

Statement of Financial Performance - WIOA FY 2016
July 1, 2015 through December 28, 2015
50% of Fiscal Year Completed

Program Area - Adult

		Carryover	FY16	
		\$ 151,056.62	\$ 252,969.00	
Revenue:				
State Allocation - Including Carryover				
		<u>Debits</u>	<u>Credits</u>	
Expenses:				
WIA Adult - WIA Training Staff		<u>FY16</u>	<u>Carryover</u>	<u>FY16</u>
				<u>Carryover</u>
Professional Support Staff - Full-Time	\$ -	\$ 31,726.91		\$ -
Professional Support Staff - Part Time	\$ -	\$ -	\$ -	
Secretary/Clerical Full-Time	\$ -	\$ 3,722.60		\$ -
Secretary/Clerical Part-Time	\$ -	\$ -		
Payroll Fringe Benefits	\$ -	\$ 198.83		\$ -
Benefits Paid as Earnings	\$ -	\$ 3,579.49		\$ -
Employer Paid Benefits - Health	\$ -	\$ 2,837.29		\$ -
FICA/Medicare-Employer	\$ -	\$ 2,894.21		\$ -
IPERS/TIAA-CREF - Employer	\$ -	\$ 3,284.36		\$ -
Membership Fees/Dues	\$ -	\$ 939.65		
Printing/Copying Services	\$ -	\$ 200.73		
Communications Voice - Long Distance	\$ -			
Utilities-Electricity	\$ -	\$ 66.49	\$ -	
Rental of Buildings	\$ -	\$ 2,124.51		\$ -
Maint/Repair of Equipment	\$ -	\$ 148.75		
Group Meeting/Workshop	\$ -			
Rental of Equipment	\$ -			
Postage Incoming	\$ -			
Other Services:	\$ -	\$ 3,109.13		
(Integrated Services)				
Materials/Supplies	\$ -	\$ 2,477.11		\$ 289.80
Computers Etc		\$ 1,032.40		
Periodicals	\$ -			
Travel O/S Staff	\$ -	\$ 217.41		
Travel O/S Staff Registration	\$ -	\$ 327.90		\$ 218.40
Travel I/S Staff	\$ -	\$ 215.73		
Travel I/S Staff Registration	\$ -	\$ 55.66		\$ 17.88
Personal Vehicle Mileage	\$ -	\$ 1,321.44		
Transportation	\$ -			
WIA Adult - Training Clients				
Service Staff Part-Time	\$ -	\$ 7,297.15		\$ 1,460.88
FICA/Medicare-Employer	\$ -	\$ 558.28		\$ 111.76
Unemployment Compensation		\$ 663.98		
Transportation	\$ -	\$ 1,114.20	\$ -	\$ 14.70
Childcare	\$ -			
Institutional Skills Training	\$ -	\$ 70,869.29	\$ -	\$ 1,340.00
On the Job Training	\$ -	\$ 5,767.52		
Secondary School Certificate	\$ -	\$ -		
Clothing	\$ -	\$ 243.49	\$ -	
Healthcare	\$ -	\$ 215.00	\$ -	
Misc Support Services	\$ -	\$ -		
Emergency Financial Assistance	\$ -	\$ 715.78	\$ -	
SUG Skills Upgrade	\$ -	\$ 160.00		
	\$ -	\$ 148,085.29	\$ -	\$ 3,453.42
Total Expenses			\$ 144,631.87	
Allocation Remaining (Revenue less Expenses) (Carryover)			\$ 6,424.75	
Percent of Allocation Expended			95.75%	

Statement of Financial Performance - WIOA FY 2016
July 2015 through December 28, 2015
50% of Fiscal Year Completed

Program Area - Dislocated Worker

Revenue:

State Allocation - Including Carryover

Carryover FY16
\$ 351,062.00 \$ 252,815.00

Expenses:

WIA Dislocated Worker - Training Staff

	<u>Debits</u>		<u>Credits</u>	
	<u>FY16</u>	<u>Carryover</u>	<u>FY16</u>	<u>Carryover</u>
Instructional Part-Time	\$ -	\$ -		
Professional Support Staff - Full-Time	\$ -	\$ 43,518.76	\$ -	\$ -
Professional Support Staff - Part Time	\$ -	\$ -	\$ -	\$ -
Secretary/Clerical Full-Time	\$ -	\$ 3,670.10	\$ -	\$ -
Secretary/Clerical Part-Time	\$ -	\$ -	\$ -	\$ -
Payroll Fringe Benefits	\$ -	\$ 265.45	\$ -	\$ -
Benefits Paid as Earnings	\$ -	\$ 3,874.27	\$ -	\$ -
Employer Paid Benefits - Health	\$ -	\$ 5,764.73	\$ -	\$ -
FICA/Medicare-Employer	\$ -	\$ 3,764.93	\$ -	\$ -
IPERS/TIAA-CREF - Employer	\$ -	\$ 4,342.37	\$ -	\$ -
Membership Fees/Dues	\$ -	\$ 852.46	\$ -	\$ -
Printing/Copying Services	\$ -	\$ 2,300.84		
Communications Voice - Long Distance	\$ -	\$ -		
Utilities-Electricity	\$ -	\$ 284.21		
Maint/Repair of Equip	\$ -	\$ 148.75		
Rental of Buildings	\$ -	\$ 2,759.51	\$ -	\$ -
Rental of Equipment	\$ -	\$ -		
Postage Outgoing	\$ -	\$ -		
Group Meeting/Workshop	\$ -	\$ -		
Other Services:	\$ -	\$ 12,172.52		
(Integrated Services, Midwest Speakers Bureau, Center for Credentialing and Education)	\$ -	\$ -		
Materials/Supplies	\$ -	\$ 2,566.34		\$ 289.80
Computers Etc	\$ -	\$ 984.50		
Periodicals	\$ -	\$ -		
Travel O/S Staff	\$ -	\$ 244.51		
Travel O/S Staff Registration	\$ -	\$ 751.85	\$ -	\$ 408.75
Travel I/S Staff	\$ -	\$ 202.23		
Travel I/S Staff Registration		\$ 55.66	\$ -	\$ 17.88
Travel I/S NonStaff		\$ -		
Personal Vehicle Mileage		\$ 1,930.45		

WIA Dislocated Worker - Training Clients

Service Staff Part-Time	\$ 395.13			
FICA/Medicare-Employer	\$ 30.22			
Transportation	\$ 2,265.60			
Childcare	\$ 700.00			
Institutional Skills Training	\$ 24,997.85		\$ -	\$ 32.00
On the Job Training	\$ 8,130.09			
Secondary School Certificate				
Clothing				
Healthcare	\$ 25.00			
Pre-Employment Training				
SUG Skill Upgrading	\$ 169.00			
Emergency Financial Assistance	\$ 270.00			
Objective Assessment				

	\$ -	\$ 127,437.33	\$ -	\$ 748.43
Total Expenses		<u>\$ 126,688.90</u>		

Allocation Remaining (Revenue less Expenses)
Percent of Allocation Expended

\$ 224,373.10
36.09%

Statement of Financial Performance - WIOA FY 2015
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Program Area - Administration

Revenue:
State Allocation \$ 85,182.00

Expenses:	Debits	Credits
WIOA Adult - Administration		
Professional Support Staff Full-Time	\$ 2,376.34	
Professional Support Staff Part-Time	\$ -	\$ -
Secretary Clerical Full Time	\$ 3,267.43	\$ -
Secretary Clerical Part Time	\$ -	\$ -
Payroll Fringe Benefits	\$ 33.15	\$ -
Benefits Paid as Earnings	\$ 548.18	\$ -
Employer Paid Benefits - Health	\$ 665.22	\$ -
FICA/Medicare-Employer	\$ 433.10	\$ -
IPERS/TIAA-CREF - Employer	\$ 522.62	\$ -
Membership Fees/Dues	\$ 465.00	\$ -
Legal Publications	\$ -	\$ -
Communications Voice	\$ -	\$ -
Utilities-Electricity	\$ 214.37	\$ -
Rental of Buildings	\$ 432.76	\$ -
Group Meeting/Workshop	\$ -	\$ -
Rental of Equipment	\$ -	\$ -
Personal Vehicle Mileage	\$ -	\$ -
Other Services	\$ 454.88	\$ -
(Integrated Services)	\$ -	\$ -
Materials/Supplies	\$ 91.12	\$ -
Computers Ect	\$ 7.90	\$ -
Periodicals	\$ -	\$ -
Travel O/S Staff	\$ -	\$ -
Travel O/S Staff Registration	\$ -	\$ -
Travel I/S Staff	\$ 49.81	\$ -
Travel I/S Staff Registration	\$ 52.68	\$ 16.39
Travel I/S Non-Staff	\$ 55.65	\$ -
Personal Vehicle Mileage	\$ 269.85	\$ -
	<u>\$ 9,940.06</u>	<u>\$ 16.39</u>
Total Administration	\$ 9,923.67	

WIA Dislocated Worker - Administration	Debits	Credits
Professional Support Staff Full Time	\$ 2,483.44	
Professional Support Staff Part Time	\$ -	
Secretary Clerical Full Time	\$ 3,277.05	
Secretary Clerical Part Time	\$ -	
Payroll Fringe Benefits	\$ 33.90	
Benefits Paid as Earnings	\$ 547.12	
Employer Paid Benefits - Health	\$ 683.74	
FICA/Medicare-Employer	\$ 441.83	
IPERS/TIAA-CREF - Employer	\$ 533.00	
Membership Fees/Dues	\$ 465.00	
Legal Publications	\$ -	
Communications Voice - Long Distance	\$ -	
Utilities-Electricity	\$ 272.48	
Rental of Buildings	\$ 435.89	
Rental of Equipment	\$ -	
Other Services	\$ 455.08	
(Integrated Services)	\$ -	
Periodicals	\$ -	
Computers Etc	\$ 628.80	
Travel O/S Staff	\$ -	
Travel I/S Staff	\$ 49.81	
Travel I/S Staff Registration	\$ 52.68	\$ 16.39

Travel I/S NonStaff	\$	55.65	
Materials/Supplies	\$	43.99	
Personal Vehicle Mileage	\$	278.47	
	\$	10,737.93	\$ 16.39
		10,721.54	

Total Administration

	Debits	Credits
WIA Youth In-School	\$ 2,511.97	
Professional Support Staff Full Time	\$ -	
Professional Support Staff Part Time	\$ 3,286.68	
Secretary Clerical Full Time	\$ -	
Secretary Clerical Part Time	\$ 34.12	
Payroll Fringe Benefits	\$ 541.95	
Benefits Paid as Earnings	\$ 694.92	
Employer Paid Benefits	\$ 444.54	
FICA Medicare Employer	\$ 536.24	
IPERS/TIAA Cref	\$ 465.00	
Membership Fees/Dues	\$ 124.55	
Utilities - Electricity		
Legal Publications		
Communications Voice Local		
Communications Voice Long Distance	\$ 443.36	
Rental of Buildings	\$ 457.70	
Other Services		
(Integrated Services)	\$ 4.24	
Materials/Supplies	\$ 55.80	
Computers Etc	\$ -	
Periodicals	\$ -	
Travel O/S - Staff	\$ 49.81	
Travel I/S - Staff	\$ 49.70	\$ 14.90
Travel I/S - Staff Registration	\$ 55.65	
Travel I/S - Non-Staff	\$ 278.47	
Personal Vehicle Mileage		
	\$ 10,034.70	\$ 14.90
	\$ 10,019.80	
Total Administration		

	Debits	Credits
WIA Youth - Out of School	\$ 2,505.24	
Professional Support Staff Full Time	\$ -	
Professional Support Staff Part Time	\$ 3,335.69	
Secretary Clerical Full Time	\$ -	
Secretary Clerical Part Time	\$ 34.50	
Payroll Fringe Benefits	\$ 542.66	
Benefits Paid as Earnings	\$ 709.14	
Employer Paid Benefits	\$ 447.66	
FICA Medicare Employer	\$ 540.03	
IPERS/TIAA Cref	\$ 465.00	
Membership Fees/Dues	\$ 126.72	
Utilities - Electricity	\$ 448.07	
Rental of Buildings	\$ 478.76	
Other Services:		
(Integrated Services)	\$ -	
Periodicals	\$ 43.99	
Materials/Supplies	\$ 55.80	
Computers Etc	\$ -	
Travel O/S - Staff	\$ 49.80	
Travel I/S - Staff	\$ 49.70	\$ 14.90
Travel I/S - Staff Registration	\$ 55.63	
Travel I/S - Non-Staff	\$ 278.48	
Personal Vehicle Mileage		
	\$ 10,166.87	\$ 14.90
	\$ 10,151.97	
Total Administration		

Total Expenses

\$ 40,816.98

Allocation Remaining (Revenue less Expenses)
Percent of Allocation Expended

\$ 44,365.02
47.92%

Statement of Financial Performance - WIOA FY 2016
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50% of Fiscal Year Completed

Program Area - Youth (In-School and Out-Of-School)

Revenue:	Carryover	FY16		
State Allocation	\$ 125,019.53	\$ 260,870.00		
	<u>Debits</u>		<u>Credits</u>	
Expenses:				
Youth - In School - Training Staff	<u>FY16</u>	<u>Carryover</u>	<u>FY16</u>	<u>Carryover</u>
Professional Support Staff Full-Time	\$ -	\$ 14,186.11		
Professional Support Staff Part-Time	\$ -	\$ -		
Secretary Clerical Full-Time	\$ -	\$ 2,664.00		
Secretary Clerical Part-Time	\$ -			
Service Staff Part-Time	\$ -	\$ 6,120.00	\$	900.00
Payroll and Fringe Benefits	\$ -	\$ 102.33		
Benefits Paid as Earnings	\$ -	\$ 1,641.15		
Employer Paid Benefit	\$ -	\$ 1,852.33		
FICA Medicare Employer	\$ -	\$ 1,827.91	\$	68.87
IPERS Employer	\$ -	\$ 1,559.36		
Membership Fees/Dues	\$ -	\$ 631.70		
Printing/Copying Services	\$ -	\$ 154.55		
Utilities - Electricity	\$ -	\$ 141.37		
Communications Voice Local	\$ -			
Communications Long Distance	\$ -			
Maint/Repair of Equip		\$ 148.75		
Rental of Buildings	\$ -	\$ 1,086.21		
Postage Outgoing	\$ -			
Group Meeting/Workshop	\$ -			
Other Services	\$ -	\$ 2,164.18		
(Integrated Services)	\$ -			
Materials and Supplies	\$ -	\$ 1,739.25	\$	289.80
Computers Etc		\$ 1,032.40		
Software/License	\$ -			
Periodicals	\$ -			
Vehicle Materials/Supplies	\$ -			
Travel Out of State - Staff	\$ -	\$ 258.11		
Travel Out of State - Staff Registration	\$ -	\$ 189.50	\$	134.75
Travel I/S Staff	\$ -	\$ 231.62		
Travel I/S Staff Registration	\$ -	\$ 52.68	\$	16.39
Personal Vehicle Mileage	\$ -	\$ 1,557.91		
Youth - In School - Training Clients				
Service Staff Part-Time	\$ -	\$ 19,158.42	\$	3,634.07
FICA/Medicare-Employer	\$ -	\$ 1,465.69	\$	278.06
IPERS/TIAA-CREF		\$ 38.58		
Incentive Bonus Payment	\$ -	\$ 2,005.00		
Secondary School Certificate		\$ 150.00		
Transportation	\$ -	\$ 152.00		
Childcare	\$ -			
Institutional Skill Training	\$ -	\$ 1,135.00		
On the Job Training	\$ -			
Clothing	\$ -	\$ 129.95		
	\$ -	\$ 63,576.06	\$ -	\$ 5,321.94
Total In-School Youth Expenses	58,254.12			

	Debits		Credits	
	FY16	Carryover	FY16	Carryover
Youth - Out of School - Training Staff				
Professional Support Staff - Full Time	\$ -	\$ 15,924.94		
Professional Support Staff - Part Time	\$ -	\$ -		
Secretary Clerical - Full Time	\$ -	\$ 2,864.76		
Secretary Clerical - Part Time	\$ -			
Service Staff - Part Time	\$ -	\$ 6,120.00		\$ 900.00
Payroll Fringe Benefits	\$ -	\$ 114.03		
Benefits Paid as Earnings	\$ -	\$ 1,881.86		
Employer Paid Benefit	\$ -	\$ 1,977.15		
FICA Medicare Employer	\$ -	\$ 1,992.52		\$ 68.83
IPERS TIAACREF Employer	\$ -	\$ 1,740.42		
Membership Fees/Dues	\$ -	\$ 598.69		
Printing/Copying Services	\$ -	\$ 186.22		
Utilities - Electricity	\$ -	\$ 152.53		
Maint/Repair of Equip	\$ -	\$ 148.75		
Rental of Buildings	\$ -	\$ 1,108.97		
Group Meeting/Workshop	\$ -			
Other Services: (Integrated Services, Play 2 Hire, Center for Credentialing and Hiring)	\$ -	\$ 2,190.55		
Materials and Supplies	\$ -	\$ 2,449.77		\$ 289.80
Computers Etc	\$ -	\$ 1,032.40		
Software License	\$ -			
Periodicals	\$ -			
Travel O/S Staff	\$ -	\$ 244.52		
Travel O/S Staff Registration	\$ -	\$ 152.25		\$ 93.85
Travel In-State	\$ -	\$ 207.70		
Travel I/S Staff Registration	\$ -	\$ 52.68		\$ 16.39
Travel I/S Non-Staff	\$ -			
Personal Vehicle Mileage	\$ -	\$ 1,682.57		
Youth - Out of School - Training Clients				
Service Staff Part Time	\$ -	\$ 3,907.77		
FICA Medicare - Employer	\$ -	\$ 299.00		
Incentive & Bonus Payment	\$ -			
Transportation	\$ -	\$ 815.80		
Child Care	\$ -	\$ 290.80		
Secondary School Certificate	\$ -			
Clothing	\$ -	\$ 491.00		
Healthcare	\$ -	\$ 70.00		
Emergency Financial Assistance	\$ -	\$ 920.00		
Institutional Skill Training	\$ -	\$ 21,063.90		
	\$ -	\$ 70,681.55	\$ -	\$ 1,368.87
Total Out-Of-School Youth Expenses	69,312.68			
Total Expenses		127,566.80		
Allocation Remaining (Revenue less Expenses) Carryover		\$ (2,547.27)		
Percent of Allocation Expended		102.04%		
	Beginning	Ending		
In School Allocation Remaining	\$ 62,509.76	\$ 4,255.64		
Out of School Allocation Remaining	\$ 62,509.77	\$ (6,802.91)		

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50% of Fiscal Year Completed

Program Area - Transition

Revenue:

State Allocation \$ 7,612.28

Expenses:

WIA Adult - Administration	Debits	Credits
Printing/Copying Services	\$ 220.14	
Other Services (Greg Newton/MAL Trng)	\$ 2,925.00	\$ -
Travel O/S Staff	\$ 754.98	
Travel I/S Staff	\$ 153.27	\$ -
Travel I/S Staff Registration	\$ 120.00	
Personal Vehicle Mileage	\$ 339.25	\$ -
	<u>\$ 4,512.64</u>	<u>\$ -</u>
Total Administration	\$ 4,512.64	
 Remaining Balance	 \$ 3,099.64	
% of allocation Expended	59.28%	

Statement of Financial Performance - WIOA FY 2015

July 2015 through December 28, 2015

50% of Fiscal Year Completed

Program Area - JD-NEG

Revenue:

State Admin Allocation	\$	9,989.00
State Program Allocation	\$	<u>133,184.00</u>

Expenses:

WIOA JD-NEG

	Debits	Credits
Prof Support Staff PT	\$ 1,510.33	
FICA/Medicare-Employer	\$ 115.54	\$ -
IPERS/TIAA-CREF-Employer	\$ 134.87	
Personal Vehicle Mileage	\$ 51.18	\$ -
	<u>\$ 1,811.92</u>	<u>\$ -</u>
Total Administration	\$ 1,811.92	

Remaining Balance	\$	131,372.08
% of allocation Expended		1.36%

Votes Received via Email for Local Board Funds

Martha Wick	Yes
Pam Young	
Dave Krutzfeldt	Yes
Ann Youngman	
Mike Graves	Yes
Ed Miller	Yes
Justine Heffron	
Dave Daughton	Yes
Michael McDonough	
Richard Nichols	Yes
Kevin Early	
Ann Stocker	Yes
Becky Schmitz	Yes

Votes Received via Email for Local Board Funds

Martha Wick	Yes
Pam Young	
Dave Krutzfeldt	Yes
Ann Youngman	
Mike Graves	
Ed Miller	Yes
Justine Heffron	
Dave Daughton	Yes
Michael McDonough	
Richard Nichols	Yes
Kevin Early	
Ann Stocker	Yes
Becky Schmitz	Yes

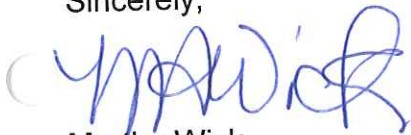
October 13, 2015

Linda Rouse, Program Coordinator
Iowa Workforce Development
1000 East Grand Ave
Des Moines, IA 50309

Dear Linda:

The Region 15 Workforce Development Board is participating in the Iowa Workforce Partners Employment Network, through the Social Security Administration's Ticket to Work Program. We have identified Goodwill Industries to serve as the Board's sub-recipient for the Ticket to Work funds for FY16. This entity will invest the resources generated to enhance our region's ability to include individuals with disabilities in employment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Martha Wick", is written over the typed name.

Martha Wick
RWDB Chair, Region 15

September 3, 2015

Governor Branstad
ATTN: Beth Townsend, Director
Iowa Workforce Development
1000 E. Grand Avenue
Des Moines, IA 50319

Governor Brandstad:

The Region 15 CEO and RWIB Boards request to continue with the current Local Area Designation as we enter into WIOA. Region 15 has performed successfully and sustained fiscal integrity for the two years preceding the enactment of WIOA and is eligible to continue using the same local designated area.

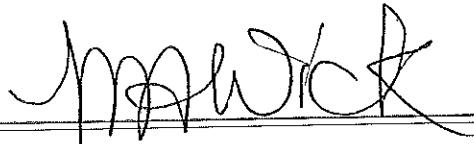
Attached are the notes from the meetings where this motion was approved by the CEO and RWIB boards.

If any questions, please contact Jennifer Snead at (641) 684-5401 Ext 40042.

Sincerely,



Matt Greiner
CEO Chair



Martha Wick
RWIB Chair

MEMORANDUM

To: WIOA Directors

From: WIOA Implementation Team

Re: WIOA Activity Update

Date: December 9, 2015

WIOA Unified State Plan

The WIOA implementation team had originally planned on posting the second draft of the Unified State Plan for public comment on November 30. Following the IWD State Board meeting on November 19, at which time they reviewed and discussed the first draft of the USP, a decision was made to delay the posting of the second draft until January 11, 2016. The document required a significant amount of work and we felt it was advantageous to have the USP in near final draft form before posting it again. It will be open for another 30 day public comment period and the IWD State Board will take final action on approving the USP at their meeting on February 20. The plan is due to the USDOL on March 3.

WIOA State-Level Memorandum of Understanding

The State MOU has been finalized and approved by the following core partners:

- Adult Education and Literacy, Iowa Department of Education
- Iowa Vocational Rehabilitation Services
- Iowa Department of the Blind
- Iowa Workforce Development

The WIOA implementation team is now meeting with the following entities who will also be signatories to the State MOU to secure their approval and support:

- Iowa Department of Human Services
- Iowa Department of Corrections
- Iowa Economic Development Authority
- Iowa Department on Aging

We plan on having the State MOU signed by the above entities and posted by January 4. The term of the MOU will be from January 1, 2016 to December 31, 2018. You will be able to use the State-Level MOU as the template for your local MOU's.

The MOU is being developed and implemented in two phases:

Local Board Membership Designation

As of October 1, Regions 3/4, 8 and 11 had asked for recertification of their WIOA compliant boards and had submitted nominations to fill their board vacancies. Region 16 requested to change their board structure to conform to the new WIOA board configuration requirements and submitted nominations to fill their board vacancies. Regions 1, 2, 5, 6, 7, 9, 10, 12, 13, 14 and 15 formally requested grandfathering their non-compliant board structures forward and submitted nominations to fill their board vacancies. All of the local board nominations have been approved or are pending approval by the Governor. IWD is in receipt of the formal letters of request and documentation required for the local board certification process from all fifteen local CEO and RWIB board chairs that the RWIB's have been constituted according to the required WIOA procedures.

At their November 19 meeting, the State Board approved the local board recertification requests received from fourteen of the regions as described above. The State Board deferred on approving Region 16 at the request of two board members in order to confirm the Region 16 board fully understood the structural change they were approving and the options they had before them before doing so. IWD leadership has confirmed the Region 16 board acted appropriately and will be recommending the State Board approve their request at an upcoming telephonic board meeting.

WIOA Website

A dedicated website for Iowa WIOA is being established at this time and will be operational on or before December 31. It will contain the Unified State Plan, plan updates, partner links, State MOU, LMI data, RFP's, and other WIOA resources.

State and Local Board Websites

A dedicated website for the State Workforce Development Board and all fifteen local boards is being established at this time and will be operational on or before December 31. Each local board will be able to post your board meeting notices, agendas, minutes and any other information you feel should be available to the public. This website will replace any local board websites you are currently using. You will be posting your RFP's on this website. This is necessary from a conflict of interest standpoint regarding the competitive nature of the RFP process and the need to have uniformity for all of the state's local boards. Information on current websites can be transferred to the new website.

Participant Profile Initiative

The participant profile data base system is being finalized and will be operational for IWD programs on January 4. Vocational Rehabilitation and ABE at the Department of Education will be built in by the second quarter of 2016.

WIOA Regional Planning - Labor Market Information Data Directory

*Web addresses provided may change as LMI Division is in process of website redesign. New LMI website addresses are in parentheses.

Demographics

- Demographic Overview – overall all look at the region's population and the characteristics of that population. Includes the population by: age groups, race and ethnicity, and gender
- Educational Attainment – education levels overall, by race/ethnicity, and by gender of the population by region

Industries

- Regional Quarterly Census of Employment and Wages (QCEW) data –for each industry includes the number of firms, employment levels, average employment for the quarter, total wages and average weekly wage for each of the regions. , <http://iwin.iwd.state.ia.us/iowa/ArticleReader?itemid=00004108>
(<http://www.iowaworkforcedevelopment.gov/quarterly-census-employment-and-wages>)
- Industry Projections – based and projected employment by NAICS, growth/decline, and percent (10-year growth rate)by industry from 2012 to 2022 Shows in-demand industries by growth level and percent of growth
http://iwin.iwd.state.ia.us/iowa/ArticleReader?itemid=00004088&segmentid=0003&tour=0&p_date=1
(<http://www.iowaworkforcedevelopment.gov/industry-projections-0>)

Job Openings

- I-Works Total Job Openings by Occupation – total number job posting on iowajobs.org from 11/1/2014 through 10/31/2014
- Job Posting Analytics – EMSI's (vendor tool) report of a scan of 16,000 internet job posting sites reported by occupation, city, and employer for each region, Oct. 2014 – Sept. 2015
 - **Total Job Postings** - The total number of job postings found on EMSI's internet scan.
 - **Unique Job Postings** - EMSI's de-duplicated job postings. Multiple postings that list the same job, same company, and same region are reduced to 1 unique posting.
 - **Posting Intensity** - The ratio of total job postings to unique (de-duplicated) job postings.

Laborshed Studies

- Workforce survey of individuals, ages 18 to 64, living in a commuting pattern into an employment center. Done upon request by local economic development groups (some studies will be much older than other). Completed for individual counties and aggregated individual reports into a regional report
<https://www.iowaworkforcedevelopment.gov/laborshed-studies>
 - Survey topics include:
 - age, gender, education attainment
 - current/desired occupation
 - industry
 - current/desired wages
 - current/desired benefits
 - current/willing commuting distance
 - obstacles to training
 - obstacles to employment
 - underemployment
 - community commuting maps

IowaWORKS Southern Iowa Region 15 Policy Memo No: 15-3

Dated: December 8, 2015

TOPIC: IowaWORKS GAP Application Policy and Procedures

References:

Iowa Code 2015 Chapter 260I GAP Tuition Assistance Act
2015 Lower Living Standard Income Level (LLSIL)

1. Purpose: This policy discusses the GAP Referral and WIOA Eligibility Pre-Screening procedures.

2. Background: Under legislation for GAP Tuition Assistance Program, applicants are required to be screened for WIOA eligibility if they fall below the 150% of the Lower Living Standard Income Level (LLSIL) Guidelines. Indian Hills Community College and IowaWORKS are partners in providing GAP Tuition Assistance applications to prospective candidates and gathering the required documentation to determine eligibility.

3. Substance:

1. **Application Process:** IowaWORKS and Indian Hills Community College have a joint application for WIOA/GAP/PACE Programs to streamline the process for applicants.

a. **Individuals applying for the PACE Program at the IowaWORKS Center:**

Applications are received by staff members, documented in IWorks via sticky notes and service referral and given to the IowaWORKS GAP Coordinator for submission to the IHCC Main Campus GAP/PACE Program Coordinator.

b. **Individuals applying for the GAP Program at the IowaWORKS Center:**

Applications are received by staff members, documented in IWorks via sticky notes and service referral and given to the IowaWORKS GAP Coordinator. The following procedures are conducted:

a. A letter is mailed to the applicant requesting the following documentation if not provided with the application:

i. Check Stubs or Employer Statement of Earnings for 6 month period

ii. Family Size and Residency Form

iii. Copy of Social Security Card and Driver's License/ID

b. Applicant is scheduled to take the National Career Readiness Certification (NCRC) test at IowaWORKS. Applicants are required to score a Bronze level or higher to be eligible for the program.

c. Applicant becomes a member at IowaWORKS.

c. **Individuals that apply at the IHCC Campus and fall below the 150% LLSIL:** IHCC refers the GAP application to IowaWORKS for WIOA eligibility review. Applications are given to the IowaWORKS GAP Coordinator, who ensures that all of the documentation and procedures under 1b above are included. Once all documentation is received, the application is given to the

IowaWORKS WIOA Operations Manager for review for WIOA eligibility. If the application passes the pre-screening for WIOA eligibility it is then assigned to a WIOA career planner for full eligibility determination. If the application does not pass pre-screening, it is then returned to the IowaWORKS GAP Coordinator and sent to the IHCC GAP/PACE Program Coordinator.

d. Individuals that apply at IowaWORKS but do not provide requested documentation or testing: Applications are valid for six months from the date of the application. If the documentation is not received by that time, the application is no longer valid and will be destroyed properly.

2. Pre-screening for WIOA Eligibility for individuals who fall below the 150% LLSIL Guidelines. Applications are pre-screened using the following information:

- a. Income Verification (Yes)
 - i. Are all sources of income reported?
 - ii. Does the individual fall below 150% LLSIL?
- b. Labor Market Information for Program of interest. (Yes)
 - i. Does Labor Market information show likely employability in this field?
- c. Criminal/Driving Record Information in relation to Program of interest (No)
 - i. Does the individual's record prevent entry into the course of study?
 - ii. Does the individual's record prevent successful employment upon completion?
- d. Previous education received (No)
 - i. Is the individual employable with current education?
 - ii. Were other Federal programs used to fund this education?
 - iii. Has the individual attempted this program previously?
- e. Current employability (No)
 - i. Is the individual currently employable with current skills and experience?
- f. WIA/WIOA Enrollment (No)
 - i. Has the individual been enrolled in WIA/WIOA previously?

If the applicant passes pre-screening, the application is then assigned to a WIOA Career Planner for program eligibility in the Adult, Dislocated Worker, and Youth programs. Additional documentation will be requested.

4. Action: Distribution to all staff and adherence to procedures outlined in this memorandum.

5. Effective Date: Immediately

6. Contact: If there are any questions related to the information in this issuance, contact Christy Roush at Christy.roush@iwd.iowa.gov or Jen Snead at Jennifer.snead@iwd.iowa.gov.

Martha Wick
Region 15 RWDB Chair

IowaWORKS Southern Iowa Region 15 Policy Memo No: 15-2

Dated: October 30, 2015

TOPIC: Priority of Service WIOA Title I Adult Program

References: Workforce Innovation and Opportunity Act (WIOA) NPRM
Workforce Development Field Information Memo 15-07, dtd August 31, 2015

1. Purpose: This policy discusses priority of service requirements for Workforce Innovation and Opportunity Act (WIOA) Title I Adult program for both Basic Career Services and Individualized Career Services.

2. Background: Under the Workforce Investment Act, Priority of Service was only applied if funding was limited, under the Workforce Innovation and Opportunity Act (WIOA) that provision was removed.

3. Substance: Proposed rule 680.650 re-affirms that Veterans and eligible spouses continue to receive priority of service for all DOL funded programs amongst all participants. A Veteran must still meet program eligibility criteria. Program eligibility and priority considerations must be made first and then the veteran's priority is applied. These requirements were not affected by the passage of WIOA and must still be applied in accordance with guidance previously issued by DOL. WIOA Title I Section 134(c)(3)(E) requires that priority of service be given to "recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services...and training services." Section 194(1) requires that services be provided to those who can benefit from "and who are most in need of such opportunities."

"Priority of Service" status is established at the time of eligibility determination for WIOA Title I Adult registrants and does not change during the period of participation. Priority does not apply to the dislocated worker population. For purposes of this policy guidance, Priority of Service applies to Adults. Youth priority of service will be addressed separately.

All individuals must meet eligibility requirements. Priority of Service must be given to participants that fall into one of the below priority categories. During circumstances of limited funding, participants will be funded by category.

<u>Category</u>	<u>Population</u>
1	<p><u>Veterans and Eligible Spouses</u> For the purpose of providing Priority of Service in the WIOA Adult Program, Veteran means a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service also includes full-time duty in the National Guard or Reserve component, other than full time duty for training purposes.</p> <p>Eligible spouses who meet one of the criteria below are eligible for priority of services in WIOA Adult programs:</p>

5	<p><u>Non-Covered Individuals</u></p> <p>Individuals who do not meet the above priorities may be enrolled on a case by case basis with documented managerial approval. The WIOA eligible adult must meet one or more of the following categories of an individual with a barrier to employment:</p> <ul style="list-style-type: none">o Displaced Homemakerso Individuals with disabilitieso Older individualso Ex-Offenderso Eligible migrant and seasonal farm workerso Single parents (including single pregnant women)
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4. Action: All staff will recruit individuals in the priority of service categories and provide appropriate services to meet those populations' needs.

5. Effective Date: Immediately

6. Contact: If there are any questions related to the information in this issuance, contact Christy Roush at Christy.roush@iwd.iowa.gov or Jen Snead at Jennifer.snead@iwd.iowa.gov .

Martha Wick
Region 15 RWDB Chair

IowaWORKS Southern Iowa Region 15 Policy Memo No: 15-4

Dated: December 15, 2015

TOPIC: IowaWORKS Referral Procedures

References: N/A

1. Purpose: This policy discusses referral procedures for Adult Basic Education (ABE), Iowa Vocational Rehabilitation Services (IVRS), and PROMISE JOBS

2. Background: Under WIOA Legislation, Adult Basic Education, IVRS, and PROMISE JOBS (TANF) are required partners in providing joint services to our customers. This partnership helps streamline processes and reduce redundancy and duplication of services.

3. Substance:

1. Referrals to IowaWORKS, Adult Basic Education and IVRS:

a. **Referral Form:** Complete the Partnership Referral Form & Release of Confidential Information (Attachment 1) and scan and email or drop off to the Point of Contacts listed below:

a. **Adult Basic Education:** April Maldonado; email:

april.maldonado@indianhills.edu

b. **IVRS:** Dena DeVore; Email: Dena.DeVore@iowa.gov

c. **IowaWORKS:** Jennifer Snead; Email: Jennifer.snead@iwd.iowa.gov

b. Referrals will be distributed within the respective offices to the program of interest or applicable case managers.

c. Referrals will be contacted within one week via phone, mail, or email. If there is a preferred method of contact it will be annotated on the referral form.

d. Case managers will communicate regularly via email or phone and hold joint appointments, when available, to provide joint assistance to clients.

e. Referrals will be documented in case notes and service referral tab in IWorks.

4. Action: Distribution to all staff and adherence to procedures outlined in this memorandum.

5. Effective Date: Immediately

6. Contact: If there are any questions related to the information in this issuance, contact Christy Roush (IWD) at Christy.roush@iwd.iowa.gov , Jen Snead (IWD) at Jennifer.snead@iwd.iowa.gov , Noel Gorden (ABE) at noel.gorden@indianhills.edu , or Eric Evans (IVRS) at eric.evans@iowa.gov .

Martha Wick
Region 15 RWDB Chair

From: Joseph Egelski [<mailto:JEgelski@rossprov.com>]

Sent: Monday, November 16, 2015 12:27 PM

To: Snead, Jennifer [IWD]

Subject: Ross Innovative Employment Solutions Corp

Good afternoon Ms. Snead. I want to take this opportunity to introduce you to our workforce development company, Ross Innovative Employment Solutions Corp. Ross has over 21 years' experience working with Adults, Dislocated Workers, and Youth under CETA, JTPA, WIA, WIOA and TANF. We currently operate close to 20 WIOA and TANF programs in Michigan, West Virginia, Wisconsin and Georgia.

We are requesting to be placed on the bidder's list for any future workforce development opportunities in your region including:

- Adult and Dislocated Workers
- One Stop Operator
- Youth
- Welfare to Work
- SNAP/Food Assistance Employment & Training
- Adult Education
- Other workforce development services

We would also appreciate the opportunity to meet with you in person to discuss workforce development needs in your area as well.

Our contact information is:

Shawn Brenner, CEO
sbrenner@rossprov.com
(810) 326-4447

Lynn Fournier, Vice President, Contracts Management
lfournier@rossprov.com
(810) 326-1510

Thank you.

Joseph M. Egelski
Contracts Administrator
Ross Innovative Employment Solutions Corp.
(313) 418-0525
jegelski@rossprov.com

Snead, Jennifer [IWD]

From: Timothy Foster <tfoster@rescare.com>
Sent: Thursday, December 03, 2015 11:35 AM
To: Snead, Jennifer [IWD]
Cc: Schoonover, Ted [IWD]
Subject: ResCare Workforce Services

Jennifer:

My name is Tim Foster, and I work for ResCare Workforce Services (RWS). As the nation's leading provider of workforce programming, RWS is driven by the goal to help business be competitive locally and globally by finding the skilled labor needed. We currently operate programs in 28 states through 330 locations, serving thousands of business and job candidates daily.

We are aware that with the new legislation, Workforce Innovation and Opportunity Act (WIOA), workforce development boards are preparing to release RFPs for One Stop Operators and Service Providers for their local workforce systems. We are very interested in exploring the opportunity to work with you, and would like to be added to your bid list for RFP distribution. If you are open to visit with us, we would also like to find a time to talk or visit in person.

Please let me know if you have any questions, and thank you for your time.

Best,

Tim

Tim Foster, LCSW CWDP
Director, Customer and Market Development
ResCare - The Expert in Workforce Service Solutions!
12611 King Point
Broomfield, CO 80020
303-330-7154 cell
tfoster@rescare.com
www.rescare.com

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Snead, Jennifer [IWD]

From: Hattery, John <jhattery@kra.com>
Sent: Wednesday, December 02, 2015 9:42 AM
To: Snead, Jennifer [IWD]
Subject: Board Meeting Schedule

Ms. Snead

Greetings from the rainy east coast. My name is John Hattery and in a day or two you will be receiving a letter from me requesting that you place the KRA Corporation on your prospective bidders list. In the meantime, could you please direct me to an online resource that lists the Board's Meeting Schedule or forward me an electronic version?

Thank you,

John

John E. Hattery | Director, Strategic Partners

jhattery@kra.com | (443) 875-1550 mobile | www.kra.com

Maple Lawn Corporate Center | 11830 West Market Place, Suite M | Fulton, MD | 20759

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DEC 07 2015

November 30, 2015

Ms. Jennifer Snead
15260 Truman St.
Ottumwa, IA 52501

Dear Ms. Snead,

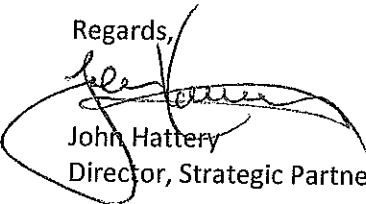
The KRA Corporation is a national leader in the delivery of workforce services. Our team is aware of upcoming competitions across Iowa and would like to explore the possibility of the match between the Region's needs and KRA's capabilities. Please add our company to your list of prospective bidders.

KRA Corporation's point of contact:

John Hattery
Director, Strategic Partners
11830 West Market Place
Suite M
Fulton, MD 20759
jhattery@kra.com
phone/fax 301-859-0499

Please let me know if you need any additional information. Thank you for your time and attention to this matter.

Regards,



John Hattery
Director, Strategic Partners

Developing Workers. Strengthening Communities.

Maple Lawn Corporate Center | 11830 West Market Place, Suite M | Fulton, Maryland 20759 | (301) 562-2300 phone | (301) 495-2919 fax | www.kra.com

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Beth Townsend, Director



December 11, 2015

Dr. Marlene Sprouse, President
Indian Hills Community College
525 Grandview Ave
Ottumwa, IA 52501

FINAL MONITORING REPORT FALL 2015

Dear Ms. Sprouse:

I am in receipt of the response to my Fall 2015 monitoring report. The report listed finding(s) that required corrective action and a response from Indian Hills Community College. The finding(s) are summarized below for your review:

1. Over payments to participant.
2. Staff timesheet not signed by supervisor.

The original finding(s), your response, and my final decision, are attached to this letter. Please note that the scope of a financial monitoring review is significantly less than a financial and compliance audit. Therefore, we cannot express an opinion as to whether the financial statements reviewed present fairly the financial position for the period, nor whether all disbursements were made in compliance with the terms of the contract(s) monitored. Subsequent monitoring visits will include a review of the item(s) listed above. Thank you for your assistance in resolving the above noted item(s).

Any questions regarding this letter may be directed to Patricia Daly at (515) 281-8140.

Sincerely,

A handwritten signature in black ink that reads "Kelly Taylor".

Kelly R. Taylor
Bureau Chief, Financial Management
Iowa Workforce Development

CC: Bill Meck, Kala Mulder, Jennifer Snead, Ted Schoonover,
Martha Wick (RIWB Chair), Matt Greiner (CEO Chair)



REPORTING

Financial Status Reports (FSRs) are reviewed to determine if expenditures and revenues reported can be reconciled to the books of account. No findings during this review.

Participant Payments

A total of seventy-one (71) payments were included in the sample. The review included determining if costs were charged to the appropriate program, completeness of time and attendance records, adequate levels of obligations, adequate documentation and whether payments were calculated accurately. Also, a determination is made as to whether costs incurred are consistent with the Region 15 Customer Service Plan.

Finding #1

Youth Participant Ana Diego B. was over paid by \$7.25 (1hour) which is reflective on the timesheet for the pay period 7/1/15-7/10/15.

Corrective Action

Reimbursement from the participant in the form of repayment or subtracting this amount from the next support/WEP payment she receives. A copy of such transaction should be sent to the monitor along with your response to this report.

Grantee Response

Sent overpayment letter requesting remittance in the amount of \$7.25 by 1/4/16.
See Exhibit A.

Final Determination

Will review final documentation during next monitoring visit.

Finding #2

Youth Participant Jullian M. had an over payment of \$14.37. The timesheet and payroll history in her file did not agree. The documentation in the file is incorrect or missing.

Corrective Action

A review of this individuals file should be conducted and corrective documentation should be sent along with your response to this monitoring report. A copy of reimbursement documentation should also be sent if reimbursement is required.

Grantee Response

Sent overpayment letter requesting remittance in the amount of \$14.37 by 1/4/16.
See Exhibit B.

Final Determination

Will review final documentation during next monitoring visit.

Finding #3

The travel reimbursement form for the travel dates of 8/5/15-8/26/15 for WIA Director Jennifer S. did not have adequate Supervisory Signatures/Approval

Corrective Action

This documentation/reimbursement form should be signed by appropriate Supervisor and a copy sent to the monitor along with the response to this report.

Grantee Response

Received signature of supervisor. See Exhibit C.

Final Determination

Response Accepted.

STAFF OVERHEAD PAYMENTS

Staff overhead claims were sampled in order to ensure that payments are reasonable, allowable and allocable to the programs charged.

Cost Limitations

Cost limitations are reviewed to determine if there are any possible compliance issues in relation to meeting the budget requirements as imposed in federal regulations and the terms of the contracts.

OTHER ISSUES FROM IWD QUESTIONNAIRE

There are other tests conducted during the visit that cannot be appropriately classified with the sections outlined above. However, none of those tests resulted in any additional findings or comments at this time.

