



Region 11 CEO Board

New Business and Committee Reports

May 3, 2018



Planning and Operations Committee Report

Chair: Paul Smith

4/4/2018

DRAFT

WIA Adult Performance levels – PY2017
2nd Qtr

Region	FY16	Employment 2nd Qtr (Former Enhanced Empl. [Full])			Employment 4th Qtr (Emp. Retention 3rd)			Median Earnings 6 Mos.			Credential Attainment			Measurable Skills Gain			Region
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	
1	19090	78.9%	65%	58.5%	64%	57.6%	\$6,732	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	1		
2	19095	75.3%	65%	58.5%	64%	57.6%	\$6,286	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	2		
3 & 4	19160	79.9%	65%	58.5%	64%	57.6%	\$7,547	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	3		
5	19115	72.3%	65%	58.5%	64%	57.6%	\$5,720	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	5		
6	19030	73.6%	65%	58.5%	64%	57.6%	\$6,998	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	6		
7	19120	77.7%	65%	58.5%	64%	57.6%	\$7,117	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	7		
8	19155	76.2%	65%	58.5%	64%	57.6%	\$6,361	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	8		
9	19125	74.3%	65%	58.5%	64%	57.6%	\$5,703	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	9		
10	19130	74.3%	65%	58.5%	64%	57.6%	\$5,588	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	10		
11	19135	68.0%	65%	58.5%	64%	57.6%	\$3,400	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	11		
12	19140	77.9%	65%	58.5%	64%	57.6%	\$7,339	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	12		
13	19145	72.3%	65%	58.5%	64%	57.6%	\$5,962	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	13		
14	19150	71.2%	65%	58.5%	64%	57.6%	\$6,702	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	14		
15	19075	74.1%	65%	58.5%	64%	57.6%	\$6,573	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	15		
16	19080	77.6%	65%	58.5%	64%	57.6%	\$6,118	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	16		
State		73.5%	65%	58.5%	64%	57.6%	\$6,248	\$4,100	\$3,690	65%	58.5%	Baseline	Baseline	Baseline	State		

Available PY17 3rd Qtr

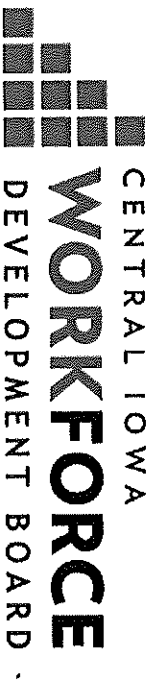
WIA Dislocated Worker Performance Levels - PY2017

		2nd Qtr			3rd Qtr			4th Qtr			Annual					
Region	WIBS	Employment 2nd Qtr (former Extended Empl. [LMI])			Employment Retention Rate			Median Earnings & Mos.			Credential Attainment Rate			Measurable Skill Gain		
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg
1	19080	76.4%	66.0%	59.4%	66.0%	59.4%	\$6,645	\$5,600	\$5,040	63.0%	56.7%	Baseline	1			
2	19085	77.7%	66.0%	59.4%	66.0%	59.4%	\$6,333	\$5,600	\$5,040	63.0%	56.7%	Baseline	2			
3 & 4	19160	83.5%	66.0%	59.4%	66.0%	59.4%	\$7,331	\$5,600	\$5,040	63.0%	56.7%	Baseline	3			
5	19115	73.4%	66.0%	59.4%	66.0%	59.4%	\$4,786	\$5,600	\$5,040	63.0%	56.7%	Baseline	5			
6	19030	69.9%	66.0%	59.4%	66.0%	59.4%	\$6,943	\$5,600	\$5,040	63.0%	56.7%	Baseline	6			
7	19120	81.3%	66.0%	59.4%	66.0%	59.4%	\$9,028	\$5,600	\$5,040	63.0%	56.7%	Baseline	7			
8	19155	72.4%	66.0%	59.4%	66.0%	59.4%	\$7,008	\$5,600	\$5,040	63.0%	56.7%	Baseline	8			
9	19125	78.2%	66.0%	59.4%	66.0%	59.4%	\$5,842	\$5,600	\$5,040	63.0%	56.7%	Baseline	9			
10	19130	78.5%	66.0%	59.4%	66.0%	59.4%	\$5,593	\$5,600	\$5,040	63.0%	56.7%	Baseline	10			
11	19135	67.7%	66.0%	59.4%	66.0%	59.4%	\$5,726	\$5,600	\$5,040	63.0%	56.7%	Baseline	11			
12	19140	77.7%	66.0%	59.4%	66.0%	59.4%	\$7,977	\$5,600	\$5,040	63.0%	56.7%	Baseline	12			
13	19145	74.0%	66.0%	59.4%	66.0%	59.4%	\$6,051	\$5,600	\$5,040	63.0%	56.7%	Baseline	13			
14	19150	70.1%	66.0%	59.4%	66.0%	59.4%	\$6,092	\$5,600	\$5,040	63.0%	56.7%	Baseline	14			
15	19075	77.4%	66.0%	59.4%	66.0%	59.4%	\$9,119	\$5,600	\$5,040	63.0%	56.7%	Baseline	15			
16	19090	81.9%	66.0%	59.4%	66.0%	59.4%	\$7,104	\$5,600	\$5,040	63.0%	56.7%	Baseline	16			
State		75.7%	66.0%	59.4%	66.0%	59.4%	\$6,622	\$5,600	\$5,040	63.0%	56.7%	Baseline	State			

Available PY17 3rd Qtr

WIA Youth Performance Levels - PY2017

Region	RYM	Placement in Empl. Educ. or Training Pass 2nd			Placement in Empl. Educ. or Training Pass 4th			Median Earnings & Hous.			Credential Attainment			Measurable Skills Gain	
		Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated	90% of Neg	Actual	Negotiated
1	19090	100.0%	70.0%	63.0%	67.0%	60.3%	\$3,954	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
2	19095	100.0%	70.0%	63.0%	67.0%	60.3%	\$3,308	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
3&4	19160	80.0%	70.0%	63.0%	67.0%	60.3%	\$3,738	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
5	19115	100.0%	70.0%	63.0%	67.0%	60.3%	\$3,781	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
6	19030	42.9%	70.0%	63.0%	67.0%	60.3%	\$2,137	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
7	19120	46.7%	70.0%	63.0%	67.0%	60.3%	\$1,775	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
8	19155	75.0%	70.0%	63.0%	67.0%	60.3%	\$7,296	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
9	19125	75.0%	70.0%	63.0%	67.0%	60.3%	\$2,882	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
10	19130	82.1%	70.0%	63.0%	67.0%	60.3%	\$2,895	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
11	19135	70.8%	70.0%	63.0%	67.0%	60.3%	\$2,676	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
12	19140	80.0%	70.0%	63.0%	67.0%	60.3%	\$3,269	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
13	19145	75.0%	70.0%	63.0%	67.0%	60.3%	\$1,157	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
14	19150	83.3%	70.0%	63.0%	67.0%	60.3%	\$4,038	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
15	19075	69.2%	70.0%	63.0%	67.0%	60.3%	\$2,529	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
16	19080	72.4%	70.0%	63.0%	67.0%	60.3%	\$3,369	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
State		71.8%	70.0%	63.0%	67.0%	60.3%	\$2,876	Baseline	58.0%	52.2%	Baseline	Baseline	Baseline	Baseline	Baseline
		Available PY17 3rd Qtr.													



Region 11
Workforce Development Statistics
May 2018

Unemployment

Unemployment Rate		
	March 2017	March 2018
United States	4.7	4.1
State of Iowa	3.5	2.8
Boone	2.7	2.6
Dallas	2.3	2.0
Jasper	3.6	3.1
Madison	4.5	4.2
Marion	3.0	2.5
Polk	3.4	3.0
Story	2.1	1.7
Warren	3.2	2.8

Ticket to Work

Reporting Period 7/1/17-6/30/18	# Tickets Assigned 1/1/2018-3/31/2018	Total # of Tickets (3/31/18)	Incentives: 1/1/2018- 3/31/2018	Incentives FY2018
CIWIB EN	5	78	\$45,602	\$125,517
IWD EN - Region 11	N/A	20	\$3,780	\$10,493
Total	5	98	\$49,382	\$136,010

From January 2018 thru March 2018 - Two people with a disability moved to full-time employment; average hourly wage of \$14.62, and one individual received part time employment at a wage of \$9.50.

Mission – To build a quality workforce for today and tomorrow.

CIWIB EN Ticket Report (as of 4/27/18)

Reporting Period 1/1/18 - 3/31/18	# Tickets Assigned 1/1/18 - 3/31/18	Total # of Tickets 3/31/18	Incentives (received) 7/1/17-9/30/17	Incentives (received) 10/1/17 - 12/31/17	Incentives (received) 1/1/18 - 3/31/18	Total Incentives FY 2018
CIWIB EN	0	20	\$32,045	\$47,870	\$45,602	\$125,517
IWD EN - Region 11	5	68	\$7,132	\$6,713	\$3,780	\$10,493
Total	5	98	\$39,177	\$54,583	\$49,382	\$136,010

N/A = Due to Region 11 being served by the CIWIB; IWD no longer assigns to this region.+

* Approximate Amount

- The CIWIB EN has received \$49,382 in incentive payments from 1/1/18 to 3/31/18.
- These funds are generated by persons with a disability obtaining and maintaining employment are intended to be used to increase the employability of persons with a disability.
- Ticket funds for Region 11 are now primarily generated by ticket holders assigned to the CIWIB instead of the state of Iowa EN.



Disability Employment Initiative Report

- 1 person completed the NCRC in the last quarter
- 0 entered into WIOA Training in Career Pathways, 0 was receiving SSI or SSDI
- 1 person completed training/certifications
- 15 people received benefits planning services
- 2 people received full-time employment at an average of \$14.62, and 1 people received part-time employment at an average of \$9.50.

Initiatives

The DRC has worked with team creating partnering opportunities between the Brain Injury Alliance of Iowa and Iowa Vocational Rehabilitation. Thus far, this has included cross training of staff.

An IRT was conducted with four members of the trade industry and one customer interested in learning more about possible trades and how his disability would be accommodated for and viewed in the field.

The DRC held a one-on-one phone conversation with a DRC from another state to provide mentoring and guidance on hosting a Reverse Job Fair.

DRC and the teacher/facilitator launched Ready, Set, Go to work, a six-week work readiness program that integrates the IRT model into the individual program for each member of the cohort. Information is attached.

Department of Labor Secretary Alex Acosta visits Iowa Works in Des Moines on April 3. The DRC had the opportunity to discuss DEI; the Disability Etiquette program this office's Disability Task Force developed to educated One Stop staff, which has been adopted throughout Iowa and in other states as well; and the Reverse Job Fair concept, which is also being utilized throughout the state and nation.

Presentations

Presented with Iowa Vocational Rehabilitation on a national webinar conducted by WINTAC Technical Assistance Evaluation-Business Engagement on hosting successful Reverse Job Fairs.

Presented with Iowa Department for the Blind on a statewide webinar conducted by Iowa Department of Education Adult Education and Literacy Virtual Conference on Employer Engagement.

Presented at meeting of Employer Council of Iowa's Pella area chapter on the cross section between FMLA and Social Security.

Presented in general session at the Brain Injury Alliance of Iowa's statewide conference on Effective Collaboration for the Employment of People with Brain Injury.

Presented with Iowa Vocational Rehabilitation and Iowa Department for the Blind conducted by Iowa Coalition for Integration & Employment on Success Stories in Utilizing an Integrated Resource Team.



Finance Committee Report

Chair: Luke Nelson



Business of the Central Iowa Workforce Development Board
Agenda Statement

For the meeting of: 5/3/18

Item Title: Consider status of vacancy as a result of Director, Angie Arthur, resignation

Contact Person: Finance Committee (Luke Nelson)

SUMMARY EXPLANATION & HISTORY:

Angie Arthur announced her resignation and her plans to move forward with employment with a different agency. Angie served our organization well. For the past couple years the Finance Committee has struggled to balance the CIWDB budget with our primary expenditure being staff expenses (Director). Earlier this year we again recognized that our budget would only cover staffing expenses through the month of April. In the middle of our discussion of strategy Angie announced her resignation. During our recent CIWDB Finance Committee meeting we discussed various options for staffing. Those options are noted below along with the Finance Committee recommendation.

FUNDING:

Our monthly staffing expense is approximately \$7,000 per month for salary and fringe benefits (health insurance). For the current fiscal year we expected to receive \$16,500 in grants to achieve a balanced budget. We have received \$5,000 to date. This leaves a \$11,500 balance yet to be achieved. Each month that we are without a Director we save approximately \$7,000. With the timing of our Director vacancy we will have a balanced budget.

ALTERNATIVES:

1. Move forward to fill the vacancy of CIWDB Director.
2. Move forward to hire a part-time CIWDB Director.
3. Move forward to hire secretarial support.
4. Maintain the vacancy until the State Realignment Process is complete and determine what staffing needs exist at that time.
5. Take no action at this time.

RECOMMENDATION:

CIWDB Finance Committee recommends Alternative 4. The Finance Committee discussed that our budget is a struggle each year. To compound matters we are awaiting Iowa Workforce decisions for realignment of the 15 regional boards. From a financial perspective we felt it was best to wait until the realignment is complete before proceeding with staffing decisions. However, we should maintain our Director position as "vacant." It should be noted that our focus of discussion was about finances and not necessarily about performance of the CIWDB. With a vacancy we must acknowledge that our effectiveness will likely be lessened. This is a topic for discussion among the full Board.

Children & Families of Iowa
 Region 11
 Budget and Financial Report
 For the 9 Months ended March 31, 2018

	Budget	Actual YTD In-School	Actual YTD In-School/WEP
Workforce Investment Act:			
Administration:			
Personnel	-	-	-
Client Services	-	-	471
Operating Expenses	48,794	4,993	471
	48,794	4,993	471
Youth:			
Personnel	373,773	34,974	1,868
Client Services	34,600	5,688	-
Operating Expenses	90,784	11,719	521
2017 Carryover - Youth	62,027	-	-
2017 Carryover - Recap/Redis	14,586	-	-
	575,770	52,382	2,389
Total Workforce Investment Act:			
Personnel	373,773	34,974	1,868
Client Services	34,600	5,688	-
Operating Costs	139,578	16,712	992
2017 Carryover - Youth	62,027	-	-
2017 Carryover - Recap/Redis	14,586	-	-
	624,564	57,374	2,860
		10.97%	0.55%

KEY
 Actuals = Actual YTD Expenditures
 Commitments = YTD purchases not billed to IWD

In School Youth (ISY) federal allocation requirements are to meet a **MAXIMUM** of 25%
 Out of School Youth (OSY) allocation requirements are to meet a **MINIMUM** of no less
 In School/Out of School Work Experience Programming (WEP) allocation requirements

	Actual YTD Out-School	Actual YTD Out-School/WEP	Actual YTD Total	Commitments	Available To Be Spent
	-	-	-	-	-
	-	-	-	-	-
	23,364	13,800	42,628	-	6,166
	23,364	13,800	42,628	-	6,166
	165,966	102,308	305,117	-	68,656
	20,941	336	26,965	-	7,635
	35,038	23,305	70,583	-	20,201
	47,218	15,804	63,022	-	(995)
	11,439	3,147	14,586	-	-
	280,602	144,900	480,273	-	95,497
	165,966	102,308	305,117	-	68,656
	20,941	336	26,965	-	7,635
	58,402	37,105	113,211	-	26,367
	47,218	15,804	63,022	-	(995)
	11,439	3,147	14,586	-	-
	303,967	158,700	522,901	-	101,663
	58.13%	30.35%	100.00%		

of total program funding dollars spent for FY18
 than 75% of total program funding dollars spent for FY18
 are to meet a **MINIMUM** of 25% of total program funding dollars spent for FY18

Central Iowa Workforce Development Board
March 31, 2018

CIWIB	Account	FY18				Total	
		Budget	CIWIB	TTWWIB	Grants	Expenditures	Remaining
Salary & Fringes	6268	\$83,142.48	\$27,874.89	\$34,790.52	\$0.00	\$62,665.41	\$20,477.07
Legal Fees	6013	880.00	-	-	-	-	880.00
Legal Publication	6050	50.00	-	-	-	-	50.00
Information Services/Ads	6110	100.00	-	-	-	-	100.00
Printing	6120	50.00	-	-	-	-	50.00
Communications	6150	500.00	-	-	-	-	500.00
Insurance	6180	3,750.00	1,533.82	1,540.82	-	3,074.64	675.36
Postage	6230	50.00	-	-	-	-	50.00
Group Meeting/Workshop	6240	200.00	-	-	-	-	200.00
Other Services	6269	1,035.00	365.90	723.74	-	1,089.64	(54.64)
Materials & Supplies	6322	500.00	-	-	-	-	500.00
Travel-Out of State	6470	1,100.00	-	-	-	-	1,100.00
Staff Development-Out of State	6479	400.00	-	-	-	-	400.00
Travel-In State	6480	750.00	-	-	-	-	750.00
Staff Development-In State	6489	250.00	-	-	-	-	250.00
Total		\$92,757.48	\$29,774.61	\$37,055.08	\$0.00	\$66,829.69	\$25,927.79

Ticket to Work	FY18	
	Budget	Remaining
Beginning Balance	\$409,809.01	
Revenue	185,237.20	
Board Expenditures	46,397.00	9,341.92
IES Expenditures	50,000.00	45,848.30
Total	\$ 96,397.00	\$ 55,190.22

Revenue for Board	Projected		Remaining	
	Available	Expenditures	Expenditures	Remaining
Adult/Dislocated Worker Admin	\$15,000.00	\$15,000.00	\$14,774.61	\$225.39
Youth Admin	15,000.00	15,000.00	15,000.00	-
Ticket to Work	46,397.00	46,397.00	37,055.08	9,341.92
Grants	16,500.00	-	-	-
Total	\$92,897.00	\$76,397.00	\$66,829.69	\$9,567.31

**IES-Regional Workforce Investment Board
Budget and Financial Report
As of March 31, 2018**

Jeff Chamberlin
Robin Luke
Ben Voaklander

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515-281-9689
515-965-7353
515-964-6375

Program:	FY13 Projected Budget	Actual Expenses	Available To Be Spent	Percentage of Budget/Actual
Administration:				
Personnel	26,958	7,081	19,877	26.27%
Operating Expenses	27,823	27,768	55	99.80%
	54,781	34,849	19,932	63.62%
Adult:				
Personnel	192,431	141,926	50,504	73.75%
Client Services	150,000	43,064	106,936	28.71%
Operating Expenses	46,842	14,735	32,107	31.46%
	389,273	199,725	189,548	51.31%
Dislocated Workers:				
Personnel	189,499	136,812	52,687	72.20%
Client Services	131,682	67,958	63,724	51.61%
Operating Expenses	65,963	12,470	53,493	18.90%
	387,144	217,240	169,904	56.11%
Rapid Response DW				
Program	30,000	29,153	847	97.18%
Administrative	-	-	-	-
	30,000	29,153	847	97.18%
Rapid Response Sector Partnership				
Program	72,000	72,000	-	100.00%
Administrative	8,000	8,000	-	100.00%
	80,000	80,000	-	100.00%
NEG-John Deere Ankeny ending 3/31/18				
Program	540,328	538,527	1,801	99.67%
Administrative	41,159	41,159	-	100.00%
	581,487	579,686	1,801	99.69%
Disability Employment Initiative ending 3/31/19				
Program	487,165	248,669	238,496	51.04%
Flex	71,740	12,251	59,489	17.08%
Administrative	54,129	30,156	23,973	55.71%
	613,034	291,076	321,958	47.48%
Total Iowa Employment Solutions				
Program	1,977,650	1,317,566	660,085	
Administrative	158,069	114,164	43,905	
	2,135,719	1,431,730	703,990	

Administration - portion of funding to pay general administrative costs such as hiring, working with budgets, and procurement
Adult - cost of staff and client services to assist clients with obtaining employment, services include assessment, labor market information, training, education, supportive services (transportation, childcare, etc.), counseling, and career planning
Dislocated Workers - services similar to the adult program, but specifically for workers who have been terminated or received notice of termination, were self-employed but now unemployed, or is a displaced homemaker no longer supported by another family member
Disability Employment Initiative - improve education, training and employment opportunities and outcomes of adults with disabilities who are unemployed, underemployed and/or receiving SSD/SSI benefits.

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



March 29, 2018

Mr. Robert J. Denson, President
Des Moines Area Community College
2006 South Ankeny Boulevard
Ankeny, IA 50023

FINAL MONITORING REPORT SPRING 2018

Dear Mr Denson:

I have completed my monitoring of Iowa Employment Solutions and the Workforce Innovation and Opportunity Act programs administered at Des Moines Area Community College for Region 11. The report listed no finding(s) that required corrective action and a response from your organization.

Please note that the scope of a financial monitoring review is significantly less than a financial and compliance audit. Therefore, we cannot express an opinion as to whether the financial statements reviewed present fairly the financial position for the period reviewed nor whether all disbursements are made in compliance with the terms of the contract(s) monitored.

If you have any questions regarding the findings you may contact Marta Sobieszkoda at (515) 281-4018.

Sincerely,

A handwritten signature in black ink that reads "Brett Conner".

Brett Conner, CFO, Financial Management
Iowa Workforce Development

Cc: Jeff Chamberlin, DMACC
Jeff Vroman, Chair – CIWIB
Angie Arthur, Executive Director - CIWIB
Rick Sanders, Chair – CEO Board

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Financial and Reporting Definitions October 2017

Actual Expenses – Expenses paid or billed to the organization to be paid within the budgetary timeframe.

Administrative Costs – Allocable portion of necessary and reasonable allowable costs of State and local Workforce Investment Boards and direct recipients (including state grant recipients, local grant recipients, one-stop operations, local grant subrecipient, local fiscal agents) associated with the major functions. These costs are not related to the direct provision of workforce investment services, including services to participants and employees. Costs can be personnel or non-personnel and either direct or indirect.

Adults – Any individual who is 18 years of age or older. NOTE: An individual age 18 through 24 may be enrolled in both the Adult and Youth Programs.

Anticipated Expenses – Anticipated cost to be incurred by the organization during the budgetary timeframe. (Maybe referred to as committed or projected expenses by provider organizations.)

Budget – Anticipated amount of expenditures that will occur over the fiscal year.

Carry Over – Surplus dollars from a prior fiscal year that must be used first in the current fiscal year. Per Field Memo 16-01 – Carryover will be allowed to be 20% of the Region's youth program budget, the adult program budget, and the dislocated worker program budget. Funds not meeting at least 80% obligation rate by June 30, 2016 may be subject to recapture. Local administrative funds are not subject to recapture if expended during the first two years of the three year life of WIOA funding.

Client Services – Any costs incurred for the benefit for one of the program participants. Ex. Tuition, incentives, bus passes, child care, certification, courses.

Disability – As defined by Social Security Administration, the inability to engage in any substantial gainful activity due to a medically determined physical or mental impairment that is expected to last at least 12 months or result in death.

Dislocated Workers – Services similar to the adult program, but specifically for workers who have been terminated or received notice of termination, were self-employed but now unemployed, or is a displaced homemaker no longer supported by another family member

Fiscal Monitoring – Audit of service providers twice a year by IWD to review a sampling of transactions and compliance to state and federal regulations the completeness of program files

Fiscal Year – The Iowa and CIWIB fiscal year runs from July 1st through June 30th of the year. The fiscal year assumes the name of the last six months of the year that starts in July. Ex. 7/1/2014 is FY15

In-School Youth – Youth who, at the time of participation or enrollment, is attending any school including an alternative school and who has not received a secondary school diploma or HiSET. For reporting purposes, this includes youth who are attending post-secondary school and are not basic skills deficient.

Mission – To build a quality workforce for today and tomorrow



Operating Expenses – Allocated overhead costs. Ex. Travel, phone, utilities, supplies, rent

Out of School Youth – An eligible youth is a school dropout, or has received a secondary school Revised diploma or its equivalent (HiSET), but is basic skills deficient, unemployed or underemployed. *At least 75 percent of the youth program budget must be spent on out-of-school youth.* For reporting purposes, this term includes all youth except: 1) those who are attending any school and have not received a secondary school diploma or HiSET, or 2) those who are attending post-secondary school and are not basic skills deficient.

Personnel Costs – Cost incurred directly by the organization for staffing and related benefits specific to the WIA contract. Ex. Salary, benefit, payroll taxes, retirement, Insurance

Plan Year – The Iowa and CIWIB plan year runs from July 1st through June 30th of the year. The plan year assumes the name of the first six months of the year that starts in July. Ex. 7/1/2014 is PY14

Ticket to Work – Region 11 began participating with the Ticket to Work (TTW) program through the Social Security Administration starting in 2008. The program is for individuals with disabilities that are on SSI and SSDI. When Employment Networks help a person enrolled in the TTW program find and keep employment, it earns incentive funds. The longer an individual stays employed, the more incentives the Employment Network earns. The CIWDB voted in May 2017 to keep a minimum funding level of \$183,500 in the TTW account to allow for two years of funding for a Disability Resource Coordinator position.

WIA Mandated Guideline – 80% of the program costs of the current fiscal year must be spent. Service providers can carryover a maximum of a 20% of the program costs. If the region does not spend at least 80% of the program cost, the region will be out of compliance. During the first year of non-compliance, a letter is sent. During the second year of non-compliance, a penalty may be applied with funding reallocated to other regions.

Workforce Experience Program – Under WIOA, youth service providers are required to spend 20% of their program costs on work experience programs.

Youth – An individual who is age 14 through 24. Ages 14 through 21 can be considered in-school youth. Out of school youth are between ages 16 to 24. An individual age 18 through 24 may be enrolled in the Adult program or co-enrolled in the Youth and Adult programs.

Mission – To build a quality workforce for today and tomorrow



Youth Committee Report

Chair: Paula Martinez



Region 11 Access Committee Report

Chair: Leslie McCarthy



Action Item 18 – 3
May 3, 2018

Agenda Item: Region 11 Physical Accessibility Report

Background:

The State Workforce Development Board established a Disability Access Committee to lead a Statewide Disability Access Initiative to:

- 1) Ensure that Iowa's one-stop delivery system meets all accessibility requirements for individuals with disabilities under the Iowa Civil Rights Act of 1965, as amended (ICRA); the Americans with Disabilities Act of 1990, as amended (ADA); and the Workforce Innovation and Opportunity Act (WIOA).
- 2) Increase accessibility for individuals with disabilities to the programs, services, and activities of Iowa's one-stop delivery system.
- 3) Continuously improve for individuals with disabilities the provision of services within the one-stop delivery system.
- 4) Improve opportunities for individuals with disabilities in competitive integrated employment.

The Region 11 Disability Access Committee member performed an accessibility audit on the exterior and interior of the Iowa Works One Stop Center at 200 Army Post Road in Des Moines. The Disability Access Committee created Physical Accessibility Report that contains the barriers identified by the Disability Access Committee during its physical accessibility assessment and a Physical Accessibility Transition Plan (Plan) for addressing the physical accessibility barriers in order to increase physical accessibility and meet the physical accessibility requirements under the ADA, ICRA, and WIOA.

Recommendation:

The Region 11 Disability Access Committee recommends the barriers identified in the accessibility report be corrected in the timeframes as noted below.



REGION 11 DISABILITY ACCESS COMMITTEE

Physical Accessibility Report

Date: March 1, 2018

Background:

- The State Workforce Development Board established a Disability Access Committee to lead a Statewide Disability Access Initiative to:
 - 1) Ensure that Iowa's one-stop delivery system meets all accessibility requirements for individuals with disabilities under the Iowa Civil Rights Act of 1965, as amended; the Americans with Disabilities Act of 1990, as amended; and the Workforce Innovation and Opportunity Act.
 - 2) Increase accessibility for individuals with disabilities to the programs, services, and activities of Iowa's one-stop delivery system.
 - 3) Continuously improve for individuals with disabilities the provision of services within the one-stop delivery system.
 - 4) Improve opportunities for individuals with disabilities in competitive integrated employment.

- The Disability Access Committee used the 2010 ADA Checklist for Existing Facilities (available online at www.ADAchecklist.org) to perform a physical accessibility assessment on _March 1, 2018 of the facility located at:

200 Army Post Rd.
Des Moines, IA. 50315

- This report contains the barriers identified by the Disability Access Committee during its physical accessibility assessment.

- This report's findings are organized according to the ADA accessibility priorities identified in the Department of Justice Title III regulations, which are equally applicable to state and local government entities:
 - 1) Approach & Entrance
 - 2) Goods & Services
 - 3) Toilet Rooms
 - 4) Additional Access

1. Approach & Entrance

- An accessible route from site arrival points and an accessible entrance should be provided for everyone.
- There should be at least one route from all site arrival points that does not require the use of stairs.
- Site arrival points include: parking, passenger loading zones, public sidewalks, and public transportation stops.

1.1. Parking.

The Disability Access Committee identified the following barriers in sections 1.2-1.12 of the ADA Checklist for Existing Facilities:

Barrier A	
ADA Checklist Section:	1.10
Description:	The bottom of the signage for the accessible spaces is not 60 inches above the ground. This is out of compliance.

Barrier B	
ADA Checklist Section:	1.11
Description:	There is not a sign reading "van accessible" at the van accessible space. This is out of compliance.

Barrier C	
ADA Checklist Section:	1._
Description:	

1.2. Exterior Accessible Route.

The Disability Access Committee identified the following barriers in sections 1.13-1.18 of the ADA Checklist for Existing Facilities: Sections 1.13 - 1.18 are within compliance

Barrier A	
ADA Checklist Section:	1._
Description:	

Barrier B	
ADA Checklist Section:	1._
Description:	

Barrier C	
ADA Checklist Section:	1._
Description:	

1.3. Curb Ramps.

The Disability Access Committee identified the following barriers in sections 1.19-1.24 of the ADA Checklist for Existing Facilities: Sections 1.19 - 1.24 are within compliance

Barrier A	
ADA Checklist Section:	1._
Description:	

Barrier B	
ADA Checklist Section:	1._
Description:	

Barrier C	
ADA Checklist Section:	1._
Description:	

1.4. Exterior Ramps.

The Disability Access Committee identified the following barriers in sections 1.25-1.36 of the ADA Checklist for Existing Facilities: Sections 1.25 - 1.36 are within compliance

Barrier A	
ADA Checklist Section:	1._
Description:	

Barrier B	
ADA Checklist Section:	1._
Description:	

Barrier C	
ADA Checklist Section:	1._
Description:	

1.5. Entrance(s).

The Disability Access Committee identified the following barriers in sections 1.37-1.49 of the ADA Checklist for Existing Facilities:

Barrier A	
ADA Checklist Section:	1.39
Description:	The back staff entrance is not accessible because of the threshold and there is no sign pointing to the accessible entrance.

Barrier B	
ADA Checklist Section:	1.43
Description:	While the threshold for the main entrance meets compliance for a building built before 1991, it is suggested that this threshold be replaced to make it easier to clear.

Barrier C	
ADA Checklist Section:	1.43
Description:	The staff entrance in the back of the building has a threshold too high to be compliant.

2. Access to Goods & Services

- The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

2.1. Accessible Entrance(s).

The Disability Access Committee identified the following barriers in section 2.1 of the ADA Checklist for Existing Facilities: Section 2.1 within compliance

Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.2. Interior Accessible Route.

The Disability Access Committee identified the following barriers in sections 2.2-2.9 of the ADA Checklist for Existing Facilities: Sections 2.2 - 2.9 are within compliance

Barrier A	
ADA Checklist Section:	2.
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.3. Interior Ramps.

The Disability Access Committee identified the following barriers in sections 2.10-2.21 of the ADA Checklist for Existing Facilities:

Barrier A	
ADA Checklist Section:	2.12 Interior ramp leading from main lobby to back offices
Description:	While in compliance, it was noted that the grade could be adjusted at a future date to be slightly less steep.

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.4. Elevators.

The Disability Access Committee identified the following barriers in sections 2.22-2.31 of the ADA Checklist for Existing Facilities: Facility has no elevators - all on one floor

Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
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ADA Checklist Section:	2._
Description:	

2.5. Platform Lifts.

The Disability Access Committee identified the following barriers in sections 2.32-2.37 of the ADA Checklist for Existing Facilities: Sections 2.32 - 2.37 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.6. Signs.

The Disability Access Committee identified the following barriers in sections 2.38-2.39 of the ADA Checklist for Existing Facilities: Sections 2.38 - 2.39 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.7. Interior Doors.

The Disability Access Committee identified the following barriers in sections 2.40-2.46 of the ADA Checklist for Existing Facilities: Sections 2.40 - 2.46 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.8. Rooms & Spaces.

The Disability Access Committee identified the following barriers in sections 2.47-2.49 of the ADA Checklist for Existing Facilities: Sections 2.47 - 2.49 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.9. Controls.

The Disability Access Committee identified the following barriers in sections 2.50-2.51 of the ADA Checklist for Existing Facilities: Sections 2.50 - 2.51 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.10. Seating & Benches.

The Disability Access Committee identified the following barriers in sections 2.52-2.69 of the ADA Checklist for Existing Facilities: Sections 2.52 - 2.69 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

2.11. Sales and Service Counters.

The Disability Access Committee identified the following barriers in sections 2.76-2.80 of the ADA Checklist for Existing Facilities: Sections 2.76 - 2.80 are within compliance

a. Barrier A	
ADA Checklist Section:	2._
Description:	

Barrier B	
ADA Checklist Section:	2._
Description:	

Barrier C	
ADA Checklist Section:	2._
Description:	

3. Toilet Rooms

- When toilet rooms are open to the public they should be accessible to people with disabilities.

3.1. Toilet Rooms.

The Disability Access Committee identified the following barriers in sections 3.1-3.3 of the ADA Checklist for Existing Facilities: Sections 3.1 - 3.3 are within compliance

a. Barrier A	
ADA Checklist Section:	3._
Description:	

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.2. Accessible Route.

The Disability Access Committee identified the following barriers in section 3.4 of the ADA Checklist for Existing Facilities: Section 3.4 is within compliance

a. Barrier A	
ADA Checklist Section:	3._
Description:	

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.3. Signs at Toilet Rooms.

The Disability Access Committee identified the following barriers in section 3.5 of the ADA Checklist for Existing Facilities: Section 3.5 is within compliance

a. Barrier A	
ADA Checklist Section:	3._
Description:	

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._

Description:	
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3.4. Entrance.

The Disability Access Committee identified the following barriers in sections 3.6-3.15 of the ADA Checklist for Existing Facilities: Sections 3.6 - 3.15 are within compliance

a. Barrier A	
ADA Checklist Section:	3._
Description:	

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.5. In the Toilet Room.

The Disability Access Committee identified the following barriers in sections 3.16-3.20 of the ADA Checklist for Existing Facilities:

a. Barrier A	
ADA Checklist Section:	3.17 - Employee restroom in the secured back office area of the building
Description:	Not enough room for a person in a wheelchair to effectively maneuver from the restroom's entryway into the accessible stall.

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.6. Lavatories.

The Disability Access Committee identified the following barriers in sections 3.21-3.27 of the ADA Checklist for Existing Facilities: Sections 3.21 - 3.27 are within compliance

a. Barrier A	
ADA Checklist Section:	3._
Description:	

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.7. Soap Dispensers & Hand Dryers.

The Disability Access Committee identified the following barriers in sections 3.28-3.29 of the ADA Checklist for Existing Facilities: Sections 3.28 - 3.29 are within compliance

a. Barrier A	
ADA Checklist Section:	3._
Description:	

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.8. Water Closets in Single-User Toilet Rooms & Compartments (Stalls).

The Disability Access Committee identified the following barriers in sections 3.30-3.40 of the ADA Checklist for Existing Facilities:

Barrier A	
ADA Checklist Section:	3.38 Toilet paper dispenser and sanitary box in women's restroom in main lobby
Description:	While in compliance, it was recommended that the dispenser and sanitary box could be repositioned 7-9 inches above the grab bar to provide greater reachability between the toilet seat and the two containers, increasing accessibility for individuals using wheelchairs.

Barrier B	
ADA Checklist Section:	3._
Description:	

Barrier C	
ADA Checklist Section:	3._
Description:	

3.9. Stalls.

The Disability Access Committee identified the following barriers in sections 3.41-3.50 of the ADA Checklist for Existing Facilities:

a. Barrier A	
ADA Checklist Section:	3.43 - Accessible stall door in women's public restroom in the main lobby
Description:	The door seems intended to be self-closing, as those in the other bathrooms are, but it may need an adjustment as at 90 degrees it does not self-close effortlessly.

Barrier B	
ADA Checklist Section:	3.44 -3.45 - Accessible stall door in women's public restroom in the main lobby - handle and lock mechanism
Description:	The pull handle and locking mechanism in place for the accessible stall are affixed parallel to each other with very little room in between

	the two which does not provide sufficient space for someone with limited dexterity to comfortably grab the handle and secure the locking mechanism. It was recommended to replace it with an all-in-one "swivel" or "turn" handle/lock which would be easier to operate with one hand and/or limited dexterity.
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Barrier C	
ADA Checklist Section:	3.42 - Employee men's restroom in secured back office area
Description:	There is a sharp turn after entering the restroom required to reach the accessible stall. This layout also causes the stall door to open out against the wall next to where the entryway is located, which makes maneuvering into the stall with a wheelchair practically impossible. To meet compliance and increase access to this restroom for individuals with a wheelchair it is strongly recommended that rather than having the accessible stall next to the standard stall, the two stalls can be reconfigured to be one large accessible stall. This restroom does not have as much traffic as the one in the public main lobby area and therefore having only one stall should be sufficient provided that it is universally accessible.

4. Additional Access

- Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.

4.1. Drinking Fountains.

The Disability Access Committee identified the following barriers in sections 4.1-4.9 of the ADA Checklist for Existing Facilities: Sections 4.1 - 4.9 are within compliance

a. Barrier A	
ADA Checklist Section:	4._
Description:	

Barrier B	
ADA Checklist Section:	4._
Description:	

Barrier C	
ADA Checklist Section:	4._
Description:	

4.2. Public Telephones.

The Disability Access Committee identified the following barriers in sections 4.10–4.19 of the ADA Checklist for Existing Facilities: Sections 4.10 - 4.19 are within compliance

a. Barrier A	
ADA Checklist Section:	4._
Description:	

Barrier B	
ADA Checklist Section:	4._
Description:	

Barrier C	
ADA Checklist Section:	4._
Description:	

4.3. Fire Alarm Systems.

The Disability Access Committee identified the following barriers in section 4.20 of the ADA Checklist for Existing Facilities: Section 4.20 is within compliance

a. Barrier A	
ADA Checklist Section:	4._
Description:	

Barrier B	
ADA Checklist Section:	4._
Description:	

Barrier C	
ADA Checklist Section:	4.
Description:	

Authors

This report was written by: Leslie McCarthy, Diane Hernandez, Bill Marquess & Irene Vega.

Study conducted by:

1. Mike Williams, Iowa Department of Education
2. Shannon Myers, Iowa Department for the Blind
3. Irene Vega, Iowa Workforce Development
4. Bill Marquess, Iowa Employment Solutions at DMACC, WIOA Title I Eligible Provider

Approval by Disability Access Committee

This report was approved by the Disability Access Committee for submission to the Local Workforce Development Board on 4/11/18, 2018.

Adoption by the Local Workforce Development Board

This report was adopted by the Local Workforce Development Board on _____, 2018.

Submission to the State Disability Access Committee

This report was submitted to the State Disability Access Committee on _____, 2018.



REGION _11_ DISABILITY ACCESS COMMITTEE

Focus Group Report

Date: March 6, 2018

Background:

- The State Workforce Development Board established a Disability Access Committee to lead a Statewide Disability Access Initiative to:
 - 1) Ensure that Iowa's one-stop delivery system meets all accessibility requirements for individuals with disabilities under the Iowa Civil Rights Act of 1965, as amended; the Americans with Disabilities Act of 1990, as amended; and the Workforce Innovation and Opportunity Act.
 - 2) Increase accessibility for individuals with disabilities to the programs, services, and activities of Iowa's one-stop delivery system.
 - 3) Continuously improve for individuals with disabilities the provision of services within the one-stop delivery system.
 - 4) Improve opportunities for individuals with disabilities in competitive integrated employment.
- The Region _11_ Disability Access Committee conducted a focus group of former, current, and potential one-stop center customers to gather customer feedback on March 6, 2018.
- This Report contains the participant feedback and identified barriers gathered by the Disability Access Committee from the focus group.
- This Report's findings include:
 - 1) Participant demographics;
 - 2) Summary of feedback on physical accessibility;
 - 3) Summary of feedback on customer service;
 - 4) Summary of feedback on accommodations and communication;
 - 5) Summary of feedback on membership process;
 - 6) Summary of feedback on workshops;
 - 7) Summary of feedback on one-stop center complaint process; and
 - 8) Additional findings.

1. Focus Group Participant Demographics

- Individuals who are former customers of the one-stop center, current customers of the one-stop center, and potential customers of the one-stop center must be included.
- Participants must be individuals with a broad range of disabilities.
- The majority of participants must be individuals with disabilities.
- Individuals must range in age and represent youth (age 16-24), adults (age 25+), and aging individuals (age 55+).

PARTICIPANT COHORT	NUMBER OF PARTICIPANTS
Total Participants	16
People with Vision Impairment	1
People Who Are Deaf or Hard of Hearing	1
People with Cognitive or Intellectual Disability	3
People with Other Disabilities	4
Family Members of People with Disabilities	2
Providers of Services to People with Disabilities	5
Past Recipients of Services Through the One-Stop Center	5
Current Recipients of Services Through the One-Stop Center	4
Potential Recipients of Services Through the One-Stop Center	
People Age 16-24	1
People Age 25-54	6
People Age 55+	2
Disability Access Committee Members Present	4
People Who Identify as White	9
People Who Identify as a Race Other Than White	7

2. Physical Accessibility

2.1. GETTING TO THE ONE-STOP CENTER

1. The old location was much more accessible by bus.
2. Contact from Connection Center stated that people come there who say they cannot find new location.
3. Many people commented about the lack of bus service not only to the center but throughout the greater Des Moines area (and thus to the center).
4. One person stated that it is hard for single parents to attend classes. Facilitator discussed extended hours and plans to create web-accessible material.
5. Advocate stated that people with epilepsy need assistance figuring out how to get to the center when they have lost their driver's licence.
6. "It was easy for me because I have a vehicle. If you didn't have a vehicle, how much earlier would you have to leave. Bus on the south side is sporadic."
7. "The Medicaid building has a sign that says, 'If you are looking for IowaWorks.....'"
8. The signage is hard to see for the office.
9. "It took me four clicks to find the address on the website."

2.2. TRANSPORTATION USED BY PARTICIPANTS

1. All but one person came by car.
2. One person came by bus.

2.3. EASE OF ACCESS OUTSIDE AND ENTERING THE BUILDING

1. A few people stated that they tried to walk into the wrong door.
- 2.

2.4. EASE OF ACCESS THROUGHOUT THE BUILDING

1. It's easier to get around in the building with it being one story
2. Blind person had trouble figuring out where to go in the beginning

2.4. ACCESSIBILITY OF SIGNS POSTED AROUND THE ONE-STOP CENTER

1. No one had any thoughts on this.
- 2.

2.5. ACCESSIBILITY OF RESTROOMS

1. One person who is blind stated that the bathroom, that was originally a locker room, is hard to navigate because you go into one room and the commodes are in a separate room. She stated that a person who is blind would need someone to explain that or escort a blind person in.
2. One person stated that the bathrooms are extremely clean.

2.6. IDENTIFIED BARRIERS

- 1.
- 2.

2.7. OTHER

- 1.
- 2.

3. Customer Service

3.1. WELCOME UPON ENTERING ONE-STOP CENTER

1. Most people stated that they were greeted
- 2.

3.2. HELPFULNESS OF STAFF

1. Two people stated that DRC had stuck with them through tough situations.
2. When one person stated that the skills/membership staff gave the impression that they didn't want to help, another person stated, "I had the opposite experience. I usually get to places early. Every 10 minutes someone was coming over and asking if I needed help."
3. Advocate for epilepsy stated that IRT concept was incredibly helpful for job candidates.

3.3. LACK OF HELPFULNESS OF STAFF

1. "I don't know if they don't want to help but they sometimes give the impression you are bothering them.
2. One person who is blind stated that staff spoke to her husband instead of her.
3. "Sometime staff speak over you like you aren't there. 'She needs.....'"

3.4. QUESTIONS ANSWERED BY STAFF IN HELPFUL AND UNDERSTANDABLE MANNER

- 1.
- 2.

3.5. OTHER

1. There were questions about having staff who could speak different languages. It was explained that we have staff that speak multiple languages including Bosnian, Spanish, ASL, multiple Asian languages, and Arabic. Plus, we have the language line.
2. Many people stated that UI is difficult. It's hard to transfer money off the card, especially if you don't drive. They stated that more information

4. Accommodations and Communication

4.1. REQUESTING AN ACCOMMODATION

1. Issues when I had to register. I had to give my information out loud. If you need assistance, you need to go into a private area. Private area with jaws and zoom tech and headphones
2. Yes, time and a half on the NCRC

4.2. PROVIDING ACCOMMODATIONS

- 1.
- 2.

4.3. STAFF RESPONSES TO ACCOMMODATION REQUESTS

- 1.
- 2.

4.4. ABILITY OF STAFF TO COMMUNICATE EFFECTIVELY

- 1.
- 2.

4.5. ACCOMMODATIONS THAT WOULD BE MOST USEFUL

1. Advocate for epilepsy stated that it would be helpful if staff would accommodate for memory loss by writing more down (or helping the person write down), particularly step-by-step directions.
- 2.

4.6. AREAS WHERE HELP IS NEEDED AT THE CENTER

1. One person stated that he will need to eventually get access to Dragon, as he is expecting to lose feeling in his hands.
- 2.

4.7. OTHER

1. Two people stated that staff had written down step-by-step directions for them.
- 2.

5. Membership

5.1. HELP COMPLETING MEMBERSHIP

1. One person who is blind needed to have someone input information. She wished there was a private place to

do this.
2.
5.2. TYPE OF HELP NEEDED TO COMPLETE MEMBERSHIP
1.
2.
5.3. CLARITY OF QUESTIONS ASKED IN MEMBERSHIP
1. One person stated that it would help to know why they needed to do membership
2. One provider of services had questions about registering without a social security card. There was concern that need of a social security number and driver's license could be a barrier to service.
5.4. EXPLANATION OF SERVICES AVAILABLE
1. Group agreed that services were explained
2.
5.5. TOUR OF ONE-STOP CENTER
1. One person stated that they had received a tour of the new facility
2. One person stated that they had a tour of the old facility
5.6. OTHER
1.
2.

6. Workshops

6.1. EXPERIENCE PARTICIPATING IN WORKSHOPS
1. Classes were very helpful, especially because of amazing teacher. (She was the facilitator of the focus group.)
2. Several people stated that the workshops were helpful.
6.2. ACCOMMODATIONS NEEDED TO PARTICIPATE IN WORKSHOPS
1. No one stated that they had requested or needed accommodations
2. "My son is on the spectrum and benefitted from interview workshops, but it would be helpful if the center could better prepare employers for interviewing people on the spectrum."
6.3. EASE OF UNDERSTANDING INFORMATION PRESENTED IN WORKSHOPS
1. "Information was presented well."
2.

6.4. RECOMMENDATIONS ON PRESENTING INFORMATION IN WORKSHOPS

1. There were no suggestions
- 2.

6.5. AVAILABILITY OF STAFF TO PROVIDE ASSISTANCE

- 1.
- 2.

6.6. OTHER POTENTIALLY HELPFUL WORKSHOPS

1. "Some people could benefit from computer literacy."
2. One person had concern about ex-offenders and their barriers. Providers pointed out that there are workshops for that population and that we might need to advertise them better.
3. "Could you offer classes on disclosing disability?" Others also stated that it would be helpful to have disability disclosure, accessibility and accommodations.
4. "People have questions about FMLA, Short- and Long-Term disability, SSI and SSDI. A class on what would happen when you end up in the hospital for a long time would make people less anxious about surgery and they might stop pushing it off."
5. One provider stated it would be good to have benefits planning classes. It was explained that we tend to do that more one on one.

6.7. OTHER

- 1.
- 2.

7. Complaint Process

7.1. AWARENESS OF COMPLAINT PROCESS

1. No one knew how or had attempted to make a complaint.
- 2.

7.2. RESPONSIVENESS OF STAFF TO ADDRESSING COMPLAINT

- 1.
- 2.

7.3. FOLLOW-UP TO COMPLAINTS

- 1.
- 2.

7.4. RESOLUTION OF COMPLAINTS

- 1.
- 2.

7.5. ADDITIONAL COMPLAINTS

- 1.
- 2.

7.6. OTHER

- 1.
- 2.

8. Additional Feedback

8.1.

1. Comment 1
2. Comment 2

8.2. TOPIC 2

1. Comment 1
2. Comment 2

8.3. TOPIC 3

1. Comment 1
2. Comment 2

8.4. TOPIC 4

1. Comment 1
2. Comment 2

8.5. TOPIC 5

1. Comment 1
2. Comment 2

8.6. MISC. TOPICS

1. Comment 1

2. Comment 2

Authors

This report was written by:

1. Leslie McCarthy, Iowa Vocational Rehabilitation Services
2. Angie Arthur, Regional 11 Workforce Development Board
3. Pat Wells, Regional 11 Workforce Development Board
4. Stacie Peterson, Indian Hills Community College, IWD Trainer
5. Diane Hernandez, WIOA Title I, Disability Resource Coordinator

Approval by Disability Access Committee

The Disability Access Committee approved this Report for submission to the Local Workforce Development Board on April 11th, 2018.

Adoption by the Local Workforce Development Board

This Local Workforce Development Board adopted this Report on _____, 2017.

Submission to the State Disability Access Committee

The Local Disability Access Committee submitted this report to the State Disability Access Committee on _____, 2017.



Executive Committee Report

Chair: Jeff Vroman



Workforce Innovation and Opportunity Act

Realignment Committee

Jeff Vroman

Rick Sanders



Central Iowa Workforce Development Foundation

Chair: Braxton Pulley

Central Iowa Workforce Development Foundation

**Children and Families of Iowa
1111 University Avenue, Des Moines
Conference Room**

February 8, 2018

Meeting Agenda

- Welcome and Introductions
- Meeting Minutes - Vote
- Board Member – Doug Cupples – Vote
- Update on Realignment of IWD Local Areas/Regions
- Financial Discussion
 - Financial Institution
 - Fundraising goal for current fiscal year
 - Fiscal Policies
- Grant Opportunities
 - Current Grant Applications and Letters
 - Suggestions for Future Grant Applications
- Next Steps and Areas of Focus for CIWDF
- Confirm next board meeting date and time – May 3rd 9:30 a.m.

Vision: Create a sustainable and dynamic workforce through the funding of Education and Training.

Mission: Identifying sources and obtaining funds that support the mission of CIWDB

Central Iowa Workforce Development Foundation Minutes, February 8, 2018
1111 University Avenue, Des Moines Conference Room

Present: Braxton Pulley, Marlyn McKeen, Sara Bath, T. Waldmann-Williams, Doug Cupples,
By Phone: Jeff Vorman

Guest: Executive Director: Angie Arthur

Meeting opened by Chair Braxton Pulley at 9:15

January 11, 2018 Minutes: – Approved: (m: T. Waldmann-Williams, s: Sara Bath)

New Board Member: Doug Cupples: Approved, (m. T. Waldmann-Williams, s. Sara Bath)

Welcome and Introductions

Update on Realignment of IWD:

- Discussion on direction and how board should respond or provide input to IWD. It was decided to not send a letter of recommendations. Rather, send questions to advance thinking and provide thoughtful and thought-provoking dialogue. Issues include: how to split Iowa into regions with metropolitan areas mixed with rural areas and mixture of industries both large and small. IWD is stating 2 to 8 region. Today there are 15 regions. Concerns include too large of a region that may affect local representation, dominance of industries in one part of the region vs. another; to not too small then how much work can one staff cover and no local representation.
- Action: Send questions to Chair Braxton Pulley before end of February

Financial Discussion:

- Current Goal is to get through Fiscal Year.
- Banking: Chair Pulley discussed his findings of commercial or credit union and associated costs. It was approved (m: Marlyn McKeen, s. Doug Cupples) to open an account at Community Choice Credit Union because fewer fees and more branches. Braxton donated two \$25 to cover opening the account and getting checks. An acknowledgment letter will be sent.
- Grant: Goal is to fund \$15,000 by May. Chair Pulley is going to do research on funding administration. Current grant applications are to: Prairie Meadows restricted grant (available in June/July); Principal Grant (available in April / May); City of Norwalk; We need to “prove” why it’s important to cover administration costs. T Waldmann-Williams has an article and there have been Ted Talks. T. will do research and get info to Angie. There was dialogue to find business partners to fund needs such as Progress Industries or funds that can replace program funds. Received ideas for future grants including Greater Des Moines Foundation (only capacity building).
- Fiscal Policies: Jeff Vorman will review and revise to include capitalization, acknowledgment of donations, etc.

Central Iowa Workforce Development Foundation Minutes, February 8, 2018
1111 University Avenue, Des Moines Conference Room

Next Meeting: May 3rd at 9:30 (after CIWDB meeting), which will be our annual meeting.

Next Steps:

- Questions to Chair Pulley for input to Regions by IWD
- Grants
- Fiscal policy
- Opening account

Adjourn: 10:15 Approved (m. Doug Couples, s. Marlyn McKeen)

Respectfully submitted,

T. Waldmann-Williams, Secretary

3/19/2018 Email Vote - Authorize Braxton Pulley (Chair) and Jeff Vroman (Treasurer) to access the CIWDF account at the Community Choice Credit Union. Board unanimously approved access authorization.



CEO Board Announcements

Rick Sanders