**IOWA WORKS – IOWA VALLEY – REGION 6**

**ELECTRONIC EXECUTIVE COMMITTEE MEETING**

**Electronic Vote on Local Service Plan Modifications**

**Wednesday, May 29, 2019**

**MINUTES**

**Executive Members** - Marty Hardon (RWDB Chair), Nancy Roethler (RWDB Vice Chair) and Jason Roudabush(CEO Chair).

**Pursuant to Region VI Bylaws:**

5.07 Executive Committee. The chair, vice-chair and CEO chair shall serve as the executive committee between meetings of the full board.  The Executive Committee shall have the power to exercise authority in emergency situations, over issues or approvals that are documented to be so critical that waiting for approval (or denial) by the Board at the next scheduled meeting would not be in the best interest of the Region.  Minutes of the Executive Committee shall be provided at the next scheduled meeting of the Board and the Board may overturn decisions made by the Executive Committee. The Executive Committee may use electronic mediums for its meetings.

**1.0** **Electronic Voting on Approval of Local Service Plan Modifications—**See attached plan modifications

Executive Action:

Marty Hardon, Nancy Roethler and Jordan Roudabush unanimously approved the Local Service Plan Modifications. No nays.

Submitted by Lisa R. Gassman

Board Secretary

**Local Plan Modification Transmittal Form**

|  |  |
| --- | --- |
| **To Be Completed by LWDB** | **STATE USE ONLY** |
| **LWDB:** | **Region 6** | **Date Received:** |  |
| **Date Submitted:** | **April 18 2019** | **Date Approved:** |  |
| **Provide a description of Local Plan changes below:** | **Effective Date:** |  |
| **Title I Rep:** |  |
| Add the following to the Region 06 Local Service Plan:1. **Geographical Preference for Enrollment Policy and Procedures:**

The Geographical Preference for this Region is that the participant must be a resident within the following counties: Marshall, Poweshiek, Tama and Hardin counties. For individuals living outside of these counties who request assistance from Region 06, the application must be forwarded to the current residency WIOA Title I Director to either approve assistance or defer the application for service to this region. Approval must be documented in the data management system. The Executive Committee will need to come up with measures to follow in order to enroll someone outside the Region. One thing that can also be done is leave it as is and it be customer choice. 1. **Eligibility Determination Policy for Participation of Minors:**

The Region 06LWDB does not authorize any additional responsible adults outside of those mentioned in the State Policy to authorize program participation for minors. 1. **Ineligibility to Receive Services Policy:**

On the date that the individual is found ineligible to receive services the individual will be mailed a letter stating why they are ineligible and providing them 30 days to respond to correct the ineligible status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 10 business days stating the final determination of services. 1. **Closure of Services Due to Fraud Policy:**

On the date that the individual is found to have committed or attempted to commit fraud to receive services, the individual will be mailed a letter stating the determination and provide them 30 days to respond to the fraud status. A final determination will be made after the 30 days have expired and the individual will be mailed a letter within 10 business days stating the final determination of services.1. **Selection of Adult Mentors Policy:**

The following is the selection and screening process for Adult Mentors in Region 06:1. Mentors must be at least 25 years of age.
2. Mentors must pay for and complete a background check. Background check must be within 90 days.
3. Mentor must complete a mentorship application and provide background check results.
4. Complete an interview with the Youth Standing Committee.
5. Applications will be good for 90 days.

The LWDB will screen the interested mentor based on application, background check, and interview. Page 1 of 31. **Objective Assessment Policy:**

Region 06 will utilize one or a combination of the following assessments as part of the Objective Assessment Service: TABE(Removed 9/10), CASAS, CAPS/COPS/COPES, NCRC, Self Assessment and O\*NET Interest Profiler.1. **Support Services Policy:**

GeneralThe American Job Center partners will work in conjunction to ensure that duplication of services does not happen for dual enrolled participants.Miscellaneous ServicesBonding is an allowable cost unless funds are available from other resources. If bonding is an occupational requirement, it should be verified that the participant is bondable before the participantis placed in training for that occupation. The cost of Legal Aid Services is allowed. Limit is not to exceed $500 per participant for the entire training period. Must be required for their WIOA sponsored program.Needs-Related PaymentsNot allowed in Region 06.Youth Incentive PaymentsIncentive payments to youth participants are allowed for recognition and achievement directly tied to training activities and experiential learning activities. Incentive payments must be: (a) Tied to the goals of the specific program; (b) Outlined in writing before the commencement of the program that may provide incentive payments; (c) Align with the local program’s organizational policies; and (d) In accordance with the requirements contained in the Uniform Administrative Requirements 2 CFR 200. The following may be awarded: $25 per week for perfect attendance$100 for HSED/High School Diploma Attainment$100 Achievement of Benchmark Goal or Career Pathway Goal$100 Completion of Structured Leadership Activity$50 Employed through 2nd Quarter during follow up services$50 Employed through 4th Quarter during follow up services1. **Additional Assistance for Youth Policy:**

Region 06 identifies the following categories for Youth Needing Additional Service in addition to those outlined in State Policy: Father of an unborn child1. **Economic Self-Sufficiency:**

Region 06 adopts the State Standard for Economic Self-Sufficiency.1. **Underemployed Individuals Policy:**

Region 06 outlines the following criteria to qualify as an Underemployed Individual under the Adult and Dislocated Worker Programs:1. Currently employed on a less than full time basis and is seeking full time employment.
2. Currently in a position that is below their level of skills and training.
3. Currently meets the definition of a low-income individual, but their current job’s earnings are not sufficient compared to their previous job’s earnings from their previous employment. Must be at 80% or below previous earnings.

Page 2 of 31. **Individualized Career Services Policy:**

Region 06 will utilize the following assessments to determine eligibility:1. TABE or CASAS

These assessments are approved for use by the National Reporting System.**Page 3 of 3** |
|  |

**Approvals:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LWDB Chair Date CEO Chair Date**