



## **GUIDANCE:**

### **Membership Requirements for Local Workforce Development Boards**

May 24, 2018

## **1. Background.**

- 1.1. In September of 2017, the U.S. Department of Labor (USDOL) conducted a review of Iowa's workforce development system under the federal Workforce Innovation and Opportunity Act (WIOA) that focused on Regions 5, 10, and 12.
- 1.2. The USDOL Monitoring Report, dated November 8, 2017, included a finding that Iowa's Local Workforce Development Boards (WDBs) had membership structures that did not comply with WIOA § 107(b) and 20 CFR § 679.320.
- 1.3. During the 2018 legislative session, the Iowa General Assembly enacted Senate File 2353 (2018), which amends Iowa Code § 84A.4 to:
  - 1) Make the requirements for Local WDB membership under Iowa law the same as those in WIOA § 107(b); and
  - 2) Alter how the gender balance requirement and political affiliation limitation in Iowa Code chapter 69 applies to Local WDBs.
- 1.4. The changes to Iowa Code § 84A.4 are now in effect.
- 1.5. This memo contains the membership requirements for Local WDBs under WIOA § 107(b), 20 CFR § 679.320, and Iowa Code § 84A.4(2), as amended by Senate File 2353 (2018).

## **2. References.**

- 2.1. Federal Workforce Innovation and Opportunity Act, Public Law No. 113-128 (WIOA).
- 2.2. 20 CFR Part 679, Subpart C (2018).
- 2.3. Iowa Code § 84A.4, as amended by Senate File 2353 (2018).
- 2.4. Federal Adult Education and Family Literacy Act, as amended by WIOA Title II (AEFLA).
- 2.5. Federal Wagner-Peyser Act, Public Law No. 73-30, as amended by WIOA Title III.

- 2.6. Federal Rehabilitation Act of 1973, Public Law No. 93-112, as amended by WIOA Title IV and Public Law No. 114-95 (Rehab Act).

### **3. The Vision for Local WDBs Under WIOA.**

The vision for Local WDBs under WIOA is to serve as a strategic leader and convener of local workforce development system stakeholders. Local WDBs partner with employers and the workforce development system to develop policies and investments that support:

- 1) Public workforce system strategies that support regional economies;
- 2) The development of effective approaches including local and regional sector partnerships and career pathways, and
- 3) High quality, customer centered service delivery and service delivery approaches.

### **4. The Purpose of Local WDBs Under WIOA.**

The purpose of Local WDBs under WIOA is to:

- 1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and region;
- 2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- 3) Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided in the local area and region.

### **5. Authority Within Represented Entities.**

- 5.1. Representatives of business may have optimum policy-making authority or hiring authority for the business they represent. All other members of the Local WDB must be individuals with optimum policy-making authority within the entities they represent.
- 5.2. A representative with "optimum policy-making authority" is an individual who can reasonably be expected to speak affirmatively on behalf of the entity that the individual represents and to commit that entity to a chosen course of action.

### **6. Alternative Entity.**

Because of the changes to Iowa Code § 84A.4, no Local WDB can comply with Iowa law and qualify as an "alternative entity" under WIOA § 107(i).

## **7. Chairperson.**

The Local WDB must select a chairperson from among its representatives of business.

## **8. Voting Status.**

- 8.1. The members described in Sections 9, 10, 11, and 12 must be voting members.
- 8.2. The optional members described in Section 13 may be voting or nonvoting members.

## **9. Representatives of Business.**

- 9.1. A majority of the Local WDB's voting members must be representatives of business.
- 9.2. At least two of the Local WDB's business representatives must represent a "small business" as that term is defined by the Small Business Administration (SBA). The SBA's Table of Small Business Size Standards must be used to determine when a business representative qualifies to serve as a small business representative on the Local WDB. The SBA Table is available on the agency's website [here](#).
- 9.3. Each business representative must be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making authority or ultimate hiring authority.
- 9.4. Each business representative must provide employment opportunities in in-demand industry sectors or occupations.
  - 9.4.1. An "in-demand industry sector" is an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors.
  - 9.4.2. An "in-demand occupation" is an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector as to have a significant impact on the State, regional, or local economy.
  - 9.4.3. The determination of whether an industry sector or occupation is in-demand shall be made by the State WDB or Local WDB, as appropriate, using State and regional business and labor market projections, including the use of labor market information.
- 9.5. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations such as a local Employers' Council of Iowa (ECI), Chamber of Commerce, etc.

## **10. Representatives of the Workforce.**

At least 20 percent of the Local WDB's voting membership must be representatives of the workforce who meet the requirements in this Section.

### **10.1. Labor Organizations.**

- 10.1.1. At least two of the Local WDB's workforce representatives must be representatives of labor organizations, where such labor organizations exist in the region.
- 10.1.2. The Local WDB's representatives of labor organizations must be appointed from among individuals who are nominated by local labor organizations.
- 10.1.3. If no labor organizations exist in the region, representatives of labor must be selected from the other workforce representative groups described in Sections 10.2 through 10.4.

### **10.2. Registered Apprenticeship Program(s).**

- 10.2.1. A Registered Apprenticeship program is an apprenticeship program registered with the U.S. Department of Labor, Employment and Training Agency, Office of Apprenticeship.
- 10.2.2. At least one of the Local WDB's workforce representatives must be a representative of a joint labor-management, or union-affiliated, Registered Apprenticeship program within the region.
- 10.2.3. Each Registered Apprenticeship program representative must be a training director or member of a labor organization.
- 10.2.4. If no union-affiliated Registered Apprenticeship programs exist in the region, the training director of a Registered Apprenticeship program with no union affiliation must be appointed, if one exists.

### **10.3. Community-Based Organization(s).**

- 10.3.1. The Local WDB's workforce representatives may include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- 10.3.2. A "community-based organization" is a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.
- 10.3.3. An individual or entity with "demonstrated experience and expertise" is an individual or entity who:

- 1) Is an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency;
- 2) Contributes to the field of workforce development, human resources, training and development, or a core program function; or
- 3) The Local WDB recognizes for valuable contributions in education or workforce development related fields.

10.3.4. An individual with a barrier to employment is a member of one or more of the following populations:

- 1) Displaced homemakers.
- 2) Low-income individuals.
- 3) Indians, Alaska Natives, and native Hawaiians, as such terms are defined in WIOA section 166.
- 4) Individuals with disabilities, including youth who are individuals with disabilities.
- 5) Older individuals.
- 6) Ex-offenders.
- 7) Homeless individuals.
- 8) Youth who are in or have aged out of the foster care system.
- 9) Individuals are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- 10) Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i).
- 11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. § 601 *et seq.*).
- 12) Single parents (including single pregnant women).
- 13) Long-term unemployed individuals.
- 14) Such other groups as the Governor determines to have barriers to employment.

## 10.4. Organization(s) Serving Youth.

The Local WDB's workforce representatives may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including in-school and out-of-school youth.

## **11. Representatives of the One-Stop Delivery System.**

The Local WDB must include members who are representatives of the local one-stop delivery system.

### 11.1. State Employment Services Office.

11.1.1. Each Local WDB must have at least one representative of the State Employment Service office under the Wagner-Peyser Act.

11.1.2. An IWD Operations Manager will satisfy this membership requirement.

### 11.2. Vocational Rehabilitation.

11.2.1. Each Local WDB must have at least one representative of the State programs carried out under Title I of the Rehab Act (other than section 112 or part C of that Title).

11.2.2. Iowa has two such programs: one administered by Iowa Vocational Rehabilitation Services (IVRS) and one administered by the Iowa Department for the Blind (IDB).

11.2.3. Where possible, a Local WDB may have a representative of both IVRS and IDB.

11.2.4. Where having representatives of both IVRS and IDB is not possible, the Vocational Rehabilitation representative for a Local WDB must be chosen from among those nominated by IVRS and IDB. IVRS and IDB may elect to submit a joint nomination.

### 11.3. Eligible Provider of Adult Education and Literacy Activities.

11.3.1. Each Local WDB must have at least one representative of an entity that is an eligible provider administering of adult education and literacy activities under WIOA Title II.

11.3.2. If there is more than one entity that qualifies as an eligible provider administering adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.

## **12. Higher Education and Economic Development.**

### **12.1. Institution of Higher Education.**

- 12.1.1. Each Local WDB must have at least one representative from an institution of higher education providing workforce investment activities, including but not limited to community colleges.
- 12.1.2. When there is more than one institution of higher education providing workforce investment activities in a region or local area, nominations must be solicited from those particular entities.

### **12.2. Economic and Community Development.**

- 12.2.1. Each Local WDB must have at least one representative of an economic and community development entity.
- 12.2.2. When there is more than one economic and community development entity in a region or local area, nominations must be solicited from those particular entities.

## **13. Optional Members.**

The membership of each Local WDB may include representatives of other appropriate entities in the region, including:

- 13.1. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment.
- 13.2. Governmental and economic and community development entities that represent transportation, housing, and public assistance programs.
- 13.3. Philanthropic organizations that service the region.
- 13.4. Other appropriate representatives as determined by the Chief Elected Official (CEO) Board.

## **14. Gender Balance.**

Some members of the Local WDB are excluded when determining whether the Local WDB's membership meets the gender balance requirement in Iowa Code § 69.16A.

### **14.1. Excluded Members.**

The gender balance requirement in Iowa Code § 69.16A does not apply to the following representatives of the one-stop delivery system:

- The representative of the Wagner-Peyser Employment Service program under WIOA Title III described in Section 11.1.
- The representative(s) of the Vocational Rehabilitation program under the Rehab Act, as amended by WIOA Title IV described in Section 11.2.

#### 14.2. Covered Members.

The gender balance requirement in Iowa Code § 69.16A applies to all other members of the Local WDB, including:

- The representatives of business described in Section 9.
- The representatives of the workforce described in Section 10.
- The representative of an eligible provider administering adult education and family literacy activities under WIOA Title II described in Section 11.3.
- The representatives of higher education and economic development described in Section 12.
- The optional members described in Section 13.

#### 14.3. Requirement for Local WDBs.

No more than one-half plus one of the members of the Local WDB listed in Section 14.2 may be of one gender.

### **15. Political Affiliation Limitation.**

Some members are excluded when determining whether the Local WDB's membership meets the political affiliation limitation in Iowa Code § 69.16.

#### 15.1. Excluded Members.

The political affiliation limitation in Iowa Code § 69.16 does not apply to the following representatives of the one-stop delivery system:

- The representative of the Wagner-Peyser Employment Service program under WIOA Title III.
- The representative(s) of the Vocational Rehabilitation program under the Rehab Act, as amended by WIOA Title IV.



### 15.2. Covered Members.

The political affiliation limitation in Iowa Code § 69.16 applies to all other members of the Local WDB, including:

- The representatives of business described in Section 9.
- The representatives of the workforce described in Section 10.
- The representative of an eligible provider administering adult education and family literacy activities under WIOA Title II described in Section 11.3.
- The representatives of higher education and economic development described in Section 12.
- The optional members described in Section 13.

### 15.3. Requirement for Local WDBs.

No more than one-half plus one of the members of the Local WDB listed in Section 15.2 may be members of one political party.

## 16. Nomination Requirements.

- 16.1. Each business representative must be appointed from among individuals who are nominated by local business organizations and business trade associations such as the Employers' Council of Iowa (ECI) or a Chamber of Commerce.
- 16.2. Each representative of a labor organization must be appointed from among individuals who are nominated by local labor organizations.
- 16.3. If there is more than one entity that qualifies as an eligible training provider administering adult education and literacy activities under WIOA Title II within a region or local area, nominations must be solicited from those particular entities.
- 16.4. If the Local WDB has only one representative of a Vocational Rehabilitation program authorized under Title I of the Rehab Act, nominations must be solicited from IVRS and IDB. IVRS and IDB may elect to make a joint nomination.

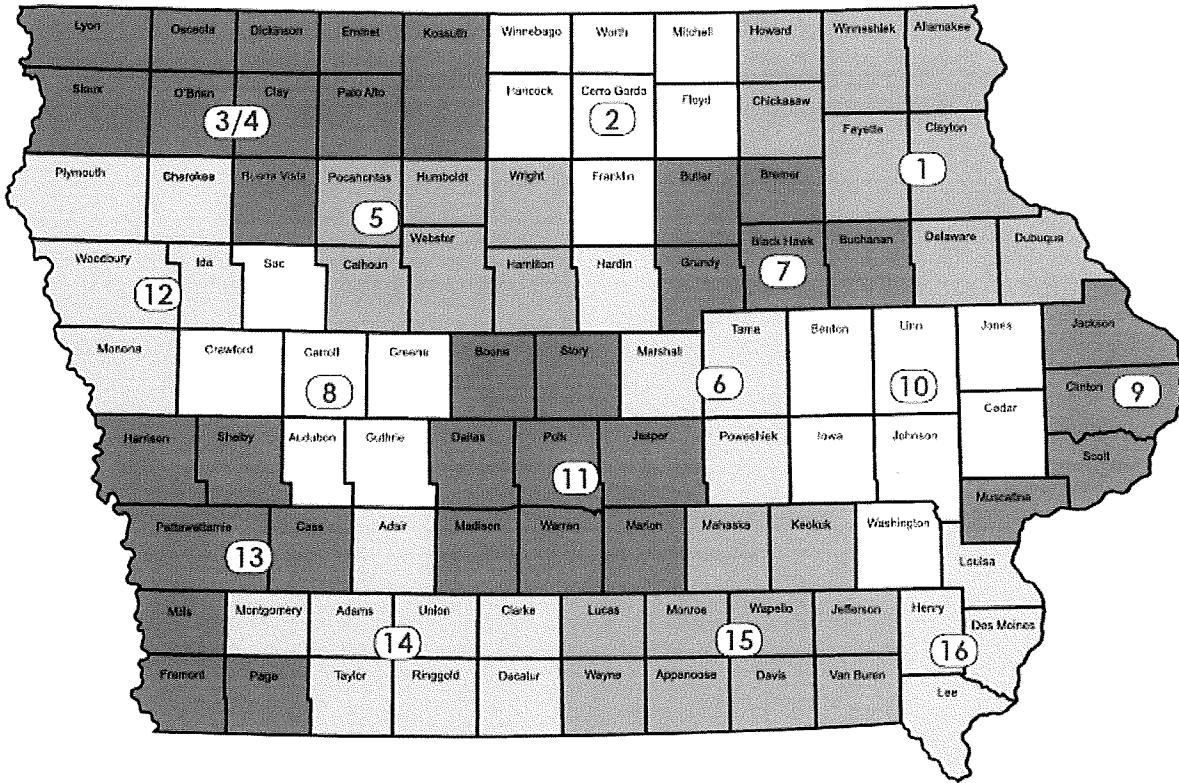
## 17. Appointment Process.

- 17.1. All candidates for appointment or re-appointment must complete an application to serve on the Local WDB and submit the completed application to the CEO Board for consideration.
- 17.2. The CEO Board must review the application and vote on whether to appoint the applicant to serve on the Local WDB.

- 17.3. If the CEO Boards to appoint an applicant to the Local WDB, the CEO Board must send to Iowa Workforce Development (IWD) within ten (10) days of the appointment all of the following:
  - 17.3.1. The application for the appointee that is completed as required respectively by both the appointee and the chairperson of the CEO Board;
  - 17.3.2. The completed Oath of Office for the new appointee; and
  - 17.3.3. An updated roster matrix for the Local WDB reflecting the new appointment. Note: If the CEO Board makes more than one appointment at a time, the CEO Board may include one updated roster matrix that reflects all new appointments.
- 17.4. Please send the above documents to IWD to the individual designated by the agency.
- 17.5. IWD will file the completed Oath of Office with the Secretary of State.
- 17.6. Once the Oath of Office has been filed, a Certificate of Appointment will be issued by IWD reflecting the appointment and showing the term dates. The Certificate will be sent to the new member of the Local WDB.

**TABLE A: LOCAL WDB MEMBERSHIP REQUIREMENTS**

<b>Business: Majority</b>
<ul style="list-style-type: none"> <li>▪ At least two representatives must be from small businesses</li> <li>▪ Business must be in an in-demand industry sector and/or have in-demand occupations</li> <li>▪ Representative must have optimum policy-making or ultimate hiring authority for the business</li> <li>▪ Representatives must be appointed from a list of individuals nominated by local business groups such as the ECI or Chamber of Commerce</li> <li>▪ See Section 9 of the Guidance for the full details</li> </ul>
<b>Workforce: At Least 20%</b>
<ul style="list-style-type: none"> <li>▪ At least two must be representatives of labor organizations, who are appointed from a list of individuals nominated by local labor organizations</li> <li>▪ At least one must be a representative of a joint labor-management Registered Apprenticeship program</li> <li>▪ Others may be representatives from community-based organizations with experience and expertise in the field of workforce development</li> <li>▪ See Section 10 of the Guidance for the full details</li> </ul>
<b>One-Stop Delivery System</b>
<ul style="list-style-type: none"> <li>▪ One IWD operations manager at the local IowaWORKS field office, representing the Wagner-Peyser Employment Service Program under WIOA Title III</li> <li>▪ One representative of an entity that is an eligible provider of Adult Education and Family Literacy Act activities under WIOA Title II</li> <li>▪ At least one representative of a Vocational Rehabilitation program under WIOA Title IV, nominated by IVRS and IDB</li> <li>▪ These members are excluded from the gender balance requirement and political affiliation limitation under Iowa Code chapter 69</li> <li>▪ See Section 11 of the Guidance for the full details</li> </ul>
<b>Higher Education and Economic Development</b>
<ul style="list-style-type: none"> <li>▪ At least one representative of an institution of higher education providing workforce investment activities, including community colleges</li> <li>▪ At least one representative of an economic and community development entity</li> <li>▪ See Section 12 of the Guidance for the full details</li> </ul>
<b>Optional</b>
<p>A Local WDB may include other members such as representatives of:</p> <ul style="list-style-type: none"> <li>▪ Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment</li> <li>▪ Governmental and economic and community development entities that represent transportation, housing, and public assistance programs</li> <li>▪ Philanthropic organizations service the region</li> <li>▪ Other appropriate representatives as determined by the Chief Elected Official Board</li> <li>▪ See Section 13 of the Guidance for the full details</li> </ul>





## Region 10 WIOA Board List

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
One-Stop System	Kim Becicka Vice President	Kirkwood Community College 6301 Kirkwood Blvd SW Cedar Rapids IA 52404	319.398.5525	Kim.becicka@kirkwood.edu	Exp. 12/31/22
Business	Ashley Ferguson Talent Acquisition Manager	True North Companies 500 1 <sup>st</sup> St SE Cedar Rapids IA	319.739.1204	aferguson@truenorthcompanies.com	Exp. 12/31/22
Workforce	Wayne Frauenholtz Postal Carrier	204 N Downey St West Branch IA 52358	319.643.2530	wrfrauen@L.com.net	Exp. 6/30/20
Business	Rhonda Griffin Director of Human Resources	Centro, Inc. 950 N Bend Dr North Liberty IA 52317	319.626.5569	rgriffin@centroinc.com	Exp. 12/31/22
Workforce	Jerry Hobart Business Manager	Local 125 Plumbers & Pipefitters 1839 16 <sup>th</sup> Ave SW Cedar Rapids IA 52404	319.365.0413	Lu125bm@uanet.org	Exp. 12/31/22
Business	Chris Hummer President	Don Hummer Trucking Corporation PO Box 310 Oxford IA 52322	319.828.2098	chrish@donhummertrucking.com	Exp. 12/31/22
One-Stop System	Marcel Kielkucki Director	Kirkwood Community College 6301 Kirkwood Blvd SW Cedar Rapids IA 52404	319.784.1513	Marcel.kielkucki@kirkwood.edu	Exp. 6/30/20
Business	Joe Linn Hospital Administration	UnityPoint Health St. Luke's 1026 A Ave NE Cedar Rapids IA 52402	319.369.7035	Joseph.linn@unitypoint.org	Exp. 12/31/22
Workforce	Patrick Loeffler Business Agent	Carpenters Local 308 350 Waconia Ct SW Cedar Rapids IA 52404	319.363.0279	ploffler@ncsrrc.org	Exp. 6/30/18
Business	Kristy Lyman Talent Acquisition	JM Swank 395 Herky St North Liberty IA 52317	319.626.7513	Kristy.lyman@jmswank.com	Exp. 6/30/18

## Region 10 WIOA Board List

Business (CHAIR)	Patty Manuel Director of Business Development	Maquoketa Valley Electric Cooperative 109 N Huber St Anamosa IA 52205	319.462.3542	Patty.manuel@mvec.coop	Exp. 6/30/20
One-Stop System	Holly Mateer Rehabilitation Supervisor	Iowa Vocational Rehabilitation Services 4444 1 <sup>st</sup> Ave NE Ste 436 Cedar Rapids IA 52402	319.294.9308	Holly.mateer@iowa.gov	Exp. 12/31/22
One-Stop System	Scott Mather Workforce Manager	Iowa Workforce Development 4444 1 <sup>st</sup> Ave NE Ste 436 Cedar Rapids IA 52402	319.365.9474	Scott.mather@iwd.iowa.gov	Exp. 12/31/22
Business	Michelle Mexcur Laboratory Operations Director	Weland Clinical Laboratories, PC 1911 1 <sup>st</sup> Ave SE Cedar Rapids IA 52406	319.366.1503	mmexcur@welandlaboratories.com	Exp. 12/31/22
Business	Steve Olson	CBI Bank & Trust (retired) PO Box 517 Washington IA 52353	319.653.5440	sohh@iowatelecom.net	Exp. 6/30/20
Workforce	Michaela (Shelley) Parbs Production Operator	Rockwell Collins 400 Collins Rd NE Cedar Rapids IA 52498	319.295.3696	mlparbs@rockwellcollins.com	Exp. 6/30/18
Business	Julie Perez CSC Planning & Support Manager	Toyota Financial Services 5005 North River Blvd NE Cedar Rapids IA 52411	319.221.2708	Julie_perez@toyota.com	Exp. 6/30/18
Business	Stefanie Rupert President & CEO	Collins Community Credit Union 1150 42 <sup>nd</sup> St NE Cedar Rapids IA 52402	319.393.9000	srupert@collinscu.org	Exp. 12/31/22
K-12 (Optional Member)	Mark Schneider Superintendent	Mid-Prairie Comm Schools PO Box 150 Wellman IA 52356	319.646.6093	mschneider@mid-prairie.k12.ia.us	Exp. 6/30/18

## Region 10 WIOA Board List

Business	Kory Schreiner Manufacturing Plant Manager	Xerxes 515 West South St Tipton IA 52772	563.886.6172	Kory.schreiner@xerxes.com	Exp. 12/31/22
Business	Steve Shriver CEO	EcoLips, Inc. 329 10 <sup>th</sup> Ave SE Cedar Rapids IA 52401	319.364.2477	steve@ecolips.com	Exp. 12/31/22
Workforce <b>(VICE CHAIR)</b>	Susie Weinacht Manager	RWDSU-UFCW Local 110 526 F Ave NW Cedar Rapids IA 52405	319.363.4525	Susw1201@gmail.com	Exp. 6/30/18
One-Stop System	Vacant				Exp. 12/31/22

### Ex-Officio Members

Doug Elliott, East Central Iowa Council of Governments  
 Kellie Elliott-Kapparos, Heritage Agency on Aging  
 Carmen Heck, Goodwill of the Heartland  
 Keith Stamp, Grant Wood AEA  
 Laurie Worden, Workplace Learning Connection



## FIELD MEMO:

### The Role of Local Workforce Development Boards Under WIOA

#### I. BACKGROUND ON WIOA.

The federal Workforce Innovation and Opportunity Act of 2014 (WIOA) is the first piece of federal legislation to address the workforce development system in nearly two decades. WIOA supersedes the Workforce Investment Act of 1998 (WIA).

It is common knowledge that Congress has become more polarized over the years. It is not often that our federal legislators common ground. But they did on WIOA, as shown in the following chart.

**Chart I. WIOA Vote Breakdown.**

<b>Passed House: 415-6</b>				<b>Passed Senate: 95-3</b>	
<b>Grassley:</b>	<b>Harkin:</b>	<b>King:</b>	<b>Loeb sack:</b>	<b>Latham:</b>	<b>Braley:</b>
Yea	Yea	Yea	Yea	Yea	Yea

#### 2. PURPOSES OF WIOA.

Congress passed WIOA for the following purposes:

- 1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.
- 2) To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- 3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.



- 4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- 5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- 6) To provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

### 3. CORE PROGRAMS UNDER WIOA.

The following chart shows the core programs under WIOA and the State of Iowa administrative agency that is charged with administering them. The state agencies that administer core programs are known as “Core Partners.”

**Chart 2. State Core Programs and Partners**

WIOA TITLE	PROGRAM	PARTNER
Title I	Youth	Iowa Workforce Development
Title I	Adult	Iowa Workforce Development
Title I	Dislocated Worker	Iowa Workforce Development
Title II	Adult Education and Literacy	Iowa Department of Education
Title III	Wagner-Peyser	Iowa Workforce Development
Title IV	Vocational Rehabilitation	Iowa Vocational Rehabilitation Services
Title IV	Vocational Rehabilitation	Iowa Department for the Blind

Iowa is one of several states that has a separate Vocational Rehabilitation program for individuals with sight limitations. This means Iowa has two core partners administering Vocational Rehabilitation programs: Iowa Vocational Rehabilitation Services and the Iowa Department for the Blind.

WIOA Title I and Title II programs are carried out by local service providers. The Iowa Department of Education procures Title II service providers at the local level. The Local Board procures Title I services providers.

Iowa Workforce Development administers the Wagner-Peyser program.

Under WIOA, the state-level Core Partners in Iowa are:

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

#### 4. GOALS OF IOWA’S UNIFIED STATE PLAN.

The Core Partners collaborated on a four-year Unified State Plan. They agreed upon a series of goals for the state’s workforce development system. The 2016 Iowa Unified State Plan sets forth the following goals.

**Chart 3. Iowa’s Unified State Plan Goals.**

<b>Goal 1:</b>
Iowa’s employers will have access to advanced, skilled, diverse and Future Ready workers.
<b>Goal 2:</b>
All Iowans will be provided access to a continuum of high quality education, training, and career opportunities.
<b>Goal 3:</b>
Iowa’s workforce delivery system will align all programs and services in an accessible, seamless and integrated manner.

Under WIOA, each Local Board is charged with helping to meet these goals.

#### 5. THEMES OF IOWA’S UNIFIED STATE PLAN.

The Core Partners developed the following four themes for Iowa’s Unified State Plan.

##### 5.1. Accessibility.

The State of Iowa is committed to providing programs and services in a readily accessible format and delivery method. Accessibility encompasses a variety of ideas, actions, and high-level collaboration. A range of barriers exists for a diversity of populations. System-level barriers such as exclusionary hiring practices and a lack of employer supports, to geographic hindrances and other

location-based obstacles are inherent within the workforce delivery system. For instance, individuals living in Iowa's many rural communities experience higher levels of isolation, have limited access to available and affordable transportation, are not offered the same educational and training opportunities, and often lack personal and professional support networks and essential services. Adding to the mix is the job seeker's ability to gain skills due to a real or environmentally imposed restriction.

Recognizing the variety of barriers and restrictions imposed upon job seekers and workers, the State of Iowa is committed, regardless of language skills, age, location, ability, legal history, ethnicity, gender, religion, sexuality, or socio-economic background may gain access. Access may require reasonable accommodations, natural and programmatic supports, intensive services, and creative methods to address the actual or perceived impediment toward meaningful access. Any individual who is seeking services from the workforce system will receive the appropriate, reasonable, and needed accommodation or support. All goals, strategies and actions inherently infuse options for accommodations and accessibility such that all Iowans may be provided the necessary supports to be successful in achieving their employment goal. The plan goals, strategies and activities presume and require all core partners to provide the necessary services, support, modification or accommodation for ALL Iowans to be successful. All entities responsible for Iowa's workforce services delivery system will work together to support and encourage a fully accessible and accommodated workforce system that works for ALL Iowans.

## **5.2. Integration.**

Delivering workforce services that are better aligned to meet the needs of ALL system beneficiaries is the overarching aim of Iowa's integration strategies. A fully integrated and well-aligned system is one that prepares Iowa's employers with the skills, knowledge, and abilities necessary to grow a Future Ready workforce and empowers job-seekers and workers with skills, experiences, and opportunities needed to obtain and maintain self-sustaining employment. With improved accessibility and alignment of systems, ALL Iowans will be able to participate in the education and training opportunities that support the development of the knowledge, skills and abilities necessary for rewarding careers.

Activities to support integrated education and training strategies will align with the NGA Talent Pipeline/Future Ready Initiative recommendations as well as with concepts within the Career and Technical Education (CTE) Taskforce report. A youth-focused work group will be convened by the Core Partners and key stakeholders. Individuals and small businesses will be given guidance on business enterprises, asset development, and benefits planning throughout the start-up, operations and maintenance phases of entrepreneurial pursuits.

## **5.3. Sector Partnerships.**

The State of Iowa will support the development of statewide and/or regionally based, employer-driven sector initiatives. Sector strategies address the needs of employers through a focus on the workforce needs of specific employer sectors over a specific time period. While working to address the needs of employers, the needs of workers will also be met through the creation of formal career paths to self-sustaining jobs, reduction of barriers to employment, and sustained or increased jobs. Sector partnerships bolster regional economic competitiveness by engaging economic development experts in workforce issues and aligning education, economic, and

workforce delivery systems. Systemic change that achieves ongoing benefits for employers and job-seekers, a broad diversity of stakeholders must be engaged through formal, organized sector partnerships.

#### **5.4. Career Pathways.**

Career Pathways are components of sector strategies. Career Pathways support workers' transitions from training and education into the workforce and into an eventual self-sustaining career. Career Pathways work to increase education, training and learning opportunities for the current and future workforce. Career Pathways help job-seekers develop personal, technical, and employability skills which prepare job-seekers for in-demand and lasting jobs. Colleges, primary and secondary schools, economic development agencies, workforce services providers, employers, labor groups and social service providers all play a vital role in the successful development of Career Pathways approaches. A baseline survey of sector partnerships and career pathways has been completed that will form the foundation for developing career pathways moving forward.

### **6. THE VISION FOR LOCAL BOARDS UNDER WIOA.**

Under WIOA, the vision for the Local Board is to serve as a strategic leader and convener of local workforce development system stakeholders.

The Local Board partners with employers and the workforce development system to develop policies and investments that support public workforce system strategies that support:

- Regional economies;
- The development of effective approaches including local and regional sector partnerships and career pathways; and
- High quality, customer centered service delivery and service delivery approaches.

### **7. THE PURPOSE OF LOCAL BOARDS UNDER WIOA.**

The purpose of the Local Board is to:

- Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the region;
- Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

## **8. LOCAL BOARD DUTIES UNDER WIOA.**

- 1) Develop and coordinate the implementation of a four-year comprehensive local workforce development plan that identifies needs, goals, strategies, and policies for the local workforce development area. A local workforce development plan shall be updated every two years and revised as necessary. A local workforce development board shall coordinate the convening of local workforce development system stakeholders to assist in the development of the local workforce development plan.
- 2) Develop and coordinate the alignment of the local area's workforce development programs, services, and activities in an integrated and streamlined workforce development system that is data driven and responsive to the needs of workers, job seekers, and employers.
- 3) Develop and coordinate policies that increase access to workforce services for all Iowans, in particular for individuals with a barrier to employment as defined in the federal Workforce Innovation and Opportunity Act, Pub. L. No. 113-128, section 3(24).
- 4) Develop and coordinate the creation of reports as required by the State Workforce Development Board.
- 5) Develop a budget for the local workforce development board's activities in the local workforce development area, consistent with the four-year comprehensive local workforce development plan, any modifications to the local workforce development plan, and the local workforce development board's duties under this section.
- 6) Convene workforce development system stakeholders to identify expertise and resources to leverage support for workforce development programs, services, and activities in the local area.
- 7) Coordinate engagement among employers, employee organizations, and economic development entities in the local workforce development area. The local workforce development board shall lead efforts to promote engagement among a diverse range of employers and with other entities in the region to do all of the following:
  - a. Promote business representation on the local workforce development board, particularly for representatives with optimal policymaking or hiring authority of employers whose employment opportunities reflect existing and emerging employment opportunities in the region.
  - b. Develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities.
  - c. Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, employee organizations, economic development entities, and service providers.

- d. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers, such as participating in the establishment of industry and sector partnerships that provide the skilled workforce needed by employers in the region and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.
- 8) Coordinate the performance of workforce research and regional labor market analysis.
  - 9) Participate in the development of strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system.
  - 10) Participate in the oversight of workforce development programs and activities in the local workforce development area.
  - 11) Award grants or contracts as required by and consistent with applicable state and federal law. To the extent permitted by applicable state and federal law, the local workforce development board shall consider awarding grants or contracts to nonprofit organizations.
  - 12) Designate a fiscal agent.
  - 13) Participate in the development of performance accountability measures for the local workforce development area.
  - 14) Participate in the identification and promotion of proven and promising practices for meeting the needs of workers, job seekers, and employers.
  - 15) Coordinate activities with education and training providers in the local workforce development area.
  - 16) Participate in the identification of eligible providers of training and career services within the local workforce development area.
  - 17) Make recommendations to the state workforce development board regarding workforce development programs, services, and activities.
  - 18) Participate in the implementation of state workforce development initiatives.

## **9. LOCAL BOARD STANDING COMMITTEES.**

A Local Board may create standing committees to gather information and/or perform its duties. A Local Board standing committee must have a Local Board member serve as the chairperson of the standing committee. A Local Board may appoint non-members to a standing committee, if those individuals have the experience and expertise that will help the standing committee perform its duties. WIOA recommends each Local Board establish the following standing committees.



### **9.1. Operations Standing Committee.**

- 1) This is a standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
- 2) The Operations Standing Committee is not limited to the Core Partners. It can, and should, include representatives of required system partners under the Region's Memorandum of Understanding in addition to the Core Partners.
- 3) The Core Partners will be issuing guidance to the Local Boards regarding the establishment of Operations Standing Committees.

### **9.2. Youth Standing Committee.**

- 1) This is a standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- 2) The Core Partners have previously issued guidance on the transition from a WIA Youth Council in the Region to a WIOA Youth Standing Committee.
- 3) The State Board has created an interim Youth Standing Committee that will establish recommendations for permanent membership and work with Local Board Standing Committees on policies, procedures, and proven and promising practices.

### **9.3. Disability Access Standing Committee.**

- 1) This is a standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with state and federal antidiscrimination laws regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
- 2) The State Board has established a Disability Access Standing Committee that will issuing guidance to Local Boards regarding their Disability Access Standing Committee membership structure and that will work with Local Board Standing Committees on policies, procedures, and proven and promising practices.

## **10. QUESTIONS.**

Ben Humphrey, Iowa Workforce Development

Email: Benjamin.Humphrey@iwd.iowa.gov

Phone: 515-725-5682

# THE ONE-STOP SYSTEM

Under the Workforce Innovation and Opportunity Act (WIOA) of 2014

Regional Workforce Development Boards provide local oversight, accountability, and decision-making for the one-stop system. These appointed boards are charged with determining local needs and developing pathways throughout the system to connect business with skilled employees.







This program provides quality employment and training services to those who have recently lost a job or need a better one.

## Adult & Dislocated Worker

kirkwood.edu/iowaworks

CEDAR RAPIDS CONTACT:  
norma.havliksmith@iwd.iowa.gov

IOWA CITY CONTACT:  
shane.greve@iwd.iowa.gov

Cedar Rapids: 319-365-9474 ext. 31164 | Iowa City: 319-351-1035 ext. 31325

### SERVICES:

- Career guidance and counseling
- Classroom-based training
- Work-based training
- Job search support

### SUPPORT SERVICES:

- Transportation
- Child care
- Training costs

### ELIGIBILITY GUIDELINES:

- Legal to work in U.S.
- IowaWORKS membership
- Compliance with Selective Service

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## ADULT & DISLOCATED WORKER

This program connects young adults to education, training and jobs.

## Creating Futures Youth Program

[kirkwood.edu/creatingfutures](http://kirkwood.edu/creatingfutures)

### CONTACTS:

Cedar Rapids: [amy.eldred-hernandez@iwd.iowa.gov](mailto:amy.eldred-hernandez@iwd.iowa.gov)  
Iowa City: [dominique.brown@iwd.iowa.gov](mailto:dominique.brown@iwd.iowa.gov)

Cedar Rapids: 319-365-9474 ext. 31188 | Iowa City: 319-561-9779

### SERVICES:

- Career guidance and counseling
- Job search support
- Classroom-based training
- Work-based training
- High school completion
- Paid internships and other work opportunities

### SUPPORT SERVICES:

- Transportation
- Child care
- Training costs

### ELIGIBILITY GUIDELINES:

- Income verification
- Legal to work in U.S.
- In or aged out of foster care
- Compliance with Selective Service
- Experiencing a job barrier

### AGES SERVED:

- 16-24

CREATING FUTURES YOUTH PROGRAM

These programs are for those interested in finishing high school, earning a high school equivalency diploma, improving basic math and reading or learning the English language.

## High School Completion Programs

[kirkwood.edu/highschool](http://kirkwood.edu/highschool)

CONTACT:  
[highschool@kirkwood.edu](mailto:highschool@kirkwood.edu)

319-784-1510

### SERVICES:

- Classroom-based training
- ESL
- Adult literacy
- High school completion
- Tutoring
- Career guidance and counseling

### SUPPORT SERVICES:

- Transportation

### ELIGIBILITY GUIDELINES:

- Disability documentation
- Basic skills deficient
- Not enrolled in K-12
- Not proficient in the English language

### AGES SERVED:

- 18+

## HIGH SCHOOL COMPLETION PROGRAMS



These free services connect Iowans to jobs and employers to workers.

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# IowaWORKS

[iowajobs.org](http://iowajobs.org)

**CONTACT:**

[facebook/IowaWORKSCedarRapidslowaCity](https://www.facebook.com/IowaWORKSCedarRapidslowaCity)  
[skillstoemployment@kirkwood.edu](mailto:skillstoemployment@kirkwood.edu)

Cedar Rapids: 319-365-9474 ext. 31122 | Iowa City: 319-351-1035 ext. 31310

**ELIGIBILITY GUIDELINES:**

- IowaWORKS membership

**SERVICES:**

- Career guidance and counseling
- Job search support
- High school completion
- ESL/Rosetta Stone
- Soft skills training
- Basic computer training
- National Career Readiness certification
- Skills specific training
- Labor market information
- Veteran services

**AGES SERVED:**

- 14+

IowaWORKS

This program empowers disadvantaged youth through educational and vocational training programs.

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**Job Corps**

jobcorps.gov

CONTACT:

sherl.gregory@jobcorps.org

319-365-9474 ext. 31157

**ELIGIBILITY REQUIREMENTS:**

- Disability documentation
- Legal to work in the U.S.
- No supervised probation

**SERVICES:**

- Career guidance and counseling
- Classroom-based training
- Work-based training
- Job search support
- High school completion
- Driver's education

**SUPPORT SERVICES:**

- Transportation
- Driver's education
- Child care
- Allowance and incentive bonus

**AGES SERVED:**

- 18-24

JOB CORPS

GAP Tuition Assistance | This tuition assistance program provides funding for short-term training. Funding is available to attain one of many certificates listed on the Kirkwood website.

Kirkwood Pathways for Academic Career Education & Employment (KPACE) | This training pathway program builds skills for in-demand jobs based on individual educational needs. Training is incremental and wages increase accordingly.

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## KPACE | GAP Tuition Assistance

kirkwood.edu/kpace

kirkwood.edu/gap

### KPACE CONTACTS:

**Cedar Rapids:** [kelly.foresman@kirkwood.edu](mailto:kelly.foresman@kirkwood.edu)

**Iowa City:** [peggy.linden@kirkwood.edu](mailto:peggy.linden@kirkwood.edu)

**Degree Programs:** [kim.wagemester@kirkwood.edu](mailto:kim.wagemester@kirkwood.edu)

### GAP CONTACTS:

**Cedar Rapids:** [bethany.parker@iwd.iowa.gov](mailto:bethany.parker@iwd.iowa.gov)

**Iowa City:** [shane.greve@iwd.iowa.gov](mailto:shane.greve@iwd.iowa.gov)

**KPACE Cedar Rapids:** 319-784-1518 | **Iowa City:** 319-550-0031

**GAP Cedar Rapids:** 319-365-9474 ext. 31156 | **Iowa City:** 319-351-1035 ext. 31325

### ELIGIBILITY GUIDELINES:

- Legal to work in the U.S.
- Low skilled
- Meet income requirements

### SERVICES:

- Career guidance and counseling
- Classroom-based training
- Job search support
- ESL
- High school completion

### SUPPORT SERVICES:

- Transportation
- Child care

**AGES SERVED:**  
• 16+

**KPACE**

**AGES SERVED:**  
• 16+

**GAP**

KPACE | GAP TUITION ASSISTANCE

This training program for Iowa's Temporary Assistance to Needy Families (TANF) recipients, connects individuals to training, community resources and employment opportunities.

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## PROMISE JOBS through Department of Human Services

[dhsservices.iowa.gov](http://dhsservices.iowa.gov)

CONTACT:  
[rachel.daily@iwd.iowa.gov](mailto:rachel.daily@iwd.iowa.gov)

319-365-9474 ext. 31116

### ELIGIBILITY GUIDELINES:

- Income verification
- IowaWORKS membership (18+ years old)
- FIP (TANF) Recipient
- Children in the home
- Must apply with DHS

### SERVICES:

- Career guidance and counseling
- Classroom-based training
- Work-based training
- Job search support

### SUPPORT SERVICES:

- Transportation
- Child care
- Family self-sufficiency grants

PROMISE JOBS through Department of Human Services



Vocational Rehabilitation Services | This program provides support for persons with disabilities to prepare for, obtain and maintain employment in a competitive integrated setting.

Department for the Blind | This program provides assistance to persons who are blind or low vision prepare for, train for, obtain and maintain employment in a competitive integrated setting.

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## Vocational Rehabilitation

[ivrs.iowa.gov](http://ivrs.iowa.gov)

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## Department for the Blind

[www.idbonline.org](http://www.idbonline.org)

**CONTACTS:**

**Cedar Rapids:** [carolyn.parmenter@iowa.gov](mailto:carolyn.parmenter@iowa.gov)

**Iowa City:** [cherise.carpenter@iowa.gov](mailto:cherise.carpenter@iowa.gov)

**Vocational Rehabilitation**

Cedar Rapids: 319-294-9308 | Iowa City: 319-354-4766

Department for the Blind 515-281-1333

**ELIGIBILITY GUIDELINES:**

- Disability Documentation
- Legal to work in US

**VOCATIONAL REHABILITATION**

**SERVICES:**

- Job placement
- Counseling and assessment
- Disability management
- Job exploration

**DEPARTMENT FOR THE BLIND**

**SERVICES:**

- Blindness skills
- Job readiness assessment
- Rehabilitation technology training
- Independent living skills
- Adult orientation and adjustment
- Business enterprises program

**SUPPORT SERVICES:**

- Benefits planning
- Assistive technology
- On-the-job support
- Referrals
- Transportation

**AGES SERVED:**

- 14+

VOCATIONAL REHABILITATION | DEPARTMENT FOR THE BLIND





# JOBS Referral Guide

ADULT & DISLOCATED WORKER

CREATING FUTURES YOUTH PROGRAM

HIGH SCHOOL COMPLETION PROGRAMS

lowaWORKS

JOB CORPS

KPACE | GAP TUITION ASSISTANCE

PROMISE JOBS through Department of Human Services

VOCATIONAL REHABILITATION | DEPARTMENT FOR THE BLIND