CEO/RWDB MEETING
THURSDAY, DECEMBER 5, 2019
10 AM – NOON

IowaWORKS OFFICE, ROOMS 41A/43A
4444 1ST AVE NE, SUITE 436, CEDAR RAPIDS, IOWA

AGENDA

1. CALL TO ORDER
2. INTRODUCTION OF MEMBERS AND GUESTS
3. MOTION TO APPROVE AGENDA
4. MOTION TO APPROVE CONSENT AGENDA (SEE ATTACHMENT A)
   - RWDB MEETING – SEPTEMBER 26, 2019
   - CEO/RWDB EXECUTIVE COMMITTEE MEETING – SEPTEMBER 26, 2019
5. CORRESPONDENCE
6. MEMBER ANNOUNCEMENTS
7. MOTION TO APPROVE THE PROPOSED 2020 MEETING SCHEDULE – CARLA ANDORF (SEE ATTACHMENT B)
8. MOTION TO APPROVE THE FOLLOWING WIOA ELIGIBLE TRAINING PROVIDER AND THEIR RESPECTIVE PROGRAM – CARLA ANDORF (SEE ATTACHMENT C)
   - KIRKWOOD COMMUNITY COLLEGE
     - DIAGNOSTIC ASSISTANT
   - UNIVERSITY OF IOWA
     - ENTERPRISE LEADERSHIP BA
9. REALIGNMENT UPDATE – CARLA ANDORF
10. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT D)
11. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT E)
12. IowaWORKS FINANCIALS & ENROLLMENT GOALS – RACHEL DAILY (SEE ATTACHMENT F)
13. REGION 10 IowaWORKS REPORT – SCOTT MATHER (SEE ATTACHMENT G)
14. ADULT EDUCATION/LITERACY REPORT – CYD HANSON (SEE ATTACHMENT H)
15. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER
16. IOWA DEPARTMENT FOR THE BLIND REPORT – KOCHELL WEBER-RICKLEFS
17. PRESENTATION
18. MOTION TO ADJOURN

REGIONAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES

SEPTEMBER 26, 2019
CENTRO
NORTH LIBERTY, IOWA

RWDB Board Members Present: Kim Becicka, Ashley Ferguson, Wayne Frauenholtz, Rhonda Griffin, Cyd Hanson, Kristy Lyman, Patty Manuel, Scott Mather, Steve Olson, Julie Perez (by teleconference), Steve Shriver, Susie Weinacht (by teleconference)

RWDB Board Members Absent: Jasmine Almoayyed, Chris Hummer, Joe Linn, Patrick Loeffler, Holly Mateer, Michelle Mexcur, Stefanie Rupert, Mark Schneider, Kory Schreiner

CEO Board Members: Pauline Taylor, Travis Weipert, Bob Yoder

STAFF: Carla Andorf, Carlos Vega, Rachel Daily, Terry Rhinehart

The meeting was called to order by Chair Patty Manuel at 10:02 am. The RWDB board met quorum.

Patty Manuel asked everyone present to introduce themselves.

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

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

Patty Manuel asked if there was any correspondence to share. We received a Final Determination Letter and the PY18 Monitoring Report for Region 10.

Patty Manuel asked if there were any member announcements. Steve Shriver shared that he is launching a new event venue in southwest Cedar Rapids.

Carla Andorf reviewed the WIOA Eligible Training Provider application for the following providers and their respective programs:

- Kirkwood Community College
    - Automotive Technology AAS Degree
    - Business Administration – Accounting AAS
    - Business Administration – Administrative Management AAS
    - Business Administration – Financial Services AAS
    - Business Administration – Management AAS
- University of Iowa
    - Regents Alternative Pathway to Iowa Licensure (RAPIL)

If approved, this will allow clients to receive WIOA funding for these programs. Patty Manuel asked for a motion to approve the WIOA Eligible Training Provider applications. M/S/C, Steve Olson, Steve Shriver, motion approved. Carla also updated the board that the State Workforce Development Board will now approve all of these applications and we will no longer be able to do it at the local level. The board had several concerns and asked Carla to follow-up on the following issues:

- Can the local board make recommendations or give interim approval to allow students to register for programs in a timely fashion
- Is there a process to expedite applications
- What is the process going to be to approve applications

Carla Andorf gave an update on the realignment progress. The state recently held webinars on the realignment process and those videos have been posted on the website at this link: https://www.iowawdb.gov/training-sessions Carla encouraged all board members to view the videos. There is a training session for CEO members on October 1 from noon-4:30 pm at the Coralville Library. The State Workforce Development Board voted to make representation on the CEO boards be limited to only county supervisors; therefore, the representatives on our board that are tied to cities will no longer be a part of our board. Also, our CEO board can hire a support position to help with the transition.

Carla Andorf gave an update on the Strategic Plan and Regional Workforce Goals progress.

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs. We are working on increasing the completion rate of our students.

Rachel Daily reviewed the WIA enrollment and financial reports. These reports show our performance measures for enrollment and financial goals.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for June through August. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team. Jones County has been designated a Home Base Iowa community.

Cyd Hanson reviewed the Adult Education/Literacy report and introduced Terry Rhinehart, the new manager for High School Completion Programs.

Patty Manuel asked for a motion to adjourn the meeting. M/S/C, Steve Shriver, Kim Becicka, motion approved.

The meeting adjourned at 10:50 am.

The board then toured the Centro facilities.

Upcoming Meeting:
CEO/RWDB, December 5, 2019, IowaWORKS, 10am-noon

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE BOARD
MEETING MINUTES

SEPTEMBER 26, 2019
CENTRO
NORTH LIBERTY, IOWA

RWDB Executive Committee Members Present: Susie Weinacht (by teleconference), Patty Manuel (by teleconference)

CEO Executive Committee Members Absent: Bob Yoder, Travis Weipert

STAFF: Carla Andorf, Rachel Daily, Carlos Vega, Scott Mather

The meeting was called to order by Chair Bob Yoder at 9:30 am. The Executive Committee met quorum.

Bob Yoder asked for a motion to approve the agenda. M/S/C, Travis Weipert, Susie Weinacht, agenda approved.

Carla Andorf discussed the changes to our Customer Service Plan to align with the implementation of the Geo Solutions IowaWORKS data system. This is a change in the wording from Institutional Skills Training (IST) to Occupational Skills Training (OST). Bob Yoder asked for a motion to approve the modifications to Region 10's Customer Service Plan and approve the chairs to sign the document. M/S/C, Susie Weinacht, Patty Manuel, motion approved.

Carla Andorf reviewed the application received for the open board position. We have two open positions and have received one application from Debbie Craig. Bob Yoder asked for a motion to approve the application of Debbie Craig for board membership. M/S/C, Susie Weinacht, Patty Manuel, motion approved.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Travis Weipert, Patty Manuel, motion approved.

The meeting adjourned at 9:35 am.

CEO/RWDB Meeting Schedule

2020

Please mark your calendar and plan on attending the following CEO/RWDB meetings. All meetings will be held at the IowaWORKS office unless noted below.

January 30, 2020	RWDB Meeting	10–11:30 AM	IowaWORKS
March 26, 2020	RWDB Meeting	10–11:30 AM	IowaWORKS
May 28, 2020	CEO/RWDB Meeting	10 AM – Noon	IowaWORKS
June 25, 2020	RWDB Meeting	10–11:30 AM	IowaWORKS
September 24, 2020	RWDB Meeting	10–11:30 AM	Field Trip: TBD
December 3, 2020	CEO/RWDB Meeting	10 AM – Noon	IowaWORKS

CEO attendance is optional for all RWDB meetings but are encouraged to attend to observe and provide comment.

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This is an application for initial eligibility approval to participate as an Eligible Training Provider under the Workforce Innovation and Opportunity Act (WIOA) of 2014. Approval as a WIOA Eligible Training Provider does not represent an endorsement or accreditation of the programs offered by the Eligible Training Provider.

In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State's ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

INSTRUCTIONS: After completing and signing the application form below, training providers should submit it to their closest Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* Centers can be found at http://www.iowaworkforcedevelopment.gov/locations. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the Iowa*WORKS* data management system at http://www.iowaworks.gov in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

Federal Employer ID	
Federal Employer ID No:	
Institution Identification	
Institution Name:	Kirkwood Community College
Institution Type:	❑ **Adult Education and Literacy - Title II** ❑ **Community Based Organization (CBOs)** ❑ **Four-year Colleges and Universities** ❑ **Joint labor-management organizations** ❑ **Other Training Provider** ❑ **Private Business and Technical Schools** ❑ **Registered Apprenticeship programs** ☑ **Two-year, Technical, and Community Colleges**
Institution Ownership:	❑ **Private for-profit institution** ❑ **Private non-profit institution** ☑ **Public institution** ❑ **Unknown**
Institution Primary Location	

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Address 1:	6301 Kirkwood Blvd SW
Address 2:	
City:	Cedar Rapids
State:	Iowa
Zip:	52404
Contact Information	
Title:	—
First Name:	
Middle Initial:	.
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	
Contact Phone Number:	
Cell Phone:	
Contact Fax Phone Number:	
Email Address:	
Institution URL:	www.kirkwood.edu
Provider Information	
Local Workforce Development Area:	
Type of Business:	❑ College/University ❑ Post-Secondary Educational Institution - Public ❑ Post-Secondary Educational Institution - Private ❑ Local Public School - 12th Grade and Under ❑ Local Private School - 12th Grade and Under ❑ Local Charter School - 12th Grade and Under ❑ Alternative Secondary Education School - 12th Grade... ❑ Health Care ❑ Community Based Organization - Church ❑ Community Based Organization - Non-Profit ❑ Federal Government Agency ❑ State Government Agency ❑ Local Government Agency ❑ Private Employer ❑ Services/Goods Vendor Not Otherwise Classified ❑ Trade Association ❑ Registered Apprenticeship ❑ One-Stop Office

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This provider is an accredited postsecondary education institution:	☑ **Yes** ☐ **No**
Billing Address Information	
Billing Address 1:	6301 Kirkwood Blvd SW
Billing Address 2:	
Billing City:	Cedar Rapids
Billing State:	Iowa
Billing Zip:	52404
Attention:	Nichelle L. Cline
Mailing Address Information	
Mailing Address 1:	6301 Kirkwood Blvd SW
Mailing Address 2:	
Mailing City:	Cedar Rapids
Mailing State:	Iowa
Mailing Zip:	52404
Mailing Attention:	
CRS Provider Information	
WIOA Provider	☑ **Yes** ☐ **No**
Institution Type:	☐ **Adult Education and Literacy - Title II** ☐ **Community Based Organizations (CBOs)** ☐ **Four-year Colleges and Universities** ☐ **Joint labor-management organizations** ☐ **Other Training Provider** ☐ **Private Business and Technical Schools** ☐ **Registered Apprenticeship programs** ☑ **Two-year, Technical, and Community Colleges**
Institution Ownership:	☐ **Private for-profit institution** ☐ **Private non-profit institution** ☑ **Public institution** ☐ **Unknown**
Type of Entity:	☑ **Higher Ed: Associate's Degree** ☐ **Higher Ed: Baccalaureate or Higher** ☐ **Higher Ed: Certificate of Completion** ☐ **National Apprenticeship**

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	❑ **Private Non-Profit** ❑ **Private For-Profit** ❑ **Public** ❑ **Other**
Years in Business:	53 Years
Disabled Access:	☑ **Yes** ❑ **No**
ADA Compliant:	☑ **Yes** ❑ **No**
Institution Description:	Kirkwood is a public community college with a main campus location in Cedar Rapids, Iowa.
Main Telephone Number:	319-398-5411
TTD/TTY Telephone Number:	
Financial Aid Telephone Number:	319-398-7600
Main Email Address:	Info@kirkwood.edu
Is this a Community College?	☑ **Yes** ❑ **No**
Accreditation	☑ **Yes** ❑ **No**
Career Assessment Available	☑ **Yes** ❑ **No**
Career Counseling Available	☑ **Yes** ❑ **No**
Job Placement Assistance Available	☑ **Yes** ❑ **No**
Tutorial Services Available	☑ **Yes** ❑ **No**
ESL Services Available	☑ **Yes** ❑ **No**
GED Assistance Available	☑ **Yes** ❑ **No**
Other Additional Services Available	☑ **Yes** ❑ **No**

On-site Child Care Available	❑ **Yes** ☑ **No**
Financial Aid Available	☑ **Yes** ❑ **No**
Eligible Provider or Youth Workforce Investment Activities	❑ **Yes** ❑ **No**
Pell Grant Eligible:	☑ **Yes, Pell Grant Eligible** ❑ **No, not Pell Grant Eligible** ❑ **Pell Grant Not Applicable**
Registered Apprenticeship Provider:	❑ **Yes** ❑ **No**
Approved Apprenticeship:	❑ **Yes, Approved Apprenticeship** ❑ **No, not Approved Apprenticeship**

Program Information

General Information	
Purpose for adding program:	❑ **Submit for ETPL Approval and accept participants** ❑ **Accept participants without submitting for ETPL Approval** ❑ **Display to the public only**
***CIP Code:**	51.0711
***Education Program Name:**	Diagnostic Assistant
Education Program Description:	Diagnostic Assistant is designed for Radiologic Technology students in partnership with the Mercy/St Lukes School of Radiologic Technology. Students complete pre-requisite courses and AAS degree completion courses at Kirkwood. All Radiologic Technology courses are taken at our partner school.
***This program of study leads to:**	❑ **An industry-recognized certificate or certification** ❑ **A certificate of completion of an apprenticeship** ❑ **A license recognized by the State involved or the Federal government** ☑ **An associate degree** ❑ **A baccalaureate degree** ❑ **A community college certificate of completion** ❑ **A secondary school diploma or its equivalent** ❑ **Employment** ❑ **A measurable skills gain leading to a credential** ❑ **A measurable skills gain leading to employment**

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This program leads to a credential or degree	☑ **Yes** ☐ **No**
Name of associated credential:	Associate of Applied Science
***Completion level:**	☐ **Apprenticeship completers** ☑ **Associate's Degree** ☐ **Bachelor's Degree** ☐ **Certificates < 2 yrs.** ☐ **Doctor's Degrees** ☐ **Employment & training program completers** ☐ **First-professional Cert. (Post-Degree)** ☐ **First-professional Degrees** ☐ **Graduate degrees combined** ☐ **Information Technology Certificates** ☐ **Job Corps Completers** ☐ **Master's Degree** ☐ **Military separatees** ☐ **OJT=on-the-job training** ☐ **Post-Master's Certificates** ☐ **Postbaccalaureate Certificates** ☐ **Postsec. Awards/Cert./Diplomas; < 1 yr.** ☐ **Postsec. Awards/Cert./Diplomas; <4 yrs.** ☐ **Postsec. Awards/Cert./Diplomas; 1-2 yrs.** ☐ **Postsec. Awards/Cert./Diplomas; 2-4 yrs.** ☐ **Secondary** ☐ **State-defined Completion Types** ☐ **Sum of all types** ☐ **Vocational Rehabilitation**
***Attain Credential:**	☐ **High School Diploma or GED or High School Equivalency Diploma** ☑ **AA/AS Degree** ☐ **BA/BS Degree** ☐ **Occupational Skills License** ☐ **Occupational Skills certificate or credential** ☐ **Other** ☐ **No credential received, individual received training** ☐ **N/A, individual did not receive training** ☐ **Post Graduate Degree**
Other, Specify:	Associate Degree is in Applied Science (not AS)
Certification/License Title:	
Certification/License Type:	☐ **National Certification or License** ☐ **State Certification or License** ☐ **Regional Certification or License** ☐ **Certification or License Does Not Apply**
Green Job Training:	☐ **Yes** ☐ **No**
***Is this education program in a partnership with**	☑ **Yes**

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a business?	❑ **No**
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	Degree program at Kirkwood partners with the Mercy/StLukes School of Radiologic Technology. The AAS in Diagnostic Assistant prepares them for entry in the partner program and also provides necessary degree completion requirements. This allows students eligibility to sit for certification and licensure to practice as Radiologic Technician.
Apprenticeship	
***This program is an Apprenticeship:**	❑ **Yes (proceed to next question)** ☑ **No (skip to next section, Additional Details)**
This Education Program is a Registered Apprenticeship:	❑ **Yes (proceed to complete the rest of this section)** ☑ **No (skip to next section, Additional Details)**
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	❑ **In-person** ❑ **Online, E-learning, or Distance Learning** ❑ **Hybrid or Blended Program**
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	❑ **Yes (proceed to complete the rest of this section)** ❑ **No (skip to next section, Additional Details)**
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	☑ **Pell Grant** ☑ **Federal Loan** ☑ **Institutional Scholarship** ❑ **Other**
***URL of Training Program:**	www.kirkwood.edu/diagnosticassistant

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***Program Prerequisites:**	❑ **High School Diploma or Equivalent** ❑ **Associate's Degree** ❑ **Bachelor's Degree** ☑ **Course(s)** ❑ **Combination of Education and Course(s)** ❑ **None**
***Date Edu. Program First Offered:**	Partnership with Diagnostic Assistant as Degree Completion began in 2012. Partnership existed prior but was not called Diagnostic Assistant and was offered with different courses requirements.
***Please provide a reasonable explanation regarding why this is a new program:**	
Minimum Class Size	No minimum or maxumum for Kirwkood Pre-reqs or AAS completion. All courses are liberal arts or health science core classes. Offered on first come basis. All coursees taught by Kirkwood faculty assigned to specific liberal arts and health core areas.
Maximum Class Size	
Number of Instructors	
Describe the qualifications of all instructors in 800 characters or less:	Masters degree with 18 hours in specialty field for transfer courses. Bachelors + 6000 hours full time work experience minimum for industry specific coursework.
Describe the minimum entry level requirements or prerequisites in 800 characters or less:	Attend program conference. Apply to Program. Complete Pre-req courses with a C or higher. Complete a Job Shadow. Have Placement Test Scores on file in Allied Health office.
Drug/Alcohol Screening Required:	☑ **Yes** ❑ **No**
Accessibility:	☑ **On-Site Parking** ☑ **Public Transportation** ☑ **Disabled Student Access** ☑ **Sign Language** ❑ **Other Languages** ❑ **Other**
Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	Diagnostic Assistant students take liberals arts and health core classes. All equipment is designated for classroom instruction. Radiologic Tech specialty equipment is owned by Mercy/StLukes School of Rad Tech and not by Kirkwood.
***Grievance Procedure:**	See attached documentation.

***Grievance Procedure URL:**	www.kirkwood.edu/catalog/current/student-complaint-policy
***Refund Policy:**	
***Refund Policy URL:**	www.kirkwood.edu/catalog/current/refund-of-tuition
Internship Available:	❑ **Yes** ❑ **No**
***This education or training program is a Quality Pre-Apprenticeship:**	❑ **Yes** ☑ **No**
Related Selected Occupations	
CIP Code 1	
Occupation Title 1	
CIP Code 2	
Occupation Title 2	
CIP Code 3	
Occupation Title 3	
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	

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Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
***Credit Earned Program:**	❑ Yes ❑ No
***Number of Credits:**	
Credit Earned Duration:	❑ Yes ❑ No
***Program Goal**	❑ Skill Attainment ❑ Certificate ❑ Registration ❑ License ❑ Associate Degree ❑ Baccalaureate Degree ❑ Other
Credentialing Body:	❑ Iowa Board of Educational Examiners ❑ Iowa Bureau of Professional Licensure ❑ Iowa Board of Nursing ❑ Iowa Board of Behavioral Science ❑ Iowa Board of Certification ❑ Iowa Board of Veterinary Medicine ❑ Nation Environmental Health Association
***Projected Hourly Wage After Program Completion:**	
Scheduling	
Class Time (hours):	Varies by semester according to liberal arts and health core.
Lab Time (hours):	VAriable depending on course/lab.
Other Time (hours):	
Class Frequency:	❑ Daily ❑ Bi-Weekly ❑ Weekly ❑ Monthly ❑ Quarterly ❑ Semester ❑ Tri-semester ❑ Annual ❑ Bi-Annual ❑ Bi-Monthly
***Reporting Program Length - Clock/Contact Hours:**	

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***Reporting Program Length - Full-time Weeks:**	Depends on pre-req and admit status to partner school
***Reporting Program Format:**	❑ **In-person** ❑ **Online, E-learning, or Distance Learning** ☑ **Hybrid or Blended Program**
Duration	
Duration:	Depends on pre-req and admit status to partner school
Duration Type:	☑ **Semesters/Terms** ❑ **Weeks** ❑ **Hours** ❑ **Months**
Schedule Intensity:	❑ **Full-Time** ❑ **Part-Time**
Weekly Schedule:	Student choice to do pre-req and degree completion full or part time
Classes Offered:	❑ **Day** ❑ **Night** ❑ **Weekend** ❑ **Summer**
External Approvals	
Is this program listed on another state's ETPL?	❑ **Yes** ❑ **No**
Cost Details	
***Tuition/Fee:**	5808.00 (instate)
***Books:**	Depends on which courses needed for pre-req and degree complete
***Tools:**	
***Other Costs (describe in Comments below):**	
***Total Training Costs:**	5978.00
Comments:	That is cost for student to take all pre-req and degree completion at Kirkwood. It does not indicate if the student has courses already taken at another institution or any of the program costs for our partne program.
Edu. Program Application Confirmation	
*Providers requesting approval or re-approval of a training program must agree to the statement below. **The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The**	

programs offered are available to the general public on a tuition basis.
☑ **Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual.** **Name (Print): _____ Title: _____** **Applicant Signature: _____ Date: _____** Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY	
Date Received by LWDB	
Date Approved by LWDB	
IWD LWDB Region #	
Authorized LWDB Name (Print):	
Authorized LWDB Signature:	
LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov	

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In accordance with 20 C.F.R. § 680.450, all providers and programs that have not previously been eligible to provide training services under WIOA sec. 122 or WIA sec. 122, except for registered apprenticeship programs, must submit required information to be considered for initial eligibility. If approved, the initial eligibility period is one (1) year for a particular program. To remain on the ETPL, 20 C.F.R. § 680.460 requires continued eligibility to be determined for each provider and program at the end of the initial eligibility period and then every two (2) years thereafter. Continued eligibility will be determined using the performance accountability measures described in WIOA secs. 116(b)(2)(A)(i)(I)-(IV), other matters required by WIOA sec. 122(b)(2), and other appropriate measures of performance as determined by the Governor for WIOA-funded program participants, taking into consideration the characteristics of the population served and relevant economic conditions. Please note – the provisions in WIOA secs. 116 and 122 and 20 C.F.R. § 677.230 and § 680.400 - § 680.530 that require the collection and reporting of performance related data on all participants in training programs on the State's ETPL have been waived through June 30, 2020; however, during this waiver period, the U.S. Department of Labor has mandated that the State must continue to collect and report performance related data for all WIOA-funded participants in accordance with all statutory and regulatory requirements, including WIOA secs. 116 and 122, and as specified at 20 C.F.R. § 677.230 and § 680.460.

INSTRUCTIONS: After completing and signing the application form below, training providers should submit it to their closest Iowa*WORKS* Center with attention to the Local Workforce Development Board. Addresses for Iowa*WORKS* Centers can be found at http://www.iowaworkforcedevelopment.gov/locations. If this application is approved by the Local Workforce Development Board, the training provider will be contacted by a representative from Iowa Workforce Development with further instructions on creating an account and adding this training program to the Iowa*WORKS* data management system at http://www.iowaworks.gov in order for it to be placed on the Iowa Eligible Training Provider List.

Provider Information

Federal Employer ID	
Federal Employer ID No:	
Institution Identification	
Institution Name:	
Institution Type:	❑ **Adult Education and Literacy - Title II** ❑ **Community Based Organization (CBOs)** ❑ **Four-year Colleges and Universities** ❑ **Joint labor-management organizations** ❑ **Other Training Provider** ❑ **Private Business and Technical Schools** ❑ **Registered Apprenticeship programs** ❑ **Two-year, Technical, and Community Colleges**
Institution Ownership:	❑ **Private for-profit institution** ❑ **Private non-profit institution** ❑ **Public institution** ❑ **Unknown**
Institution Primary Location	

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Address 1:	
Address 2:	
City:	
State:	
Zip:	
Contact Information	
Title:	
First Name:	
Middle Initial:	
Last Name - (include suffix e.g. Jr, Sr, PhD, etc):	
Contact Phone Number:	
Cell Phone:	
Contact Fax Phone Number:	
Email Address:	
Institution URL:	
Provider Information	
Local Workforce Development Area:	
Type of Business:	❑ College/University ❑ Post-Secondary Educational Institution - Public ❑ Post-Secondary Educational Institution - Private ❑ Local Public School - 12th Grade and Under ❑ Local Private School - 12th Grade and Under ❑ Local Charter School - 12th Grade and Under ❑ Alternative Secondary Education School - 12th Grade... ❑ Health Care ❑ Community Based Organization - Church ❑ Community Based Organization - Non-Profit ❑ Federal Government Agency ❑ State Government Agency ❑ Local Government Agency ❑ Private Employer ❑ Services/Goods Vendor Not Otherwise Classified ❑ Trade Association ❑ Registered Apprenticeship ❑ One-Stop Office

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This provider is an accredited postsecondary education institution:	❑ **Yes** ❑ **No**
Billing Address Information	
Billing Address 1:	
Billing Address 2:	
Billing City:	
Billing State:	
Billing Zip:	
Attention:	
Mailing Address Information	
Mailing Address 1:	
Mailing Address 2:	
Mailing City:	
Mailing State:	
Mailing Zip:	
Mailing Attention:	
CRS Provider Information	
WIOA Provider	❑ **Yes** ❑ **No**
Institution Type:	❑ **Adult Education and Literacy - Title II** ❑ **Community Based Organizations (CBOs)** ❑ **Four-year Colleges and Universities** ❑ **Joint labor-management organizations** ❑ **Other Training Provider** ❑ **Private Business and Technical Schools** ❑ **Registered Apprenticeship programs** ❑ **Two-year, Technical, and Community Colleges**
Institution Ownership:	❑ **Private for-profit institution** ❑ **Private non-profit institution** ❑ **Public institution** ❑ **Unknown**
Type of Entity:	❑ **Higher Ed: Associate's Degree** ❑ **Higher Ed: Baccalaureate or Higher** ❑ **Higher Ed: Certificate of Completion** ❑ **National Apprenticeship**

	❑ **Private Non-Profit** ❑ **Private For-Profit** ❑ **Public** ❑ **Other**
Years in Business:	
Disabled Access:	❑ **Yes** ❑ **No**
ADA Compliant:	❑ **Yes** ❑ **No**
Institution Description:	
Main Telephone Number:	
TTD/TTY Telephone Number:	
Financial Aid Telephone Number:	
Main Email Address:	
Is this a Community College?	❑ **Yes** ❑ **No**
Accreditation	❑ **Yes** ❑ **No**
Career Assessment Available	❑ **Yes** ❑ **No**
Career Counseling Available	❑ **Yes** ❑ **No**
Job Placement Assistance Available	❑ **Yes** ❑ **No**
Tutorial Services Available	❑ **Yes** ❑ **No**
ESL Services Available	❑ **Yes** ❑ **No**
GED Assistance Available	❑ **Yes** ❑ **No**
Other Additional Services Available	❑ **Yes** ❑ **No**

On-site Child Care Available	❑ Yes ❑ No
Financial Aid Available	❑ Yes ❑ No
Eligible Provider or Youth Workforce Investment Activities	❑ Yes ❑ No
Pell Grant Eligible:	❑ Yes, Pell Grant Eligible ❑ No, not Pell Grant Eligible ❑ Pell Grant Not Applicable
Registered Apprenticeship Provider:	❑ Yes ❑ No
Approved Apprenticeship:	❑ Yes, Approved Apprenticeship ❑ No, not Approved Apprenticeship

Program Information

General Information	
Purpose for adding program:	❑ Submit for ETPL Approval and accept participants ❑ Accept participants without submitting for ETPL Approval ❑ Display to the public only
***CIP Code:**	
***Education Program Name:**	
Education Program Description:	
***This program of study leads to:**	❑ An industry-recognized certificate or certification ❑ A certificate of completion of an apprenticeship ❑ A license recognized by the State involved or the Federal government ❑ An associate degree ❑ A baccalaureate degree ❑ A community college certificate of completion ❑ A secondary school diploma or its equivalent ❑ Employment ❑ A measurable skills gain leading to a credential ❑ A measurable skills gain leading to employment

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This program leads to a credential or degree	❑ Yes ❑ No
Name of associated credential:	
***Completion level:**	❑ Apprenticeship completers ❑ Associate's Degree ❑ Bachelor's Degree ❑ Certificates < 2 yrs. ❑ Doctor's Degrees ❑ Employment & training program completers ❑ First-professional Cert. (Post-Degree) ❑ First-professional Degrees ❑ Graduate degrees combined ❑ Information Technology Certificates ❑ Job Corps Completers ❑ Master's Degree ❑ Military separatees ❑ OJT=on-the-job training ❑ Post-Master's Certificates ❑ Postbaccalaureate Certificates ❑ Postsec. Awards/Cert./Diplomas; < 1 yr. ❑ Postsec. Awards/Cert./Diplomas; <4 yrs. ❑ Postsec. Awards/Cert./Diplomas; 1-2 yrs. ❑ Postsec. Awards/Cert./Diplomas; 2-4 yrs. ❑ Secondary ❑ State-defined Completion Types ❑ Sum of all types ❑ Vocational Rehabilitation
***Attain Credential:**	❑ High School Diploma or GED or High School Equivalency Diploma ❑ AA/AS Degree ❑ BA/BS Degree ❑ Occupational Skills License ❑ Occupational Skills certificate or credential ❑ Other ❑ No credential received, individual received training ❑ N/A, individual did not receive training ❑ Post Graduate Degree
Other, Specify:	
Certification/License Title:	
Certification/License Type:	❑ National Certification or License ❑ State Certification or License ❑ Regional Certification or License ❑ Certification or License Does Not Apply
Green Job Training:	❑ Yes ❑ No
***Is this education program in a partnership with**	❑ Yes

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a business?	❑ **No**
Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):	
Apprenticeship	
***This program is an Apprenticeship:**	❑ **Yes (proceed to next question)** ❑ **No (skip to next section, Additional Details)**
This Education Program is a Registered Apprenticeship:	❑ **Yes (proceed to complete the rest of this section)** ❑ **No (skip to next section, Additional Details)**
Apprenticeship Registration Date:	
Apprenticeship Description:	
Number of active apprentices:	
Instruction Method:	❑ **In-person** ❑ **Online, E-learning, or Distance Learning** ❑ **Hybrid or Blended Program**
Instruction Length in Weeks:	
Technical instruction is provided by another provider:	❑ **Yes (proceed to complete the rest of this section)** ❑ **No (skip to next section, Additional Details)**
Instruction Provider Name:	
Instruction Provider Address 1:	
Instruction Provider Address 2:	
Instruction Provider City:	
Instruction Provider State:	
Instruction Provider Zip Code:	
Additional Details	
Financial Aid Available	❑ **Pell Grant** ❑ **Federal Loan** ❑ **Institutional Scholarship** ❑ **Other**
***URL of Training Program:**	

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***Program Prerequisites:**	❑ High School Diploma or Equivalent ❑ Associate's Degree ❑ Bachelor's Degree ❑ Course(s) ❑ Combination of Education and Course(s) ❑ None
***Date Edu. Program First Offered:**	
***Please provide a reasonable explanation regarding why this is a new program:**	
Minimum Class Size	
Maximum Class Size	
Number of Instructors	
Describe the qualifications of all instructors in 800 characters or less:	
Describe the minimum entry level requirements or prerequisites in 800 characters or less:	
Drug/Alcohol Screening Required:	❑ Yes ❑ No
Accessibility:	❑ On-Site Parking ❑ Public Transportation ❑ Disabled Student Access ❑ Sign Language ❑ Other Languages ❑ Other
Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	
***Grievance Procedure:**	

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***Grievance Procedure URL:**	
***Refund Policy:**	
***Refund Policy URL:**	
Internship Available:	❑ **Yes** ❑ **No**
***This education or training program is a Quality Pre-Apprenticeship:**	❑ **Yes** ❑ **No**
Related Selected Occupations	
CIP Code 1	
Occupation Title 1	
CIP Code 2	
Occupation Title 2	
CIP Code 3	
Occupation Title 3	
If any selected occupation is not in local bright outlook, provide evidence that it is in demand.	
Selected Occupational Skills	
List any occupational skills:	

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Completion Expectations	
Continuing Education Units (CEU):	
CEU Granting Institution:	
***Credit Earned Program:**	❑ Yes ❑ No
***Number of Credits:**	
Credit Earned Duration:	❑ Yes ❑ No
***Program Goal**	❑ Skill Attainment ❑ Certificate ❑ Registration ❑ License ❑ Associate Degree ❑ Baccalaureate Degree ❑ Other
Credentialing Body:	❑ Iowa Board of Educational Examiners ❑ Iowa Bureau of Professional Licensure ❑ Iowa Board of Nursing ❑ Iowa Board of Behavioral Science ❑ Iowa Board of Certification ❑ Iowa Board of Veterinary Medicine ❑ Nation Environmental Health Association
***Projected Hourly Wage After Program Completion:**	
Scheduling	
Class Time (hours):	
Lab Time (hours):	
Other Time (hours):	
Class Frequency:	❑ Daily ❑ Bi-Weekly ❑ Weekly ❑ Monthly ❑ Quarterly ❑ Semester ❑ Tri-semester ❑ Annual ❑ Bi-Annual ❑ Bi-Monthly
***Reporting Program Length - Clock/Contact Hours:**	

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***Reporting Program Length - Full-time Weeks:**	
***Reporting Program Format:**	❑ In-person ❑ Online, E-learning, or Distance Learning ❑ Hybrid or Blended Program
Duration	
Duration:	
Duration Type:	❑ Semesters/Terms ❑ Weeks ❑ Hours ❑ Months
Schedule Intensity:	❑ Full-Time ❑ Part-Time
Weekly Schedule:	
Classes Offered:	❑ Day ❑ Night ❑ Weekend ❑ Summer
External Approvals	
Is this program listed on another state's ETPL?	❑ Yes ❑ No
Cost Details	
***Tuition/Fee:**	
***Books:**	
***Tools:**	
***Other Costs (describe in Comments below):**	
***Total Training Costs:**	
Comments:	
Edu. Program Application Confirmation	
*Providers requesting approval or re-approval of a training program must agree to the statement below. **The Program Description and Program Costs I have provided are currently listed in my catalog/brochure. The**	

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programs offered are available to the general public on a tuition basis.
☐ Yes, I agree to the above statement. I am submitting this educational program for WIOA Approval. I certify that the information contained in this application is true and correct and that any supporting documentation is true and factual. Name (Print): Abby Humphrey Title: Billing Specialist Applicant Signature: AHumphrey Date: 11/13/2019 Applications must be reviewed by the Local Workforce Development Board for consideration. Non-LWDB approved applications received directly from the training provider will not be processed with no further notification.

FOR LOCAL WORKFORCE DEVELOPMENT BOARD ONLY	
Date Received by LWDB	
Date Approved by LWDB	
IWD LWDB Region #	
Authorized LWDB Name (Print):	
Authorized LWDB Signature:	

LWDB approved forms must be emailed to: ETPL@iwd.iowa.gov

Region 10 RWDB Strategic Plan FY 2020

Region: 10

Participating Partners: Title 1 (Kirkwood/IowaWORKS), Title 2 (Kirkwood), Title 2 (Iowa Workforce Development/IowaWORKS), Title 4 (Iowa Vocational Rehabilitation Services and Iowa Dept for the Blind)

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

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

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

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

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

Activities and Tactics How will we do it?	**Key Players** Who should be involved?	**Expected Outcomes** What is the result?	**Timeline** When will we do it?	**Progress Notes and Outcomes**
Outreach and Intake: Develop a referral committee composed of team members from each title to focus on how to best serve individuals and remove barriers to connecting individuals with core WIOA services.	Outreach Committee- Composed of staff from 4 titles (not management). Leadership Team-provides guidance to the outreach committee and supports implementation of their work.	*Committee established *More comprehensive informational flyer articulating WIOA partner services *GeoSolutions referral process finalized and WIOA staff trained *Committee establishes goal for outreach activities completed (including targeted youth engagement) with 2 or more WIOA partners representing the entire WIOA system. *re-evaluate marketing materials being used by core WIOA partners	July 1, 2019-June 20, 2020	March 25, 2019-each title will identify 1-2 committee members my June 1, 2019. The WIOA Leadership team will meet with this committee in June to convey the goals of the committee. October 2019-Teams identified, Monica and Carlos leading this group. Will meet in November to kick off activities. Focusing on the 4th and 5th action plan items listed.
Business Engagement: Identify a Title 1 and Title 2 team member to attend Business Service team meetings monthly to coordinate services for training completers, DW clients, and Title 2 IET/IELCE services.	Stephanie Hasakis-Title 2 Mike Rose-Title 1 Amy Eldred Hernandez-Title 1 Youth Team Bret Koenig-Title 4 BSR Team	*Identify technology supports to encourage participation. *Determine appropriate participation level and meeting attendance. *More integrated approach to meeting business needs. *More opportunities for businesses and job seekers.	July 1, 2019 to June 30, 2020	March 25, 2019-By June 1, identify appropriate youth team member. The WIOA Leadership team will meet with this committee in June to convey the goals of the committee. October 2019-Team members identified. Will combine this goal and the 3rd goal of career pathways together. Carla and Scott will lead this team. First meeting December 5th.

		*Better understanding of business services offered by all core WIOA Titles. *Better coordination of sector board work among WIOA Partners.		
Career Pathways: Develop stronger communication, and education between sector boards and WIOA core staff to ensure job seekers are connected with appropriate job services and training.	Sector boards BSR Team All Staff Title 1 Title 4 – James Smith	*ICR Iowa core activities shared with WIOA team and updates provided regularly. *Staff understand the connection between sector needs and our services *Youth services are tailored to connect you with the 6 main industry sectors in Region 10.	July 1, 2019 to June, 30, 2020	March 25, 2019-identified health care as the sector we plan to start with and will cross over to other sectors from there. This goal and goal #2 combined. See notes above.
Evaluation of Career Services: Coordinated programming for targeted populations such as ESL, HS completion students, individuals with disabilities and those with barriers. Continuous improvement of Career Services by hosting customer focus groups and completing regular surveys.	Leadership Team Customers Disability Access Committee	*increased access to career services by targeted population groups *seek, analyze and incorporate customer feedback on career services to improve offerings (special outreach to youth populations) *establish a consistent focus group format and survey used by all partners	July 1, 2019 to June 30, 2020	March 25, 2019-Focus on increasing access to services and understanding the population using services. The learning from this group will inform the work of the Career Services committee. They will need to work closely together. We will plan to present together to this team. November 2019-Team discussed our current customer evaluations. Plan to set up a short note card customer service feedback card at IowaWORKS. Will draw names for a monthly prize. Plan to hold 1 focus group of IowaWORKS customers this year, to gain more in-depth feedback. The leadership team will be coordinating these activities during monthly leadership meetings. Next meeting November 25.

Grants Report

December 2019

Budget Overview

Special Programs Total Participant Budget					
	Additional FY19 Funds Carryover	New FY20 Funds	**TOTAL Budget**	Expenditures	Funds Remaining
Gap Tuition Assistance IAGAP	$24,320.04	$312,711.00	$337,031.04	$121,151.10	$215,879.94
Additional IAGAP Funds FY20		$0	$0	$0	$0

Other Funds					
	FY19 Carryover	New FY20 Funds	**TOTAL Budget**	Expenditures	Funds Remaining
IA PACE—KPACE program	$0	$750,728.00	$750,728.00	$231,602.03	$519,125.97
Kirkwood Community College Foundation+	$1,970.00	$0	$1,970.00	$0	$1,970.00
FAE&T Reimbursement Funds*	$96,760.84	$17,196.68	$113,957.52	$9,535.34	$104,422.18

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

Special Programs Enrollments FY20

(7/1/19 – 6/30/20)

Gap Tuition Assistance	47

E&T FFY18 (7/1/19 – 9/30/19)	24
E&T FFY19 (10/1/19 – 6/30/20)	1

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

KPACE	41

Fall cohorts begin in August 2019. Spring cohorts began in January and March 2020.
Credit enrollments typically happen at the beginning of the credit term.

Gap Tuition Assistance Program

Referrals

Referrals FY20	81
Historical Program Total	8557

Interviews

Interviews Scheduled FY20	47
Historical Program Total	2171

Approved Participants

Approved Participants FY20	47
Historical Program Total	1642

Participant Completions

Historical Program Total	1161 of 1506 = 77.09%

Fiscal Year	In Training	Completed Training	Did Not Complete	Completion Rate
2016	0	88	19	88 of 107 = 82.24%
2017	0	101	29	101 of 130 = 77.69%
2018	0	136	53	136 of 189 = 71.96%
2019	17	143	43	143 of 186 = 76.88%
2020*	14	28	18	28 of 46 = 60.87%

*Includes carryover training participants from FY19.

Participant Employment

New Employment FY20	28 of 45	62.22%
Overall Employment FY20	32 of 45	71.11%
Historical Overall Employment	900 of 934	96.36%

New employment: Completer has obtained different employment since enrolling in the program.

Overall employment includes all completers who are working, including those who have new employment and those who have increased responsibility with the same employer.

Fiscal Year	New Employment	Same Employer (increased duties)	Deceased	Other FT Activities	Unable to Contact	Looking for work or need employer information	Overall Employment Rate
2016	59	3	0	1	2	0	62 of 62 = 100%
2017	59	4	0	10	7	0	63 of 63 = 100%
2018	96	2	0	22	1	4	98 of 102 = 96.08%
2019	74	3	0	24	10	5	77 of 82 = 93.90%
2020	28	4	0	4	5	13 [+1]	32 of 45 = 71.11%

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

[1] Those new graduates who are still looking for work on 6/30/19 and still engaged in services will be moved into the FY19 pool for employment.

Project status:

Program Information (to date)	FY16	FY17	FY18	FY19	FY20	Total
91 Hour Nurse Aide	42	42	99	61	24	562
Accelerated Welding Certificate	5	2	5	0	0	32
Administrative Professional Certificate	2	8	9	8	1	37
Business Application Specialist Certificate	5					6
Business Bookkeeping Computer Certificate	1	4	2	4	0	12
Call Center Customer Service Certificate	1	8	0	0	0	36
Central Sterilization Certificate			1	3	1	5
Certificate in Office Professionals	0					36
Certificate in Website Development	0	0	0	0	0	11
Class B CDL	1	1	4	3	0	17
CNC Machinist Certificate	3	7	15	0	0	45
Community Living Professional	0	0	0	0	0	0
Core Construction Certificate	1	1	0	0	0	2
EKG Technician	1	2	13	0	1	17
Electrical Specialist	0	0	4	4	1	18
Electro Mechanical Certificate	0	0				0
Gas Metal Arc Welding Sense I	10	2	2	0	0	14
Graphic Designer Certificate	4	1	7	3	1	18
Health Support Professional	0	0	4	0	0	4
Industrial Maintenance Certificate	0	0	0	0	0	1
Kirkwood Culinary KickStart Certificate	0	0	1	0	0	5
Manufacturing Welding Certificate			2	3	0	5
Medical Office Professional		4	1	0	0	5
Operator Certificate				7	0	7
Ophthalmic Assistant Certificate				0	0	0
Personal Support Professional	1	0	0	0	0	1
Phlebotomy	7	3	8	7	1	84
Production Operator Certificate				2	1	3
Sales Professional Certificate	0	0	0	0	0	0

Supervising in Healthcare Facilities	0	0	0	0	0	0
Transportation Service Class B Training Certificate	0	0	0	0	0	4
Transportation Specialist	0	0	0	0	0	0
Transportation Technician	0	0	0	0	0	0
Truck Driver Class A CDL	43	38	54	40	15	369
Unity Game Design Certificate				0	0	0
Web Designer Certificate	2	2	3	0	1	11
Other certificates no longer offered/available						275
TOTALS	129	125	234	145	47	1642

Gap Reporting Form - General Information

Revised July 2017

Institution	Kirkwood Community College				
Contact Person	*Bethany Parker*	*319-365-9474 x31155*	bparker@kirkwood.edu		
Quarterly Reporting Period	*FY20*	*October 2019*		FY20 Available (FY19 CF+FY20)	$ 337,031.04

Budget Summary

Line Item		**Expenses per Quarter**				**YTD Expenditures**
Direct Costs:		**QI**	**Q2**	**Q3**	**Q4**	
Tuition & Books		$79,116.41	$26,646.50			$105,762.91
Equipment		$463.25	$711.35			$1,174.60
Fees/Assessment/Testing		$2,865.00	$1,310.00			$4,175.00
Subtotal						$111,112.51
Other Costs:						
Staff Support/Services		$8,911.39	$1,127.20			$10,038.59
Total:		**$91,356.05**	**$29,795.05**	**$0.00**	**$0.00**	**$121,151.10**

Participant Summary

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

	QI	**Q2**	**Q3**	**Q4**	**YTD Total**
Number of Completed Applications:	37	7			44
Number of Approved Participants:	41	6			47
Status of Approved Participants:					
Participating or Waiting to Participate:	77	47			124
Number of Third Party Credentials Received:	22	7			29

Financial Reporting
as of November 21, 2019
38.8% of the Year Completed*

Grant Name	Carryover	Total Grant	Redisto funds	Total Budget	Staff & Overhead Expenditures	Participant Expenditures	Staff & Overhead Obligations	Participant Obligations	Desired Carryover	Unobligated Balance	% of FY20 Grant Spent/Obligated	% of Unobligated Funds
WIOA Admin	10,243	105,239	0	115,482	31,438	0	69,136	0	10,000	4,908	85.83%	4.66%
WIOA Adult	28,347	190,887	4,956	224,190	28,835	522	75,760	3,466	19,088	96,519	42.03%	50.56%
WIOA Dislocated Worker	38,867	305,880	4,887	349,635	77,761	10,880	171,558	7,476	30,588	51,372	74.80%	16.79%
WIOA Youth In School	4,000	112,268	0	116,268	12,578	128	33,091	0	11,268	59,203	37.23%	52.73%
WIOA Youth Out of School	28,671	336,803	5,760	371,234	69,155	31,404	176,137	51,805	33,680	9,053	89.02%	2.69%
KPACE	0	750,728	0	750,728	143,959	73,320	349,686	54,757	0	129,006	82.82%	17.18%
SNAP ADMIN**	0	115,925	0	115,925	4,071	0	111,854	0	0	0	100.00%	0.00%
GAP	24,320	312,711	0	337,031	6,353	111,113	22,202	18,920	0	178,443	42.94%	57.06%

Experiential Learning

Actuals	Current %
26,829.00	23.42%

Youth Out of School

Actuals	Current %
101,839.00	88.91%

AJC IowaWORKS One-Stop Stats
September 2019

					Disability		Age						Education						
Location	Reg #	Total New Registrations	Regional Unemp Claims	Ratio of New Members to Unemp Claims	# Disabled of New Members	Overall Disabled Served	Age 18-23	% of Young Adults Age 18-23 of New Members	Age 24 - 54	% Adults Age 24-54 of New Members	Age 55 and Above	% 55 and Above of New Members	Need GED	% of New Memb Need High Sch Equiv.	High Sch Dipl	% of New Memb Attain High School Dipl or Equiv.	Some College Ed	College Degree	Educ. Beyond College "17 & Abv"
Dubuque	1	136	577	24%	5	4%	16	12%	95	70%	23	17%	0	0%	54	40%	0	6	2
Decorah	1	54	125	43%	2	4%	4	7%	49	91%	1	2%	3	6%	11	20%	5	5	0
Mason City	2	102	423	24%	6	6%	12	12%	82	80%	7	7%	2	2%	32	31%	12	5	1
Spencer	3 & 4	93	346	27%	2	2%	5	5%	77	83%	11	12%	4	4%	32	34%	13	6	0
Fort Dodge	5	79	253	31%	1	1%	3	4%	61	77%	4	5%	3	4%	17	22%	6	2	0
Marshalltown	6	92	238	39%	3	3%	13	14%	65	71%	12	13%	2	2%	18	20%	13	5	0
Waterloo	7	163	1039	16%	0	0%	23	14%	122	75%	12	7%	9	6%	46	28%	19	16	4
Carroll	8	46	114	40%	0	0%	4	9%	38	83%	4	9%	2	4%	9	20%	2	1	0
Davenport	9	494	1305	38%	12	2%	35	7%	397	80%	58	12%	34	7%	115	23%	54	18	4
Cedar Rapids	10	343	1081	32%	7	2%	31	9%	269	78%	44	13%	14	4%	154	45%	45	20	4
Iowa City	10	139	361	39%	5	4%	6	4%	115	83%	18	13%	3	2%	64	46%	21	15	3
Ames*	11	0	214	0%	0	N/A	0	N/A	0	N/A	0	N/A	0	0	N/A	0	N/A	0	0	0
Des Moines	11	814	2059	40%	23	3%	74	9%	616	76%	115	14%	28	3%	217	27%	102	87	10
Sioux City	12	154	576	27%	1	1%	13	8%	130	84%	10	6%	11	7%	28	18%	11	7	3
Council Bluffs	13	246	270	91%	7	3%	9	4%	207	84%	29	12%	15	6%	41	17%	16	12	1
Creston	14	61	110	55%	0	0%	4	7%	48	79%	9	15%	2	3%	4	7%	5	1	0
Ottumwa	15	158	544	29%	3	2%	20	13%	115	73%	19	12%	4	3%	35	22%	15	1	0
Burlington	16	180	411	44%	2	1%	13	7%	134	74%	32	18%	13	7%	37	21%	13	3	0
Total		3354	**10046**	33%	79	2%	285	8%	2620	78%	408	12%	149	4%	914	27%	352	210	32

10046 <====*Check*

Veteran				Ethnicity/Race												MSFW		Employment Status		
Veteran	% Ratio	Veteran Rpt'd D'abled	% Ratio Veteran Rpt'd D'abled	Hispanic	% Ratio	Race-AIAN*	% Ratio	Race-Asian	% Ratio	Race-Black/ African Amer	% Ratio	Race-HNPI**	% Ratio	Race-White		MSFW Migrant Worker	MSFW Seasonal Farm Worker	Not Working	Working Full Time	Working Part Time
5	4%	1	1%	1	1%	1	1%	0	0%	12	9%	0	0%	92	68%	3	2%	125	3	7
1	2%	0	0%	1	2%	0	0%	0	0%	3	6%	0	0%	43	80%	5	9%	53	0	0
3	3%	3	3%	5	5%	0	0%	0	0%	2	2%	0	0%	82	80%	5	5%	91	3	3
5	5%	1	1%	5	5%	0	0%	0	0%	5	5%	0	0%	62	67%	5	5%	88	0	1
4	5%	1	1%	3	4%	0	0%	0	0%	8	10%	0	0%	54	68%	4	5%	65	2	1
0	0%	0	0%	5	5%	0	0%	0	0%	1	1%	0	0%	68	74%	2	2%	89	0	1
6	4%	0	0%	3	2%	0	0%	1	1%	22	13%	0	0%	117	72%	1	1%	152	1	5
0	0%	0	0%	2	4%	1	2%	0	0%	2	4%	0	0%	40	87%	2	4%	44	1	1
13	3%	1	0%	11	2%	2	0%	0	0%	55	11%	1	0%	324	66%	3	1%	469	2	15
5	1%	0	0%	5	1%	2	1%	8	2%	66	19%	1	0%	312	91%	3	1%	325	7	9
3	2%	0	0%	5	4%	0	0%	3	2%	19	14%	1	1%	74	53%	2	1%	135	1	2
0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	N/A	0	0	0
32	4%	6	1%	29	4%	3	0%	11	1%	52	6%	0	0%	599	74%	7	1%	773	7	20
2	1%	0	0%	8	5%	13	8%	3	2%	7	5%	1	1%	104	68%	6	4%	152	0	2
8	3%	1	0%	1	0%	1	0%	0	0%	10	4%	0	0%	183	74%	2	1%	235	1	8
2	3%	0	0%	3	5%	0	0%	0	0%	1	2%	0	0%	52	85%	0	0%	61	0	0
4	3%	1	1%	3	2%	1	1%	0	0%	6	4%	1	1%	126	80%	1	1%	151	2	2
3	2%	0	0%	6	3%	0	0%	0	0%	12	7%	0	0%	128	71%	3	2%	173	1	3
96	3%	15	0%	96	3%	24	1%	26	1%	283	8%	5	0%	2460	73%	54	2%	3181	31	80

Total New WP Enrollments		
22	Dubuque	1
25	Decorah	1
123	Mason City	2
47	Spencer	3 & 4
99	Fort Dodge	5
83	Marshalltow	6
135	Waterloo	7
50	Carroll	8
221	Davenport	9
105	Cedar Rapi	10
20	Iowa City	10
11	Ames	11
406	Des Moines	11
103	Sioux City	12
39	Council Blu	13
19	Creston	14
83	Ottumwa	15
60	Burlington	16
1651	**Total**	

1651

This report Reflects September-October 2019

Unemployment Rates- County rates are not seasonally adjusted			
	October 2019	**September 2019**	**October 2018**
United States (seasonally Adjusted)	3.6%	3.5%	3.8%
State of Iowa (seasonally adjusted)	2.6%	2.5%	2.4%
Benton	2.2%	2.3%	1.9%
Cedar	1.8%	1.8%	1.6%
Iowa	1.5%	1.5%	1.3%
Johnson	1.6%	1.8%	1.4%
Jones	2.1%	2.2%	1.7%
Linn	2.5%	2.5%	2.1%
Washington	1.7%	1.8%	1.7%

Cedar Rapids Recruiting Events:

ABM Janitorial 12
Kirkwood Healthcare 2
US Census 9
Aerotek
Goodwill
Kelly Services
Weekly Grab a Job-Open Interviews with 4-6 employers at each

- Promoting Grab A Job to employers more than open lobby time

Iowa City Recruiting Events:

Goodwill
US Census 8
Advanced Services 2
Kelly Services 4
PerMar
Premier Staffing
DB Schenker
TPI

Business Services activities:

September:
9/3/19: Orientation to Healthcare workshop; 5 attendees
9/4/19: Mace presented on HBI and other employer resources at the Tipton Rotary Club mtg
9/5/19: Mace attended the Dubuque ESGR event and presented (Q&A) to businesses re: HBI website and benefits of becoming a HBI partner
9/5/19: Grab A Job-6 employers and over 20 attendees
9/10/19: Curt presented at EIHRA on Opioids and Workplace Safety
9/10/19: Frank attended the Iowa City Job Fair, which he assisted in coordinating
9/12/19: Sharon and Kate participated in MEDCO's bus tour of several businesses in Marion
9/12/19: Grab A Job-6 employers and roughly 20 attendees
9/12/19: Mace attended the Center of Influence event at the Cedar Rapids National Guard, and discussed HBI and increasing partners; detailed the status of Linn County/Cedar Rapids becoming a HBI Community
9/17/19: Mace presented on HBI at the Johnson Co. Commission of Veterans Affairs mtg
9/19/19: Re-Connect in Cedar Rapids-12 employers and 77 attendees
9/20/19: Kate provided a job shadow for the new BMS in Ottumwa; demonstrated a business visit, school visit, and met with a potential Registered Apprenticeship candidate for IDB pilot
9/26/19: Grab A Job-3 employers and 20 attendees
9/26/19: Frank assisted the University of Iowa with hosting a job fair highlighting all of their openings
9/27/19: Kate participated in ICR Future event on Career Connected Learning

October:
10/1/19: Kate presented on Registered Apprenticeship at the Iowa Tech Summit
10/1/19: Mace attended HBI Partner Summit at Camp Dodge
10/3/19: Grab a Job-3 employers and averaging roughly 20 job seekers
10/3-10/4/19: Kate presented on Registered Apprenticeship at Annual Iowa Ideas Conference
10/4/19: Curt attended the Manufacturing Conference and worked IowaWORKS booth
10/10-19: Grab a Job-4 employers and averaging 20 job seekers
10/10-10/11/19: Kate attended and presented on Registered Apprenticeship at Iowa SHRM
10/17/19: Re-Connect (CR), 7 employers and 32 attendees
10/17/19: Mace attended Corridor Career Fair in Cedar Rapids
10/23/19: Cedar Rapids hosted Future Ready Iowa Summit at Circle Computers
10/24/19: Grab a Job-5 employers and averaging roughly 20 job seekers
10/25/19: Business team toured IDB Orientation Center in Des Moines and discussed collaboration opportunities

10/29/19: Kate presented on IowaWORKS services at the Opportunity Center event "Your Community, Your Workforce Event".
10/31/19: Grab a Job-4 employers and averaging roughly 20 job seekers

Rapid Response Activities:

P&G: IowaWORKS continues to work closely with P&G regarding their transition over the next year. Due to significant attrition, P&G is working with IowaWORKS and Kirkwood to recruit for full time, temporary production technicians.

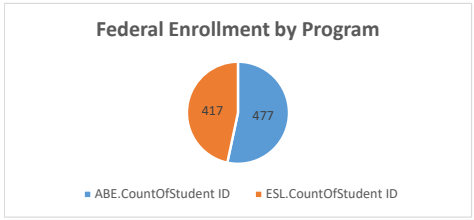
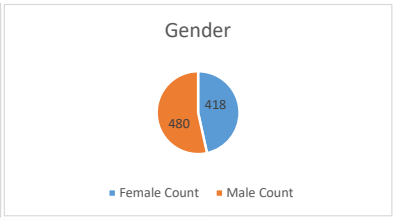
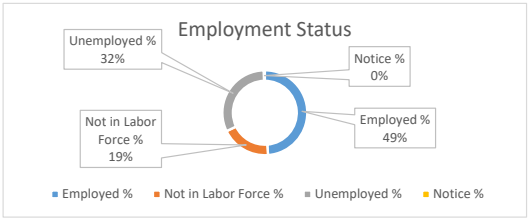
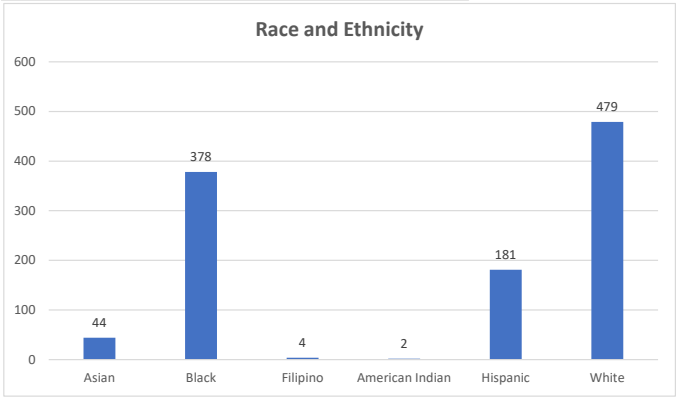
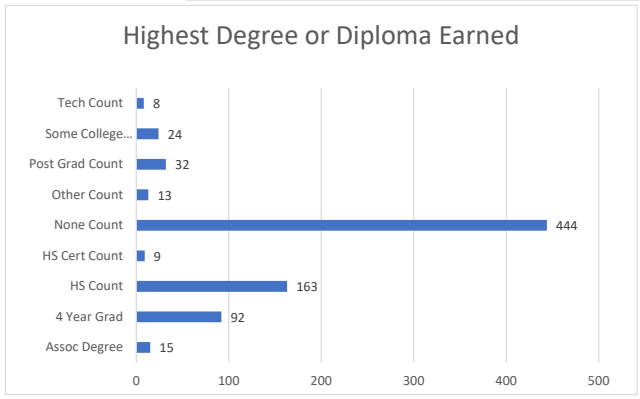
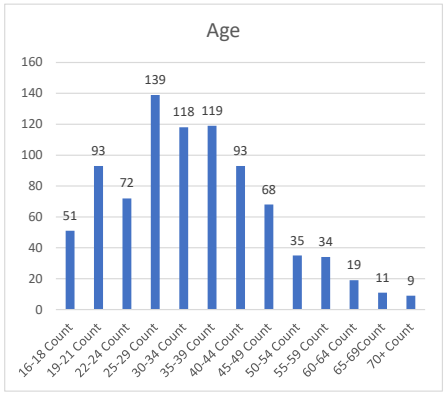
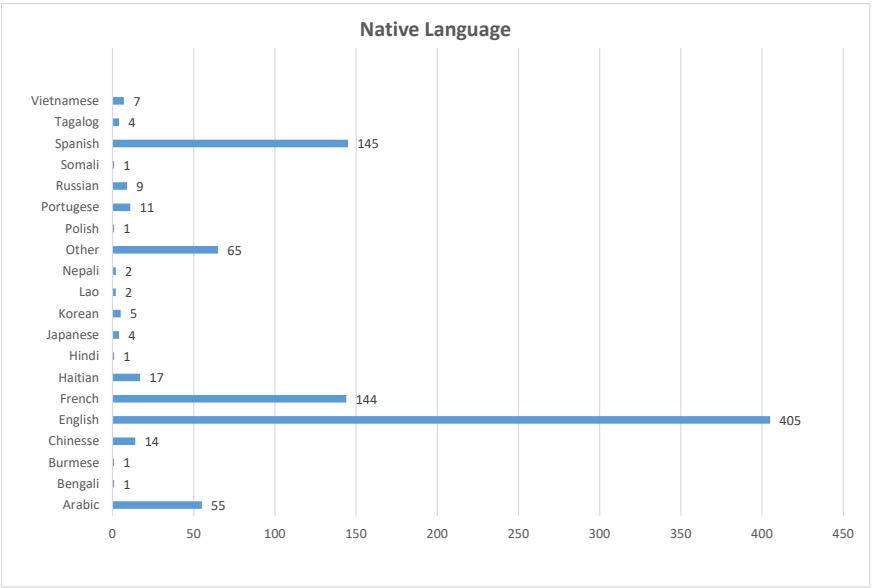
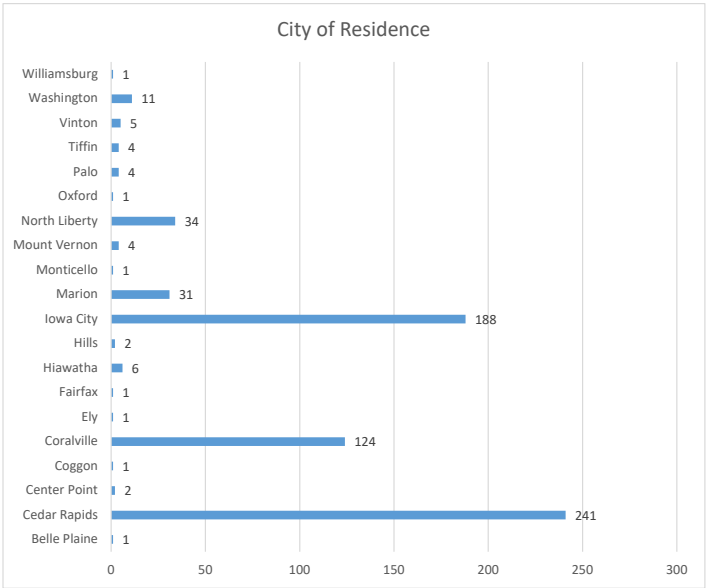
ACT: Laying off 80 between November and December 2019: IowaWORKS meeting with leadership for rapid response planning; Rapid Response meetings held for workers on 10/22/19

Bennett Manufacturing: Laid off 47 employees at the end of October due to closure of the business. Worker meetings were provided on 10/28/19 while a job fair was held on-site on 10/25/19 with 10 businesses attending.

Whitesell: Is permanently closing in Washington, Iowa, impacting 43 workers. The WARN notice was sent October 2nd, with no firm date of closure at this point. Our state RR coordinator is arranging for a planning meeting and subsequent worker informational meetings.

Adult Education/Literacy Report

On October 14 we had a WIOA professional development day held at the African American Museum. We had two main presenters, Mark Gray from UNI and Claudia Schabel. Mark presented on Understanding the Changing Demographics and Culture within Iowa. Claudia presented on Implicit Bias. Four refugee/immigrants sat on a panel and told their story of coming to the United States and their struggles. It was a very enlightening day and the plan is to continue with discussions surrounding the day's presentations.

A Snapshot of Kirkwood Community College Adult Education and Literacy (AEL) Students

Fiscal Year 2020 to Date