

System Transformation Project Plan

High Level Task(s)	Responsible Entity	No Later Than Date	Status*
Vote on Realignment Committee recommendation	SWDB	Feb-19	Complete
Draft and issue CEO agreement template	IWD	Oct-19	Complete
Draft WIOA-compliant Administration and Governance policies	IWD	Jun-19	Complete
Post Administration and Governance policies for public comment for 20 calendar days and makes necessary revisions <ul style="list-style-type: none"> ● Appointment of Local Board Members ● By-laws ● CEO Agreement/ Share Liability Agreement ● Firewalls ● Local Board as a Provider of Training Services ● Local Board Chairperson ● Local Board Membership Requirements ● Local Fiscal Agent Required Functions ● Service Provider Procurement 	IWD	Jul-19	Complete
Designate IWD staff to serve as points of contact for CEOs.	IWD	Jul-19	Complete
Make realignment message/ announcement with Governor- inviting agencies to appoint representatives to the Core Partnership Workgroup and launch realignment	IWD	Aug-19	Complete
Vote on Administration and Governance policies	SWDB	Sep-19	Complete
Issue Administration and Governance policies	IWD	Sep-19	Complete
SWDB webinar - orientation	IWD	Aug-19	Complete
SWDB training <ul style="list-style-type: none"> ● Roles & Responsibilities ● Operational 	IWD	Sep-19	Complete
	IWD/SWDB	Nov-19	Complete
	IWD/SWDB	Nov-19	Complete
CEO webinar - orientation	IWD	Sep-19	Complete
CEOs trained on roles and responsibilities including CEO Agreement template which should include: <ul style="list-style-type: none"> ● Purpose of the agreement ● Process to nominate, appoint, remove, and reappoint members to the LWDB ● Process to appoint CLEO ● Outline decisions that may be made by the CLEO on behalf of the LEOs ● Must indicate each CEOs' acknowledgement of financial liability and outline the process for determining each CEO's share of responsibility ● Dispute resolution ● Process for designating the fiscal agent 	IWD/CEOs	Nov-19	Complete

System Transformation Project Plan

High Level Task(s)	Responsible Entity	No Later Than Date	Status*
Service Providers & Key Stakeholders - orientation	IWD/Service Providers & Key Stakeholders	Nov-19	Complete
CEO Local Area Designation Consultation #1	IWD/CEOs	Nov-19	Complete
Designate CLEO and file necessary information/ paperwork with IWD.	CEOs	Nov-19	Complete
LWDB Consultation	IWD/LWDB	Jan-19	
Key Stakeholders Consultation	IWD/Key Stakeholders	Jan-19	
CEO Local Area Designation Consultation #2	IWD/CEOs	Jan-19	
Potential new CEO Local Area Designation Vote	IWD/SWDB	Feb-19	
Develop and execute CEO agreements.	CEOs	Jan-20	
Designate fiscal agent in accordance with IWD policy and guidance.	CLEOs	Feb-19	
Establish minimum requirements for one-stop certification	SWDB	Apr-20	
Appoint members to WIOA-compliant LWDBs in accordance with state issued policies and procedures for each new Local Area using local established process.	CLEOs	Feb-20	
Certify Local Workforce Development Boards	IWD	Mar-20	
Local Workforce Development Board member webinar	IWD	Feb-20	
LWDBs roles and responsibilities training <ul style="list-style-type: none"> ● Budget ● One stop operator procurement ● Direct service provider procurement ● Partnership Agreement 	IWD	Feb-20	
Hire support staff	LWDBs	May-20	
Issue MOU and IFA guidance and templates.	IWD with Core Partners	Apr-20	
Elect a chairperson from among the business representatives on the board.	LWDBs	Apr-20	
Establish a Memorandum of Agreement detailing the roles and responsibilities of each entity	CLEO, LWDB, Fiscal Agent	Jun-20	
Train LWDB staff and fiscal agents on MOU and IFA guidance and templates as well as timeline for establishment of local MOU and IFA.	IWD	Jul-20	
Execute MOU and IFAs	LWDBs	Dec-20	
Establish a partnership agreement describing how joint roles and responsibilities will be fulfilled.	CLEO, LWDB chair	Jun-20	
Develop WIOA-compliant local workforce development plan	LWDBs	Jul-20	
Issue local performance expectations, negotiation process guidance, and timeline for completion of LWDA negotiations.	IWD	May-20	

System Transformation Project Plan

High Level Task(s)	Responsible Entity	No Later Than Date	Status*
Complete negotiations for local performance expectations	IWD, LWDBs	Jun-20	
Establish policies for the local area consistent with State policies	LWDB, CLEO	Oct-20	
Establish budget for local workforce development area	LWDB, CLEO	Jun-20	
Provide training to LWDBs on one stop certification criteria, metrics, process and timeline.	IWD	May-20	
Issue subrecipient Agreements to LWDBs for signature.	IWD	Jun-20	
Provide training to LWDB staff regarding roles and responsibilities	IWD	Jun-20	
In conjunction with One-Stop Operators and partners, negotiate and develop MOUs based on guidance from IWD, including the development of a shared one-stop operating budget that includes infrastructure costs (the IFA) and additional shared career or other services.	LWDBs	Dec-20	
Through fiscal agents, procure local service providers for Title I programs and execute contracts/award funds accordingly <ul style="list-style-type: none"> If the CEO and LWDB desire to be the direct service provider, IWD, as designated by the Governor, must be notified 	LWDBs	Oct-20	
Transfer duties from current WIOA Title I service providers to the WIOA Title I service providers selected by the new LWDBs for the new Local Areas (terminate existing contracts and execute new contracts)	LWDBs	Dec-20	
Through relevant fiscal agents, procure One-Stop Operators and execute contract/award funds accordingly	LWDBs	Dec-20	
Complete one-stop certification process	LWDBs	Dec-20	

**Dates and Task(s) may change throughout the project*

State Workforce Development Board (SWDB) Training

- **Purpose:**

To provide training for the SWDB members regarding their role and responsibilities per WIOA regulation and State policy.

- 58% participation voting members
- 50% participation non-voting members
- 10/4/19 – (Des Moines)
- 11/21/19 – (Des Moines)

- **Purpose:**

To provide a facilitated discussion for board members to design a structure for the SWDB that is best suited for Iowa and fulfills the requirements of WIOA.

- 56% participation
- 11/21/19 – (Des Moines)

Chief Elected Official (CEO) Training

- **Purpose:**

To provide training for the CEO's regarding their role and responsibilities per WIOA regulation and State policy.

- 70% participation
- 9/18/19 – New Local Area 6 (*Osceola*)
- 9/20/19 – New Local Area 3 (*Des Moines*)
- 9/30/19 – New Local Area 5 (*Muscatine*)
- 10/1/19 – New Local Area 4 (*Coralville*)
- 10/2/19 – New Local Area 2 (*Waterloo*)
- 10/3/19 – New Local Area 1 (*Storm Lake*)
- 10/7/19 – Virtual Makeup for all CEO's

CEO Local Area Designation Consultation Session

- **Purpose:**

Per the CEO's request and WIOA regulation, this session was to present the criteria for local area designation and to provide the CEO's the opportunity to create their own local area configuration(s).

- 30% participation
- 11/20/19 – Des Moines

- **Results:**

- 6 local areas (*map already approved by the SWDB in February 2019*)
- 6 local areas (*a variation of the map voted on by the SWDB in February 2019*)
- 4 local areas (*2 versions*)
- 3 local areas

- **Next Steps:**

- Review CEO's local area designation maps with:
 - Local Workforce Development Boards (LWDB's)
 - Key Stakeholders
- CEO's will review feedback and decide if they want to bring a different local area configuration to the SWDB for consideration

Service Providers & Key Stakeholders Training

- **Purpose:**

An information session to hear about the workforce transformation currently underway and the upcoming next steps for key stakeholder groups. This session provided the same content as presented to the CEO's and include an opportunity to discuss the role the Service Providers and key stakeholders could play in a WIOA compliant system.

- 100% participation (Title I Directors)
- 11/8/19 – Des Moines