



**RWDB MEETING  
THURSDAY, JANUARY 25, 2018  
10 AM – 11:30 AM**

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

**AGENDA**

1. CALL TO ORDER
2. INTRODUCTION OF MEMBERS AND GUESTS
3. CONDUCT OATH OF OFFICE FOR NEW APPOINTMENTS
4. MOTION TO APPROVE AGENDA
5. MOTION TO APPROVE CONSENT AGENDA (SEE ATTACHMENT A)
  - CEO/RWDB EXECUTIVE COMMITTEE MEETING MINUTES – DECEMBER 7, 2017
  - CEO/RWDB MEETING MINUTES – DECEMBER 7, 2017
6. CORRESPONDENCE
  - STATE DOL MONITORING RESPONSE LETTER
7. MEMBER ANNOUNCEMENTS
8. MOTION TO APPROVE THE MODIFICATION TO THE LOCAL SERVICE PLAN – CARLOS VEGA (SEE ATTACHMENT B)
9. AUDIT COMMITTEE UPDATE & DRAFT MINUTES – CARLA ANDORF
10. STRATEGIC PLAN & REGIONAL WORKFORCE GOALS PROGRESS UPDATE – CARLA ANDORF (SEE ATTACHMENT C)
11. GRANTS REPORT – KIM BECICKA (SEE ATTACHMENT D)
12. IowaWORKS FINANCIALS & ENROLLMENT GOALS – ANGELA JAMES (SEE ATTACHMENT E)
13. REGION 10 IowaWORKS REPORT – SCOTT MATHER (SEE ATTACHMENT F)
14. ADULT EDUCATION/LITERACY REPORT – MARCEL KIELKUCKI (SEE ATTACHMENT G)
15. VOCATIONAL-REHABILITATION REPORT – HOLLY MATEER
16. IOWA DEPARTMENT FOR THE BLIND REPORT – KOHELL WEBER-RICKLEFS
17. PRESENTATION: PARTICIPANT PANEL FROM TITLES 1,2,3&4
18. MOTION TO ADJOURN

NEXT MEETING DATE IS: RWDB, MARCH 29, 2018, IowaWORKS

*Region 10 Website: [http://www.iowawdb.gov/r10\\_home](http://www.iowawdb.gov/r10_home)*

CEO/REGIONAL WORKFORCE DEVELOPMENT DEVELOPMENT  
EXECUTIVE COMMITTEE MEETING MINUTES

DECEMBER 7, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

Executive Committee Members Present: Bob Yoder, Travis Weipert, Patty Manuel

Staff: Carla Andorf

The meeting was called to order by Chair Bob Yoder at 9:50 am. The Executive Committee met quorum.

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

Carla Andorf reviewed the applications for our new Regional Workforce Development board membership structure. This is to align our structure with the new WIOA regulations. She also updated the board on the question that was raised earlier about having a representative from an union employer for our labor seat and that is not allowable.

Bob Yoder asked for a motion to approve the labor and business nominations for board membership and submit them to the Governor's office. M/S/C, Travis Weipert, Patty Manuel, motion approved.

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

The meeting adjourned at 9:55 am.

CHIEF ELECTED OFFICIALS/REGIONAL WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES

DECEMBER 7, 2017  
IowaWORKS OFFICE  
CEDAR RAPIDS, IOWA

CEO Board Members Present: Jim Houser (by teleconference), Susie Weinacht, Travis Weipert, Bob Yoder

RWDB Board Members Present: Marcel Kielkucki, Kristy Lyman, Patty Manuel, Steve Olson, Kim Painter, Julie Perez, Mark Schneider, Susie Weinacht

RWDB Board Members Absent: Wayne Frauenholtz, Mary Gudenkauf, Patrick Loeffler, Shelley Parbs

RWDB Ex-Officio Members: Carmen Heck (by teleconference), DaLayne Williamson (by teleconference)

STAFF: Carla Andorf, Kim Becicka, Monica Brockway, Scott Mather, Carlos Vega

GUESTS: Ashley Turner, Amy Becker

The meeting was called to order by Chair Bob Yoder at 10:06 am. The CEO board did not meet quorum. The RWDB board met quorum.

Bob Yoder asked everyone present to introduce themselves.

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

Bob Yoder asked for a motion to approve the consent agenda. M/S/C, Susie Weinacht, Marcel Kielkucki, motion approved.

Bob Yoder asked if there was any correspondence to share. Carla Andorf stated that we received a letter from IWD on the Department of Labor monitoring visit and that it would be discussed later in the meeting.

Carla Andorf reviewed the WIA Training Provider applications for the following providers:

Kirkwood Community College  
Diagnostic Assistant AAS  
Mercy/St. Luke's School of Radiologic Technology  
Radiologic Technology Degree  
Mount Mercy University  
Criminal Justice

If approved, this will allow clients to receive WIA funding for these programs. Bob Yoder asked for a motion to approve the WIA Training Provider applications. M/S/C, Julie Perez, Steve Olson, motion approved. Marcel Kielkucki abstained from the vote.

The meeting schedule for 2018 was distributed. Monitoring board member's attendance at meetings will continue to be important. We recommend that the required attendance be four out of six meetings yearly either in person or by teleconference. We will not add this to our Bylaws at this point until we see if the board composition changes due to region restructuring.

Carla Andorf discussed the WIOA regions in the state and the Department of Labor report from their monitoring visit. The state has 45 days to respond to the findings cited in that report. Bob Yoder asked for a motion to request that the state provides their response to this board. M/S/C, Steve Olson, Julie Perez.

Carla Andorf gave an update on the state of board members for Region 10. The nominations were reviewed by the Executive Committee and we are moving them forward to the Governor's office for approval. She also thanked Mary Gudenkauf and Kim Painter for their service to the board.

Carla Andorf gave an update on the one-stop center cost agreement. This is on hold.

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

Kim Becicka reviewed the Grants Report. The financials and enrollments were reviewed for the GAP and KPACE programs.

Carla Andorf reviewed the WIOA financial reports. These reports show our performance measures for financial goals.

Scott Mather reviewed the Region 10 Iowa Workforce Development report for September and October. This report reviewed registrations, job listings and unemployment insurance. Also highlighted were the recruiting events assisted by the Employer Services team. They are also dealing with company layoffs. The apprenticeship development work is ongoing.

Marcel Kielkucki reviewed the Adult Education/Literacy report. Performance metrics for the program were shared. The ESL services that were being done at IowaWORKS have shifted to Kirkwood's main campus.

Monica Brockway reviewed the Vocational-Rehabilitation report. They hired a business specialist to work cooperatively with the One-Stop Center; this is the first of its kind position in the state. She also reviewed their performance measures. They were awarded a capacity grant which will help to hire additional staff.

Ashley Turner and Amy Becker gave a presentation on HACAP's Spark 5 program. They are currently focused on the 52404 zip code area; this is a pilot year and they hope to serve 25 families. They work to collaborate with different entities and connect their clients to those resources.

Bob Yoder asked for a motion to adjourn the meeting. M/S/C, Steve Olson, Marcel Kielkucki, motion approved.

The meeting adjourned at 12:10 pm.

**Upcoming Meeting:**

RWDB, January 25, 2018, IowaWORKS

**LOCAL SERVICE PLAN MODIFICATION TRANSMITTAL FORM**

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>To Be Completed by Region:</b> | <b>For State Use Only:</b> |
| Region Number:                    | Date Received:             |
| Date Submitted                    | Date Approved:             |
| Effective Date:                   | Effective Date:            |

**Provide a brief description of the CSP changes below:**

## Priority of Service for Veterans

Iowa Workforce Development (IWD) will provide all qualified Veterans with priority of service. In order to maximize and provide priority of services to Veterans, Veterans will be able to register at all IowaWORKS locations. Registration is also available on-line 24/7 through <https://www.iowaworkforcedevelopment.gov/>, or any of the regional websites. Iowa complies with final regulations which state recipients of USDOL funds for qualified job training programs are subject to the priority of service regulations, and are required by law to provide priority of service to Veterans and eligible spouses. If the SBE eligible Veteran's needs cannot be met at the point of intake (as determined by core service staff) or if the eligible Veteran requests, he/she will be referred to the DVOP or appropriate service provider for assistance. The Iowa Director for Veterans' Employment and Training (DVET) and/or his designee (ADVET), has a standing invitation to address district management at their monthly meeting to describe expectations of the Jobs for Veterans Act, and to review program performance. The state has followed-up by requiring that each SWA describe in their local customer service plan how they will ensure priority of service is provided in their programs. IWD Management staff will consult with local partners on how to implement priority of service, and will be monitoring compliance with the established procedure. Regional Workforce Development Boards (RWDBs) are to ensure one-stop operators and service providers recruit individuals in the priority of service categories and develop and provide appropriate services to meet those populations' needs. Local areas must establish written policies and procedures to ensure priority for the populations described in this guidance for participants served in the WIOA Adult program for eligibility determinations beginning on July 1, 2015. Additionally, based on local policy, the Boards may:

- Establish a process that also gives priority to other individuals; and
- Choose to provide individualized career and training services to adults whose income is above the WIOA income guidelines requirement but below the Board-established self-sufficiency wage level.

Each region submits their plan for providing priority of service to Veterans. Each plan is reviewed by the state liaisons to RWDB. The state liaisons work with the DVET to develop expectations that can be enforced locally. Priority of service is monitored in the following manner:

- Local management staff audits job orders and other services;
- Local management will take corrective action on Veteran customer complaints; and

- Local office management conducts a random review of initial Veteran applications for proper qualification, quality of service provided, and to ensure that the appropriate service was provided.

Corrective action, in the form of continuing education and positive feedback, is provided by the DVOP. If problems persist, local management, the Division Administrator and the DVET will be consulted. Veterans will be made aware of their priority of service entitlement and about the services provided by DVOP staff to SBE eligible Veterans, not only through outreach activities, but through an information and self-assessment pamphlet available both in paper form and on the web. The pamphlet will describe for the Veteran the various services they may receive, their priority of service, and will provide a simple mechanism for the Veteran (and staff) to determine if career services are needed. It is expected that this method will help avoid oversight of Veterans in need of special services. In addition, large colorful posters featuring local Veterans were developed with non-JVSG funds and distributed to all IWD and partner locations asking, “Are You the Spouse of a Veteran?” and explaining priority of service for those individuals. The Jobs for Veterans Act (PL 107-288) provides an emphasis on serving veterans by establishing a priority of service for veterans and eligible spouses in all employment and training programs funded by the Department of Labor, including Wagner-Peyser (WP), WIOA and other job training programs offered through competitive grants. Priority of Service is the right of an eligible “Covered Person” to be given priority of service over an eligible non-covered person for the receipt of employment, training and placement services, notwithstanding other provisions of the law. “Covered Persons” take precedence over non-covered persons in obtaining services and shall receive access to services and resources earlier in time than a non-covered person. If services or resources are limited, the “Covered Person” receives access instead of or before the non-covered person. Procedures or policies that restrict a veteran’s access to WIOA or WP services, even if such restrictions are intended to provide the veteran with specialized services, are contrary to the priority of service requirements. 20 CFR Part 1010 and 38 U.S.C. Section 4215(a)(1) defines “Covered Persons” to mean veterans and the spouses “of any of the following: a. any veteran who died of a service-connected disability; b. any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:

- i. Missing in action;
- ii. Captured in the line of duty by a hostile force; or
- iii. Forcibly detained or interned in the line of duty by a foreign government or power;  
or
- iv. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs or any veteran who died while such a disability was in existence.”

“Covered Persons must have served at least one day in the active military, naval or air service, and were discharged or released under conditions other than dishonorable as specified in 38 U.S.C

101(2). Active service includes full-time Federal service in the National Guard or a Reserve component. It does not include full-time duty performed strictly for training purposes, nor does it include full-time active duty performed by National Guard personnel mobilized by the State rather than federal authorities.

“Spouses of military personnel killed in the line of duty do not currently qualify for priority of service.”

“As defined in USC 101, the term “surviving spouse” means a person of the opposite sex who was the wife or husband of a veteran at the time of the veteran’s death, and who lived with the veteran continuously from the date of marriage to the date of the veteran’s death (except where there was a separation which was due to the misconduct of, or procured by, the veteran without the fault of the spouse) and who has not remarried or (in cases not involving remarriage) has not since the death of the veteran, and after September 19, 1962, lived with another person and held himself or herself out openly to the public to be the spouse of such other person.

“The Jobs for Veterans Act provides priority service only to veterans or eligible spouses who meet the program’s eligibility requirements.”

#### Iowa Jobs State Veterans Program Plan

The Jobs for Veterans State Grants (JVSG) creates opportunities for all eligible veterans and eligible spouses to obtain meaningful and successful careers through provision of resources and expertise that maximize employment opportunities and protect veterans’ employment rights. Services provided by the Veteran Representative include comprehensive assessments, development of an Individual Employment Plan, career counseling, and referrals to other veteran and community organizations as needed. The Local Veteran Employment Representative (LVER) is a member of the business services team. The LVER promotes the hiring of veterans to employers, employer associations, and business groups; facilitates employer training, plans and participates in career fairs and conducts job development with employers. Iowa has an effective business services program across the state. There are Business Services Teams located in each of the 15 Regions who coordinate efforts with DVOP staff to contact current and prospective employers, Federal contractors and subcontractors, and others to promote Veterans -SBE, aged 18-24, and non-SBE - as excellent job candidates and employees. In addition, partners in the one-stops are utilized to train Veterans in identifying job skills as well as the “soft skills” related to job seeking and job retention. Assessment services are used to identify the skills, knowledge, abilities and preferences of Veterans so that the best possible job match can be made initially. Career exploration services are offered so that Veterans have a good knowledge of available jobs and specific information about occupations. Veterans are offered assistance in understanding the skills needed to function in the workplace, and help in understanding how job and career advancement can be accomplished with an employer. Targeting services to Veterans with Significant Barriers to Employment, IWD Management will



serve the role of educators to the one-stop operators, their partners and the RWDB members. They will train and educate on:

- The identification of Veteran under Title 38 of the U.S.C;
- Criteria for the identification of needs for referral for career services;
- Veterans' preference requirements and methodologies;
- The difference between Priority of Service and Veterans' Preference, and;
- Veterans' integration policy as determined by Agency leadership.

Partners such as WIOA partners, PROMISE JOBS/TANF, Trade Act, and IVRS will also identify Veteran customers at their points of contact or entry, which may or may not be collocated with IWD Veteran staff at the one-stop. Those Veteran customers identified as having a significant barrier to employment as defined by USDOL, VETS, or age 18-24, will be referred to the DVOP for additional services. Veterans will be co-enrolled with PROMISE JOBS if they are receiving Family Investment Program (TANF) assistance and subject to the terms of a Family Investment Agreement (FIA), WIOA, or Trade Act if they are a dislocated worker. Veteran program management monitors case records monthly and quarterly report data to ensure compliance, address issues, quantify progress, and celebrate success with DVOP staff.

The state will ensure adherence to the legislative requirements for Veteran's staff. This includes, but is not limited to, employing only Veterans to fill the DVOP positions with a preference towards hiring disabled Veterans. Each of these staff is trained in their new roles and responsibilities under the Jobs for Veterans Act of 2002. The DVOP, and local Wagner-Peyser management, work closely with all partners to ensure the mandatory WIOA partners provide Veteran's priority of service. Iowa has focused staff resources on the utilization of DVOP Specialists, rather than LVERs, for a number of years. We believe it is a better investment of funds to ensure case management is offered to SBE Veterans and those aged 18-24 in accordance with VPLs 01-14, 03-14 and 04-14. All non-Vet staff are assigned to serve Veterans without an SBE, and we expect our non-JVSG funded BSRs to promote Veterans to our business customers. With the deployment of Iowa Governor Terry Branstad's "Home Base Iowa" initiative to encourage military personnel to make our state their home, we hired one LVER to conduct outreach to employers to assist Veterans in gaining employment, including conducting seminars, job search workshops, and facilitating employment, training and placement services. Once identified either by self-assessment, core service staff, or partner staff, that the individual is a Veteran who is eligible for and could benefit from DVOP services, that staff would refer the Veteran job seeker to the DVOP. In offices without a full time DVOP, local management will be responsible for ensuring there is an efficient means of referral that ensures no Veteran eligible for and requiring career services goes without the appropriate service. The DVOP will facilitate career services by working with the eligible Veteran to develop a written action plan to resolve barriers to employment (i.e. DVOP will refer for appointment with local county Veteran affairs to resolve financial issues and Veteran will follow through by making appointment and going to receive services). Iowa has instituted an Integrated System of service that includes all of the partners in the Workforce Center, "All Means All." The system consists of a

Membership Team, Skills Development Team and Business Services Team. All DVOP Specialists will be assigned to the Skills Development Team, as this complies with their roles and responsibilities under Title 38. As a member of the Skills Development Team, they will be referred any Veteran their coworkers have identified as eligible for DVOP services because of age (18-24) or who has a significant barrier to employment and needs career services. While working in Skills, they will assist only Veterans who meet the criteria outlined in VPLs 01-14, 03-14 and 04-14; all other Veterans will be served by the non-JVSG staff. The DVOP will locate, build and maintain good working relationships with Federal agencies (VA), state agencies (Health & Welfare, Education), community based organizations, Veterans and others that may be able to provide services to eligible Veterans age 18-24 or with a significant barrier to employment. The DVOP staff in Iowa have maintained an excellent working relationship with their local VA VR&E staff. The procedure followed in serving Chapter 31 Vets is in accordance with VA/DOL Technical Assistance Guide (TAG) Revised September 2015. Iowa has established the position of Intensive Services Coordinator (ISC) who is stationed remotely at the Des Moines IowaWORKS office. The position is filled by a DVOP specialist. DVOPs receive referrals from the VR&E counselor through the ISC and are at that time informed of the Veteran's employment goal, barriers to employment and any other significant information.

Upon referral, the DVOP immediately conducts an interview to further assess the Veteran's situation. The DVOP will develop a mutually agreed upon, individualized case management plan to assist the Veteran while in receipt of employment services. The DVOP will provide resume assistance, interviewing techniques, job leads and establish job development referrals with employers. The DVOP will also make referrals to assist with any special needs the Veteran may have. The DVOP maintains a minimum of weekly contact with the Chapter 31 Veteran and each month submits the results of the month's activities to the VR&E counselor and the ISC. IWD has partnered with the state DOL/ETA Office of Apprenticeship and hosts the following website: <https://www.iowaworkforcedevelopment.gov/iowa-registered-apprenticeship-apprenticeshipusa>. This website has been recognized as the premier Apprenticeship web portal in the nation. DVOP staff routinely use this site to place Veterans in training. The Iowa Department of Education (IDOE) works closely with DVOP Specialists to disseminate information on Chapter 31 GI Bill programs, the Troops to Teachers program and various other educational programs to provide educational opportunities for our Veterans. DVOP staff work closely with TANF - Employment and Training program (referred to in Iowa as PROMISE JOBS) to provide job placement and referral assistance to Veterans who are TANF cash recipients (referred to in Iowa as the Family Investment Program). Though Iowa has no active duty military installations or medical facilities in the state, DVOP staff maintain a close working relationship with the Iowa National Guard. This provides a strong linkage and referral system between all returning National Guard Veterans and the one-stop center. IWD maintains a Veterans Benefits and Services book that lists Federal, State, and Local Veteran benefits and services. Several agencies have partnered in contributing to this book, to include USDOL Office of Apprenticeship, IDOE, both state and county Department of Veteran Affairs and others. This book is very well received and serves to both inform Veterans and to provide them with the

knowledge to access Veteran services provided by IWD. This book is distributed to partners, agencies and civic organizations across the state by the DVOPs, Division Administrator, Iowa National Guard, Iowa Department of Veteran's Affairs, ESGR personnel and volunteers, and USDOL VETS staff and is available electronically on <https://www.homebaseiowa.gov/veterans-resources>.

**Regional Customer Service Plan Certification**

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

\_\_\_\_\_  
RWIB Chair Signature / Date

\_\_\_\_\_  
CEO Chair Signature / Date

## Region 10 Vision, Mission, Strategic Priorities and Goals

July 1, 2016-June 30, 2019

**Vision:** Providing a seamless and integrated workforce delivery system for businesses and individuals by:

1. Ensuring accessibility for all individuals, including those with barriers to employment.
2. Sustaining and strengthen regional economic growth through innovative sector partnerships
3. Creating pathways that connect a pipeline of educated and skilled workers to current and emerging industries leading to self-sufficient careers.

**Mission:** Effectively contributing to Iowa's Creative Corridor's quality of life by connecting businesses and individuals to workforce solutions.

### Strategic Priorities and Goals:

**Priority #1.** Community Awareness of Integrated Workforce System: Design an integrated workforce system that focuses on increased awareness of the workforce system with external customers (businesses) and internal customers (four core partner programs).

| Goal  | Responsible Party | Estimated Date | Progress Report  |
|---|-------------------|----------------|--|
| 1.1 Develop a Workforce System Orientation for use with Businesses and Customers. | Core Partners     | June 30, 2017  | July-September 2016: Joint workgroup (4 core partners) working on integrating business service activities.<br>October 2016: Report out to full staff with an action plan ready to implement.<br>December 2016-Implementation Workgroup Meeting. Starting to work on implementation of business services joint outreach and orientation.<br>March 2017-Workgroup team met with KCC Marketing. Will be developing an outline and |

|   |               |                   |   |
|---|---------------|-------------------|---|
|   |               |                   | gathering video for a short 3 minute video to be used with new enrollments, on facebook and with partners to share what workforce system means. June 2017-Video finalized, shared with board, and beginning to be used in orientations, workshops, marketing.   |
| <b>1.2</b> Increase visibility through joint outreach, marketing and awareness campaigns, especially seeking local media outlets. | Core Partners | December 31, 2017 | <p>July-September 2016: Joint workgroup (4 core partners) working on integrating outreach activities and education the public on the full workforce 'system' of services.</p> <p>October 2016: Report out to full staff with an action plan ready to implement.</p> <p>December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process.</p> <p>Jan-March 2017-Teams have developed a referral tool for staff and partners. Almost ready for print. Developing "display boards" outlining all workforce services to be displayed with all partners and used at job fairs, etc.</p> <p>November 2017-January 2018-Food Assistance Outreach. Received list of all food assistance participants in 7 county region. Will conduct a mailing to invite them into a "lunch and learn" or "supper and learn" to hear about services available at IowaWORKS, and how to access training and other workforce program services. Sessions will be held in January 2018. Planning happening now. Should reach around 17,000 household.</p> <p>February 2018-Hosting Lunch and Learn events in Iowa City and Cedar Rapids (two in CR). Planning</p> |

|   |                               |                |  |
|---|-------------------------------|----------------|--|
|   |                               |                | <p>smaller lunch and learn sessions for March in rural counties (Washington, Iowa, Cedar, Benton and Jones).</p>   |
| <p><b>1.3</b> Provide ongoing staff training, continuously integrate services and evaluate regularly.</p> | <p>All Workforce Partners</p> | <p>Ongoing</p> | <p>June 2016-Team members attended WIOA conference.<br/>                 September 2016-Team members attended training on enter business services<br/>                 October 2016-Workforce Partner In-Service. Teams will present on work group efforts, field questions.<br/>                 December 2016-Implementation Workgroup Meeting. Starting to work on implementation of activities, including a tool for staff and partners to know and understand all WIOA services, activities and referral process. Developing electronic referral tool.<br/>                 February 2017-All 4 core partners completed a day long training together. Worked on teamwork and partnership with an outside speaker. Collected next steps from team members, and surveyed team members on what we should do to keep momentum going. Developing ongoing trainings, and silo-breaking activities.<br/>                 June 2017-Completed COLORS training with all staff.<br/>                 May-June 2017-Planning fall team building activities at Camp Wapsi.<br/>                 August 2017-Finalized planning for Camp Wapsie team building in October.<br/>                 October 2017-Hosted team building at Camp Wapsie. 93 team members in attendance from IowaWORKS, KCC Adult Basic Ed, IVRS and IDB.</p> |

|   |                                  |                   |  |
|---|----------------------------------|-------------------|--|
|   |                                  |                   | <p>November-December 2017-Reevaluating expectations for customer service. Developing as a team, and identifying training needs. Will be adding expectations into IowaWORKS team member evaluations moving forward.</p> <p>Jan-Feb 2018-Planning and hosting Disability Services and Experience event for staff during President's Day all staff inservice. Will bring together all core partners in Region 10 plus Title 1 and 3 from Davenport and Burlington. Will share results of training and some activities with RWDB in March 2018.</p>  |
| <b>1.4</b> Develop a referral process between the four core programs which includes a hand off and follow up process. | Core Partners                    | December 31, 2017 | <p>July-September 2016: Joint workgroup (4 core partners) working on developing a more efficient referral tool and method.</p> <p>October 2016: Report out to full staff with an action plan ready to implement.</p> <p>Jan-March 2017-Team is researching options for making electronic referrals. SmartSheet is being researched as a quick tool.</p> <p>May 2017-Also looking at a google doc that can be shared among partners. GeoSolutions software system train-the-trainer training begins in May. Will be sending several staff to start transition process. New system has built in referral tool.</p> <p>July-September 2017-Finalized referral guide. Created online referral tool, and gathered feedback from partners.</p> |
| <b>1.5</b> Inform customers of career pathways and occupations that lead to self-sufficiency.                         | Core Partners with Sector Boards | June 30, 2018     | <p>June 2016-RWDB met with Advance Mfg Sector Board to learn about pathways and workforce needs</p> <p>September 2016-RWBD met with Customer Service/Insurance/Banking Sector Board to learn about pathways and workforce needs.</p>   |

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>November 2016-Hosted apprenticeship awareness event with 23 businesses and 11 job seekers.</p> <p>May 2017-Promoting and recruiting non-native English speakers to a free Transportation Communication class that educates them on the various career pathways in transportation and logistics and prepares them to enter into those training programs.</p> <p>June-July 2017-Preparing to host Industry Sector Board facilitators for a lunch and learn with workforce partners.</p> <p>September 2017-hosted sector board facilitators, with goal of re-convening to focus on “opportunity” clients served through IowaWORKS. Meeting may be with Jennifer Daly and board chairs.</p> <p>October-November 2017-Representative attended training and planning sessions with the 6 Sector Board leadership committees. Being available for questions/input as they work on developing coordinated strategies between the boards.</p> |
|--|--|--|---|

**Priority #2.** Preparation of the Workforce: Design, develop and offer training for individuals, including those with barriers to employment--to prepare for current and emerging industry workforce skill requirements. Support the region’s workforce through pathways that provide advanced, skilled and future ready workers.

| <b>Goal</b>   | <b>Responsible Party</b>  | <b>Estimated Date</b> | <b>Progress Report</b>   |
|---|---|-----------------------|--|
| <p><b>2.1</b> Design and develop career exploration and training pathways (including basic, soft and hard skills), especially focused on Advanced Manufacturing and Financial</p> | <p>Core Partners</p> <p>Advanced Manufacturing Sector Board</p> | <p>June 30, 2017</p>  | <p>November 2016-Meeting with Financial Services/Insurance/Customer service board to review next steps to increasing partnerships between IowaWORKS and this board.</p> <p>November 2016-January 2017-Met with leadership of Financial Services/Customer Services/Insurance sector board. They identified an outline for basic</p> |



|   |  |  |   |
|---|--|--|---|
| <p>Services/Insurance/Customer Service sector board pathways.</p>                                     | <p>Financial Services/Insurance and Customer Service Board</p> |  | <p>customer service and industry training/awareness that could be completed through IowaWORKS workshops. They will be working with the full board to outline what this might look like and help with implementing by offering their time/tours/locations for portions of the workshops. Sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs. May – June 2017-Transportation Communication and pathway class held and participants reviewed and selected next step in pathway. Assisted with additional support and referrals to continue on pathway. October 2017-Attended Apprenticeship training through Harper College, with goal of learning how to develop an appropriate pre-apprenticeship program that could be offered at IowaWORKS. Ongoing-Attending SB facilitator meetings, Sector training in Coralville, and SB meetings. February 2018-Exploring opportunities to develop pre-apprenticeship training for established union apprenticeship programs utilizing GAP/PACE/Title 1 funding.</p> |
| <p>2.2 Provide training information on STEM and high-demand occupations in the Creative Corridor.</p> | <p>Core Partners</p>   | <p>Ongoing<br/>June 30, 2017<br/>(aligned with goal 2.1)</p> | <p>To be completed-FS/I/CS sector board leadership would like to present to WIOA partners to educate on their industry and workforce needs. August-September 2017-Ongoing work with refugee groups. Beginning work with Nordstrom to develop training program incorporating English language training, occupational skills training in warehouse/shipping/receiving and soft skills/employability skills for refugee groups.</p>  |

|  |               |                   |   |
|--|---------------|-------------------|---|
| <p><b>2.3</b> Provide tools, resources, and services to reduce barriers to work and education/training.</p>  | Core Partners | Ongoing           | <p>Ongoing-Support services proved to customers in training.<br/> February 2018-All core partners will learn about the many free resources available to individuals with disabilities, especially blindness.</p>  |
| <p><b>2.4</b> Align partner services to training pathways to reduce barriers and ensure customers receive needed support.</p>                                | Core Partners | December 31, 2017 | <p>Fall 2016-Developed a referral tool. Workgroup of local core partners is turning tool into a more user-friendly online/fillable form. Goal is to complete by January 2017 and present to all workforce partners.<br/> December 2016-Implementation workgroup met to begin turning tool into electronic format. Plan to present to full workforce partner system team at January partner meeting.<br/> February-March 2017-Development of a basic skills in transportation certificate targeting ESL participants to help them pathway into Class A, B and Transportation Specialist training<br/> May 2017-Class began in May with 9 students.<br/> Aug-Sept 2017-Combining Adult Basic Ed, Title 1 training services and IowaWORKS job readiness services together to present to Nordstrom a plan to train refugees to pipeline into the warehousing/shipping/packaging industry.</p> |
| <p><b>2.5</b> Expand access to training and education opportunities through the use of distance learning tools, videoconferencing, and other technology.</p> | Core Partners | June 30, 2017     | <p>Ongoing-FS/Ins/Banking creating IowaWORKS workshops around sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training.<br/> July 2017-Will begin implementation talks with Industry Sector Board facilitators in July 2017 at lunch and learn meetings.<br/> February-March 2018-Update RWDB member training, and implement through face to face and</p>   |

|  |               |         |  |
|--|---------------|---------|--|
|  |               |         | online training formats for new and current board members.   |
| 2.6 Co-enroll participants in core partner programs as appropriate to provide participants with access to needed and available services. | Core Partners | Ongoing | <p>December 2017-Implementation workgroup is finalizing a flip charge to help WIOA staff, workforce partners, and customers have a clear visual on what services are available, who might be eligible and how to connect.</p> <p>March 2017-Flip chart “referral tool” almost ready for print.</p> <p>June 2017-Final referral tool edits submitted. Final product being updated and prepared for printing. Strong request for this tool among not just staff, but other partners. Video received final edits and is being prepared for final version.</p> <p>October-November 2017-Developing partnerships with Four Oaks Total Child 2.0 project to link youth ages 16-26, who are getting close to age 18 or are already 18+ and have aged out of the original Total Child project. Will be working to connect these youth with Creating Futures consultants to assist them with using full menu of services to reach a wage of \$17 per hour by age 26. Developing linkages, program maps, and information sheets to outline possible pathways depending upon student’s age and situation.</p> |

**Priority #3.** Effective Business Engagement: Engage more effectively and widely, and collaborate more extensively with employers in workforce planning. Provide access to individuals with workforce resources aligned to business needs and the region’s current and emerging sectors to bolster regional workforce competitiveness.

| Goal | Responsible Party | Estimated Date | Progress Report |
|------|-------------------|----------------|-----------------|
|------|-------------------|----------------|-----------------|

|   |   |                                       |   |
|---|---|---------------------------------------|---|
| <p><b>3.1</b> Support all regional sector board work focusing on Advanced Manufacturing, Financial Services/Insurance/Customer Service, and STEM by ensuring alignment to regional workforce needs/demands.</p> | <p>Core Partners<br/><br/>RWDB</p>                        | <p>Ongoing</p>                        | <p>November 2017-Meeting with FS/Ins/CS board to review meeting with RWDB in September and identify areas for increased partnership.<br/>Ongoing-Working with leadership of FS/Ins/CS Sector Board to present to WIOA staff on industry and workforce needs.<br/>May 2017-Transportation Communication class and pathway options for non-native English speakers.</p>   |
| <p><b>3.2</b> Create workforce system programming aligned to local business demands/needs.</p>  | <p>Core Partners<br/><br/>RWDB<br/><br/>Sector Boards</p> | <p>Ongoing</p>                        | <p>Ongoing-Developing in house workshops around FS/I/B sector needs. Discussed using online modules created by businesses, or linking into businesses directly to facilitate portions of training.</p> <p>January-February 2017-Developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.</p> <p>August/September 2017-Working collaboratively with Nordstrom to develop a program targeting refugee population wishing to enter into a warehousing pathway</p> |
| <p><b>3.3</b> Integrate current apprenticeship career opportunities into career and training pathways and expand apprenticeship opportunities with regional employers.</p>                                      | <p>Core Partners<br/><br/>Apprenticeship Employers</p>    | <p>June 30, 2018<br/><br/>Ongoing</p> | <p>November 2017-Hosted an apprenticeship awareness event with 23 businesses and 11 job seekers. Have developed 2 new leads for businesses interested in apprenticeships and are helping 5 job seekers enter into more intensive services.</p>  |

|  |                      |                |   |
|--|----------------------|----------------|---|
|  |                      |                | <p>December – January 2017-Several apprentices impacted by recent layoffs at several companies. Enrolling and serving these apprentices by continuing their classroom training and helping them connect with similar apprenticeship opportunities in the region.</p> <p>June 2017-Wrapping up SP-NEG and JD-NEG grant activities with participants. Continuing to develop pipelines of workers for current and new apprenticeship opportunities. Continuing services as allowed through formula DW funds for enrolled participants.</p> <p>October 2017-Researching pre-apprenticeship programs which could be offered free as a workshop to IowaWORKS participants. Developing linkages with Lake College.</p> <p>February 2018-Meeting with apprenticeship programs to identify core pre-apprenticeship skills needed and how IowaWORKS, GAP/PACE, and Title 1 funds could be used to support customers obtaining these skills.</p> |
| <p><b>3.4</b> Develop systems to better prepare and help individuals with barriers to employment to enter into training career opportunities and long-term employment.</p> | <p>Core Partners</p> | <p>Ongoing</p> | <p>January-February 2017-IowaWORKS is developing in partnership with ABE/ESL a pre-training/pre-employment pathway for IAC impacted workers including additional courses for these workers within computer literacy, ESL classes, linkage with ongoing job readiness and job search classes, that pathway into employment or additional training.</p> <p>Ongoing-improving process to refer job ready candidates to business services team. Making</p>  |

|  |  |  |   |
|--|--|--|---|
|  |  |  | adjustments to staffing to create a stronger link and job placement process for candidates. |
|--|--|--|---|

## Special Programs Report FY18

January 25, 2018

## Budget Overview

| Special Programs Total Participant Budget |                   |                                  |                         |              |                    |
|---|-------------------|----------------------------------|-------------------------|--------------|--------------------|
|   | FY17<br>Carryover | Anticipated<br>New FY18<br>Funds | <b>TOTAL<br/>Budget</b> | Expenditures | Funds<br>Remaining |
| Gap Tuition Assistance<br>IAGAP           | \$108,547.87      | \$312,711.00                     | \$421,258.87            | \$189,022.95 | \$232,235.92       |

| Other Funds  |                   |                                  |                         |              |                    |
|--|-------------------|----------------------------------|-------------------------|--------------|--------------------|
|  | FY17<br>Carryover | Anticipated<br>New FY18<br>Funds | <b>TOTAL<br/>Budget</b> | Expenditures | Funds<br>Remaining |
| IA PACE—KPACE program                                    | \$14,199.31       | \$751,802.00                     | \$766,001.31            | \$341,488.95 | \$424,512.36       |
| GIVF Reimbursement Funds                                 | \$5,089.02        | \$0                              | \$5,089.02              | \$959.60     | \$4,129.42         |
| Kirkwood Community<br>College Foundation <sup>+</sup>    | \$4,400.00        | \$160.00                         | \$4,560.00              | \$3,350.00   | \$1,210.00         |
| *Total available will increase as new funds are donated. |                   |                                  |                         |              |                    |

## Special Programs Enrollments FY18

(7/1/17 – 6/30/18)

|                        |    |
|------------------------|----|
| Gap Tuition Assistance | 95 |
|------------------------|----|

|                               |    |
|-------------------------------|----|
| E&T FFY17 (7/1/17 – 9/30/17)  | 28 |
| E&T FFY18 (10/1/17 – 6/30/18) | 3  |

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

|       |    |
|-------|----|
| KPACE | 67 |
|-------|----|

Fall cohorts began in August 2017. Spring cohorts began in January and March 2018.

Non-cohort enrollments will be throughout the year.

Credit enrollments typically happen at the beginning of the credit term.

## Gap Tuition Assistance Program

### Referrals

|                          |      |
|--------------------------|------|
| Referrals FY18           | 146  |
| Historical Program Total | 7970 |

### Interviews

|                           |      |
|---------------------------|------|
| Interviews Scheduled FY18 | 93   |
| Historical Program Total  | 1853 |

### Approved Participants

|                            |      |
|----------------------------|------|
| Approved Participants FY18 | 95   |
| Historical Program Total   | 1332 |

### Participant Completions

|                          |                      |
|--------------------------|----------------------|
| Historical Program Total | 893 of 1138 = 78.47% |
|--------------------------|----------------------|

| Fiscal Year | In Training | Completed Training | Did Not Complete | Completion Rate     |
|-------------|-------------|--------------------|------------------|---------------------|
| 2014        | 0           | 118                | 31               | 118 of 149 = 79.19% |
| 2015        | 0           | 150                | 32               | 150 of 182 = 82.42% |
| 2016        | 0           | 88                 | 19               | 88 of 107 = 82.24%  |
| 2017        | 0           | 101                | 29               | 101 of 130 = 77.69% |
| 2018*       | 36          | 39                 | 14               | 39 of 53 = 73.58%   |

\*Includes carryover training participants from FY17.

### Participant Employment

|                               |            |        |
|-------------------------------|------------|--------|
| New Employment FY18           | 28 of 56   | 50.00% |
| Overall Employment FY18       | 28 of 56   | 50.00% |
| Historical Overall Employment | 721 of 761 | 94.74% |

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

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

| Fiscal Year | New Employment | Same Employer (increased duties) | Deceased | Other FT Activities | Unable to Contact | Looking for work or need employer information | Overall Employment Rate |
|-------------|----------------|----------------------------------|----------|---------------------|-------------------|---|-------------------------|
| 2014        | 68             | 19                               | 0        | 1                   | 1                 | 0   | 87 of 87 = 100%         |
| 2015        | 101            | 15                               | 0        | 8                   | 6                 | 4   | 116 of 120 = 96.67%     |
| 2016        | 59             | 3                                | 0        | 1                   | 2                 | 0   | 62 of 62 = 100%         |
| 2017        | 59             | 4                                | 0        | 10                  | 7                 | 0   | 63 of 63 = 100%         |
| 2018        | 28             | 0                                | 0        | 4                   | 0                 | 28 <sup>+</sup> *1                            | 28 of 56 = 50.00%       |

\*Many graduates completed training recently and are now pursuing employment.

\*Those graduates still looking for work on 7/1/17 and still engaged in services were moved into the FY17 pool for employment.

<sup>1</sup> Those new graduates who are still looking for work on 6/30/17 and still engaged in services will be moved into the FY18 pool for employment.

### Project status:



| <b>Program Information (to date)</b>        | <b>FY14</b> | <b>FY15</b> | <b>FY16</b> | <b>FY17</b> | <b>FY18</b> | <b>Total</b> |
|---|-------------|-------------|-------------|-------------|-------------|--------------|
| 91 Hour Nurse Aide                          | 63          | 49          | 42          | 42          | 43          | 421          |
| Accelerated Welding Certificate             | 5           | 15          | 5           | 2           | 5           | 32           |
| Administrative Professional Certificate     |             | 9           | 2           | 8           | 3           | 22           |
| Advanced Workplace Computing Certificate    | 1           |             |             |             |             | 4            |
| Basic Workplace Computing Certificate       | 1           |             |             |             |             | 10           |
| Bookkeeping Certificate                     | 11          |             |             |             |             | 25           |
| Business Application Specialist Certificate |             | 1           | 5           |             |             | 6            |
| Business Bookkeeping Computer Certificate   |             | 1           | 1           | 4           | 1           | 7            |
| Call Center Customer Service Certificate    | 12          | 3           | 1           | 8           | 0           | 36           |
| Certificate in Office Professionals         | 9           | 0           | 0           |             |             | 36           |
| Certificate in Web Site Design              | 2           |             |             |             |             | 19           |
| Certificate in Website Development          | 0           | 0           | 0           | 0           | 0           | 11           |
| Certified Business Computing Professionals  | 7           | 1           |             |             |             | 42           |
| Class B CDL                                 | 0           | 0           | 1           | 1           | 0           | 10           |
| CNC Machinist Certificate                   | 16          | 1           | 3           | 7           | 1           | 31           |
| CNC Milling Operator Certificate            | 0           | 0           | 0           |             |             | 0            |
| CNC Turning Operator Certificate            | 0           | 0           | 0           |             |             | 0            |
| Combination Welder Certificate              | 2           | 1           |             |             |             | 45           |
| Combination Welder SERIES                   | 1           | 0           |             |             |             | 1            |
| Community Living Professional               |             |             | 0           | 0           | 0           | 0            |
| Core Construction Certificate               |             |             | 1           | 1           | 0           | 2            |
| EKG Technician                              |             | 0           | 1           | 2           | 6           | 9            |
| Electrical Specialist                       | 0           | 2           | 0           | 0           | 3           | 12           |
| Electro Mechanical Certificate              | 0           | 0           | 0           | 0           |             | 0            |
| Gas Metal Arc Welding Sense I               |             |             | 10          | 2           | 2           | 14           |
| Graphic Design Certificate                  | 3           |             |             |             |             | 10           |
| Graphic Designer Certificate                |             | 2           | 4           | 1           | 4           | 11           |
| Health Support Professional                 |             |             | 0           | 0           | 1           | 1            |
| Industrial Maintenance Certificate          | 1           | 0           | 0           | 0           | 0           | 1            |
| Job Planning, Benchwork, Layout Certificate | 0           | 0           | 0           |             |             | 0            |

|   |     |     |     |     |    |      |
|---|-----|-----|-----|-----|----|------|
| Kirkwood Culinary KickStart Certificate             | 2   | 2   | 0   | 0   | 0  | 4    |
| Logistics/Supply Chain Certificate                  | 1   | 0   | 0   |     |    | 1    |
| Manufacturing Basics & CNC Machinist Certificate    | 0   | 0   | 0   |     |    | 4    |
| Manufacturing Welding Certificate                   |     |     |     |     | 2  | 2    |
| Measurement, Materials, Safety Certificate          | 0   | 0   | 0   |     |    | 0    |
| Medical Office Professional                         |     |     |     | 4   | 0  | 4    |
| Modern Manufacturing Series Certificate             | 0   | 0   | 0   |     |    | 4    |
| Personal Support Professional                       |     |     | 1   | 0   | 0  | 1    |
| Phlebotomy  | 11  | 14  | 7   | 3   | 4  | 72   |
| Production MIG Certificate                          | 10  | 10  | 0   |     |    | 20   |
| Sales Professional Certificate                      |     | 0   | 0   | 0   | 0  | 0    |
| Supervising in Healthcare Facilities                |     |     | 0   | 0   | 0  | 0    |
| Transportation Service Class B Training Certificate | 1   | 3   | 0   | 0   | 0  | 4    |
| Transportation Specialist                           |     |     | 0   | 0   | 0  | 0    |
| Transportation Technician                           |     |     | 0   | 0   | 0  | 0    |
| Truck Driver Class A CDL                            | 37  | 32  | 43  | 38  | 19 | 279  |
| Web Designer Certificate                            |     | 3   | 2   | 2   | 1  | 8    |
| Other certificates no longer offered/available      |     |     |     |     |    | 90   |
| <b>TOTALS</b>                                       | 196 | 149 | 129 | 125 | 95 | 1311 |

## Gap Reporting Form - General Information

Revised July 2017

|                                   |                            |                     |  |
|-----------------------------------|----------------------------|---------------------|--|
| <b>Institution</b>                | Kirkwood Community College |                     |  |
| <b>Contact Person</b>             | Bethany Parker             | 319-365-9474 x31155 | <a href="mailto:bparker@kirkwood.edu">bparker@kirkwood.edu</a> |
| <b>Quarterly Reporting Period</b> | FY18                       | November 2017       |  |

## Budget Summary

| Line Item               | Expenses per Quarter |                    |               |               | YTD Expenditures    |
|-------------------------|----------------------|--------------------|---------------|---------------|---------------------|
|                         | Q1                   | Q2                 | Q3            | Q4            |                     |
| <b>Direct Costs:</b>    |                      |                    |               |               |                     |
| Tuition & Books         | \$111,798.95         | \$53,598.50        |               |               | \$165,397.45        |
| Equipment               | \$2,247.32           | \$2,490.26         |               |               | \$4,737.58          |
| Fees/Assessment/Testing | \$2,845.89           | \$2,493.67         |               |               | \$5,339.56          |
| <i>Subtotal</i>         |                      |                    |               |               | \$175,474.59        |
| <b>Other Costs:</b>     |                      |                    |               |               |                     |
| Staff Support/Services  | \$6,593.38           | \$6,954.98         |               |               | \$13,548.36         |
| <b>Total:</b>           | <b>\$123,485.54</b>  | <b>\$65,537.41</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$189,022.95</b> |
|                         |                      |                    |               |               |                     |

## Participant Summary

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

|   | Q1  | Q2  | Q3 | Q4 | YTD Total |
|---|-----|-----|----|----|-----------|
| <b>Number of Completed Applications:</b>                  | 30  | 20  |    |    | 50        |
| <b>Number of Approved Participants:</b>                   | 71  | 24  |    |    | 95        |
| <b>Status of Approved Participants:</b>                   |     |     |    |    |           |
| Participating or Waiting to Participate:                  | 115 | 104 |    |    | 145       |
| <b>Number of <u>Third</u> Party Credentials Received:</b> | 17  | 24  |    |    | 41        |

Financial Reporting  
as of Jan 16 2017  
55% of the Year Completed\*

| Grant Name               | Carryover | Total Grant | Total Budget | Staff & Overhead Expenditures | Participant Expenditures | Staff & Overhead Obligations | Participant Obligations | Unobligated Balance | % of FY18 Grant Spent/Obligated | % of Unobligated Funds |
|--------------------------|-----------|-------------|--------------|-------------------------------|--------------------------|------------------------------|-------------------------|---------------------|---------------------------------|------------------------|
| WIOA Admin               | 21,247    | 107,814     | 129,061      | 50,743                        | 11,335                   | 65,743                       | 0                       | 1,240               | 98.85%                          | 1.15%                  |
| WIOA Adult               | 15,804    | 184,399     | 200,203      | 65,365                        | 15,615                   | 65,365                       | 23,092                  | 30,767              | 83.31%                          | 16.69%                 |
| WIOA Dislocated Worker   | 23,784    | 276,694     | 300,478      | 117,130                       | 36,620                   | 97,130                       | 51,976                  | (2,378)             | 100.86%                         | -0.86%                 |
| WIOA Youth In School     | 26,299    | 101,850     | 128,148      | 52,090                        | 10,364                   | 52,090                       | 8,145                   | 5,459               | 94.64%                          | 5.36%                  |
| WIOA Youth Out of School | 25,569    | 407,398     | 432,967      | 125,571                       | 71,848                   | 125,571                      | 72,514                  | 37,462              | 90.80%                          | 9.20%                  |
| WIOA SP Extended         | 0         | 36,808      | 36,808       | 0                             | 15,371                   | 0                            | 4,129                   | 17,307              | 52.98%                          | 47.02%                 |
| KPACE                    | 14,199    | 751,802     | 766,001      | 214,886                       | 183,016                  | 214,886                      | 92,005                  | 61,208              | 91.86%                          | 8.14%                  |
| SNAP                     |           | 176,389     | 176,389      | 34,174                        | 0                        | 136,698                      | 0                       | 0                   | 96.87%                          | 0.00%                  |
| GAP                      | 108,548   | 312,711     | 421,259      | 17,566                        | 196,558                  | 17,566                       | 29,147                  | 160,422             | 48.70%                          | 51.30%                 |

|                       |           |
|-----------------------|-----------|
| Experiential Learning |           |
| Actuals               | Current % |
| 57,951.04             | 22.30%    |

\*SNAP 29% of the grant cycle completed

\* Added Recaptured Funds for AD/DW/YTH



# New Members/One-Stop Customers INTEGRATION STATISTICS AT A GLANCE

Month of: Dec 2017

Total Membership

| Location       | Reg # | Total New Members | Regional Unemp Claims | Ratio of New Members to Unemp Claims | Gender                |                                  |                         |                                    | Disability                |                         | Age         |  |             |                                   |                  |                               |
|----------------|-------|-------------------|-----------------------|--------------------------------------|-----------------------|----------------------------------|-------------------------|------------------------------------|---------------------------|-------------------------|-------------|--|-------------|-----------------------------------|------------------|-------------------------------|
|                |       |                   |                       |                                      | # Male of New Members | Male Gender Ratio to Tot Members | # Female of New Members | Female Gender Ratio to Tot Members | # Disabled of New Members | Overall Disabled Served | Age 18-23   | % of Young Adults Age 18-23 of New Members | Age 24-54   | % Adults Age 24-54 of New Members | Age 55 and Above | % 55 and Above of New Members |
| Dubuque        | 1     | 502               | 1669                  | 30.1%                                | 353                   | 70.3%                            | 149                     | 29.7%                              | 46                        | 9.2%                    | 51          | 10.2%                                      | 350         | 69.7%                             | 101              | 20.1%                         |
| Decorah        | 1     | 408               | 1178                  | 34.6%                                | 359                   | 88.0%                            | 49                      | 12.0%                              | 30                        | 7.4%                    | 39          | 9.6%                                       | 258         | 63.2%                             | 111              | 27.2%                         |
| Mason City     | 2     | 440               | 1119                  | 39.3%                                | 308                   | 70.0%                            | 130                     | 29.5%                              | 48                        | 10.9%                   | 50          | 11.4%                                      | 277         | 63.0%                             | 113              | 25.7%                         |
| Spencer        | 3 & 4 | 343               | 1391                  | 24.7%                                | 247                   | 72.0%                            | 96                      | 28.0%                              | 33                        | 9.6%                    | 24          | 7.0%                                       | 213         | 62.1%                             | 106              | 30.9%                         |
| Fort Dodge     | 5     | 322               | 518                   | 62.2%                                | 225                   | 69.9%                            | 97                      | 30.1%                              | 37                        | 11.5%                   | 38          | 11.8%                                      | 198         | 61.5%                             | 86               | 26.7%                         |
| Webster City*  | 5     | 54                | 188                   | 28.7%                                | 45                    | 83.3%                            | 9                       | 16.7%                              | 4                         | 7.4%                    | 1           | 1.9%                                       | 32          | 59.3%                             | 21               | 38.9%                         |
| Marshalltown   | 6     | 686               | 1195                  | 57.4%                                | 533                   | 77.7%                            | 150                     | 21.9%                              | 41                        | 6.0%                    | 127         | 18.5%                                      | 453         | 66.0%                             | 106              | 15.5%                         |
| Waterloo       | 7     | 1206              | 3077                  | 39.2%                                | 793                   | 65.8%                            | 412                     | 34.2%                              | 103                       | 8.5%                    | 97          | 8.0%                                       | 875         | 72.6%                             | 234              | 19.4%                         |
| Waterloo*      |       |                   |                       |                                      |                       |                                  |                         |                                    |                           |                         |             |  |             |                                   |                  |                               |
| Carroll        | 8     | 230               | 445                   | 51.7%                                | 170                   | 73.9%                            | 59                      | 25.7%                              | 23                        | 10.0%                   | 36          | 15.7%                                      | 147         | 63.9%                             | 47               | 20.4%                         |
| Denison*       |       |                   |                       |                                      |                       |                                  |                         |                                    |                           |                         |             |  |             |                                   |                  |                               |
| Davenport      | 9     | 1189              | 2676                  | 44.4%                                | 853                   | 71.7%                            | 335                     | 28.2%                              | 102                       | 8.6%                    | 100         | 8.4%                                       | 829         | 69.7%                             | 260              | 21.9%                         |
| Cedar Rapids   | 10    | 1054              | 4131                  | 25.5%                                | 703                   | 66.7%                            | 351                     | 33.3%                              | 93                        | 8.8%                    | 126         | 12.0%                                      | 768         | 72.9%                             | 160              | 15.2%                         |
| Des Moines     | 11    | 2131              | 6007                  | 35.5%                                | 1460                  | 68.5%                            | 668                     | 31.3%                              | 184                       | 8.6%                    | 193         | 9.1%                                       | 1562        | 73.3%                             | 376              | 17.6%                         |
| Sioux City     | 12    | 887               | 1555                  | 57.0%                                | 685                   | 77.2%                            | 202                     | 22.8%                              | 71                        | 8.0%                    | 95          | 10.7%                                      | 632         | 71.3%                             | 160              | 18.0%                         |
| Council Bluffs | 13    | 451               | 948                   | 47.6%                                | 317                   | 70.3%                            | 134                     | 29.7%                              | 51                        | 11.3%                   | 49          | 10.9%                                      | 308         | 68.3%                             | 94               | 20.8%                         |
| Creston        | 14    | 343               | 785                   | 43.7%                                | 234                   | 68.2%                            | 109                     | 31.8%                              | 36                        | 10.5%                   | 30          | 8.7%                                       | 218         | 63.6%                             | 95               | 27.7%                         |
| Ottumwa        | 15    | 528               | 1436                  | 36.8%                                | 386                   | 73.1%                            | 141                     | 26.7%                              | 45                        | 8.5%                    | 72          | 13.6%                                      | 361         | 68.4%                             | 95               | 18.0%                         |
| Burlington     | 16    | 416               | 1675                  | 24.8%                                | 277                   | 66.6%                            | 138                     | 33.2%                              | 38                        | 9.1%                    | 48          | 11.5%                                      | 289         | 69.5%                             | 79               | 19.0%                         |
| <b>Total</b>   |       | <b>11190</b>      | <b>29993</b>          | <b>37.3%</b>                         | <b>7948</b>           | <b>71.0%</b>                     | <b>3229</b>             | <b>28.9%</b>                       | <b>985</b>                | <b>8.8%</b>             | <b>1176</b> | <b>10.5%</b>                               | <b>7770</b> | <b>69.4%</b>                      | <b>2244</b>      | <b>20.1%</b>                  |

\* = NEG/NDWG Nat'l Emerg Grant transition center only.

(x) = closed office

| Location | Reg # | Total New Members |
|----------|-------|-------------------|
|----------|-------|-------------------|

|            |       |     |
|------------|-------|-----|
| Dubuque    | 1     | 502 |
| Decorah    | 1     | 408 |
| Mason City | 2     | 440 |
| Spencer    | 3 & 4 | 343 |

|               |   |      |
|---------------|---|------|
| Fort Dodge    | 5 | 322  |
| Webster City* | 5 | 54   |
| Marshalltown  | 6 | 686  |
| Waterloo      | 7 | 1206 |
| Waterloo*     |   |      |
| Carroll       | 8 | 230  |
| Denison*      |   |      |

|              |    |      |
|--------------|----|------|
| Davenport    | 9  | 1189 |
| Cedar Rapids | 10 | 1054 |
| Des Moines   | 11 | 2131 |
| Sioux City   | 12 | 887  |

|                |    |              |
|----------------|----|--------------|
| Council Bluffs | 13 | 451          |
| Creston        | 14 | 343          |
| Ottumwa        | 15 | 528          |
| Burlington     | 16 | 416          |
| <b>Total</b>   |    | <b>11190</b> |

11190

| Education |                                    |               |   |                 |                |                                 |
|-----------|------------------------------------|---------------|---|-----------------|----------------|---------------------------------|
| Need GED  | % of New Memb Need High Sch Equiv. | High Sch Dipl | % of New Memb Attain High School Dipl or Equiv. | Some College Ed | College Degree | Educ. Beyond College "17 & Abv" |

|    |       |     |       |     |    |   |
|----|-------|-----|-------|-----|----|---|
| 55 | 11.0% | 302 | 60.2% | 108 | 29 | 8 |
| 54 | 13.2% | 261 | 64.0% | 71  | 19 | 3 |
| 46 | 10.5% | 280 | 63.6% | 93  | 18 | 3 |
| 29 | 8.5%  | 203 | 59.2% | 80  | 27 | 4 |

|     |       |     |       |     |    |   |
|-----|-------|-----|-------|-----|----|---|
| 47  | 14.6% | 185 | 57.5% | 77  | 11 | 2 |
| 10  | 18.5% | 33  | 61.1% | 8   | 3  | 0 |
| 242 | 35.3% | 324 | 47.2% | 89  | 25 | 6 |
| 163 | 13.5% | 771 | 63.9% | 209 | 55 | 8 |
|     |       |     |       |     |    |   |
| 47  | 20.4% | 132 | 57.4% | 40  | 10 | 1 |
|     |       |     |       |     |    |   |

|     |       |      |       |     |     |    |
|-----|-------|------|-------|-----|-----|----|
| 186 | 15.6% | 714  | 60.1% | 212 | 58  | 19 |
| 143 | 13.6% | 610  | 57.9% | 224 | 66  | 11 |
| 495 | 23.2% | 1143 | 53.6% | 310 | 140 | 43 |
| 182 | 20.5% | 518  | 58.4% | 145 | 33  | 9  |

|             |              |             |              |             |            |            |
|-------------|--------------|-------------|--------------|-------------|------------|------------|
| 99          | 22.0%        | 271         | 60.1%        | 64          | 14         | 3          |
| 39          | 11.4%        | 233         | 67.9%        | 58          | 13         | 0          |
| 86          | 16.3%        | 344         | 65.2%        | 81          | 15         | 2          |
| 44          | 10.6%        | 277         | 66.6%        | 84          | 10         | 1          |
| <b>1967</b> | <b>17.6%</b> | <b>6601</b> | <b>59.0%</b> | <b>1953</b> | <b>546</b> | <b>123</b> |

1967

6601

1953

546

123

| Veteran |         |                       |                               |
|---------|---------|-----------------------|-------------------------------|
| Veteran | % Ratio | Veteran Rpt'd D'abled | % Ratio Veteran Rpt'd D'abled |

|    |      |   |      |
|----|------|---|------|
| 30 | 6.0% | 5 | 1.0% |
| 34 | 8.3% | 3 | 0.7% |
| 43 | 9.8% | 6 | 1.4% |
| 27 | 7.9% | 5 | 1.5% |

|    |      |    |      |
|----|------|----|------|
| 28 | 8.7% | 5  | 1.6% |
| 4  | 7.4% | 0  | 0.0% |
| 33 | 4.8% | 8  | 1.2% |
| 75 | 6.2% | 12 | 1.0% |
|    |      |    |      |
| 19 | 8.3% | 3  | 1.3% |
|    |      |    |      |

|     |      |    |      |
|-----|------|----|------|
| 88  | 7.4% | 13 | 1.1% |
| 56  | 5.3% | 13 | 1.2% |
| 123 | 5.8% | 33 | 1.5% |
| 45  | 5.1% | 9  | 1.0% |

|            |             |            |             |
|------------|-------------|------------|-------------|
| 39         | 8.6%        | 9          | 2.0%        |
| 26         | 7.6%        | 6          | 1.7%        |
| 28         | 5.3%        | 5          | 0.9%        |
| 33         | 7.9%        | 4          | 8.0%        |
| <b>731</b> | <b>6.5%</b> | <b>139</b> | <b>1.2%</b> |

731

139

<====Check

\* = NEG/NDWG Nat'l Emerg Grant transition ce

(x) = closed office

| Ethnicity/Race |       |                   |             |              |            |             |            |             |                         |              |             |             |             |              |
|----------------|-------|-------------------|-------------|--------------|------------|-------------|------------|-------------|-------------------------|--------------|-------------|-------------|-------------|--------------|
| Location       | Reg # | Total New Members | Hispanic    | % Ratio      | Race-AIAN* | % Ratio     | Race-Asian | % Ratio     | Race-Black/African Amer | % Ratio      | Race-HNPI** | % Ratio     | Race-White  |              |
| Dubuque        | 1     | 502               | 20          | 4.0%         | 1          | 0.2%        | 2          | 0.4%        | 33                      | 6.6%         | 2           | 0.4%        | 432         | 86.1%        |
| Decorah        | 1     | 408               | 39          | 9.6%         | 2          | 0.5%        | 3          | 0.7%        | 0                       | 0.0%         | 0           | 0.0%        | 355         | 87.0%        |
| Mason City     | 2     | 440               | 39          | 8.9%         | 7          | 1.6%        | 3          | 0.7%        | 22                      | 5.0%         | 2           | 0.5%        | 362         | 82.3%        |
| Spencer        | 3 & 4 | 343               | 25          | 7.3%         | 2          | 0.6%        | 5          | 1.5%        | 4                       | 1.2%         | 0           | 0.0%        | 304         | 88.6%        |
| Fort Dodge     | 5     | 322               | 38          | 11.8%        | 3          | 0.9%        | 2          | 0.6%        | 19                      | 5.9%         | 0           | 0.0%        | 258         | 80.1%        |
| Webster City*  | 5     | 54                | 4           | 7.4%         | 0          | 0.0%        | 0          | 0.0%        | 0                       | 0.0%         | 0           | 0.0%        | 51          | 94.4%        |
| Marshalltown   | 6     | 686               | 336         | 49.0%        | 27         | 3.9%        | 27         | 3.9%        | 48                      | 7.0%         | 3           | 0.4%        | 323         | 47.1%        |
| Waterloo       | 7     | 1206              | 89          | 7.4%         | 18         | 1.5%        | 12         | 1.0%        | 273                     | 22.6%        | 21          | 1.7%        | 801         | 66.4%        |
| Waterloo*      |       |                   |             |              |            |             |            |             |                         |              |             |             |             |              |
| Carroll        | 8     | 230               | 44          | 19.1%        | 4          | 1.7%        | 0          | 0.0%        | 14                      | 6.1%         | 0           | 0.0%        | 176         | 76.5%        |
| Denison*       |       |                   |             |              |            |             |            |             |                         |              |             |             |             |              |
| Davenport      | 9     | 1189              | 175         | 14.7%        | 22         | 1.9%        | 3          | 0.3%        | 227                     | 19.1%        | 0           | 0.0%        | 776         | 65.3%        |
| Cedar Rapids   | 10    | 1054              | 46          | 4.4%         | 20         | 1.9%        | 16         | 1.5%        | 268                     | 25.4%        | 15          | 1.4%        | 690         | 65.5%        |
| Des Moines     | 11    | 2131              | 446         | 20.9%        | 42         | 2.0%        | 64         | 3.0%        | 464                     | 21.8%        | 6           | 0.3%        | 1174        | 55.1%        |
| Sioux City     | 12    | 887               | 255         | 28.7%        | 40         | 4.5%        | 20         | 2.3%        | 71                      | 8.0%         | 7           | 0.8%        | 543         | 61.2%        |
| Council Bluffs | 13    | 451               | 81          | 18.0%        | 8          | 1.8%        | 7          | 1.6%        | 27                      | 6.0%         | 1           | 0.2%        | 322         | 71.4%        |
| Creston        | 14    | 343               | 20          | 5.8%         | 2          | 0.6%        | 4          | 1.2%        | 9                       | 2.6%         | 0           | 0.0%        | 272         | 79.3%        |
| Ottumwa        | 15    | 528               | 74          | 14.0%        | 10         | 1.9%        | 1          | 0.2%        | 28                      | 5.3%         | 6           | 1.1%        | 402         | 76.1%        |
| Burlington     | 16    | 416               | 22          | 5.3%         | 3          | 0.7%        | 15         | 3.6%        | 47                      | 11.3%        | 1           | 0.2%        | 307         | 73.8%        |
| <b>Total</b>   |       | <b>11190</b>      | <b>1753</b> | <b>15.7%</b> | <b>211</b> | <b>1.9%</b> | <b>184</b> | <b>1.6%</b> | <b>1554</b>             | <b>13.9%</b> | <b>64</b>   | <b>0.6%</b> | <b>7548</b> | <b>67.5%</b> |

\* = NEG/NDWG Nat'l Emerg Grant transition center  
(x) = closed office

\*American Indian/Alaska Native=AIAN

\*\*Hawaiian Native/Pacific Islander



| Location       | Reg # | Total New Members | Referrals to/CoEnrollments |   |                  |  |                    | PJ MSFW Seasonal |                     |                           | Initial ServPlan<br># New Members with Initial Services Plan | ACTIVE<br>Total # of Members Receiving Services (Active) |
|----------------|-------|-------------------|----------------------------|---|------------------|--|--------------------|------------------|---------------------|---------------------------|--|--|
|                |       |                   | WIA Adult Intensive        | % Ratio Referrals to WIA Adult Intensive to Total New Members | WIA DW Intensive | % Ratio Referrals to WIA DW Intensive to Total New Members | WIA Displac'd Hmkr | PJ               | MSFW Migrant Worker | MSFW Seasonal Farm Worker |  |  |
| Dubuque        | 1     | 502               | 200                        | 39.8%   | 83               | 16.5%  | 2                  |                  | 0                   | 3                         |  | 1326   |
| Decorah        | 1     | 408               | 122                        | 29.9%   | 100              | 24.5%  | 1                  |                  | 0                   | 9                         |  | 762  |
| Mason City     | 2     | 440               | 191                        | 43.4%   | 100              | 22.7%  | 1                  |                  | 1                   | 9                         |  | 1403   |
| Spencer        | 3 & 4 | 343               | 152                        | 44.3%   | 124              | 36.2%  | 1                  |                  | 1                   | 4                         |  | 888  |
| Fort Dodge     | 5     | 322               | 137                        | 42.5%   | 77               | 23.9%  | 1                  |                  | 0                   | 5                         |  | 991  |
| Webster City*  | 5     | 54                | 19                         | 35.2%   | 17               | 31.5%  | 0                  |                  | 0                   | 0                         |  | 134  |
| Marshalltown   | 6     | 686               | 200                        | 29.2%   | 84               | 12.2%  | 1                  |                  | 7                   | 25                        |  | 2107   |
| Waterloo       | 7     | 1206              | 506                        | 42.0%   | 243              | 20.1%  | 10                 |                  | 3                   | 17                        |  | 3265   |
| Waterloo*      |       |                   |                            |   |                  |  |                    |                  |                     |                           |  |  |
| Carroll        | 8     | 230               | 85                         | 37.0%   | 40               | 17.4%  | 2                  |                  | 1                   | 10                        |  | 776  |
| Denison*       |       |                   |                            |   |                  |  |                    |                  |                     |                           |  | 8  |
| Davenport      | 9     | 1189              | 460                        | 38.7%   | 207              | 17.4%  | 6                  |                  | 7                   | 33                        |  | 3263   |
| Cedar Rapids   | 10    | 1054              | 414                        | 39.3%   | 171              | 16.2%  | 7                  |                  | 1                   | 17                        |  | 3043   |
| Des Moines     | 11    | 2131              | 846                        | 39.7%   | 318              | 14.9%  | 22                 |                  | 8                   | 41                        |  | 6072   |
| Sioux City     | 12    | 887               | 188                        | 21.2%   | 82               | 9.2%   | 3                  |                  | 9                   | 22                        |  | 2670   |
| Council Bluffs | 13    | 451               | 60                         | 13.3%   | 41               | 9.1%   | 3                  |                  | 4                   | 10                        |  | 1337   |
| Creston        | 14    | 343               | 116                        | 33.8%   | 49               | 14.3%  | 2                  |                  | 4                   | 4                         |  | 797  |
| Ottumwa        | 15    | 528               | 158                        | 29.9%   | 72               | 13.6%  | 0                  |                  | 2                   | 10                        |  | 1737   |
| Burlington     | 16    | 416               | 166                        | 39.9%   | 83               | 20.0%  | 6                  |                  | 1                   | 9                         |  | 1367   |
| <b>Total</b>   |       | <b>11190</b>      | <b>4020</b>                | <b>35.9%</b>  | <b>1891</b>      | <b>16.9%</b>   | <b>68</b>          |                  | <b>49</b>           | <b>228</b>                |  | <b>31946</b>   |
|                |       | 11190             | 4020                       |   | 1891             | ====Check  | 68                 |                  | 49                  | 228                       |  | 31946  |

\* = NEG/NDWG Nat'l Emerg Grant transition ce  
(x) = closed office





**This report Reflects November/December 2017**

**Current Job Openings (Includes indexed jobs)**

|                 | <b>Statewide</b> | <b>Regional</b> |
|-----------------|------------------|-----------------|
| <b>November</b> | <b>32, 433</b>   | <b>3716</b>     |
| <b>December</b> | <b>31, 507</b>   | <b>3554</b>     |

| <i>Unemployment Rates- County rates are not seasonally adjusted</i> |                          |                         |                          |
|---|--------------------------|-------------------------|--------------------------|
|   | <b>November<br/>2017</b> | <b>October<br/>2017</b> | <b>November<br/>2016</b> |
| <b>United States<br/>(seasonally Adjusted)</b>                      | 4.1%                     | 4.1%                    | 4.6%                     |
| <b>State of Iowa<br/>(seasonally adjusted)</b>                      | 2.9%                     | 3.0%                    | 3.5%                     |
| <b>Benton</b>   | 2.7%                     | 2.5%                    | 2.9%                     |
| <b>Cedar</b>  | 2.4%                     | 2.0%                    | 2.6%                     |
| <b>Iowa</b>   | 1.9%                     | 1.9%                    | 2.4%                     |
| <b>Johnson</b>  | 2.0%                     | 1.9%                    | 2.0%                     |
| <b>Jones</b>  | 2.8%                     | 2.5%                    | 3.1%                     |
| <b>Linn</b>   | 2.9%                     | 2.7%                    | 3.1%                     |
| <b>Washington</b>   | 2.1%                     | 2.1%                    | 2.5%                     |

**Business Services:**

In addition to business visits, the business services team assisted the following businesses during this reporting period through targeting recruiting events in the IowaWORKS center:



**Cedar Rapids Recruiting Events:**

November/December 2017

RGIS 5  
Aerotek 3  
Centro 2  
Envoy Air 2  
Yankee Candle 2  
Alorica  
Prestige Maintenance  
Schneider Trucking  
International Paper

**Iowa City Recruiting Events:**

November/December 2017

Centro  
Aerotek  
Mass Markets  
US Foods

**Business Services activities in November/December 2017**

**November:**

- October 25th – Kate Pine attended quarterly DOC Registered Apprenticeship meeting in Des Moines and met with all the staff that administer the RA programs within DOC facilities and discussed collaboration with employment opportunities for returning citizens who participated in RA programs. Tim Diesburg retired 12/29/17 and his replacement, Dane Sulentic, on boarded about the same time.
- November 1st – Mace Huffman attended Vets Conf. Committee Mtg. at Iowa State University, CIRAS – Linn County Extension Office. In collaboration with area businesses and resources; planning for Vet specific event in 2<sup>nd</sup> quarter 2018.



- On November 2nd, Jenny Lahey was a presenter during Transition Night at Mt. Vernon High school. She covered information about Creating futures, registered apprenticeships and workshops/services available throughout the office.
- November 14<sup>th</sup>-IowaWORKS hosted a National Apprenticeship week meet and greet with current sponsors and interested applicants. Had 41 job seekers attend with 8 sponsors represented.
- November 15th, Kate Pine and Mace Huffman spoke at the Washington Co. Annual Workforce update Luncheon and presented Registered Apprenticeship and the Home Base Iowa programs.
- November 20th-21st – Business team proctored the NCRC testing for all seniors at Washington, IA high school.
- November 21st –Scott and Sharon met with RA sponsors at Plumbers JATC to extend offer to help with recruiting and NCRC registration process, resulting in follow up meetings with Roofers and Bricklayers.
- November 22nd, presented to the Cedar Rapids Vocational Rehabilitation staff about collaboration and referral process for their client's interested in Registered Apprenticeships.
- November 29th –Sharon and Kate met with Chip Davis at Plumbers and Pipefitters JATC to discuss his program, recruitment assistance & marketing.

#### **December:**

- December 4th- Veterans Care Fair at National Guard Armory (Cedar Rapids).Mace was involved in planning, implementation and delivery of care fair aimed to provide veterans with community resource information.
- December 6<sup>th</sup>-Kate initiated connection with AEA in Des Moines to assist instructional designers with accessing content and employer input for pre-apprenticeship content and career exploration on the public schools state-wide web portal. The AEA Instructional Designers in Des Moines have been tasked with creating content for their web portal that will be accessible by any school district in Iowa. The content is a combination of career exploration, which is now being mandated by legislation, and what they are calling "pre-apprenticeship" curriculum. The AEA asked for connections to companies or industry partners that would be willing to provide subject matter experts or host a video about their industry. Kate connected the AEA staff with the sector boards in our region and to a couple companies that have mentioned they would be interested in furthering their k-12 connection.
- December 6<sup>th</sup>-Frank presented to 14 students and teachers at North Cedar School regarding registered apprenticeships.



- December 7th, Business Team attended CBJ Business Awards luncheon and followed up with individual appointments with 3 employers (MSI Mold Builders, McCreedy Ruth Construction and Mercy Hospital).
- December 11<sup>th</sup>-Kate participated in an exploratory meeting with 6th District Judicial Juvenile Department about how to coordinate access to registered apprenticeships for their clients.
- December 19<sup>th</sup>-Employment Partners Group held an Employment boot camp with 19 participants for mock interviews with Aerotek, Kirkwood and Marriott; Budget presentation by Horizons; Resume review and job Search tips were also provided.

**Center activities in November/December:**

In addition to the regularly scheduled 6 steps workshops, the following opportunities were provided to members at no cost:

- Computer classes
- OSHA 10
- CPR
- Forklift
- True Colors
- Working It Out
- NCRC
- Bringing Your A Game

**Rapid Response Activities:**

No new rapid response activities occurred in November or December 2017.

## **Adult Education Report—January 2018**

### **Enrollment Update**

Enrollment continues to be strong in the program as of the end of the 2<sup>nd</sup> quarter. Official enrollment is at 75% of goal, with 863 of 1150 students served through December. Our post-test rates as well as our overall retention is also ahead of last year's pace.

### **Integrated Education and Training Planning**

As part of the re-awarding of adult education funds, Kirkwood Community College received funding for Integrated Education and Training (IET,) as well as Integrated English Language and Civics Education (IECLCE.) The state department of education hosted a series of webinars during the fall to assist programs that received these funds create plans for these programs. Kirkwood is currently working with Goodwill on some potential programming tied to their Introduction to Light Manufacturing for both native and non-native English speakers.

### **HSED Options Update**

The state department of education is working on the next steps in the adoption of additional HSED options. Implementation guides are currently in development to assist adult education programs across Iowa with gaining a better understanding of these new options, as well as what will be required by the department in order to be approved to deliver these options. It is looking like these new options in addition to the HiSET<sup>®</sup> test will likely start to be offered after July 1, 2018.

### **Sheltered Instruction Observation Protocol**

Adult Education staff at Kirkwood attended a workshop presented by Lynn Tiemann, ELL Consultant at Grant Wood AEA, on Friday, January 12<sup>th</sup>, on the Sheltered Instruction Observation Protocol (SIOP.) SIOP is a research-based instructional method that is targeted for English Language Learners. At the workshop, Lynn introduced some of the main components of SIOP and provided instructors with tools and handouts to utilize with their students. We will have a follow-up session with Lynn on Friday, March 2<sup>nd</sup>.

### **WIOA Partner Retreat**

Adult Education staff will be joining our WIOA partners on Monday, February 19<sup>th</sup> for an inservice at the Kirkwood Regional Center at the University of Iowa. Our colleagues from the Iowa Department for the Blind and Vocational Rehabilitation are planning this session which will focus on serving individuals with disabilities.

|                             | FY18YTD | FY17YTD | Change | FY18Goal | % Goal Met |
|-----------------------------|---------|---------|--------|----------|------------|
| <b>ABE/ESL/HSED</b>         |         |         |        |          |            |
| Reportable Individuals      | 1435    | 1160    | 275    | 2200     | 65.23%     |
| Participants                | 863     | 663     | 200    | 1150     | 75.04%     |
| Federal POP                 | 863     | 663     | 200    |          |            |
| Persistence Rate            | 60.14%  | 57.16%  | 2.98%  |          |            |
| Students with Pre/Post Pair | 393     | 282     | 111    |          |            |
| Post-Test Rate              | 45.54%  | 42.53%  | 3.00%  | 65%      | 70.06%     |
| POPs with skill gain        | 255     | 165     | 90     |          |            |
| Post-Test Gain              | 64.89%  | 58.51%  | 6.37%  |          |            |
| Completion Rate             | 29.55%  | 24.89%  | 4.66%  |          |            |

| EFL Levels  | FY 18 POP | FY17 POP | FY18 YTD | FY17 YTD | Change  | FY17 Goal | FY18 Goal | % Goal Met |
|-------------|-----------|----------|----------|----------|---------|-----------|-----------|------------|
| ABE Level 1 | 5         | 4        | 20.00%   | 75.00%   | -55.00% | 40%       | 41%       | 48.78%     |
| ABE Level 2 | 27        | 20       | 44.44%   | 60.00%   | -15.56% | 42%       | 43%       | 103.35%    |
| ABE Level 3 | 73        | 63       | 42.47%   | 23.81%   | 18.66%  | 44%       | 44%       | 96.52%     |
| ABE Level 4 | 172       | 158      | 23.26%   | 23.42%   | -0.16%  | 40%       | 41%       | 56.73%     |
| ABE Level 5 | 71        | 64       | 46.48%   | 45.31%   | 1.17%   | 50%       | 51%       | 91.14%     |
| ABE Level 6 | 14        | 7        | 35.71%   | 14.29%   | 21.42%  | N/A       | N/A       | N/A        |
| ESL Level 1 | 34        | 19       | 38.24%   | 5.26%    | 32.98%  | 47%       | 48%       | 79.67%     |
| ESL Level 2 | 63        | 30       | 33.33%   | 26.67%   | 6.66%   | 48%       | 49%       | 68.02%     |
| ESL Level 3 | 145       | 98       | 26.90%   | 27.55%   | -0.65%  | 48%       | 49%       | 54.90%     |
| ESL Level 4 | 122       | 87       | 18.85%   | 17.24%   | 1.61%   | 42%       | 43%       | 43.84%     |
| ESL Level 5 | 79        | 69       | 31.65%   | 17.39%   | 14.26%  | 45%       | 46%       | 68.80%     |
| ESL Level 6 | 58        | 44       | 20.69%   | 11.36%   | 9.33%   | 25%       | 26%       | 79.58%     |

Total EFL's Met YTD 1

Color Key

- Red=below prior year
- Green=above prior year
- Blue=Met Goal
- Orange==Met EFL Prior Year

% Students from FY17 Transition to Credit 20%

|                                 | FY18 YTD | FY17 YTD | Change |
|---------------------------------|----------|----------|--------|
| <b>ABE/ESL/HSED/Corrections</b> |          |          |        |
| Reportable Individuals          | 1626     | 1341     | 285    |
| Participants                    | 1032     | 827      | 205    |
| Federal POP                     | 1032     | 828      | 204    |
| Persistence Rate                | 63.47%   | 61.67%   | 1.80%  |
| Students with Pre/Post Pair     | 462      | 342      | 120    |
| Post-Test Rate                  | 44.77%   | 41.35%   | 3.41%  |
| POP's with skill gain           | 292      | 204      | 88     |
| Post-Test Gain                  | 63.20%   | 59.65%   | 3.55%  |
| Completion Rate                 | 28.29%   | 24.67%   | 3.63%  |

| <b>EFL Levels W/Corrections</b> | FY18 POP | FY17 POP | FY18 YTD | FY17 YTD | Change |
|---------------------------------|----------|----------|----------|----------|--------|
| ABE Level 1                     | 15       | 17       | 26.67%   | 29.41%   | -2.74% |
| ABE Level 2                     | 64       | 54       | 29.69%   | 27.78%   | 1.91%  |
| ABE Level 3                     | 118      | 120      | 33.05%   | 23.33%   | 9.72%  |
| ABE Level 4                     | 228      | 205      | 23.25%   | 24.88%   | -1.63% |
| ABE Level 5                     | 85       | 74       | 44.71%   | 45.95%   | -1.24% |
| ABE Level 6                     | 21       | 11       | 28.57%   | 27.27%   | 1.30%  |
| ESL Level 1                     | 34       | 19       | 38.24%   | 5.26%    | 32.98% |
| ESL Level 2                     | 63       | 30       | 33.33%   | 26.67%   | 6.66%  |
| ESL Level 3                     | 145      | 98       | 26.90%   | 27.55%   | -0.65% |
| ESL Level 4                     | 122      | 87       | 18.85%   | 17.24%   | 1.61%  |
| ESL Level 5                     | 79       | 69       | 31.65%   | 17.39%   | 14.26% |
| ESL Level 6                     | 58       | 44       | 20.69%   | 11.36%   | 9.33%  |

Color Key

Red=below prior year

Green=above prior year

Blue=Met Goal

Orange=Met EFL Last Year