Thursday, January 27, 2022 at 4:00 p.m.

Timeline

Description automatically generated

**Zoom Meeting Option:** <https://zoom.us/j/6418143563>

Dial-in by Phone: 312-626-6799 Meeting ID: 641 814 3563  
One tap mobile:   
+13126266799,,6418143563#

**Local Workforce Development Board Quarterly Meeting**

Agenda

Call to Order – Natalie McGee 4:00 pm 1

Roll Call – Krista Tedrow 4:01 pm 1

\*Consent Agenda – Natalie McGee 4:02 pm 2

Introductions – Natalie McGee 4

Participant Success Highlights – Natalie McGee 4

Board Member Highlights – Natalie McGee 5

Alignment Progress Update – Natalie McGee 7

Committee Updates – Chairs 9

Executive Committee – Natalie McGee 9

Operations Committee – Teri Bockting 9

Youth Committee – Mark Cooper 10

Disability Access Committee – Kelli Hugo 10

Finance Committee – Randy Westman 10

\*Budget Amendment – Randy Westman 11

\*Policies – Natalie McGee 13

\*Nominations for Chair/Vice Chair – Natalie McGee 14

Monitoring Update– Natalie McGee 16

Local Plan Update – Natalie McGee 22

Core Partner Updates – Partners 23

Title I – Jennifer Erdmann 24

Title II – Ashleigh Richmond 24

Title III– Mike Cockrum 24

Title IV – Kelli Hugo 24

Housing – Taren Ferguson 25

Other Business – Natalie McGee 25

Public Comment – Natalie McGee 25

\*Adjournment – Natalie McGee 25

Links to Resources & Reports 25

Meeting Location & Information 25

# Call to Order – Natalie McGee 4:00 pm

**Natalie: State time                and request Krista to take Roll Call.**

# Roll Call – Krista Tedrow 4:01 pm

|  |  |  |
| --- | --- | --- |
| Name | Present | Absent |
| Trena Beske |  |  |
| Teri Bockting |  |  |
| Micheal Cockrum |  |  |
| Mark Cooper |  |  |
| Angela De La Riva |  |  |
| Taren Ferguson |  |  |
| Kelli Hugo |  |  |
| Thawng (Tong) Lin |  |  |
| Monica Marshall |  |  |
| Natalie McGee |  |  |
| Joel Millikin |  |  |
| Craig Mommer |  |  |
| Ashleigh Richmond |  |  |
| Warren Schaefer |  |  |
| Mike Swarthout |  |  |
| Randy Westman |  |  |
| Lori Wildman |  |  |
| Jennifer Wilson |  |  |
| **Total** | **Present-** | **Absent-** |

* **I am looking for a motion to approve Patty Mendoza as the alternative designee for Ashleigh Richmond.**
* **Motion:**
* **Second:**
* **Restate the motion: We have a motion to approve Patty Mendoza as the alternative designee for Ashleigh Richmond.**
* **Debate: Is there any discussion?**
* **All those in favor say aye:**
* **Any opposed:**
* **Announce the motion: Motion to approve Patty Mendoza as the alternative designee for Ashleigh Richmond (carries/fails).**

**Natalie: Are there any guests?**

# \*Consent Agenda – Natalie McGee 4:02 pm (pg 1-2)

Natalie: Hope everyone had a chance to review the previous Full Board Draft Meeting Minutes.

* I am looking for a motion to approve the consent agenda; 9.28.21 Full Board Draft Meeting Minutes.
* Motion:
* Second:
* Restate the motion: We have a motion to approve the consent agenda.
* Debate: Is there any discussion?
* \*\*If no changes: hearing none, we have a motion to approve the consent agenda.
* \*\*If there are changes: We have a motion to approve the consent agenda with the following changes.
* All those in favor say aye:
* Any opposed:
* Announce the motion: Motion to approve the consent agenda (carries/fails).

**South Central Iowa Local Workforce Development Board Meeting**

# Introductions – Natalie McGee 4:03 pm (pg 2)

Natalie: We have a new member on the board, Warren Schaefer. John Hall is also here and will be joining the board, but we are waiting on state approval of his nomination. Please introduce yoursef including your current role, organization and affiliation with the board. We will have everyone else do the same.

# Participant Success Highlights – Natalie McGee 4:04 pm (pg 2-3)

Natalie: Krista and Reggie will present on two job-seekers that participated in programs through core partners at Iowa*WORKS*.

Marshalltown Iowa*WORKS*

Ronny visited the Marshalltown Iowa*WORKS* center in the first week of June 2021 as she was nearing the end of her unemployment and federal pandemic funding. While she was motivated and seeking immediate employment to pay bills, she was not “work ready” and lacked the skills to be successful. Ronny identified the following barriers she was facing:

* Struggling with depression as a result of the recently losing her son to a battle with cancer and shortly after his death receiving her own cancer diagnosis and treatment.
* Struggling with stable housing, as she had to live with multiple family members with dysfunctional relationships because she could not afford rent.
* While she had a master’s degree in accounting, she had not worked in the field for several years

Ronny enrolled in several virtual workshops offered by IowaWORKS and her career planner coached her on the of the importance of using her calednar, setting reminders, and other methods to be on time to appointments. She accepted a position on the 3rd shift at factory but quit due to conflicts. Her career planner coached her through what to say and not say in an interview regarding the gap in employment on her resume and why she hadn’t used her degree. Using the IowaWorks jobs postings her career planner found a job listing for a bookkeeper at a law firm in Marshalltown. Ronny was immediately excited and said this was her “dream job.”

The firm was contacted to explain how the Title I program reimburses 50% of wages during the training period and the possibility of setting up an On-the-Job Training. The career planner assisted Ronny with updating her resume, creating a reference list and a cover letter. The career planner conducted mock interviews with her because was nervous, but she interviewed well and was offered the position the next day. Ronny is now working full time as a bookkeeper at a law firm with 5 lawyers. Ronny expressed her appreciation for the services and support she received: “I’ve been meaning to check in and let you know that I love my new job! There is a lot to learn, but it is exactly what I was looking for! You did a great job helping me get my accounting career back on track. I am grateful. I started thinking that it was not going to happen, but thanks to you and the work you do, I have a second chance to use my degrees and I could not be happier. Feel free to share this. Hope all is well. Thank you so much!”

Ottumwa Iowa*WORKS*

Al is a veteran of the United States Air Force to file a unemployment claim after being terminated from his previous position. He wanted to search for new employment as soon as possible as he had diabetes and was losing his medical health insurance. Al was able to meet with a Department of Human Services Income Maintenance staff member at the Ottumwa IowaWORKS center to sign up for health insurance and was referred to meet with a Workforce Advisor. While meeting with the Workforce Advisor, he identified one barrier to employment was being listed on the sex offender registry. Staff worked with a Career Planner on the Business Engagement Team to identify employers that hire individuals on the registry. The team also contacted 8th Judicial District for information on how Al should address the subject during interviews.

Al continued meeting with staff at IowaWORKS, addressing barriers, and applying for jobs. He went to several interviews and received job offers but offers were rescinded after a background check. Determined to get back to work, be continued applying and was offered a management role in the warehouse at JBS. Confident the background check would not be an issue (he'd worked for JBS before) he was devastated to learn the offer was rescineded. Al was persistent and advocated for himself by reqeusting a one on one meeting with Human Resources at JBS. His persistence paid off and he started in his new role at JBS on 12/27/21. He reports he enjoys his job, is making a good wage, and is thankful for all the help he received from the team at IowaWORKS.

# Board Member Highlights – Natalie McGee 4:09 pm (pg 3)

Natalie: I would like to highlight Taren Ferguson and Lori Wildman for all the work they have done for the board. (Go through some of the volunteer work listed below and then ask Krista if she has anything she would like to add.)

Taren Ferguson – Center Director of Ottumwa Job Corps Center

Volunteer

* Ottumwa Leadership Academy Advisory Board
* Refugee Alliance of Central Iowa
* Bright Ideas Committee, Employer’s Council of Iowa
* Ottumwa Nights & Lights volunteer
* Local Workforce Development Board Finance Committee

Nominated or Elected Roles

* Ottumwa Legacy Foundation Board
* South Central Iowa Area Local Workforce Development Board
* Career Technical Education Executive Advisory Board

Business

* Ottumwa Job Corps has been #1 in the Country the last 2 out of 3 years
* Students are completing their programs and are obtaining career-sustaining wages, being placed in college, military, or advance training
* Celebrated 10-year anniversary of the Center being open this year
* Continued to build upon our partnerships to ensure they are creating the pipeline of workers the local/regional employer’s need

**Lori Wildman – Alliant Energy Training Specialist**

Volunteer

* South Central Iowa Workforce Development Board
* Center for Energy Workforce Development Technical Training Committee
* Regional Planning Partnership – Iowa Valley Collaborative
* Marshalltown Community School District Career and Technical Education Advisory Council
* Iowa Utility Workforce Strategy Committee
* Marshalltown Community College Utility Technician Program Advisory Committee
* Future Ready Iowa Events Speaker
* Marshalltown Business – Education Alliance
* Iowa Workforce Development Employer Summits speaker
* DMACC Electric Utility Program Advisory Committee
* Central Iowa Industry Sector Partnership Group
* Iowa National Guard Career Fairs
* Alliant Ambassadors/Recruitment Subcommittee/Veterans Subcommittee

Grant Management

* State of Iowa Energy Sector Partnership Grant through Iowa Workforce Development ($430,000)
* Sate of Iowa 15B Apprenticeship Grant ($240,000)
* 260Fs ($12,000-$20,000 per college) & 260G
* Future Ready Iowa Grant ($40,000)

# Alignment Progress Update – Natalie McGee 4:14 pm (pg 3-5)

Natalie: The board is continuing to make progress toward the major tasks identified to be compliant. The Local Workforce Area Systems Transformation Tasks chart below gives a high-level overview of some (but not all) of the tasks involved in the alignment process. The graphics below show the percentage of tasks completed from the first meeting in 2021 to the first board meeting of 2022.

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| --- | --- | --- |
| **Local Workforce Area Systems Transformation Tasks** | | |
| **High-Level Task(s)** | **Responsible Entity** | **Status\*** |
| Iowa Workforce Development (IWD) provide Chief Lead Elected Officials (CEO) training on roles and responsibilities including CEO Agreement template which should include:  ● Purpose of the agreement  ● Process to nominate, appoint, remove, and reappoint members to the Local Workforce Development Board  ● Process to appoint Chief Lead Elected Official (CLEO)  ● Outline decisions that may be made by the CLEO on behalf of the CEOs  ● Must indicate each CEOs’ acknowledgment of financial liability and outline the process for determining each CEO’s share of responsibility  ● Dispute resolution  ● Process for designating the fiscal agent | IWD/CEOs | Complete |
| Service Providers & Key Stakeholders - orientation | IWD/Service Providers & Key Stakeholders | Complete |
| CEO Local Area Designation Consultation #1 | IWD/CEOs | Complete |
| Designate CLEO and file necessary information/ paperwork with IWD. | CEOs | Complete |
| Local Workforce Development Board (LWDB) Consultation | IWD/LWDB | Complete |
| Key Stakeholders Consultation | IWD/Key Stakeholders | Complete |
| CEO Local Area Designation Consultation #2 | IWD/CEOs | Complete |
| Potential new CEO Local Area Designation Vote | IWD/SWDB | Complete |
| Develop and execute CEO agreements. | CEOs | Complete |
| Designate fiscal agent in accordance with IWD policy and guidance. | CLEOs | Complete |
| Establish minimum requirements for one-stop certification | SWDB | Not started |
| Appoint members to WIOA-compliant LWDBs in accordance with state-issued policies and procedures for each new Local Area using local established process. | CLEOs | Complete |
| Certify Local Workforce Development Boards | IWD | Complete |
| Local Workforce Development Board member webinar | IWD | Complete |
| LWDBs roles and responsibilities training  ● Budget  ● One-stop operator procurement (not done)  ● Direct service provider procurement  ● Partnership Agreement | IWD/CEOS/LWDB | Complete  Except One-Stop Operator Procurement |
| Hire support staff | LWDB | Complete |
| Issue Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) guidance and templates. | IWD with Core Partners | In Progress |
| Elect a chairperson from among the business representatives on the board. | LWDB | Complete |
| Establish a Memorandum of Agreement detailing the roles and responsibilities of each entity. | CLEO, LWDB, Fiscal Agent | Complete |
| Train LWDB staff and fiscal agents on MOU and IFA guidance and templates as well as a timeline for the establishment of local MOU and IFA. | IWD | Waiting on guidance from state |
| Execute MOU and IFAs | LWDB | Waiting on guidance from state - IFA |
| Establish a partnership agreement describing how joint roles and responsibilities will be fulfilled. | CLEO, LWDB | Complete |
| Develop WIOA-compliant local workforce development plan | LWDB | In Progress |
| Issue local performance expectations, negotiation process guidance, and the timeline for completion of LWDA negotiations. | IWD | Waiting on guidance from the state |
| Complete negotiations for local performance expectations | IWD, LWDBs | Waiting on guidance from the state |
| Establish policies for the local area consistent with State policies | LWDB, CLEO | In progress |
| Establish a budget for the local workforce development area | LWDB, CLEO | Complete |
| Provide training to LWDBs on one-stop certification criteria, metrics, process and timeline. | IWD | Waiting on guidance from the state |
| Issue sub-recipient Agreements to LWDBs for signature. | IWD | Complete |
| Provide training to LWDB staff regarding roles and responsibilities | IWD | Complete |
| 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. | LWDB | In progress |
| Through fiscal agents, procure local service providers for Title I programs and execute contracts/award funds accordingly  ● If the CEO and LWDB desire to be the direct service provider, IWD, as designated by the Governor, must be notified | LWDB | Complete |
| 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) | LWDB | Complete |
| Through relevant fiscal agents, procure One-Stop Operators and execute contract/award funds accordingly | LWDB | Waiting on guidance from the state |
| Complete one-stop certification process | LWDB | Waiting on guidance from the state |

# Committee Updates – Chairs 4:17 pm (pg 5-6)

Natalie: Each committee chair will provide an update. We will start with the Executive committee.

## Executive Committee – Natalie McGee

Natalie: We have discussed the budget amendments. The board’s administrative budget had $40,905.24 of unobligated funds that carried over. The executive committee approved the finance committee’s recommendation to amend the administrative budget and allocate $6,200 of unobligated funds to travel and $2,500 to staff development.

* With the scope of work continuing to grow, there was still a need for an Executive Assistant to support administrative work in addition to helping with program related tasks. We did vote to hire an Executive Assistant at $14 an hour for the next 6 months, not to exceed a total of $15,000.
* We also approved policies (that the full board will be voting on later) and have been getting updates from Krista & Reggie on their involvement in the community and staff development.
* Budget Amendment for travel was approved (will be voted on by the full board)
* Policies
* Executive Assistant

Click [10.1.2021 Executive Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EQa4cBUzMf1DojEir9M3vl4BRPYKm89vGLFknUVzqni6TQ?e=sf7WoN) to view document.

Click [11.9.2021 Executive Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/Eahya3eMIcVGlmE26u44v54BHZjd4FGseIbHT4NFQCdb6Q?e=TXYNa8) to view document.

Click [12.14.2021 Executive Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/Ea2RS9lWQv5NpRKUlIm6ikgBn3A2sTQufuwYA7iljqvqpw?e=1HsiB5) to view document.

Click [1.11.2022 Executive Committee Draft Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EREv2GzkU35EiUqMNpHoQPEBK2Vat4OekBcez9aJ7gaJCg?e=Ns9tsU) to view document.

## Operations Committee – Teri Bockting

Teri: We have worked with partners to provide monthly reports and updates for the board, the partners are working on layout so the board can see the outcomes/impact of the IowaWORKS teams. Looking at narratives of reports and we hope to be getting these updates out regularly by March. Worked with partners in the IowaWORKS centers on creating monthly reports for the board - according to the bylaws.

* Requested business service teams at centers to provide a strategic plan for business outreach in communities
* Began developing a project management plan to meet the goals outlined in the local plan

Click [11.19.2021 Operations Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EV6bQo_XBVNBqEWwiA5khRQBWFfdWULhXYei9DlydaC0qg?e=lM5dgP) to view document.

Click [1.19.2022 Operations Committee Draft Meeting](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/ETHMPbP4EjxKupousUNVbA4Bu3B7J2OQPsa2Lt0NvGKMWw?e=KuzYTS) Minutes to view document.

## Youth Committee – Mark Cooper

Mark: The committee worked together to create and revise community resource guides. We are continuing to develop these guides and update resources we identify. We had iJAG (Iowa Jobs for America’s Graduates) students present at the meeting in January and added youth and adult members to the committee.

* Created community resource guides
* Engaged with youth community partners
* Added youth and adult members

Click [11.18.2021 Youth Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EVknIHIuR-BNgBbBtfcL86YBiSnmLQaa_s8MTWMOIH4SwA?e=GtOPTw) to view document.

Click [1.13.2022 Youth Committee Draft Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EYVncG7cTH5Em-ceyx4-ZpEBA1a-43dTufEbAv1pF7WBfQ?e=EGOSCf) to view document.

## Disability Access Committee – Kelli Hugo

Kelli: We completed accessibility studies at Ottumwa and Marshalltown as well as the integration assessment.

* Completed accessibility studies at Ottumwa & Marshalltown
* Completed Integration Assessment

Click [12.1.2021 Disability Access Committee Draft Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EWlZovQTBdJKup165toepHwBzR7I4YpkAqTgk8G13lTlpQ?e=T87Riq) to view document.

## Finance Committee – Randy Westman

Randy: We reviewed the administrative and program budget amendments and have recommendations for the board to vote on in our next agenda item. We have been working with the Fiscal agent on the process for the fiscal audit. We reviewed and approved Pathfinders Monthly Finance Report and fiscal agent hours.

* Administrative and Program budget amendments
* Fiscal Audit
* Pathfinders Monthly Finance Report

Click [Pathfinders RC&D Monthly Financial Report](https://sciwalwdb.sharepoint.com/sites/SouthCentralIowaWorkforceDevelopmentBoard/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSouthCentralIowaWorkforceDevelopmentBoard%2FShared%20Documents%2FCommittees%2FFinance%2F1%2E18%2E2022%20Meeting%2FDecember%20Financial%20Report%20and%20Fiscal%20Agent%20Hours%2Epdf&parent=%2Fsites%2FSouthCentralIowaWorkforceDevelopmentBoard%2FShared%20Documents%2FCommittees%2FFinance%2F1%2E18%2E2022%20Meeting&p=true&wdLOR=c26BC6D05%2D44AB%2D6741%2D92B1%2D4C7CE3D23F7E) to view document.

Click [10.19.2021 Finance Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EdV48kI56RpOmFpVKMI9uh4BrKAByEO7H-lojSCHv63wKw?e=wmW9QZ) to view document.

Click [11.16.2021 Finance Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EYKdQpd_IHFDto423uOreHEBXk0CXgU9LGd1-e5wJptEfw?e=lqT8sx) to view document.

Click [12.22.2021 Finance Committee Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EbmBvUlVlc5Fv7Ov2aGWCUcBA0kVWRCR5CY3DyvVKhLxnA?e=btNnRh) to view document.

Click [1.18.2022 Finance Committee Draft Meeting Minutes](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EdZxdUI-qAJDlEHdWwnyDLkBM5cHqzdLFxn1xFrzQmEHeA?e=2whPJ4) to view document

|  |  |  |  |
| --- | --- | --- | --- |
| **South Central Iowa Local Workforce Development Board Financial Overview** | | | |
| **Funding Category** | **Total Available** | **Expended to Date** | **Remaining Balance** |
| Administration | $192,966.24 | $59,431.11 | $133,535.13 |
| Ticket to Work | $109,465.09 | $0 | $109,465.09 |
| Transition Funds | $2,856.84 | $0 | $2,856.84 |
| Adult | $383,163.35 | $141,211.97 | $241,951.38 |
| Dislocated Worker | $683,893.11 | $90,038.09 | $590,855.02 |
| Youth | $435,832.45 | $149,159.89 | $286,672.56 |
| Rapid Response | $5,000.00 | $4,223.16 | $776.84 |

# \*Budget Amendment – Randy Westman 4:27 pm (pg 7-8)

* Randy: The finance committee recommended changes to the budget - travel due to the travel required for board to be in multiple counties and staff development based on the training opportunities for staff. The committee also made recommendations based on the guidance from the state that the board does not need to procure for the One Stop Operator until next program year. The board allocated $23,504.22 from the program budget for a One Stop Operator and these funds needed to be re-allocated. Krista & Reggie have been spending significant amounts of time on program related tasks identified in the one stop operator RFP. The time spent on program related activities and administrative activities is about 50/50. We did vote to hire an Executive Assistant at $14 an hour for the next 6 months, not to exceed a total of $15,000. **Operations Committee preparation, MOU, reports, youth committee,**
* I am looking for a motion to approve the recommended budget amendment from the finance committee.
* Motion:
* Second:
* Restate the motion: We have a motion to approve the recommended budget amendment from the finance committee.
* Debate: Is there any discussion?
* All those in favor say aye:
* Any opposed:
* Announce the motion: Motion to approve the recommended budget amendment from the finance committee (carries/fails).

|  |  |
| --- | --- |
| **South Central Iowa Local Workforce Development Board**  **2021 Total Administrative Budget** | |
| **Income Category** | **Amount** |
| PY20 Carryover | $32,877.24 |
| FY21 Carryover | $51,814.00 |
| PY21 | $51,352.00 |
| FY22 | $56,923.00 |
| **Total Administrative Funds** | **$192,966.24** |

\*Note: Items crossed out have been removed from the budget. Highlighted items have been revised.

|  |  |  |  |
| --- | --- | --- | --- |
| **Revised Draft 2021 Administrative Budget: $192,966.24** | | | |
| **Category** | **Prior Amount** | **Adjusted Amount** | **Difference** |
| Executive Director | $52,800.00 | $45,000.00 | -$7,800 |
| Associate Director | $33,000.00 | $18,125.00 | -$14,875 |
| Administrative Assistant | 0 | $8,750.00 | +$8,750 |
| Fiscal Agent | $33,000.00 | $33,000.00 | 0 |
| Single Audit | $20,000.00 | $20,000.00 | 0 |
| Travel | $1,800.00 | $8,000.00 | +6,200 |
| Office Supplies and Technology | $500.00 | $500.00 | 0 |
| Director & Officer's Insurance | $1,711.95 | $1,711.95 | 0 |
| Staff Development | $2,500.00 | $5,000.00 | +2,500 |
| Memberships | $1,000.00 | $1,000.00 | 0 |
| ~~Filing for 5013C Non-profit Status~~ | ~~$1,200.00~~ | 0 | -$1,200 |
| Legal | $800.00 | $800.00 | 0 |
| Other | $3,749.05 | $3,749.05 | 0 |
| Unobligated | $40,905.24 | $47,330.24 | +$6,425 |
| **Total** | **$152,061.00** | **$145,636.00** |  |

**South Central Iowa Local Workforce Development Board**

**2021 Administrative Budget** **Narrative**

**Executive Director**- $45,000 for Executive Director services provided.

**Associate Director**- $18,125 for Associate Director services provided.

**Executive Assistant** - $8,750 for Administrative Assistant services provided.

**Fiscal Agent**- $33,000 for Fiscal Agent services.

**Single Audit**- $20,000 to complete required yearly audit.

**Travel**- ~~$1,800~~ $8,000 for board staff travel to professional development, conferences, board related meetings within the 14-county area, and mileage reimbursement. The current IRS Mileage Per Diem rate will be used and adjusted as necessary, currently at $0.56.

**Office Supplies & Technology** - $500 for purchase of office supplies, printing, and technology.

**Director & Officer’s Insurance**- $1,711.95 for annual premium for Director & Officers Insurance.

**Staff Development**- ~~$2,500~~ $5,000 for professional development opportunities for board staff, including any conference or meeting registration fees.

**Memberships**- $1,000 for board related memberships fees including NAWB membership.

**~~Filing for 501C3 Non-profit Status~~**~~– $1,200.00 for fees related to filing for 501C3.~~

Contacted Drake Law School & another non-profit expert that are willing to assist at no cost.

**Legal**-$800 for fees associated with reviewing of contract and legal documents, along with other unknown legal fees.

**Other**-$3,749.05 for other costs that do not fit into any of the above categories.

|  |  |  |  |
| --- | --- | --- | --- |
| **South Central Iowa Workforce Area** **Local Workforce Development Board**  **2021 Total Program Budget** | | | |
| **Category** | **Carry Over** | **New Funds** | **Total** |
| Adult | $116,895.35 | $266,268 | $383,163.35 |
| Dislocated Worker | $305,259.11 | $378,634 | $683,893.11 |
| Youth | $106,229.45 | $329,603 | $435,832.45 |
| **Total** | **$528,383.91** | **$974,505.00** | **1,502,888.91** |

\*Note: Items crossed out have been removed from the budget. Highlighted items have been revised.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **South Central Iowa Workforce Area** **Local Workforce Development Board**  **2021 Revised Draft Program Budget** | | | | | |
| **Category** | **Current Amount** | **Adjusted** **Amount** | **Difference** | **Current %** | **Adjusted %** |
| Service Provider | $514,875.28 | $514,875.28 | 0 | 34.2% | 34.2% |
| Participants | $922,809.41 | $922,809.41 | 0 | 61.4% | 61.4% |
| ~~One Stop Operator~~ | ~~$23,504.22~~ | 0 | -$23,504.22 | 1.6% | 0% |
| Board Staff | $41,700.00 | $65,204.22 | +23,504.22 | 2.8% | 4.4% |
| **Total** | **$1,502,888.91** | **$1,502,888.91** | **0** | **100%** | **100%** |

**Revised Draft 2021 Program Budget Narrative**

\*Note: Items crossed out have been removed from the budget. Highlighted items have been revised.

**Service Provider-**$514,875.28 for Service Provider operational costs.

**Participants –**$922,809.41 for direct participant costs.

**~~One-Stop Operator~~**~~–$23,504.22 for One-Stop Operator role.~~ One Stop Operator removed.

**Board Staff –**$65,204.22 for board staff activities towards program-related work.

# \*Policies – Natalie McGee 4:32 pm (pg 8)

* Natalie: Hope everyone had a chance to review the policies listed in the packet.
* Click [Draft Combined Board Policies](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/ERFcWDfYBLdMrgvqZwCkygEB49Uf6xEWINYWk8CuCYPc_A?e=EbxQpj) to review policies.
* I am looking for a motion to approve the policies listed.
* Motion: cooper
* Second: Westman
* Restate the motion: We have a motion to approve the policies.
* Debate: Is there any discussion?
* \*\*If no changes: hearing none, we have a motion to approve the policies.
* \*\*If there are changes: We have a motion to approve the polices with the following changes:
* All those in favor say aye:
* Any opposed:
* Announce the motion: Motion to approve the policies (carries/fails).
* Workforce Innovation Opportunity Act Program Complaint Policy
* Title I Support Services Payment Policy
* Title I Needs Related Payment Policy
* Title I Individual Training Accounts Policy
* Workforce Innovation Opportunity Act Policy Assurances Policy
* Unlikely to Return Eligibility Policy
* Measurable Skills Gains Local Area Standards of Academic Progress Policy

# \*Nominations for Chair/Vice Chair – Natalie McGee 4:36 pm (pg 9)

Natalie: Each year the board must select a Chair and a Vice Chair from business category – these are listed in your packet with the navy blue color.

* Does anyone have any nominations for Chair? I am looking for a motion to nominate (name) as Chair of the South Central Iowa Local Workforce Development Board.
* Motion:
* Second:
* Restate the motion: We have a motion to nominate (name) as Chair of the South Central Iowa Local Workforce Development Board.
* Motion to cease nominations:
* Second:
* Debate: Is there any discussion?
* \*\*If no changes: hearing none, we have a motion to nominate (name) as Chair of the South Central Iowa Local Workforce Development Board.
* \*\*If there are changes: We have a motion to nominate (name) as Chair of the South Central Iowa Local Workforce Development Board.
* All those in favor say aye:
* Any opposed:
* Announce the motion: Motion to nominate (name) as Chair of the South Central Iowa Local Workforce Development Board (carries/fails).

Does anyone have nominations for Vice Chair? It must be from business category listed in your packet with the navy blue color.

* I am looking for a motion to nominate (name) as Vice Chair of the South Central Iowa Local Workforce Development Board.
* Motion:
* Second:
* Restate the motion: We have a motion to nominate (name) as Vice Chair of the South Central Iowa Local Workforce Development Board.
* Debate: Is there any discussion?
* \*\*If no changes: hearing none, we have a motion to nominate (name) as Vice Chair of the South Central Iowa Local Workforce Development Board.
* \*\*If there are changes: We have a motion to nominate (name) as Vice Chair of the South Central Iowa Local Workforce Development Board with the following changes:
* All those in favor say aye:
* Any opposed:
* Announce the motion: Motion to nominate (name) as Vice Chair of the South Central Iowa Local Workforce Development Board (carries/fails).



Diagram

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# Monitoring Update– Natalie McGee 4:40 pm (pg 10-17)

Natalie: The board conducted local monitoring of the service provider (Indian Hills Community College) and the fiscal agent (Pathfinders RC&D) for Program year 2021 on October 15, 2021. While we identified minor concerns, overall, the files and documents reviewed were in good standing.

The state workforce agency, Iowa Workforce Development, conducted monitoring of the local board in November, the monitoring report is below. The local board’s response is included in the report below and is due January 31, 2022. Overall, there were no findings that we were not able to provide justification for.

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| **STATE SUMMARY** | |
| **Local Workforce Development Area** | **LWDB Executive Director** |
| South Central Iowa Local Workforce Development Area | Krista Tedrow |
| **Dates of Desk Review** | **Dates and Location of On-Site Monitoring** |
| October 25, 2021 - November 12, 2021 | November 16 2021 - November 17, 2021 |
| **Files Reviewed** | |
| **Program** | **State ID** |
| Adult | 2203009767 / 2200959953 / 2201373097 / 2202916644  2203015734 |
| Dislocated Worker | 2202916644 / 2200998111 / 2202906720 |
| Youth | 2202988683 / 2202888567 / 2202910189 / 2202954316  2202926395 |
| **Number of Findings** | **Corrective Action Plan Due Date** |
| 2 | January 31, 2022 |

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| **MONITORING REPORT SECTION DEFINITIONS** |
| **Promising Practices** |
| Promising practices are practices or outcomes identified during the review that are observed as being effective, innovative or best practice. These are practices that go above and beyond standard service delivery expectations and/or practices. |
| **Findings** |
| Findings are identified as issues or practices non-compliant with federal, state and/or local statutes, regulations, terms and conditions of an award or contract, policies and directives. Each finding has a corresponding required corrective action identifying what action must be taken, or documentation provided, in order for the finding to be resolved. Please use the “LWDA Response” box within the monitoring report to detail the actions taken by the local area to resolve the Finding. IWD will utilize the “IWD Response” box within the report to acknowledge when a finding is resolved or if additional action is required to resolve the finding. |
| **Areas of Concern** |
| Areas of concern are issues, policies, or practices observed during the review that may negatively impact the ability to effectively manage the grant or provide services to participants. They may also include red flags or risk areas that, if not addressed and corrected, could lead to an area of non-compliance in future monitoring reviews. Each area of concern will have a corresponding recommendation for correcting the issue or practice. Responses are not required for an area of concern but are welcome. |

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| **PROMISING PRACTICES** |
| Several promising practices were observed throughout the period of monitoring, of which, two practices stood out.  Since PY20 monitoring, a resource guide was completed for the Marshalltown office which means that both One-Stop Centers in the Local Workforce Development Area have a comprehensive community resource guide that allows for the effective collaboration of services. This is important for establishing a link between the participants and services in the community in order to meet the full range of participant needs.  An Income Maintenance worker from the Department of Human services is staffed in the center, and is readily available to provide services to individuals in need. This makes for a beneficial referral source to address the immediate low-income needs of individuals who come into the center. |

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| **FINDING #1: SERVICES NOT DELIVERED IN ACCORDANCE WITH POLICY** |
| During the review of participant files, it was observed that services were not being delivered or documented according to policy. It is imperative that state and local policies are adhered to within service provision. Policies guide service delivery and may have a direct impact on how services should be provided and/or documented. |
| **Instance #1: Support service payments were made for Educational Assistance with no training service on the Individual Employment Plan to justify the Educational Assistance payments.** |
| State ID: 2203009767 – Service 271 - Support Service-Educational Assistance (EST) was on the participant’s plan with documentation of two EST payments to allow the participant to participate in the welding certificate program at Indian Hills Community College; however, there is no documentation of enrollment in a training service on the Individual Employment Plan.  Additionally, service 260-Support Service-Clothing (CHG) is the appropriate service to use for the purchase of boots, glasses, gloves, a jacket, helmet, and a lock per State and LWDB supportive services policies. |
| **Instance #2: A support service payment for Financial Assistance was made directly to the participant rather than the vendor as required per policy.** |
| State ID: 2200959953 – A payment for service 262-Support Service-Financial Assistance (FAS) in the amount of $500.00 was made directly to the participant on 7/2/2021 to reimburse for a portion of car repairs that were completed on 5/12/2021. State and local policy state that the purpose of FAS is to make a payment to a service provider or vendor on behalf of a participant. |
| **Instance #3: A support service payment was made for Financial Assistance after the service was voided on the Individual Employment Plan.** |
| State ID: 2201373097 – A payment for Service 262-Support Service Financial Assistance (FAS) in the amount of $500.00 was made directly to the vender on 12/13/2019 with no active service on the Individual Employment Plan. The FAS was on the Individual Employment Plan as voided on 12/11/2019. |
| **Instance #4:Support service payments were made for Clothing in excess of the limit established by local policy.** |
| State ID: 2202888567 - Payments for service 260-Support Service-Clothing (CHG) were made in the amount of $310.43 when the local policy that was in effect at the time, Iowa WORKS Southern Iowa Region 15 Policy Memo No: 1-2 Change 3, established a limit of $250.00 on clothing per fiscal year.  Related case notes documenting payments over the established limit:   * 11/8/2019 - “I stopped by Clemons today and delivered over $250 worth of tools to Joseph that were purchased by WIOA.” * 11/13/2019 - “I stopped by Clemons today. Joseph was on the floor working. I gave him his tool box, which was the last item to come in.”   Documentation could not be found approving additional payments above the $250.00 limit. |
| **Instance #5: Payments were made for Occupational Skills Training in excess of the limit established by local policy.** |
| State ID: 2201373097 – At the time of this report, Occupational Skills Training (OST) has been funded in the amount of $9,929.00 when the local policy in effect at the time, IowaWORKS Southern Iowa Region 15 Policy Memo No: 16-1 that was adopted into policy on 12/23/2020, established a limit of $6,000.00.  Related case notes with supporting vendor pay authorization documentation totaling the $9,929.00:   * 12/13/2019 - “OST and Support service payment made this date as follows: **OST payment made in the amount of $1287** and EST Payment made in the amount of $828 for 19/WI on check # 0382564.” * 03/20/2020 - “OST & Support service payment made this date as follows: **OST payment made in the amount of $1107.00** and EST payment made in the amount of $1024.70 for 20/SP on check #0384430.” * 06/24/2020 - “OST & Support service payment made this date as follows: **OST payment made in the amount of $1800.00** and EST payment made in the amount of $840.00 at IHCC for 20/SU on check #0387053.” * 10/01/2020 - “OST payment submitted on this date as follows: **OST payment made in the amount of $2000.00** for 20/FA on check # 0388623.” * 12/16/2020 - “OST & Support service payment made this date as follows: **OST payment made in the amount of $1735.00** and EST payment made in the amount of $150.00 on check #0390027.” * 03/19/2021 - “**OST Payment made in the amount of $2000.00** for 21/SP on check # 0391281.”   State ID: 2202906720 – At the time of this report, Occupational Skills Training (OST) has been funded in the amount of $6,709.00.00 when the local policy in effect at the time, IowaWORKS Southern Iowa Region 15 Policy Memo No: 16-1 that was adopted into policy on 12/23/2020, established a limit of $6,000.00.  Related case notes with supporting vendor pay authorization documentation totaling the $6,709.00:   * 03/20/2020 - “OST & Support service payment made this date as follows: **OST payment made in the amount of $1455.00** and EST payment made in the amount of $500.00 for 20/SP on check #0384430.” * 06/24/2020 - “OST payment submitted this date as follows: **OST payment made in the amount of $1080.00** for 20/SU on check #0387053.” * 10/01/2020 - “OST & Support service payment made this date as follows: **OST payment made in the amount of $870.00** for 20/FA and EST payment made in the amount of $70.00 on check # 0388623.” * 12/16/2020 - “OST payment made this date as follows: **OST payment made in the amount of $692.00** on check #0390027.” * 03/19/2021 - **“OST Payment made in the amount of $497.00** for 21/SP on check # 0391281.” * 06/30/2021 - “OST & Support service payment made this date as follows: **OST payment made in the amount of $515.00** and EST payment made in the amount of $80.00 for 21/SU on check # 0394159.” * 09/29/2021 - **“OST payment submitted in the amount of $1000** for 21/FA on check #0396246.” * 12/15/2021 - **“OST payment made in the amount of $600.00** for 21/WI on check #0399192.” |
| **Instance #6: Payments were made for Educational Assistance in excess of the limit established per local policy.** |
| State ID: 2201373097 – During fiscal year 2020, Educational Assistance (EST) was funded in the amount of $2,692.70 when the local policy in effect at the time, IowaWORKS Southern Iowa Region 15 Policy Memo No: 1-2 Change 3, established a limit of $1,000.00 per fiscal year.  Related case notes with supporting vendor pay authorization documentation totaling the $9,929.00:   * 12/13/2019 - OST and Support service payment made this date as follows: OST payment made in the amount of $1287 and **EST Payment made in the amount of $828** for 19/WI on check # 0382564 * 03/20/2020 - OST & Support service payment made this date as follows: OST payment made in the amount of $1107.00 and **EST payment made in the amount of $1024.70** for 20/SP on check #0384430 * 06/24/2020 - OST & Support service payment made this date as follows: OST payment made in the amount of $1800.00 and **EST payment made in the amount of $840.00** at IHCC for 20/SU on check #0387053   Documentation could not be found approving additional payments above the $1,000.00 limit. |
| **Citations** |
| * IWD Introduction- Chapter 8 Section 1.5.1: *Support services are available to members receiving individualized career services or training activities, but only as determined necessary.* * IWD Financial Assistance (FAS)-*The purpose of a Financial Assistance payment (FAS) is to make a payment to a service provider or vendor on behalf of a participant. This payment is used to cover an emergency financial need that, if unmet, would prevent the participant from participating in WIOA Title I activities.* * South Central Iowa LWDB Memo 21-1 Title I Support Service Payment Policy: *Financial Assistance - The purpose of a Financial Assistance Payment is to make a payment to a Service Provider or vendor on behalf of a participant to cover an emergency financial need of a participant that, if unmet, would prevent the participant from participating in WIOA activities.* * Iowa WORKS Southern Iowa Region 15 Policy Memo No: 1-2 Change 3: *The cost of items such as clothes and shoes that are necessary for participation in WIOA activities such as interviewing, employment, or work experiences are allowable. Items such as uniforms and protective eyewear are included. The cost of required tools is allowable. Not to exceed $250 per fiscal year. Additional allowed if approved by WIOA Title I Director and documented approval in the case management system.* * IowaWORKS Southern Iowa Region 15 Policy Memo No: 16-1 - Region 15 WIOA Individual Training Account Policy: *An individual may select training that costs more than the $6,000 WIOA maximum amount, when other sources of funds are available to supplement the ITA...and The limit for ITA contracts is $6,000.* * Iowa WORKS Southern Iowa Region 15 Policy Memo No: 1-2 Change 3: *Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes is allowable. Not to exceed $1000 per fiscal year. Additional allowed if approved by the WIOA Title I Director and documented in the Case Management System.”* |
| **Corrective Action** |
| The LWDB must ensure that all services are provided in accordance with policy. The LWDB must develop a corrective action plan including key strategies to ensure proper service provision of the six instances noted within this finding.  In response to instances four through six where the costs in excess of what was allowable per policy are being questioned, the LWDB must provide a detailed narrative description with supporting documentation that all program costs charged for support services and occupational skills training are allowable.  The corrective action plan must include a review of active participant files with support services and occupational skills training to ensure payments are within the limits established by local policy. Documentation of the review and its results must be provided with the response.  Included in the response should be confirmation if the local policies cited in instances four through six were the policies in effect at the time the payments were made. If policies other than those cited were in place, copies that include effective dates must be provided with the response.  The corrective action plan must also describe a plan for successfully tracking payments to avoid possible disallowed costs.  It is strongly suggested that the local ITA policy be updated to specify if the limit of $6,000 for ITA contracts covers tuition costs only, or if the support service Educational Assistance (EST) costs associated with a participant’s training (books, fees, school supplies and other necessary items for students enrolled in postsecondary education classes) is also included within the $6,0000 overall limit. Because tuition, books and fees are all included on the ITA form, it would be beneficial to clarify this within local policy exactly what the $6,000 limit includes. Plans for any ITA policy updates should be submitted as part of the response.  Career planners must be given training on the policies included in the citations above, to include support service policies and ITA’s. Training plans must be outlined in the corrective action plan. Verification of completed training, including the individuals in attendance and the date of attendance must be submitted upon completion. |
| **LWDB Response** |
| Region 6 and Region 15 workforce boards went through the process of transitioning into the South Central Iowa Local Workforce Development Board in 2020. The South Central Local Workforce Development Board was officially certified September 14, 2020. The board’s first official meeting was October 6, 2020. The board conducted a competitive procurement process to procure a service provider and awarded the Title I Adult and Dislocated Worker and the Title I Youth contracts to Indian Hills Community College starting January 1, 2021. Former Region 6 and Region 15 boards were responsible for the service provider and enforcing board policies prior to January 1, 2021. As the board was not responsible for procuring or oversight of the service provider until January of 2021 the board will not be responding to or correcting any instances with dates prior to January 1, 2021.  Please refer to South Central Iowa Local Workforce Development Board Policies attachment to review all current policies.  Please refer to SCIWA WIOA Participant Payment Spreadsheet attachment utilized to review and track participant expenditures. Link to document [here.](https://sciwalwdb.sharepoint.com/:x:/s/SouthCentralIowaWorkforceDevelopmentBoard/EcRTwo7pyXpLmaD82n94X6YBMWNawqsSjvYl1xSyR5mq7Q?e=fcGkhF)  Please refer to SCIWA WIOA Monitoring Initial Report Response attachment addressing each instance from the service provider for further explanation. Link to document [here.](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/ETuXY84ZLYJFurlNnyAYFBQB6oHQeqYHrBnePZqhnNhXuA?e=sS7I7W)  Please refer to SCIWA WIOA Program Training attachment to show training for career planners is complete. Link to document [here.](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EUEyMMyTukxCvOeKUp7Hcc4BUNmw1G5Y4i85pDUQgTR1pw?e=xcyR1l) |
| **IWD Response** |
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| **FINDING #2: PERFORMANCE INDICATORS AND DATA NOT DOCUMENTED** |
| The accurate documentation and reporting of performance data is essential to ensure data integrity and accurate performance and reporting outcomes. Neglecting to document performance data triggered due to services provided will automatically result in negative performance outcomes. |
| **Instance #1: Measurable skills gain were not captured for reporting purposes.** |
| State ID: 2202926395 – The participant earned his high school diploma on 5/23/2021, and though the credential attainment was captured within the credential tab of the Title I application, there is no documentation of the measurable skills gain.  For participants who have attained a secondary school diploma or equivalent, documentation must be recorded within the Credentials ribbon and the Measurable Skills Gain ribbon. |
| **Citations** |
| * WIOA Title I and TAA Measurable Skills Gain Desk Aid: *The measurable skills gain (MSG) measure is intended to capture progression in skill gains made by Workforce Innovation and Opportunity Act (WIOA) Title I and Trade Adjustment Assistance (TAA) program participants in education or training during a program year, and is not an exit-based measure. The MSG indicator refers to the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress toward a credential or* *employment. All MSG gains should be reported, however the most recent MSG reported within the program year during each period of participation will be counted. Included in this measure are WIOA Title I Out-of-School Youth who are in secondary education at or above the 9th grade level during participation in the WIOA Title I Youth program.* |
| **Corrective Action** |
| The LWDB must ensure that all data elements are properly recorded in IowaWORKS. Specifically, key strategies must be outlined to address measurable skills gain as identified within this finding.  Career planners must be given training on the desk aid included in the citation above. Training plans must be outlined in the corrective action plan. Verification of completed training, including the individuals in attendance and the date of attendance must be submitted upon completion. |
| **LWDB Response** |
| Training was provided to career planners on 1/7/2022, please refer to SCIWA WIOA Program Training attachment. Link to document [Here.](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EUEyMMyTukxCvOeKUp7Hcc4BUNmw1G5Y4i85pDUQgTR1pw?e=0FiS9Q) |
| **IWD Response** |
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| **AREA OF CONCERN #1: INACCURATE CLOSURE AND EXIT RECORDED** |
| During the review of participant files, it was determined that two of the participants had incorrect exit information recorded. The correct recording of exit is imperative for the accurate recording of exit based performance measures.  State ID: 2202988683 – The participant’s exit date does not align with what is documented in case notes. The record reflects a closure and exit date of 8/23/2021 with the required 1st quarter after exit follow-up due 12/31/2021.  A case note dated 10/14/2021 indicates the closure was removed by the super user due to the youth services transition causing an inadvertent exit, and a case note dated 11/3/2021 indicates a new program closure. The records do not reflect that the exit or closure were removed or that a new closure date of 11/3/2021 was entered.  State ID: 2202926395 – The participant’s exit date and reason do not align with what is documented in case notes. The record reflects a closure and exit date of 9/21/2021 with the 1st quarter after exit follow-up due 12/31/2021. A case note dated 9/20/2021 indicates a closure was entered due to a failure to register for Selective Service and respond to contact attempts. Case notes dated 10/14/2021 note that the closure and exit were removed due to youth services transition. |
| **Recommendation** |
| The LWDB must ensure correct exit and closure dates and reasons are entered and documented in the participant files. This should include case notes that match the participant data. |
| **LWDB Response** |
| Documentation was in the case notes and this case had accurate closure and exit recorded. Please refer to WIOA Monitoring Initial Report Response attachment. Link to document [here.](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/ETuXY84ZLYJFurlNnyAYFBQB6oHQeqYHrBnePZqhnNhXuA?e=EZC7xo) |

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| **AREA OF CONCERN #2: OVERSIGHT AND MONITORING** |
| IWD would like to formally recognize the work the South Central Iowa LWDB has completed with developing monitoring policies and conducting PY21 monitoring to date. IWD further acknowledges this review and feedback is comprehensive and we understand the State is still working to issue policies regarding some of these areas and that the LWDB has until 6/30/22 to fulfill its monitoring requirements as noted below. This item is included as an area of concern solely to provide technical assistance as the LWDB strives toward completing monitoring.  Federal and State policies and regulations require the LWDB and its fiscal agent to conduct monitoring as outlined below:   1. LWDB annual, onsite monitoring of all contracted service providers and Title I Programs, to include the tools used for each oversight activity and the final monitoring report.  * The LWDB submitted its notification letter to the service provider to begin monitoring October 15, 2021 and must submit its final report to IWD upon completion.  1. Fiscal agent annual monitoring of all contracted service providers to include the tools used for each oversight activity and the final monitoring report.  * The fiscal agent conducted monitoring of the service provider’s February 2020 payroll in October 2021. * The LWDB must ensure this aligns with the fiscal agent’s and LWDB’s monitoring policies to confirm whether or not this fulfills the fiscal agent’s annual monitoring obligations.  1. Annual assessment of the physical and programmatic accessibility of all AJCs in the local area, to include the tools used for each oversight activity and the final monitoring report.    * The annual assessment was completed for the Ottumwa AJC and will need to be completed and forwarded to IWD once completed for the Marshalltown AJC. 2. AJC Certifications once every three years. N/A 3. Biennial monitoring of the one-stop operator, to include the tools used for each oversight activity and the final monitoring report. N/A |
| **Recommendation** |
| IWD encourages the LWDB to continue working toward the completion of PY21 monitoring as outlined above to ensure comprehensive monitoring and oversight of federal funds utilized in the local area. This includes robust documentation of expenditures and monitoring policies and procedures utilized to review and ensure all expenditures are compliant with 2 CFR 200. |
| **LWDB Response** |
| 1. The final service monitoring report letter is attached and has been sent to IWD. Link to document [here.](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EUYEMlSK0fpGhJ89T6iS__wBI2ZkLgeSWYPZYC-4VPSHng?e=cb1o8v) 2. The fiscal agent will be monitored by a third party. The monitoring the board conducted was a local monitoring, the final fiscal agent monitoring report letter is attached. Link to document [here.](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EQBKE0QceDVOvzkduf3OWWkB0u_jiMhd3AAwExZGKWZzig?e=QiAmmy) 3. The annual accessibility assessments for the Ottumwa and Marshalltown IowaWORKS offices are in the process of being completed and will be sent to IWD. |

# Local Plan Update – Natalie McGee 4:42 pm (pg 16-17)

Natalie: The Local Plan is conditionally approved, subject to the conditions discussed below. The Plan took effect on January 1, 2022, and will cover the remainder of Program Year 2021 through 2023 (January 1, 2022 through June 30, 2024). The board staff and core partners are working to correct the deficiencies.

**South Central Local Workforce Development Board Local Plan Deficiencies**

Following is an itemized list of the South Central Local Workforce Development Board Local Plan sections determined to be deficient, including a summary of the reason for the deficiency. South Central Local Workforce Development Board must submit revisions for these items no later than April 1, 2022, as described in the decision letter.

**Strategic Planning Elements**

2.1.a. and 2.1.b. Economic Analysis. The Local Plan provided data on the economic conditions of the local area, however, there is very little actual analysis of the data. Robust data and analysis of this information is imperative for the success of your local plan, as the LWDB cannot determine the priorities for programs and services without this analysis.

2.2.a and 2.2.b. Workforce Analysis. The Local Plan provided data on the economic conditions of the local area, however, there is very little actual analysis of the data. Robust data and analysis of this information is imperative for the success of your local plan, as the LWDB cannot determine the priorities for programs and services without this analysis.

**IowaWORKS System Coordination**

3.1 Programs Included in the System. The programs listed in the local area contain incorrect information that should be corrected. For example, the Plan lists “Trade (Title I)(Core)” and Trade is neither a Title I or Core program. Additionally, the LWDB response should include the same list of partners and programs contained in the local are Memorandum of Understanding.

3.13 Copies of Cooperative Agreements in the Local Area. The LWDB response does not include a link to the Local Area Memorandum of Understanding (MOU). Please include a link to this agreement in your plan.

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| **LOCAL PLAN TIMELINE** | **KEY TASK** |
| January 15, 2021 | Local Planning Guidance published |
| February 9, 2021 | Overview of WIOA Local Planning Requirements state training |
| March 11, 2021 | Understanding Labor Market Information for Local Planning state training |
| July 29, 2021 | Review with full board/vote to post for public comment |
| August 13, 2021 | Suggested deadline to post for the required 30-day public comment period |
| September 15, 2021 | Suggested deadline for the end of the public comment period |
| October 1, 2021 | Deadline to submit Local Plans to State for review |
| January 1, 2022 | The effective date of Local Plans for PY21 – PY23 |
| April 1, 2023 | Deadline for submission of PY24 – PY27 4-year Local Plans |

# Core Partner Updates – Partners 4:44 pm (pg 17-18)

Natalie: The Core Partners are here to give us updates. Partners, as we are continuing to learn how each area contributes, please provide a general overview of what your Title is responsible for and then give us updates. Jen Erdmann is the Title I Operations Manager and will go first.

The management of the one-stop system is the shared responsibility of the Local Workforce Development Board, Chief Lead Elected Official, Workforce Innovation Opportunity Act core program partners, required one-stop partners, one-stop operators, service providers, and any non-mandatory partners added to the local system by the Local Workforce Development Board and Chief Lead Elected Official. In other words, the system is a total collaborative for the planning, operations, and management of local workforce services. Core partners will provide updates.

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| **Title** | **Legislation/Act** | | **Iowa Administering Agency** | **Board Representative** |
| I | Adult, Dislocated Worker, Youth | | Iowa Workforce Development | Jennifer Erdmann |
| II | Adult Education & Family Literacy | | Iowa Department of Education | Ashleigh Richmond |
| III | Wagner Peyser Act | | Iowa Workforce Development | Mike Cockrum |
| IV | Rehabilitation Act of 1973 | | Iowa Vocational Rehabilitation Services Iowa Department for the Blind | Kelli Hugo |
| **Title** | **Legislation/Act** | **Program Overview** | | |
| I | Adult, Dislocated Worker, Youth | Title I establishes Workforce Innovation Opportunity Act’s (WIOA) state and local Workforce Development Boards and the one-stop career centers known as American Job Centers (AJCs), or IowaWORKS offices. Localities work through AJCs to provide career services to residents. Title I additionally specifies how federal WIOA funds flow down to states and localities. | | |
| II | Adult Education & Family Literacy | Administered by the US Department of Education, Title II programs serve individuals with barriers to employment, including immigrants, English-language learners, and low-income individuals. Title II funding supports adult literacy and basic skills training for employment and post secondary education. | | |
| III | Wagner Peyser Act | Title III integrates the federal Employment Services into WIOA’s one-stop delivery systems. Administered by the US Department of Labor Employment and Training Administration. Employment services within American Job Centers offer residents job search assistance, career placement, and reemployment support for Unemployment Insurance claimants. | | |
| IV | Rehabilitation Act of 1973 | Title IV defines how US Department of Education funding is allotted to states. This title also authorizes federal funding for vocational rehabilitation services, with a special focus on improving economic prospects and independent living opportunities for individuals with disabilities. Services may include career coaching, interpreter assistance, and funding for books and tuition. | | |

## Title I – Jennifer Erdmann

* TPI Composites Inc. Closure
* Youth Services Revamp
* Skills Upgrade/Pre-employment Training Merge to Pre-Vocational Activities
* Monitoring and Data Validation
* Adult, Dislocated Worker, and Youth Roundtables

## Title II – Ashleigh Richmond

**Indian Hills Community College**   
Adult Basic Education: 98 students // 3,953 hours   
English as a Second Language students: 106 // 6,888 hours   
Total: 204 students // 10,841

**Iowa Valley CC**   
Students with 12 hours or more:   
Adult Basic Education: 75 // 4,567 hours   
English as a Second Language: 134 // 9,979 hours   
Total: 209 students // 14,546 hours

## Title III– Mike Cockrum

* Employer Roundtables
  + Marshalltown – 3
  + Ottumwa – 2
* Workforce Assessments
  + Marshalltown: Lennox, Scenic Living, Marshalltown Community School District, Bruin Manufacturing
  + Ottumwa: First Resources, East Penn, Christner Contracting Group Inc., Iowa Aluminum
  + Click [South Central Iowa Local Workforce Assessments](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EUpLlCBIcOdHl-sUjt4-xP0BZY1ZPthqp7vHnzvdVzoa9g?e=XJAgjB) to view examples
* National Apprenticeship Week
* Veteran’s Appreciation
* TPI Rapid Response
* Virtual Services
* Strategic Planning

## Title IV – Kelli Hugo

* December closures
  + Nurse, Food Service Manager, Diesel Mechanic, Animal Caretaker, Construction Craftsman, Manufacturer, Production (Undercover Boss Story!), Amazon Warehouse Worker, Social Worker, Dining Attendant, Self Employment (Metal Fabrication)
* Youth Services (14+)
  + Professional Speaker Series
  + Sigourney Elementary STEM (2nd Tuesday of Month)
  + Back at Job Corps!
* Autism Speaks, IVRS, and Lee Container presentation at Capital on December 1, 2021

# Housing – Taren Ferguson 4:56 pm (pg 19)

Natalie: Taren Ferguson, Center Director of Ottumwa Job Corps will lead discussion on the topic of housing shortages and challenges in our communities and present different opportunities for members to get involved to create solutions for employers.

# Other Business – Natalie McGee 4:59 pm

**Natalie: Is there any other business that needs to be discussed?**

* Strategic planning session sometime in March – after Reggie and Krista work with the partners to create the project management plan with proposed benchmarks for how we will reach the local plan goals set forth. The board can then engage in the strategic planning process and provide feedback and input.

# Public Comment – Natalie McGee 5:00 pm

**Natalie: Is there any public comment?**

# \*Adjournment – Natalie McGee 5:01 pm

**Natalie: I am looking for a motion to adjourn.**

* Motion:
* Second:
* Because adjournment is a nondebatable item the South Central Iowa Workforce Development Board meeting is adjourned at                 (state the time).

# Links to Resources & Reports

[Pathfinder’s Monthly Financial Status Report](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EUtCGy9mpLJOjWGCM6ql4iIBcJwotCJAFEN4aJFUAOXxmQ?e=6KmNjC)

[South Central Iowa Local Workforce Development Board Guide](https://sciwalwdb.sharepoint.com/sites/SouthCentralIowaWorkforceDevelopmentBoard/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSouthCentralIowaWorkforceDevelopmentBoard%2FShared%20Documents%2FCEOs%20%26%20Full%20Board%2FSCIWA%20CEO%20%26%20Board%20Member%20Guide%2Epdf&parent=%2Fsites%2FSouthCentralIowaWorkforceDevelopmentBoard%2FShared%20Documents%2FCEOs%20%26%20Full%20Board&p=true&wdLOR=cE3DFFBA7%2D755B%2D5D4B%2D8425%2DF356BA1B862C)

[Marshalltown Iowa*WORKS* Resource Guide](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EfOvT89KHBFLlwsyzknnWckBDpfoonIvkaYRuijgbf58SA?e=zHckBB)

[Ottumwa Iowa*WORKS* Resource Guide](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EWdN1uw6Pv5AjRMfPIm2mZ8BH2EDi1AZ-ocN-lFcjnlGYA?e=ocTdpV)

# Meeting Location & Information

Click [1.27.2022 Meeting Location Map](https://sciwalwdb.sharepoint.com/:b:/s/SouthCentralIowaWorkforceDevelopmentBoard/EXmpFcB-CDhBj_2Id-UWxroBFCIL1FO2Qfr0-tg06e5C0A?e=Vs2Txp) to view document.

Meeting 4:00-5:00 p.m. & Tour 5:00-5:30 p.m.

Ottumwa IowaWORKS Center

15260 Truman St.

Ottumwa, Iowa 52501

Dinner 6:00-7:00 p.m.

Indian Hills Community College

Arts & Science Building Studio - Door # 5

(By the Library, down the hallway, downstairs and to the left)

525 Grandview Ave.

Ottumwa, Iowa 5250

Dinner will have a light appetizer, salad, with a main course of stuffed chicken breast and dessert served by the Indian Hills Culinary Arts Program Students.