month training program. Class size will be 2 to 10 students. Allowing 2 internships per 5 stores. There are three students for the first group starting on September 23rd. They are in the process of building a training facility to eventually move towards training with other brands. Customer choice was discussed. Customers explore careers and have the choice on where they want to train. The training program has completion of certificates for each module and competency reports. The training program does not have an Industry Recognized Credential. Discussion continued on the need for Diesel Mechanics and the potential option for an apprenticeship.

IV. Adjournment

**RESPECTIVELY SUBMITTED**

*Judith K. Peterson*

Judy Peterson, Date: 9/17/19

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



## Local Plan Modification Transmittal Form

To Be Completed by LWDB		STATE USE ONLY	
LWDB:	12	Date Received:	
Date Submitted:		Date Approved:	
Provide a description of Local Plan changes below:		Effective Date:	
		Title I Rep:	
<b>Workforce Innovation Opportunity Act</b>			
I. FY20			
LWDB/CEO Admin Budget		\$ 2,000.00	
			<b>Total \$ 2,000.00</b>
			<b>OVERALL TOTAL \$ 2,000.00</b>
(If additional space is needed, add blank pages and label with page number.)			

Approvals:

\_\_\_\_\_  
LWDB Chair\_\_\_\_\_  
Date\_\_\_\_\_  
CEO Chair\_\_\_\_\_  
Date

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor  
Beth Townsend, Director

June 21, 2019, 2019

To: Craig Anderson, Chief Elected Official Chair  
Dan Moore, Local Workforce Development Board Chair  
Janet Gill, Title I Director

**RE: TITLE I MONITORING**

Monitoring of Title I program files for program year 2018 was completed on May 22, 2019 by the Iowa Workforce Development (IWD) Workforce Services Division.

Monitoring included a comprehensive, electronic audit of three (3) Adult, three (3) Dislocated Worker, and two (2) Youth program files from point of program application to exit, if applicable. Attention was given to case notes, data entry, participant eligibility, verification, and compliance with Title I policies, as well as state and local plans.

Attached is the monitoring report for Region 12 where you will find:

1. Strengths – Areas of notable effectiveness that may be recognized as best practices.
2. Areas of Concern – Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may include recommendations from IWD and do not require a response from the region.
3. Findings – Issues that are cited as non-compliance with policy or program requirements. Findings require a written response from the region, to include a corrective action plan, to resolve the finding.

Please use the designated Region Response section of the monitoring report to address the identified findings. **Your written response with corrective action plans is due no later than June 28, 2019.**

We appreciate your assistance in providing the documentation necessary to complete the monitoring. Thank you for your dedication and services provided to IWD and Title I participants.

Please contact me if you have any questions or concerns.

Sincerely,

Michelle McNertney  
*Bureau Chief - WIOA, Title I and Title III*  
Iowa Workforce Development  
1000 East Grand Avenue  
Des Moines, IA 50319  
Phone: 515-242-0408  
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## Monitoring Report

### Summary

<b>Region</b>	<b>CEO Chair</b>	<b>Local WDB Chair</b>	<b>Title I Director</b>
12	Craig Anderson	Dan Moore	Janet Gill
<b>Files Reviewed</b>			
<b>Date of Monitoring</b>		<b>Findings</b>	<b>Response Due</b>
May 22, 2019		1	June 28, 2019

### Strengths

#### **Individual Employment Plans**

The Individual Employment Plans were very detailed and clearly outlined how the participants were going to achieve their goals.

#### **Participant Progress**

There was clear documentation of following up with and maintaining regular contact with the adult and dislocated worker participants.

#### **Service Payments**

Support service and occupational skills training payments were clearly documented in case notes.

### Finding #1

#### **Finding**

Follow up and participant progress:

General plan closure dated 4/17/19 states customer moved to Missouri. Last case note for youth program was dated 8/27/18 and states participant is eager to begin looking for a job. No youth case notes documenting attempts to determine if follow up for youth program was offered and/or necessary.

#### **Legal Reference**

50.4.11 Participant Progress

*Direct contact should be documented in the case file; For enrolled youth, the evaluation of participant progress must be conducted for each participant and outcomes must be documented on the ISS within the first 30 days of participation, at least monthly thereafter.*

50.4.13 Follow-up Services

*The first follow-up service is required to be provided within the first 30 days of exit from the program and should be in the form of a personal contact (in person, via telephone or electronic means) with the participant, A second follow-up service must occur within 90 days after exit, and at least quarterly thereafter for the next three quarters, The provision of follow-up services must be documented in case notes in the data management system.*

<b>Participant Name</b>	<b>Program</b>
	Youth

#### **Corrective Action**

No corrective action as this participant is exited from the program.

### Region Response

#### **Corrective Action Plan**

*To include date completed/implemented*

**WIOA Performance Measures---State Outcomes  
4th Quarter, PY 2018  
As of 6-30-2019**

4-Sep-19 Performance Group	Illinois		Indiana		Iowa		Kansas		Michigan		Minnesota		Missouri		Nebraska		Ohio		Wisconsin		
	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	Negot.	Actual	
<b>Adults</b>																					
Participants	10,011	9,990			16,020	3,789			12,913	1,545			3,750	961			11,673	2,826			
Exiters	4,888	7,966	17,556	2,896	2,315	72,937	2,896	4,701	34	788	0	0	2,621	683	0	0	5,843	2,073	1	561	
Reportable Individuals	21,080	137																			
Employment Rate 2nd Quarter after Exit	76.0	79.6	83.9	76.0	70.8	78.7	78.5	85.3	92.0	82.1	82.9	68.7	75.6	78.0	78.6	79.0	85.0	76.0	76.0	78.3	
Employment Rate 4th Quarter after Exit	73.0	81.7	73.0	81.7	70.0	76.6	75.2	84.9	72.5	82.4	72.5	66.4	71.2	79.0	74.5	76.0	83.5	71.0	74.0	75.9	
Median Earnings 2nd Quarter after Exit	5,460	6,833	5,600	6,737	4,900	5,326	6,225	5,551	6,700	6,688	6,350	5,100	5,082	6,000	6,237	5,700	6,240	5,100	6,240	6,296	
Credential Attainment Rate	63.0	73.1	50.0	69.9	66.0	67.4	67.4	74.9	70.0	82.1	73.0	78.8	46.5	56.0	61.7	60.0	77.9	60.0	60.0	67.1	
Measurable Skills Gain	48.3	60.9	18.7	45.9	38.6	45.9	45.9	38.6	38.6	59.4	46.3	47.6	46.3	47.6	47.6	61.9	61.9	40.6	40.6	40.6	
<b>Dislocated Workers</b>																					
Participants	7,872	5,463			655	453			2,954	2,460			827	339			4,074	2,035			
Exiters	4,089	4,274	456	277	0	11,113	277	1,452	27	1,243	0	0	718	214	0	0	1,831	1,297	0	109	
Reportable Individuals	0	34																			
Employment Rate 2nd Quarter after Exit	80.5	85.5	76.0	82.6	73.0	88.8	81.7	85.8	87.6	91.4	82.9	86.9	72.5	87.0	84.8	84.0	89.8	80.0	80.0	83.6	
Employment Rate 4th Quarter after Exit	79.0	84.3	74.0	80.8	71.0	86.6	80.2	83.1	82.4	89.4	78.5	83.9	70.2	88.0	85.6	82.0	87.9	79.0	79.0	83.2	
Median Earnings 2nd Quarter after Exit	7,600	10,428	6,700	7,788	6,100	10,000	8,084	10,118	7,697	8,099	8,900	12,000	5,800	7,500	7,626	8,000	8,448	7,100	7,100	8,296	
Credential Attainment Rate	66.0	70.3	47.0	67.6	66.0	54.0	69.0	85.8	73.2	80.1	81.4	73.6	51.0	60.0	62.2	64.0	81.6	65.0	65.0	61.8	
Measurable Skills Gain	45.7	56.6	35.7	56.6	35.7	66.7	66.7	43.2	43.2	69.6	69.6	55.9	55.9	59.9	59.9	62.9	62.9	46.8	46.8	46.8	
<b>Youth</b>																					
Participants	8,179	4,136			646	876			5,700	2,305			2,328	387			9,468	1,995			
Exiters	3,810	2,886	389	456	0	13,679	456	1,833	33	773	0	0	1,613	240	0	0	2,997	1,100	0	519	
Reportable Individuals	0	110																			
Employ/Ed Rate 2nd Quarter after Exit	73.0	77.4	73.0	79.8	71.0	71.4	72.6	76.0	72.0	82.7	66.0	79.5	72.5	78.0	77.9	67.0	74.8	75.0	77.3	77.3	
Employ/Ed Rate 4th Quarter after Exit	62.0	75.2	71.0	81.7	71.0	71.8	67.4	76.9	72.0	80.3	62.5	76.5	68.0	77.0	75.9	65.0	74.7	74.0	74.0	78.9	
Median Earnings 2nd Quarter after Exit	3,623	3,274	3,274	3,274	3,663	3,278	3,278	3,649	3,649	3,984	3,031	3,583	3,031	3,583	3,583	2,827	2,827	3,791	3,791	3,791	
Credential Attainment Rate	67.0	67.3	59.0	64.2	58.5	55.9	63.3	58.1	60.0	75.3	47.7	65.3	67.2	68.0	40.3	55.0	46.7	66.0	66.0	60.9	
Measurable Skills Gain	42.8	60.7	30.3	60.7	30.3	57.5	57.5	27.4	27.4	45.6	45.6	39.8	39.8	42.3	42.3	44.4	44.4	36.8	36.8	36.8	
<b>Wagner Peyser</b>																					
Participants	29,971	49,757			53,772	25,752			172,738	24,981			88,455	15,532			30,058	29,368			
Exiters	33,528	43,178	56,392	24,759	0	13,679	24,759	1,833	33	773	0	0	1,613	240	0	0	2,997	1,100	0	519	
Reportable Individuals	489,117	73,604	30,456	73,448																	
Employment Rate 2nd Quarter after Exit	61.0	69.7	68.0	77.0	70.0	74.1	67.9	72.1	70.5	74.5	64.0	69.0	67.0	73.0	73.5	68.0	72.5	66.0	66.0	74.3	
Employment Rate 4th Quarter after Exit	60.0	70.2	65.0	76.1	65.0	74.0	68.2	71.4	69.9	71.3	68.0	70.8	70.8	73.1	73.0	66.0	73.4	64.0	64.0	72.5	
Median Earnings 2nd Quarter after Exit	5,400	6,007	5,000	6,723	5,500	6,231	4,701	5,503	5,450	6,459	6,300	7,287	4,844	5,800	6,178	6,200	7,450	5,400	5,400	6,533	

## WIOA Wagner-Peyser Performance levels -- PY2018

Quarter 4

Region	RWIB	Employment 2nd Qtr (Entered Empl. [1st])			Employment 4th Qtr (Empl Retention 3rd)			Median Earnings 2nd Qtr after Exit			Region
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	
1	19090	76.8%	70%	63.0%	77.4%	65%	58.5%	\$6,600	\$5,500	\$4,950	1
2	19095	74.5%	70%	63.0%	74.0%	65%	58.5%	\$6,295	\$5,500	\$4,950	2
3 & 4	19160	75.2%	70%	63.0%	75.1%	65%	58.5%	\$6,418	\$5,500	\$4,950	3
5	19115	73.2%	70%	63.0%	71.0%	65%	58.5%	\$6,211	\$5,500	\$4,950	5
6	19030	73.6%	70%	63.0%	73.0%	65%	58.5%	\$6,390	\$5,500	\$4,950	6
7	19120	74.4%	70%	63.0%	74.4%	65%	58.5%	\$5,825	\$5,500	\$4,950	7
8	19155	71.4%	70%	63.0%	72.3%	65%	58.5%	\$6,605	\$5,500	\$4,950	8
9	19125	74.4%	70%	63.0%	75.3%	65%	58.5%	\$5,885	\$5,500	\$4,950	9
10	19130	73.7%	70%	63.0%	73.8%	65%	58.5%	\$6,035	\$5,500	\$4,950	10
11	19135	73.1%	70%	63.0%	73.6%	65%	58.5%	\$6,622	\$5,500	\$4,950	11
12	19140	78.4%	70%	63.0%	75.9%	65%	58.5%	\$6,748	\$5,500	\$4,950	12
13	19145	73.5%	70%	63.0%	71.3%	65%	58.5%	\$6,071	\$5,500	\$4,950	13
14	19150	68.7%	70%	63.0%	73.1%	65%	58.5%	\$6,168	\$5,500	\$4,950	14
15	19075	69.5%	70%	63.0%	70.5%	65%	58.5%	\$5,907	\$5,500	\$4,950	15
16	19080	76.3%	70%	63.0%	75.2%	65%	58.5%	\$5,948	\$5,500	\$4,950	16
State		74.1%	70%	63.0%	74.0%	65%	58.5%	\$6,231	\$5,500	\$4,950	State

\*Discrepancy between regional outcomes and state final outcome is a result of reporting regional W-P outcomes not affiliated with a particular region. This will be further refined in upcoming quarters and with the final transition to a new data management and reporting system.

**WIOA Adult Performance levels -- PY2018**

Quarter 4

Region	RW/B	Employment 2nd Qtr (former Entered Empl. [1st])			Employment 4th Qtr (Empl Retention 3rd)			Median Earnings 2nd Qtr after Exit			Credential Attainment Rate			Measurable Skills Gain			Region
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	
1	19090	75.7%	72%	64.8%	76.3%	70%	63.0%	\$5,481	\$4,900	\$4,410	55.8%	66%	59.4%	30.1%	Baseline		1
2	19095	72.1%	72%	64.8%	73.7%	70%	63.0%	\$5,258	\$4,900	\$4,410	27.3%	66%	59.4%	5.1%	Baseline		2
3 & 4	19160	73.4%	72%	64.8%	73.7%	70%	63.0%	\$5,877	\$4,900	\$4,410	33.3%	66%	59.4%	22.2%	Baseline		3
5	19115	72.1%	72%	64.8%	69.9%	70%	63.0%	\$5,177	\$4,900	\$4,410	38.1%	66%	59.4%	30.2%	Baseline		5
6	19030	65.6%	72%	64.8%	69.7%	70%	63.0%	\$5,718	\$4,900	\$4,410	20.0%	66%	59.4%	6.4%	Baseline		6
7	19120	71.1%	72%	64.8%	71.4%	70%	63.0%	\$4,903	\$4,900	\$4,410	53.4%	66%	59.4%	37.1%	Baseline		7
8	19155	66.2%	72%	64.8%	66.5%	70%	63.0%	\$5,640	\$4,900	\$4,410	64.3%	66%	59.4%	5.4%	Baseline		8
9	19125	70.9%	72%	64.8%	72.5%	70%	63.0%	\$4,805	\$4,900	\$4,410	59.8%	66%	59.4%	11.5%	Baseline		9
10	19130	69.6%	72%	64.8%	70.3%	70%	63.0%	\$5,175	\$4,900	\$4,410	43.6%	66%	59.4%	9.8%	Baseline		10
11	19135	68.8%	72%	64.8%	70.4%	70%	63.0%	\$5,922	\$4,900	\$4,410	45.8%	66%	59.4%	14.7%	Baseline		11
12	19140	74.5%	72%	64.8%	73.6%	70%	63.0%	\$5,523	\$4,900	\$4,410	43.2%	66%	59.4%	11.5%	Baseline		12
13	19145	69.8%	72%	64.8%	69.0%	70%	63.0%	\$5,078	\$4,900	\$4,410	42.9%	66%	59.4%	23.6%	Baseline		13
14	19150	69.0%	72%	64.8%	69.3%	70%	63.0%	\$5,461	\$4,900	\$4,410	50.0%	66%	59.4%	12.2%	Baseline		14
15	19075	67.6%	72%	64.8%	67.5%	70%	63.0%	\$4,760	\$4,900	\$4,410	58.2%	66%	59.4%	42.4%	Baseline		15
16	19080	75.4%	72%	64.8%	74.3%	70%	63.0%	\$5,022	\$4,900	\$4,410	41.3%	66%	59.4%	13.2%	Baseline		16
State		70.8%	72%	64.8%	71.6%	70%	63.0%	\$5,326	\$4,900	\$4,410	46.5%	66%	59.4%	18.7%	Baseline		State

WIOA Dislocated Worker Performance Levels -- PY2018

Quarter 4

Region	RWIB	Employment 2nd Qtr (former Entered Empl. 1st)		Employment 4th Qtr (Empl Retention 3rd)		Median Earnings 2nd Qtr after Exit			Credentialed Attainment Rate			Measurable Skills Gain			Region	
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg			
1	19090	100.0%	73.0%	65.7%	94.4%	71.0%	63.9%	\$10,227	\$ 6,100	\$5,490	56.4%	66.0%	59.4%	71.4%	Baseline	1
2	19095	84.0%	73.0%	65.7%	88.9%	71.0%	63.9%	\$8,112	\$ 6,100	\$5,490	55.6%	66.0%	59.4%	0.0%	Baseline	2
3 & 4	19160	89.2%	73.0%	65.7%	90.1%	71.0%	63.9%	\$6,827	\$ 6,100	\$5,490	31.3%	66.0%	59.4%	45.8%	Baseline	3
5	19115	71.4%	73.0%	65.7%	71.4%	71.0%	63.9%	\$8,135	\$ 6,100	\$5,490	50.0%	66.0%	59.4%	57.1%	Baseline	5
6	19030	85.7%	73.0%	65.7%	90.9%	71.0%	63.9%	\$10,566	\$ 6,100	\$5,490	37.5%	66.0%	59.4%	77.8%	Baseline	6
7	19120	91.1%	73.0%	65.7%	90.1%	71.0%	63.9%	\$11,678	\$ 6,100	\$5,490	66.7%	66.0%	59.4%	55.8%	Baseline	7
8	19155	87.5%	73.0%	65.7%	76.9%	71.0%	63.9%	\$8,840	\$ 6,100	\$5,490	77.3%	66.0%	59.4%	10.0%	Baseline	8
9	19125	87.5%	73.0%	65.7%	93.2%	71.0%	63.9%	\$9,624	\$ 6,100	\$5,490	58.0%	66.0%	59.4%	18.4%	Baseline	9
10	19130	86.2%	73.0%	65.7%	87.7%	71.0%	63.9%	\$9,936	\$ 6,100	\$5,490	62.9%	66.0%	59.4%	24.6%	Baseline	10
11	19135	87.4%	73.0%	65.7%	86.8%	71.0%	63.9%	\$10,701	\$ 6,100	\$5,490	46.2%	66.0%	59.4%	42.6%	Baseline	11
12	19140	75.0%	73.0%	65.7%	83.9%	71.0%	63.9%	\$8,694	\$ 6,100	\$5,490	76.9%	66.0%	59.4%	30.3%	Baseline	12
13	19145	92.7%	73.0%	65.7%	84.6%	71.0%	63.9%	\$8,943	\$ 6,100	\$5,490	48.4%	66.0%	59.4%	45.3%	Baseline	13
14	19150	100.0%	73.0%	65.7%	92.3%	71.0%	63.9%	\$7,019	\$ 6,100	\$5,490	44.4%	66.0%	59.4%	17.6%	Baseline	14
15	19075	100.0%	73.0%	65.7%	79.1%	78.0%	70.2%	\$9,221	\$ 6,100	\$5,490	62.1%	66.0%	59.4%	38.7%	Baseline	15
16	19080	86.8%	73.0%	65.7%	78.0%	71.0%	63.9%	\$9,692	\$ 6,100	\$5,490	48.6%	66.0%	59.4%	31.0%	Baseline	16
State		88.8%	73.0%	65.7%	86.6%	71.0%	63.9%	\$10,000	\$ 6,100	\$5,490	54.0%	66.0%	59.4%	35.7%	Baseline	State

WIOA Youth Performance Levels -- PY2018

Quarter 4

Region	RWIB	Placement in Empl, Educ., or Training Rate 2nd		Placement in Empl, Educ., or Training Rate 4th		Median Earnings 2nd Qtr after Exit		Credential Attainment Rate		Measurable Skills Gain	
		Actual	Negotiated	Actual	Negotiated	Actual	Negotiated	Actual	Negotiated	Actual	Negotiated
1	19090	70.8%	71.0%	82.9%	71.0%	\$4,434	N/A	75.0%	58.5%	80.8%	Baseline
2	19095	83.3%	71.0%	61.5%	71.0%	\$7,048	N/A	35.7%	58.5%	16.7%	Baseline
3&4	19160	92.9%	71.0%	69.6%	71.0%	\$4,475	N/A	52.2%	58.5%	42.9%	Baseline
5	19115	70.6%	71.0%	80.6%	71.0%	\$3,755	N/A	66.7%	58.5%	29.4%	Baseline
6	19030	68.8%	71.0%	66.7%	71.0%	\$3,052	N/A	47.6%	58.5%	21.7%	Baseline
7	19120	72.4%	71.0%	62.5%	71.0%	\$3,577	N/A	48.3%	58.5%	57.1%	Baseline
8	19155	75.0%	71.0%	83.3%	71.0%	\$7,443	N/A	66.7%	58.5%	n/a	Baseline
9	19125	58.5%	71.0%	69.1%	71.0%	\$2,950	N/A	57.4%	58.5%	17.1%	Baseline
10	19130	62.7%	71.0%	69.4%	71.0%	\$4,312	N/A	58.7%	58.5%	42.3%	Baseline
11	19135	74.4%	71.0%	72.6%	33.3%	\$3,848	N/A	56.7%	58.5%	6.6%	Baseline
12	19140	61.5%	71.0%	83.3%	71.0%	\$6,761	N/A	75.0%	58.5%	18.2%	Baseline
13	19145	100.0%	71.0%	94.7%	71.0%	\$5,632	N/A	66.7%	58.5%	22.2%	Baseline
14	19150	80.0%	71.0%	60.0%	71.0%	\$4,210	N/A	62.5%	58.5%	26.3%	Baseline
15	19075	72.1%	71.0%	75.6%	71.0%	\$3,365	N/A	62.2%	58.5%	45.5%	Baseline
16	19080	72.1%	71.0%	72.4%	71.0%	\$2,679	N/A	39.1%	58.5%	23.1%	Baseline
State		71.4%	71.0%	71.8%	71.0%	\$3,663	N/A	55.9%	58.5%	30.3%	Baseline



# IOWA SYSTEM TRANSFORMATION PLAN - DRAFT

This document is intended to serve as a starting point for our discussion regarding the overall workforce system transformation process and timeline which will ultimately develop into the System Transformation Framework. As it is refined, it may be used as a communication tool when discussing the process and the role various entities play in the transformation.

Categories	Task(s)	Responsible Entity	Start Date	No Later Than Date	Status*	Comments
Administrative	Vote on Realignment Committee recommendation	SWDB			Complete	
Administrative	Draft and issue CEO agreement template	IWD				
Administrative	Draft WIOA-compliant Administration and Governance policies	IWD			Complete	
<b>2nd quarter (April, May, June) 2019</b>						
Administrative	Post Administration and Governance policies for public comment for 20 calendar days and makes necessary revisions <ul style="list-style-type: none"> <li>• Appointment of Local Board Members</li> <li>• By-laws</li> <li>• CEO Agreement/ Share Liability Agreement</li> <li>• Firewalls</li> <li>• Local Board as a Provider of Training Services</li> <li>• Local Board Chairperson</li> <li>• Local Board Membership Requirements</li> <li>• Local Fiscal Agent Required Functions</li> <li>• Service Provider Procurement</li> </ul>	IWD	June 2019	July 2019		
Administrative	Designate IWD staff to serve as points of contact for CEOs.	IWD	June 2019	July 2019		
<b>3rd quarter (July, August, September) 2019</b>						
Stakeholder Engagement	Make realignment message/ announcement with Governor- inviting agencies to appoint representatives to the Core Partnership Workgroup and launch realignment	IWD	July 2019	August 2019		
Strategic Doing	Vote on Administration and Governance policies	SWDB	August 2019	September 2019		
Administrative	Issue Administration and Governance policies	IWD	August 2019	September 2019		

Stakeholder Education	SWDB webinar	IWD	August 2019	August 2019	
Stakeholder Education	SWDB orientation and training	IWD	August 2019	September 2019	
Stakeholder Education	CEO webinar/ informational session	IWD	August 2019	September 2019	
Administrative	Develop process, which aligns with existing policy, for LWDBs to request to serve as direct service providers	IWD	August 2019	September 2019	
<b>3rd quarter (September, October, November) 2019</b>					
Stakeholder Education	CEOs trained on roles and responsibilities including CEO Agreement template which should include: <ul style="list-style-type: none"> <li>● Purpose of the agreement</li> <li>● Process to nominate, appoint, remove, and reappoint members to the LWDB</li> <li>● Process to appoint CLEO</li> <li>● Outline decisions that may be made by the CLEO on behalf of the LEOs</li> <li>● Must indicate each CEOs' acknowledgement of financial liability and outline the process for determining each CEO's share of responsibility</li> <li>● Dispute resolution</li> <li>● Process for designating the fiscal agent</li> </ul> Additionally, training to include Partnership Agreement with LWDB and tripartite agreement with LWDB and fiscal agent.	IWD	September 2019	Early October 2019	
Foundation Building	Develop and execute CEO agreements.	CEOs	October 2019	January 2020	
Foundation Building	Designate CLEO and file necessary information/ paperwork with IWD.	CEOs	October 2019	November 2019	
Foundation Building	Designate fiscal agent in accordance with IWD policy and guidance.	CLEOs	October 2019	February 2020	

Foundation Building	Establish minimum requirements for one-stop certification	SWDB	October 2019	April 2020
<b>1st quarter (January, February, March) 2020</b>				
Foundation Building	Appoint members to WIOA-compliant LWDBs in accordance with state issued policies and procedures for each new Local Area using local established process.	CLEOs	January 2020	February 2020
Administrative	Certify Local Workforce Development Boards	IWD	January 2020	March 2020
Stakeholder Education	Local Workforce Development Board member webinar	IWD	February 2020	February 2020
Stakeholder Education	LWDBs roles and responsibilities training <ul style="list-style-type: none"> <li>● Budget</li> <li>● One stop operator procurement</li> <li>● Direct service provider procurement</li> <li>● Partnership Agreement</li> </ul>	IWD	February 2020	February 2020
Foundation Building	Hire support staff	LWDBs	February 2020	May 2020
Administrative	Issue MOU and IFA guidance and templates.	IWD with Core Partners	March 2020	April 2020
Strategic Doing	Elect a chairperson from among the business representatives on the board.	LWDBs	March 2020	April 2020
<b>2nd quarter (April, May, June) 2020</b>				
Foundation Building	Establish a Memorandum of Agreement detailing the roles and responsibilities of each entity	CLEO, LWDB, Fiscal Agent	April 2020	June 2020
Stakeholder Education	Train LWDB staff and fiscal agents on MOU and IFA guidance and templates as well as timeline for establishment of local MOU and IFA.	IWD	June 2020	July 2020
<b>3rd quarter (July, August, September) 2020</b>				
Foundation Building	Execute MOU and IFAs	LWDBs	July 2020	December 2020

Foundation Building	Establish a partnership agreement describing how joint roles and responsibilities will be fulfilled.	CLEO, LWDB chair	April 2020	June 2020	
Strategic Doing	Develop WIOA-compliant local workforce development plan	LWDBs	April 2020	July 2020	
Strategic Doing	Issue local performance expectations, negotiation process guidance, and timeline for completion of LWDA negotiations.	IWD	April 2020	May 2020	
Strategic Doing	Complete negotiations for local performance expectations	IWD, LWDBs	April 2020	June 2020	
Strategic Doing	Establish policies for the local area consistent with State policies	LWDB, CLEO	April 2020	October 2020	
Strategic Doing	Establish budget for local workforce development area	LWDB, CLEO	April 2020	June 2020	
Stakeholder Education	Provide training to LWDBs on one stop certification criteria, metrics, process and timeline.	IWD	April 2020	May 2020	
Stakeholder Education	Issue subrecipient Agreements to LWDBs for signature.	IWD	May 2020	June 2020	
Stakeholder Education	Provide training to LWDB staff regarding roles and responsibilities	IWD	May 2020	June 2020	
Strategic Doing	In conjunction with One-Stop Operators and partners, negotiate and develop MOUs based on guidance from IWD, including the development of a shared one-stop operating budget that includes infrastructure costs (the IFA) and additional shared career or other services.	LWDBs	June 2020	December 2020	
<b>3rd quarter (July, August, September) 2020</b>					
Foundation Building	Through fiscal agents, procure local service providers for Title I programs and execute contracts/award funds accordingly <ul style="list-style-type: none"> <li>If the CEO and LWDB desire to be the direct service provider, IWD, as designated by the Governor, must be notified</li> </ul>	LWDBs	July 2020	October 2020	
Foundation Building	Transfer duties from current WIOA Title I service providers to the WIOA Title I service providers selected by the new LWDBs for the new Local Areas (terminate existing contracts and execute new contracts)	LWDBs	July 2020	December 2020	
Foundation Building	Through relevant fiscal agents, procure One-Stop Operators and execute contract/award funds accordingly	LWDBs	July 2020	December 2020	
<b>4th quarter (October, November, December) 2020</b>					
Strategic Doing	Complete one-stop certification process	LWDBs	June 2020	December 2020	

Note: Please note this plan is not intended to serve as a plan for the Technical Assistance project as it includes many tasks outside the scope of that contract.

\*Status column- We propose that IWD could use this column to track progress on their tasks. It is a three-color coding system- green, yellow red. It is a quick snapshot of progress.

- Green - appropriate progress is being made on this task and it appears it will be complete by the deadline.
- Yellow - progress is being made on this task, but there is an issue that could prevent it from being complete or complete by the deadline. If a task is coded as yellow, strategies for returning it to a green status are required in the "comments" column.
- Red - progress has stopped. It is unlikely this task will be completed. If a task is coded red, strategies for returning it to a green status are required in the "comments" column.



## **TITLE I REPORT** **SEPTEMBER 26, 2019**

### **Title I Dislocated Workers - Business Closure**

Bimbo Bakery Rapid Response meetings were held earlier this month and over 50 of the 80+ impacted employees attended the info sessions. This Rapid Response was collaboration between the Nebraska and Iowa Workforce Development offices.

### **Geo Solutions Implementation**

Title I casework tracking and financial documentation tracking is now being done via the new GEO Solutions platform – this was effective June 3, 2019. Staff are still learning, processes are being updated, and report outputs are being reviewed for accuracy. Recent Quarterly performance reflected some inconsistencies in tracking and exiting participants from various programs.

### **Title I Funding - 2019-2020**

At our meeting in May we shared our FY 2020 allocations available for 7/1/19-6/30/20. Those amounts are listed below as well as a snapshot of funding for the last 10 years. We were able to hold over the maximum 20% from last year's funding pools to help supplement needs for the upcoming year.

#### **Title I Program Formula Funding History:**

	<b><u>2019</u></b>	<b><u>2018</u></b>	<b><u>2015</u></b>	<b><u>2012</u></b>	<b><u>2009</u></b>
<b>Low-Income Adult</b>	<b>\$94,692</b>	<b>\$113,264</b>	<b>\$144,069</b>	<b>\$153,828</b>	<b>\$111,618</b>
<b>Dislocated Worker</b>	<b>\$148,934</b>	<b>\$181,976</b>	<b>\$203,921</b>	<b>\$300,804</b>	<b>\$140,918</b>
<b>Disadvantaged Youth</b>	<b>\$124,682</b>	<b>\$150,697</b>	<b>\$180,257</b>	<b>\$168,359</b>	<b>\$132,737</b>
<b>TOTAL PROGRAM</b>	<b>\$368,578</b>	<b>\$445,937</b>	<b>\$528,247</b>	<b>\$622,991</b>	<b>\$385,273</b>

### **Regional Realignment**

The state is continuing to work through regional realignment and the northwest part of the state that is currently served by Region 12 is scheduled to be combined into one larger region over the next fiscal year. Local elected officials and board members should be receiving information on training opportunities being coordinated by the consulting group, Maher and Maher. Included in the Board packet this month is a tentative timeline distributed at a meeting in Des Moines earlier this month.

### **Thank You for Extra Summer Meetings!**

In light of the many changes at the state and federal level, thank you for your time this summer to finalize and approve items relating to the following:

- ETPL (Eligible Training Provider List)
- Local Plan Modification
- MOU (Partnership Memorandum of Understanding)

### **ETPL**

A new development as it relates to ETPL is that going forward, programs and provider information will go directly to the state for the review and approval process.

### **Career Fair**


Title I, the IowaWORKS office and Western Iowa Tech are planning for the Fall Career Fair, which will be held on Thursday, November 21st from 10 a.m. to 3:00 p.m. at the Western Iowa Tech Campus. There are typically 70+ employers on site to visit with job seekers and graduates from the Region.

Title II InformationSeptember 26, 2019Pamela Woolridge

1. Currently serving Adult Basic Education at the following locations:
  - a. WITCC Main Campus
  - b. Goodwill in Sioux City
  - c. IowaWORKS Greater Siouxland
  - d. West High School (includes free childcare)
  - e. Le Mars
  - f. Denison
2. 663 current number of enrolled students in program
  - a. 387 ELL
  - b. 276 HSED
3. Total attendance 4,982 hours (5 weeks of class)
4. 4 HSED completers up-to-date
  - a. 4 Main Campus
5. Benchmark requirements
  - a. 9 out of 11 benchmarks from last year
  - b. Percentage of people tested 59%
6. Upcoming Awards Ceremony, October 10 at 7 p.m. (920 Certificates)
7. New Students testing at all locations October 14 and 15
8. Le Mars program:
  - a. 21 out of 26 Students regularly attending
  - b. 12:30 – 3:00 class Monday and Friday (trial session Oct. 21 – Dec. 16)
9. ABE Coordinator and one full-time staff will attend a National Transition Conference in November which will focus on transitioning our ABE students to College
10. Recently completed staff training at WITCC
  - a. Summer AEL training (11 people)
  - b. Fall Staff Orientation (12 people)
  - c. CASAS Implementation Training (2 people)
  - d. CASAS Proctor Training (5 people)
  - e. CASAS Coordinator Training (4 people)

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 3-18, Change 1
	<b>DATE</b> June 25, 2019

**TO:** STATE GOVERNORS  
ALL STATE LABOR COMMISSIONERS  
ALL STATE APPRENTICESHIP AGENCIES  
ALL STATE WORKFORCE AGENCIES  
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS

**FROM:** MOLLY CONWAY   
Acting Assistant Secretary

**SUBJECT:** Creating Industry-Recognized Apprenticeship Programs to Expand Opportunity in America

**1. Purpose.**

In June 2017, President Donald J. Trump signed an Executive Order (EO) on *Expanding Apprenticeships in America*, which lays out an expanded vision for apprenticeship in America. This revised Training and Employment Notice (TEN) provides additional information on a framework for an important part of this expanded approach: Industry-Recognized Apprenticeship Programs.<sup>1</sup> The TEN has been revised to provide additional information concerning high-quality apprenticeships and what is necessary to support them. This revised TEN will subsequently be accompanied by a revised and finalized application form, which the Department of Labor (Department or DOL) will announce as available through [www.apprenticeship.gov](http://www.apprenticeship.gov). The Department will accept submissions through this form from entities interested in receiving a favorable determination that their characteristics, policies, and procedures align with the features this TEN describes.<sup>2</sup> The Department encourages entities to continue to develop plans, structures, and key partnerships that will form the basis for a successful submission.

The Administration's initiative encourages entities such as trade, industry, and employer groups and associations; companies; certification bodies; educational institutions (such as universities or community colleges); state and local government agencies or entities; non-profit organizations; unions; joint labor-management organizations; or a consortium or partnership of entities such as those listed above to collaborate to create new, industry-driven apprenticeship solutions. Standards

<sup>1</sup> The TEN was initially issued in July 2018.

<sup>2</sup> This revised TEN's form is consistent with the separate, proposed application form the Department has published in connection with the Department's recent Notice of Proposed Rulemaking (NPRM). To the extent the application form for the final rule differs from the TEN's form, the final rule may provide that entities that have received a favorable determination under the TEN should provide updated application information to the Department.



Recognition Entities<sup>3</sup> (SREs) of Industry-Recognized Apprenticeship Programs will be a critical part of the initiative. They will evaluate, recognize, and ensure the high quality of apprenticeship programs administered by entities such as companies, trade and industry groups, non-profit organizations, educational institutions, unions, and joint-labor management organizations. SREs may also develop off-the-shelf apprenticeship products for apprenticeship programs to use. **This revised TEN sets out, at a high level, the policies and procedures that SREs are expected to have in place to establish their standards-setting and recognition processes and to evaluate and recognize apprenticeship programs as high quality.**<sup>4</sup> Organizations will be able to seek a favorable determination from the Department that their standards-setting and apprenticeship recognition practices are consistent with this TEN's criteria and, in so doing, help ensure that programs they recognize are high-quality programs. In reviewing requests for such a determination, the Department will assess each SRE's quality while accounting for the fact that high-quality apprenticeship programs may take different forms in different industry sectors and occupational areas. Thus, the Department will not seek to dictate directly what each SRE's industry- or occupation-specific standards should be. This approach means that employers, non-profit associations, unions, labor-management organizations, and other stakeholders involved in each industry and occupational area will have the freedom to design apprenticeship programs that best fit their needs, bringing flexibility and innovation to the apprenticeship model. At the same time, the Department will provide a favorable determination only to entities that have the features outlined below, including what is needed for apprenticeship programs characterized by the hallmarks of high quality.

## 2. References.

National Apprenticeship Act (29 U.S.C. § 50); and Executive Order 13801, "Expanding Apprenticeships in America," June 15, 2017 (82 FR 28229).

## 3. Overview and Introduction.

Apprenticeship is a proven pathway to great careers in the United States.<sup>5</sup>

Apprenticeship is an arrangement that includes a paid-work component and an

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<sup>3</sup> The Department uses the term "Standards Recognition Entities" (SREs) to refer to entities that have the characteristics outlined in this revised TEN, entities that in turn recognize Industry-Recognized Apprenticeship Programs as having the hallmarks of high-quality apprenticeship programs. "Standards Recognition Entity" replaces the terms "certifier" and "accreditor" that the Department used previously.

<sup>4</sup> This TEN does not create any rights, responsibilities, or benefits for SREs that receive favorable determinations from the Department under this TEN. The Department's recent NPRM separately proposes rules for the Department's formal recognition of SREs, and the responsibilities of Department-recognized SREs. Given the skills gap and the need for action, this revised TEN and the form associated with it are intended to encourage continued development of SREs and Industry-Recognized Apprenticeship Programs, and to permit entities interested in applying to the upcoming program to engage with DOL about their standards-setting and recognition processes. The Department will use the form as a mechanism to enable entities to seek a favorable determination about whether the information provided is consistent with the criteria outlined in this TEN.

<sup>5</sup> See A. Elejalde-Ruiz, *Apprenticeship Programs Enjoy New Life as a Workplace Solution*, Chicago Tribune (Oct. 26, 2017), available at <http://www.chicagotribune.com/business/ct-biz-apprenticeship-expansion-1029-story.html>; N. Wyman, *Why Investing in Apprenticeship Makes Good Dollars and Sense*, Forbes (Nov. 1, 2016), available at <https://www.forbes.com/sites/nicholaswyman/2016/11/01/why-investing-in-apprenticeship-makes-good-dollars-and-sense/#13c040d85de0>.

educational or instructional component, wherein an individual obtains workplace-relevant knowledge and skills.<sup>6</sup>

Apprenticeship programs in some industries, such as construction, are registered under 29 CFR part 29, and certain occupations have embraced the earn-as-you-learn approach for decades. However, the American workforce is changing, and there has been a surge of opportunities in emerging sectors, such as information technology, advanced manufacturing, healthcare, and financial services, without the corresponding growth in the skilled workforce to fill job vacancies.<sup>7</sup> Especially in light of the rising cost of higher education and the swelling debt that burdens many college graduates, apprenticeship is an efficient and economical solution both to give workers the skills they need for the jobs of today and the future and to meet employers' needs for a skilled labor force.

This revised TEN is an important step toward advancing the new, high-quality apprenticeship programs needed to support a new American economy and current labor market needs. This revised TEN carries out the directive in EO 13801, *Expanding Apprenticeships in America*, by providing additional information on the policies and procedures SREs should have in place to set standards for and recognize the high quality of apprenticeship programs, focusing on industries without significant Registered Apprenticeship opportunities. This TEN is guided by, and largely based on, relevant recommendations offered in the *Final Report* of the President's Task Force on Apprenticeship Expansion (*Final Report*).

*Executive Order to Expand Apprenticeships*

On June 15, 2017, the President issued EO 13801,<sup>8</sup> instructing the Department and agencies across the Federal Government to take actions necessary "to provide more affordable pathways to secure high-paying jobs by promoting apprenticeships and effective workforce development programs, while easing the regulatory burden on such programs." The EO and this notice further the National Apprenticeship Act's broad instruction to bring together employers and labor to form apprenticeship programs. (29 U.S.C. § 50.)

The EO required the establishment of a Task Force on Apprenticeship Expansion (Task Force) to identify strategies and recommendations to promote apprenticeships, especially in sectors where apprenticeship programs are insufficient. The Task Force, comprised of 20 highly experienced members representing a balanced range of industries, occupations, and perspectives, met multiple times from November 2017 to May 2018. The Task Force's subcommittees presented their recommendations and rationales to the full Task Force, which deliberated and voted to send the recommendations to the President in its *Final Report*. The Department has been

<sup>6</sup> Task Force on Apprenticeship Expansion, *Final Report to the President of the United States*, p. 40, available at <https://www.dol.gov/apprenticeship/docs/task-force-apprenticeship-expansion-report.pdf> ("*Final Report*").

<sup>7</sup> See generally U.S. Department of Labor, BLS, Occupational Outlook Handbook, available at <https://www.bls.gov/ooh/>.

<sup>8</sup> The full text of EO 13801 is available at <https://www.whitehouse.gov/the-press-office/2017/06/15/presidential-executive-order-expanding-apprenticeships-america>.

informed by, and incorporated herein, many of the recommendations of the Task Force.

The *Final Report's* Recommendation 1 suggested that Industry-Recognized Apprenticeship Programs serve as a vehicle to “expand more traditional work-and-learn models to incorporate the criteria of modern apprenticeship.”<sup>9</sup> The Department agrees with and supports the recommendation, consistent with the directives of the EO. Workers and employers in many areas of the economy may benefit from greater use of high-quality apprenticeship programs, particularly where apprenticeships have traditionally been rare.

*What Are Industry-Recognized Apprenticeship Programs and Standards Recognition Entities?*

Industry-Recognized Apprenticeship Programs are high-quality apprenticeship programs that include a paid-work component and an educational or instructional component, wherein an individual obtains workplace-relevant knowledge and progressively advancing skills, and that result in an industry-recognized credential. An Industry-Recognized Apprenticeship Program is developed or delivered by entities such as trade and industry groups, companies, non-profit organizations, educational institutions, unions, and joint labor-management organizations, and is one that has the hallmarks of a high-quality program outlined below.

Such programs conform with the standards for training, structure, and curricula that SREs have established and are subject to SREs' monitoring and quality assurance processes. The Department does not limit the types of entities that may seek a favorable determination under this TEN and believes that many different types of entities can and should function as SREs. SREs may include but are not limited to: trade, industry, and employer groups and associations; companies; certification bodies; educational institutions (such as universities or community colleges); state and local government agencies or entities; non-profit organizations; unions; joint labor-management organizations; or a consortium or partnership of entities such as those listed above. SREs may be pre-existing organizations or may be created for the express purpose of recognizing Industry-Recognized Apprenticeship Programs as having the hallmarks of high quality.

DOL will issue a letter indicating whether SREs meet certain criteria of quality. These criteria, set out below, are the pillars supporting the high-quality apprenticeship programs that will promote a skilled workforce and open more pathways to great careers through the expansion of traditional apprenticeship models to new industries and occupations. In addition, the Department believes these types of SREs could enhance the development of innovative means of making apprenticeship programs, or components of such programs, more affordable for employers through the use of virtual learning, public availability of core foundational elements shared between programs, and greater efficiency in consolidating redundancies.<sup>10</sup>

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<sup>9</sup> *Final Report*, Recommendation 1, p. 21.

<sup>10</sup> *Final Report*, Recommendation 5, p. 24-25.

### Getting Started

SREs will be able to submit to the Department a description of their approach to developing and validating standards for and then recognizing and monitoring Industry-Recognized Apprenticeship Programs—a submission that the Department will evaluate for consistency with the criteria set out in this revised TEN and reflected in the revised application form to be posted on [www.apprenticeship.gov](http://www.apprenticeship.gov). SREs that intend to take advantage of this opportunity to receive a favorable determination should continue to develop plans, structures, and processes that assume impartiality, confidentiality and objectivity, and key partnerships that will lead to the development of high-quality apprenticeship programs.

An SRE will receive a favorable determination if it demonstrates that it meets the following criteria:

- 1. Expertise in Setting Standards.** The SRE must show that it has the expertise to set standards, through a consensus-based process involving industry experts, for requisite training, structure, and curricula for apprenticeship programs in the industry(ies) or occupational area(s) in which it will recognize Industry-Recognized Apprenticeship Programs. An SRE should demonstrate sufficient support and input from industry experts to give confidence in the SRE's expertise, given where its programs will operate.<sup>11</sup> The Department anticipates that this process will result in clear standards reflecting the competencies needed for proficiency in any given industry or occupational area. The Department notes and appreciates that some SREs already have standards-setting processes that reflect well-established industry-, occupation-, and employer-specific needs and skills. Rather than requiring those SREs to alter their approaches to setting standards, the Department seeks to clarify here the expectation that such entities' processes for setting standards may already have the characteristics this TEN describes. The *Final Report's* Recommendation 19 suggested that the Department solicit proposals for industry-sector oversight bodies to avoid the problem of multiple groups within a sector promulgating conflicting or inconsistent standards. Likewise, the *Final Report's* Recommendation 20 suggested that these same bodies be responsible for developing credentialing standards. The Department has concerns about the propriety of designating a single industry oversight body or requiring agreement and uniformity of standards as a condition of receiving a favorable determination as an SRE. Though the Department believes that sector-wide consortia with uniform standards will have broad appeal to potential apprentices and employers, the Department believes that the criteria set forth herein will result in effective competency-based standards and high-quality programs.

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<sup>11</sup> Although DOL anticipates that most SREs will recognize programs developed in specific industries, some occupations within programs may exist across industries. Identical standards may be appropriate for such cross-industry occupations.

2. **Clear Policies and Procedures for Recognizing Industry-Recognized Apprenticeship Programs.** An SRE's policies and procedures for recognizing apprenticeship programs as high-quality programs should be sufficiently detailed so that entities seeking to establish Industry-Recognized Apprenticeship Programs will be assured of equitable treatment and will be evaluated based on the merits of their programs. An SRE should recognize or reject a program seeking recognition in a timely manner; should not provide recognition for longer than five years unless a program seeks re-recognition; and should not place barriers on a program's receiving recognition from another SRE. An SRE should also have an ongoing quality-control relationship with programs it has recognized. The Department will have detailed questions concerning the nature of an SRE's recognition processes in the revised application form associated with this TEN.
3. **Transparency and Accountability.** An SRE should be transparent and accountable, and should ensure those characteristics in the programs it recognizes as high quality. An applicant's explanation of its approach to meeting the following expectations will inform DOL's assessment on this point. First, an SRE should expect to make publicly available up-to-date contact information for all of the Industry-Recognized Apprenticeship Programs it has recognized. Second, each SRE should publish for each program the number of individuals who began the program annually and completed the program annually, as well as the annual completion rate, median length of time for program completion, and the post-apprenticeship employment rate of apprentices at completion.<sup>12</sup> This information is important for providing employers and prospective apprentices with details necessary to assess and make informed decisions about Industry-Recognized Apprenticeship Programs.
4. **Impartiality, Confidentiality, Objectivity, and Independence.** SREs must ensure that recognition decisions are impartial, based on objective criteria, and are confidential. SREs must also be independent in their partnerships or otherwise take steps to mitigate any potential conflicts of interest via specific policies, processes, procedures, and/or structures. These requirements ensure the quality of the standards-setting and recognition processes that lead to high-quality Industry-Recognized Apprenticeship Programs.
5. **High-Quality Apprenticeship Programs.** An SRE should ensure that apprenticeship programs it recognizes adhere to hallmarks of the highest quality. As part of this showing, an SRE should demonstrate that it has the capacity and quality assurance processes and procedures needed to recognize and monitor its programs for high quality, given their scope. These hallmarks of high quality include the following elements:
  - **Paid Work Component.** An SRE should require that Industry-Recognized Apprenticeship Programs ensure apprentices are paid at least the applicable

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<sup>12</sup> *Final Report*, Recommendation 8, pp. 28-29.

Federal, State, or local minimum wage. The *Final Report* Recommendation 18 suggested that, although Industry-Recognized Apprenticeship Programs are not required to follow specific wage progression rules, they should “make clear to apprentices what wages they will be paid and under what circumstances wages will increase.”<sup>13</sup> Accordingly, Industry-Recognized Apprenticeship Programs should describe the wages to be paid during the apprenticeship and under what circumstances those wages will increase. Programs should also disclose any ancillary costs or expenses that apprentices may be charged so that apprentices can accurately calculate their anticipated earnings.

- **Work-Based Learning.** An SRE should explain its policies and practices for ensuring the apprenticeship programs it recognizes will have structured work experiences for apprentices, as endorsed by the *Final Report*'s Recommendation 16. This requirement is “[f]undamental to the success of apprenticeship.”<sup>14</sup> Such experiences help apprentices master industry-essential skills in the context of an employment relationship, and equip them for jobs that require specialized knowledge and experience and involve the performance of complex tasks.
- **Mentorship.** An SRE should ensure that apprenticeship programs it recognizes as high-quality programs have structured mentorship opportunities for apprentices, as endorsed by the *Final Report*'s Recommendation 2(D). Such mentorship opportunities should support apprentices during their work-based learning experiences and can provide guidance on industry or company culture, specific position functions, and industry or workplace policies and procedures.<sup>15</sup>
- **Educational and Instructional Component.** As suggested in the *Final Report*, an SRE must explain how it will ensure that the apprenticeship programs it recognizes will provide or arrange for classroom or related instruction that is appropriate and adequate to help apprentices achieve proficiency and earn credentials.<sup>16</sup> If an apprenticeship program does not itself provide such instruction, the SRE should explain how it will require programs to identify the specific potential educational partners, such as community colleges, vocational and occupational schools, or any other entities qualified to provide the instruction, and provide related information about such entities and the education they would provide. SREs should encourage the provision of credit for prior knowledge and experience for apprentices in the apprenticeship programs they recognize, as endorsed by the *Final Report*'s Recommendations 2(B) and 11(D). The Department believes that the recognition of prior knowledge and experience will have many economic benefits. Workers with

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<sup>13</sup> *Final Report*, Recommendation 18, p. 35.

<sup>14</sup> *Final Report*, Recommendation 16, p. 35.

<sup>15</sup> *Final Report*, p. 41.

<sup>16</sup> *Final Report*, Recommendations 2 and 3, pp. 22-23; see also p. 41.

appropriate prior knowledge and experience and who can pass the necessary skills assessments, certification exams, or other processes for credentialing, should receive appropriate credit without unnecessary prerequisites such as a certain number of hours of “seat time” or perfunctory classes.<sup>17</sup> Fast-tracking such workers allows them to immediately work fully, frees them from unnecessary training and arbitrary requirements, and directs employers and workers to the productive activities of their firms.<sup>18</sup> The Department notes that the *Final Report*’s Recommendation 20 encourages SREs to take an active role in pursuing options for apprentices to obtain college credit through the ability to “influence or negotiate with employers and colleges to partner on transfer or credit agreements before verification of the credentialing standard.” The Department supports the ability of entities to freely enter into such agreements and recognizes such agreements may make programs that adopt them more attractive to potential apprentices. The Department, however, does not believe that such a condition is in the best interest of broad adoption of Industry-Recognized Apprenticeship Programs.

- **Industry Credentials Earned.** An SRE should disclose the industry-recognized credential(s) that apprentices will earn during or upon successfully completing an Industry-Recognized Apprenticeship Program. A credential can be a certificate, certification, degree, electronic badge, or other indicator that attests to an individual’s acquisition of skills or knowledge. An industry-recognized credential is one that is created by the industry that will use the credential, based on the particular competencies required within the specific industry. These credentials may consist of a certificate of completion or a certification issued by the SRE of an Industry-Recognized Apprenticeship Program, for example. In industries in which generally accepted credentials already exist or will be issued by industry organizations or personnel certification bodies, SREs should demonstrate their policies and procedures for ensuring that programs they recognize will lead to receipt of one or more of these existing credentials or qualify a program participant to sit for relevant certification exams. As endorsed by the *Final Report*’s Recommendation 3, SREs should ensure that instruction and work-based learning outcomes align so that apprentices are adequately prepared to earn an industry-recognized credential. The *Final Report*’s Recommendation 4 further elaborated on what the Task Force viewed as useful criteria for credentials, including that credentials have a foundation in industry-developed standards and are tied to competency models. And *Final Report* Recommendation 15 suggests that “apprenticeship programs should focus on mastery and competency, not just seat-time or training hours.” Again, credentials that are industry-recognized are developed based on the competencies or skills apprentices must learn to do their jobs well.<sup>19</sup> By contrast, credentials based on an arbitrary number of

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<sup>17</sup> *Final Report*, Recommendations 5 and 11(D), pp. 24, 32.

<sup>18</sup> *Final Report*, Recommendation 5, p. 24.

<sup>19</sup> *Final Report*, Recommendation 3, p. 23. Note that the Department anticipates that Industry-Recognized Apprenticeship Programs will generally provide credentials that are portable. A program may require apprentices to

hours, which have little connection to real-world work, or that serve predominantly as a means to collect fees, raise barriers to entry, or simply to perpetuate a credentialing body are less likely to meet the Department's criteria of validity and quality.<sup>20</sup>

- **Safety and Supervision.** As suggested by the *Final Report*, SREs must describe in detail the policies and procedures in place to ensure that programs provide a safe working environment that adheres to all applicable Federal, State and local safety laws and regulations.<sup>21</sup> The Department notes that the EO instructs the Department to promote apprenticeships in additional industry sectors,<sup>22</sup> and the *Final Report's* Recommendation 1 suggests expanding more employer training into the apprenticeship model. SREs should be prepared to address any unique safety issues that arise in their programs' industries or occupations.<sup>23</sup>
- **Equal Employment Opportunity Obligations.** An SRE should have policies and procedures that would require Industry-Recognized Apprenticeship Programs to protect apprentices from discrimination, and should assist in recruiting for and maximizing participation in apprenticeships. An SRE accordingly should:
  - Have policies and procedures that require Industry-Recognized Apprenticeship Programs' adherence to applicable Federal, State, and local laws pertaining to Equal Employment Opportunity;
  - Facilitate such adherence by Industry-Recognized Apprenticeship Programs through the SRE's policies and procedures regarding potential harassment, intimidation, and retaliation;
  - Have policies and procedures that reflect comprehensive outreach strategies to reach diverse populations that may participate in Industry-Recognized Apprenticeship Programs; and
  - Assign responsibility to an individual to assist Industry-Recognized Apprenticeship Programs with matters relating to Equal Employment Opportunity.

#### What Happens After I Request a Favorable Determination from DOL?

Upon receiving a submission seeking a favorable determination, DOL will assess whether that entity has made a showing consistent with the criteria set forth above, including whether the SRE has the capacity and quality assurance processes and

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pass a nationally-recognized exam that measures competencies necessary for the apprentice's occupation. That exam would enhance the apprentice's mobility, and enhancing workforce mobility is a vital part of effectively addressing the skills gap. At the same time, the Department recognizes that providing a credential that is "portable" in the broadest sense may not always be possible. As a general matter, though, by requiring that credentials reflect the specific competencies needed for any given occupation, the Department anticipates that programs will enhance apprentices' mobility.

<sup>20</sup> *Final Report*, Recommendation 5, p. 24.

<sup>21</sup> *Final Report*, Recommendation 16, p. 35.

<sup>22</sup> E.O. § 6.

<sup>23</sup> *Final Report*, Recommendation 16, p. 35.



procedures necessary to ensure the apprenticeship programs it recognizes have the hallmarks of high quality. Although there is no appeal process for a negative determination issued pursuant to this TEN, the applicant may resubmit its application with an explanation of any changes made since its last submission. An SRE should seek an updated determination from the Department upon making substantive changes to its recognition process (including seeking to recognize programs in additional industries or occupational areas), or within five years after receipt of a favorable determination, whichever is sooner. At the Department's discretion, if it becomes apparent that an SRE no longer fits within the framework this TEN outlines—including that it lacks the policies and procedures necessary for the SRE to recognize only apprenticeship programs with the hallmarks of high quality—the Department may issue a subsequent determination describing where the SRE is misaligned with the requirements of this TEN and reflected in its application form.

*What Are the Differences Between Industry-Recognized Apprenticeships and Registered Apprenticeships?*

Industry-Recognized Apprenticeship Programs are distinct from Registered Apprenticeship Programs established under current regulations at 29 CFR part 29. Such programs have been a successful fixture among traditional trades for decades. The Registered Apprenticeship system will continue, and current and prospective sponsors and apprentices will continue to enjoy its benefits. Registered Apprenticeships are automatically eligible for inclusion on state Eligible Training Provider lists under the Workforce Innovation and Opportunity Act (WIOA) and are eligible for other statutory benefits, whereas Industry-Recognized Apprenticeship Programs are not. Industry-Recognized Apprenticeship Program participants cannot be considered as apprentices for the purpose of meeting the Davis-Bacon Act wage requirements (as stated in *Final Report Recommendation 17*).<sup>24</sup>

An Industry-Recognized Apprenticeship Program may choose to become a Registered Apprenticeship Program as long as it meets the necessary standards and requirements, and an existing Registered Apprenticeship Program may seek industry recognition through an SRE. It is important to note, however, that the goal of the EO and this guidance is to create an additional pathway to encourage the expansion of apprenticeships beyond those industries where apprenticeships already are effective and substantially widespread, and so the Department does not expect to have many if any dual apprenticeship programs.

*Will the Industry-Recognized Apprenticeship Program Begin as a Pilot Project?*

The *Final Report*, in Recommendation 14, suggested that “[t]he Industry-Recognized Apprenticeship program should begin implementation with a pilot project in an industry without well-established Registered Apprenticeship Programs. This would test the process for reviewing [SREs] and would help the Federal Government better understand

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<sup>24</sup> *Final Report*, Recommendation 17, p. 35.

how to support industry groups working to develop standards and materials for Industry-Recognized Apprenticeship Programs.”

As explained in the initial TEN, the Department has reviewed this recommendation and agrees in part and disagrees in part. The large skills gap requires a more immediate response than a pilot project would permit, yet there is a value to a parallel apprenticeship system that proceeds without undermining pre-existing successful efforts. The President’s EO, in fact, charged the Task Force to “identify strategies and proposals to promote apprenticeships, especially in sectors where apprenticeship programs are insufficient.” Registered Apprenticeships in the U.S. Military and in the construction industry continue to account for the majority of federally registered apprenticeships. Because these two contexts already have significant Registered Apprenticeship opportunities, the Department will not accept applications from SREs seeking to recognize apprenticeship programs in construction or the Military.<sup>25</sup> This will be reflected in the Department’s revised application form.

#### Regulations.

As stated above, the skills gap requires action. The Department has issued this revised TEN to provide additional guidance for those organizations wishing to seek a favorable determination from the Department concerning whether their policies and procedures align with what this TEN delineates.

At the same time, the Department recently published a Notice of Proposed Rulemaking (NPRM) and a proposed application form for the NPRM, both aligned with the types of considerations and requirements this TEN delineates. Until that rule and its proposed application form are finalized, the Department will proceed to receive submissions from entities interested in seeking favorable determinations under this revised TEN and its associated form. As explained above, to the extent the application form approved for the final rule differs from the form associated with this TEN, the final rule may provide that entities that have received a favorable determination under this TEN provide updated application information to the Department. In the interim, the Department believes this revised TEN provides valuable guidance to entities that seek to act now.

#### Why Get Involved with Industry-Recognized Apprenticeship Programs?

Benefits of involvement with the new Industry-Recognized Apprenticeship initiative include:

- **Build a Pipeline of Skilled Talent to Meet the Needs of Your Industry.** Many industries today face workforce challenges due to a skills gap. By assisting in the establishment of an SRE, you can help obtain a consistent pipeline of talented workers for your industry or occupation. Likewise, by helping establish an Industry-

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<sup>25</sup> An apprenticeship program is in the construction industry if it equips apprentices to provide labor whereby materials and constituent parts may be combined on a building site to form, make, or build a structure. See *Union Asphalts & Roadoils, Inc. v. MO-KAN Teamsters Pension Fund*, 857 F.2d 1230, 1234 (8th Cir. 1988). An apprenticeship program is in the U.S. Military if it provides a credential to members of the U.S. Military based on their military training and experience.

Recognized Apprenticeship Program, you are serving as a leader for your industry, creating economic benefits for your organization, and helping the country and industry become more economically competitive and dynamic.

- **Help Develop Sector-Driven Standards.** To receive a favorable determination under this TEN, SREs should draw from expertise within the relevant industry or occupation. Experts and employers familiar with each industry or occupation should determine the competencies required of their future workforce and how best to teach those skills in apprenticeship programs. If you believe your organization has insight into what skills an apprentice in your field should have, you should consider becoming or establishing an SRE.
- **Build the Future of Apprenticeship.** Pursuant to the President's EO, DOL continues to take a close look at what needs to be done to expand apprenticeship as a valued and high-quality pathway into the skilled workforce. To succeed, this program must be industry-led and market-driven. Your organization's involvement will help expand the apprenticeship model to new industries and occupations.

*How Can the Effectiveness of Industry-Recognized Apprenticeships Be Assessed?*

SREs will play an important role in gathering and publishing data concerning Industry-Recognized Apprenticeship Programs, as explained above. Such information about programs will provide valuable information to apprentices and employers. In addition, as a means of evaluating effectiveness and broadening awareness of the benefits of the apprenticeship model, SREs could produce industry-wide case studies to help companies quantify the return on investment for apprenticeship programs and encourage expansion of the apprenticeship model. SREs could demonstrate metrics and specific data sets to indicate their programs' success, as well as showcase proof of concept (as suggested by the *Final Report* in recommendation 8).<sup>26</sup>

*What Assistance Will Standards Recognition Entities Offer Apprenticeship Programs and Employers?*

SREs are expected to offer apprenticeship programs and employers competency-based standards for training, structure, and curricula that result in high-quality programs and equip apprentices with the skills needed for long-term career success. The Department encourages SREs to continue developing off-the-shelf products to reduce the burden and expense for employers that seek to quickly develop and start such programs. For instance, an SRE may develop its own online instruction modules that apprenticeship programs may use; a framework of recommended courses and curricula for apprentices; or a network of educational providers to which employers and apprentices may be directed for the instructional component of an apprenticeship program. These products and services will enhance the high quality of Industry-Recognized Apprenticeship Programs and, ultimately, reduce the burden and expense of starting a new apprenticeship program, particularly for smaller companies and other entities that may need workers but lack the resources to develop a new program from the ground up. At the same time, the Department anticipates that its application's rigorous disclosure requirements will ensure that SREs offering such services

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<sup>26</sup> *Final Report*, p. 28-29.

and products mitigate any conflicts of interest and ensure the high quality of apprenticeship programs.

**4. Next Steps and Inquiries.**

The Department believes the features of SREs outlined above—and the hallmarks of the high-quality programs they would recognize—provide a strong framework for expanding high-quality apprenticeships to new industries and occupations. The Department also looks forward to the experimentation and innovation that SREs will bring as apprenticeship increasingly becomes a well-trod pathway to rewarding careers.

The Department will be accepting applications from organizations seeking to receive a favorable determination from the Department under the process set out in this TEN and will announce the availability of that application form on [www.apprenticeship.gov](http://www.apprenticeship.gov). Interested parties may also submit comments or information (including statements of interest) to [apprenticeship@dol.gov](mailto:apprenticeship@dol.gov).

July 24, 2019

**WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO: 19-03**

**TOPIC: Coordination of WIOA Title I funds and Iowa Last Dollar Scholarship**

1. **Purpose:** To transmit guidance on the coordination of funding for WIOA Title I participants who are Iowa Last Dollar Scholarship recipients.
2. **Background:** 20 CFR § 680.230(b) states that one-stop centers must coordinate training funds available and make funding arrangements with one-stop partners and other entities. One-stop partners must consider the availability of other sources of grants to pay for training costs. Iowa Administrative Code 283-15.4(261) stipulates that federal and state non-repayable aid must be applied first before applying Last Dollar Scholarship funds.
3. **Substance:** WIOA implementing regulations require the coordination of available training funds so that WIOA funds supplement other sources of training grants. In many cases, this coordination will result in WIOA as the payer of last resort. However, it is also possible that this coordination will identify training grants that are not available until after WIOA funds have been applied. Because the Iowa Administrative Code requires the Last Dollar Scholarship to be awarded only after federal and state non-repayment aid is applied, Last Dollar Scholarship funds are not available until WIOA funds have been applied. Accordingly, WIOA funds must be applied first, and then any remaining need can be met using the Last Dollar Scholarship.
4. **Action:** This information should be shared with LWDB and CEO Board Members as well as appropriate American Job Center and other partner staff.
5. **Effective Date:** This field memo is effective from the date of this memo.
6. **Contact:** For questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@iwd.iowa.gov.

**Cathy Ross, Chief Operations Officer**  
**Workforce Services**  
**Iowa Workforce Development**

July 30, 2019

## WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO - NO. 19-04

TOPIC: Workforce Innovation and Opportunity Act (WIOA) Program Monitoring Program Year 2019

1. **Purpose:** To provide information and guidance on temporary procedures for Program Year 2019 (PY19) monitoring of the WIOA programs. This memo supersedes memo 19-01 issued March 25, 2019.
2. **Background:** WIOA requires annual monitoring of programs.
3. **Substance:** Iowa Workforce Development (IWD) Workforce Services Division (WFS) staff will conduct monitoring as outlined below:

### A. Second Quarter Enhanced Desk Review

**Sampling:** A random sample of files will be pulled to allow for the review of Adult, Dislocated Worker, and Youth files in each local area.

**Monitoring Dates:** Monitoring will occur between October 1 and December 31, 2019.

**Monitoring Scope:** Monitoring will be conducted remotely and will include a comprehensive review of the file and case management in the Title I program from application to exit. It will include, but is not limited to a review of the following:

- 1) Compliance with Title IB program policies effective June 3, 2019
- 2) Compliance with state and local plans
- 3) Data entry in IowaWORKS

**Monitoring Criteria:** A standardized monitoring tool will be used. Monitoring may result in one or more of the following outcomes:

- 1) **Promising Practices:** Areas of notable effectiveness that may be recognized as best practices
- 2) **Areas of Concern:** Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the local area
- 3) **Findings:** Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding

**Monitoring Report:** IWD will compile a report for each local area and present it to the Chief Elected Official (CEO) Chair, the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include promising practices, areas of concern, and findings.

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

**B. Third Quarter Statistical Analysis of Program Participation**

**Sampling:** Local areas will be required to provide documentation of all referrals between partner programs from which a random sample from each area will be selected for review.

**Monitoring Dates:** Monitoring will occur between January 1 and March 31, 2020.

**Monitoring Scope:** Monitoring will be conducted remotely and will include evaluations of:

- 1) Referrals, access to partner programs, coordination of services, and co-enrollment
  - (a) Referrals to partner programs, percentage referred, and completion rate
  - (b) Partner program referrals to Title I, number of referrals, and percentage enrolled
- 2) Application of adult priority of service and enrollment determination
- 3) Caseload sizes and ratio of staff to participants

**Monitoring Criteria:** Case files and IowaWORKS reports will be reviewed. Monitoring may result in one or more of the following outcomes:

- 1) **Promising Practices:** Areas of notable effectiveness that may be recognized as best practices
- 2) **Areas of Concern:** Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the local area
- 3) **Findings:** Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding

**Monitoring Report:** IWD will compile a report for each local area and present it to the Chief Elected Official (CEO) Chair, the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include promising practices, areas of concern, and findings.

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

### C. Fourth Quarter Follow-Up Review

**Sampling:** A random sample of files with closures and exits will be pulled from each local area.

**Monitoring Dates:** Monitoring will occur between April 1 and June 30, 2020.

**Monitoring Scope:** Monitoring will be conducted remotely and will include a comprehensive review of files with program closures and exits. It will include, but is not limited to a review of the following:

- 1) Follow-up services, to include assurance they were universally offered and the documentation of follow up services and opt out reasons
- 2) Follow-Up Form, to include completion of the form when applicable
- 3) Post exit documentation

**Monitoring Criteria:** Case files and IowaWORKS reports will be reviewed. Monitoring may result in one or more of the following outcomes:

- 1) **Promising Practices:** Areas of notable effectiveness that may be recognized as best practices
- 2) **Areas of Concern:** Issues of quality that are not attributable to a failure to comply with policy or program requirements that may be a symptom of a larger problem or lead to non-compliance in the future. Concerns may result in recommendations from IWD and do not require a response from the local area
- 3) **Findings:** Issues that can be cited as non-compliance with policy or program requirements. Findings will require a response from the local area, to include a corrective action plan, to resolve the finding

**Monitoring Report:** IWD will compile a report for each local area and present it to the Chief Elected Official (CEO) Chair, the chair of the Local Workforce Development Board (WDB), and the Title I Director. The report will contain a summary of the local area monitoring to include promising practices, areas of concern, and findings.

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

4. **Action:** This memo should be shared with LWDB and CEO Board Members, Title I Directors, and appropriate WIOA program staff. Title I Directors must ensure all requested documentation is provided within two business days of request. Local areas must provide IWD with a corrective action plan to address any non-compliant findings.
5. **Effective Date:** This field memo is effective from the date of this memo.
6. **Contact:** If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@iwd.iowa.gov.



**Cathy Ross, Chief Operations Officer**  
Workforce Services Division  
Iowa Workforce Development