

MEMO

FROM: Gregg Roberts, WDB Chair
Brent Stevens, WDB Director

DATE: November 27, 2023

RE: WDB of North Missouri Meeting

The Workforce Development Board of North Missouri will conduct a business meeting on Tuesday, December 5, 2023. This meeting will be held virtually via Zoom beginning at 4:00 PM

4:00 PM Meeting in open session (agenda below)

In accordance with Section 610.020 RSMO, the meeting will be conducted virtually; as such, there is no designated location for the meeting at which participants will gather. However, in the event that any member of the public desires to attend but is unable to participate virtually/telephonically, call access to the meeting will be made available at the WDB office located at 912 Main Street, Trenton, MO.

Join Zoom Meeting

<https://us02web.zoom.us/j/85896402072?pwd=eXFRMnFUNEVQaExuU1Rsb3FLcXRMZz09>

Dial by your location

- +1 312 626 6799 US (Chicago)

Meeting ID: 858 9640 2072

Passcode: 484548



Business Meeting Agenda

Tuesday, December 5, 2023 at 4:00 PM

4:00 PM – Business meeting in open session

Introduction of New Board Members

Commissioners Reports

A. Consent Agenda *(Discussion on each then action required in one motion)*

1. Approval of 9.19.23 WDB Meeting Minutes
2. Expenditure and Contract Performance Reports: WIOA Adult, Dislocated Worker, and Youth by Sub-Recipient
3. WDB Progress Report – All Funds

B. WIOA Mandated Business

1. Dislocated Worker Funds Transfer
2. Surplus Inventory (www.wdbnorthmo.org/suprlus2023)
3. AEL Coordination Policy
4. VR/RSB Coordination Policy

C. Updates and Other Program Business

1. Director's Report
2. One-Stop Operator Report
3. Sub-Recipient Spotlight – Green Hills Regional Planning Commission

D. Open Discussion

E. Adjourn

Workforce Development Board of North Missouri

Minutes of Meeting

September 19, 2023

Virtual

The Workforce Development Board of North Missouri met in open session on Tuesday September 19, 2023. The meeting was called to order by Board Chair Gregg Roberts at 4:01 PM

Roll Call was conducted, and a quorum was established with 14 members present.

Board Members Present

Bobby Barlow	Allie Bennett	Julia Birkeness	Kelly Bordewick
Mark Chambers	Amanda Haile	Julie Jones	Scott May
Michael Purol	Gregg Roberts	Nichi Seckinger	Jerry Smith
Kristen Smith	Mike Veale		

Board Members Absent

Darin Arnsmeier	Carolyn Chrisman	Stephen Garner	Corey Mehaffy
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Commissioners

Phillip Ray – Grundy County (CLEO Chair)

Staff

Brent Stevens	Jeanie Griffin	Kerry Savage
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Guests

Tara Curtis	Erica Davis	Robin Hammond	Anita Jolly
Dana Keller	Tristan Londre	Anne Long	Robin McHugh
Edith Miller	Janet Myers	Lewis Rice	Cathy Scott
Corinne Watts			

Meeting in Open Session

Board Chair Gregg Roberts asked Director Stevens to give an update to the Board from the recent CLEO Consortium Meeting. Director Stevens shared the meeting was held in Chillicothe, MO in early August. He stated the meeting was well attended, and thanked the commissioners who were able to attend. He let the Board know he shared information regarding the programs and updated the commissioners on the Board’s recent decision on sub-regions and sub-recipients. He stated the commissioners were very positive about the work that has been done.

Commissioner Philip Ray shared his comments on the meetings and stated it is important we make sure all counties are served and made sure it is known that as the CLEO Chair it is his goal to be available to make sure everything is done to make the programs work.

A. Consent Agenda

Chair Roberts asked the staff to present the items in the consent agenda.

Staff discussed the consent agenda items which included the minutes from the 5/30/23 Board Meeting, minutes from the 7/18/23 Executive Committee Meeting, Expenditure and Contract Performance Reports by Sub-Recipient, three budget amendments, WDB progress report, and Gamm Incorporated’s 2022 Audit.

After discussion around each item, a motion was made by Micheal Purol and seconded by Mike Veale to approve the consent agenda as presented. The motion carried with no opposition, and one abstention by Bobby Barlow.

B. WIOA Mandated Business

1. Carry over Funds to Contract

Director Stevens shared with the Board information on carryover funds from PY 22. He recommended to the Board the funds be allocated to the sub-recipients following the Board’s standard allocation formula of 1/3 to each sub-recipient. This allocation gives the following amounts to each sub-recipient: Adult - \$8,219.96, Dislocated Worker - \$30,709.23, Youth - \$21,372.23.

After discussion a motion was made by Mark Chambers and seconded by Nichi Seckinger to approve the allocation of carryover funds as presented. The motion carried with no opposition, and one abstention by Bobby Barlow.

2. Revised Administrative Budget

Director Stevens shared a proposed copy of the revised administrative budget. It was explained that the previous budget was built on projections, and this budget is based on the actual allocations.

After discussion a motion was made by Kelly Bordewick and seconded by Michael Purl to approve the revised administrative budget as presented. The motion carried with no opposition, and one abstention by Bobby Barlow.

3. Supportive Services Policy Update

Compliance Manager Kerry Savage explained the changes in the proposed supportive services policy. She stated these changes were to clarify the policy that was previously approved.

After discussion a motion was made by Jerry Smith and seconded by Michael Purol to approve the updated supportive services policy. The motion carried with no opposition.

4. In-School Youth Waiver Request

Director Stevens presented a proposed waiver request that would allow up to 50% of the region’s youth funds to be expended on in-school youth. He explained the waiver process and the Dept of Labor requirement.

After discussion a motion was made by Michael Purol and seconded by Mark Chambers to approve the submission of the waiver request. The motion carried with no opposition and one abstention by Bobby Barlow.

C. Updates and Other Program Business

Directors Report: Director Stevens shared information regarding the transition, and updates on Job Center locations. He let the Board know work is being done to complete the local plan and shared a survey will be sent to Board members and partners soon. He also discussed layoffs in the region, and action being taken to support the affected workers. He let the Board know Julie Carter has officially been named the State Director of the Office of Workforce Development, dropping the interim title. He also mentioned the Build my Future event in Macon as well as an upcoming recognition of Schuyler County for achieving their Work Ready Status.

One-Stop Operator Report: One-Stop Operator Corinne Watts from GHRPC updated the Board on the recent partner meeting that was held. She also discussed the work being done to complete the region's MOU. Watts also shared the business services team should be meeting soon.

Sub-Recipient Spotlight: Erica Davis from Gamm Incorporated shared the organization's newsletter. She outlined recent events hosted in the Northeast Sub-region. She also highlighted staffing changes within the organization.

D. Open Discussion

A question was asked about a timeline for Job Center Certification. Director Stevens stated the State Issuance requires a local plan to be in place prior to the Job Center Certification. He stated the goal is to complete the Local Plan at the December Board meeting.

A motion was made by Bobby Barlow and seconded by Scott May to adjourn the meeting. The meeting was adjourned at 5:00 PM

WIOA Expenditures through 10/31/2023

	Adult Expenditures			Dislocated Worker Expenditures			Youth Expenditures			Out-of-School Exp. Rate (50%)
	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	Budget	Expenses	% Exp.	
Youth Alliance	155,876.11	23,504.78	N/A	195,984.83	17,950.51	N/A	194,948.14	36,194.17	19%	100%
+ Outstanding Participant Obligations		38,948.92			-			46,267.71		Work Experien. Exp. Rate (20%)
Total:	155,876.11	62,453.70	40%	195,984.83	17,950.51	9%	194,948.14	82,461.88	42%	36%
										Out-of-School Exp. Rate (50%)
GHRPC	143,212.19	41,054.84	29%	187,814.19	36,719.02	20%	216,827.55	38,216.27	18%	81%
+ Outstanding Participant Obligations		20,829.12			2,456.00			26,916.09		Work Experien. Exp. Rate (20%)
Total:	143,212.19	61,883.96	43%	187,814.19	39,175.02	21%	216,827.55	65,132.36	30%	12%
GHRPC - One Stop Opt.	12,500.00	2,717.92	22%	12,500.00	2,634.77	21%	N/A	N/A	N/A	Out-of-School Exp. Rate (50%)
Gamm, Inc.	139,231.76	54,076.19	39%	201,537.84	31,933.09	16%	213,918.98	29,501.22	14%	39%
+ Outstanding Participant Obligations		2,635.34			-			35,246.12		Work Experien. Exp. Rate (20%)
Total:	139,231.76	56,711.53	41%	201,537.84	31,933.09	16%	213,918.98	64,747.34	30%	15%
TOTAL Region	450,820.06	183,767.11	41%	597,836.86	91,693.39	15%	625,694.67	212,341.58	34%	

Comments

October 31, 2023 = 33% of the Program Year

Red = Areas where improvement is needed.

WIOA Contract Performance through 10/31/2023

Agency to Participant Cost Ratio				
		Actual	Contracted	
Youth Alliance	Agency:	\$ 40,264.29	97%	
	Adult/Dislocated Worker Participant:	\$ 1,191.00	3%	
	Total	\$ 41,455.29	100%	0%
Youth Alliance	Agency:	\$ 21,832.06	60%	
	Youth Participant:	\$ 14,362.11	40%	
	Total	\$ 36,194.17	100%	0%
GHRPC	Agency:	\$ 53,503.72	69%	
	Adult/Dislocated Worker Participant:	\$ 24,270.14	31%	
	Total	\$ 77,773.86	100%	0%
GHRPC	Agency:	\$ 26,372.86	69%	
	Youth Participant:	\$ 11,843.41	31%	
	Total	\$ 38,216.27	100%	0%
Gamm	Agency:	\$ 56,242.04	65%	
	Adult/Dislocated Worker Participant:	\$ 29,767.24	35%	
	Total	\$ 86,009.28	100%	0%
Gamm	Agency:	\$ 27,731.57	94%	
	Youth Participant:	\$ 1,769.65	6%	
	Total	\$ 29,501.22	100%	0%

Cost Per Service/Enrollment Level			
	Actual	Contracted	Percent
New Enrollments	76	130	58%
Cost Per:	\$ 545.46	\$ 2,706.62	

New Enrollments	17	55	31%
Cost Per:	\$ 2,129.07	\$ 3,544.51	

New Enrollments	28	130	22%
Cost Per:	\$ 2,777.64	\$ 2,546.36	

New Enrollments	9	55	16%
Cost Per:	\$ 4,246.25	\$ 3,942.32	

New Enrollments	37	130	28%
Cost Per:	\$ 2,324.58	\$ 2,621.30	

New Enrollments	9	55	16%
Cost Per:	\$ 3,277.91	\$ 3,889.44	

Total New Enrollments	176	555	32%
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Comments:

* Maintain a reasonable agency to participant cost ratio (less than 70% (agency)/30% (participant)

Red = Areas where improvement is needed.

Program Year 2022 Final	ENTIRE REGION
ADULT - Q2 EMPLOYMENT RATE (GOAL - 75%)	79.0%
ADULT - Q4 EMPLOYMENT RATE (GOAL - 78%)	81.2%
ADULT - CREDENTIAL RATE (GOAL 76.5%)	71.8%
ADULT - MEDIAN EARNINGS (GOAL -\$7000)	\$ 7,200.00
ADULT - MEASURABLE SKILLS GAIN (GOAL - 55%)	51.2%
DISLOCATED WORKER - Q2 EMPLOYMENT RATE (GOAL - 79.5%)	86.1%
DISLOCATED WORKER - Q4 EMPLOYMENT RATE (GOAL 75%)	85.9%
DISLOCATED WORKER - CREDENTIAL RATE (GOAL - 76%)	74.6%
DISLOCATED WORKER - MEDIAN EARNINGS (GOAL - \$9000)	\$ 8,035.26
DISLOCATED WORKER - MEASURABLE SKILLS GAIN (GOAL - 61.5%)	47.7%
YOUTH - Q2 EMPLOYMENT/EDUCATION RATE (GOAL - 79.5%)	82.1%
YOUTH - Q4 EMPLOYMENT/EDUCATION RATE (GOAL - 76%)	85.7%
YOUTH - CREDENTIAL RATE (GOAL - 58%)	83.9%
YOUTH - MEDIAN EARNINGS (GOAL - \$4000)	\$ 4,728.26
YOUTH - MEASURABLE SKILLS GAIN (GOAL - 51%)	77.0%

Program Year 2023 First Quarter (preliminary)	West	Central	East	ENTIRE REGION	Rank (14 Boards)	State Average
ADULT - Q2 EMPLOYMENT RATE (GOAL - 75%)	71.4%	83.3%	84.6%	80.7%	6	74.0%
ADULT - Q4 EMPLOYMENT RATE (GOAL - 75%)	84.6%	82.3%	60.0%	78.9%	5	75.7%
ADULT - CREDENTIAL RATE (GOAL 75%)	50.0%	81.2%	66.6%	70.8%	4	56.0%
ADULT - MEDIAN EARNINGS (GOAL -\$7300)				\$ 8,130.18		\$ 7,489.23
ADULT - MEASURABLE SKILLS GAIN (GOAL - 55%)	0.0%	18.1%	0.0%	9.0%	12	19.2%
DISLOCATED WORKER - Q2 EMPLOYMENT RATE (GOAL - 80%)	77.7%	85.7%	50.0%	77.7%	8	74.3%
DISLOCATED WORKER - Q4 EMPLOYMENT RATE (GOAL 76%)	75.0%	87.5%	66.6%	78.9%	7	74.3%
DISLOCATED WORKER - CREDENTIAL RATE (GOAL - 78%)	100.0%	0.0%	33.3%	33.3%	10	49.0%
DISLOCATED WORKER - MEDIAN EARNINGS (GOAL - \$8000)				\$ 9,056.52		\$ 8,934.57
DISLOCATED WORKER - MEASURABLE SKILLS GAIN (GOAL - 58%)	22.0%	0.0%	0.0%	11.7%	11	35.7%
YOUTH - Q2 EMPLOYMENT/EDUCATION RATE (GOAL - 80%)	70.0%	100.0%	0.0%	81.3%	7	77.5%
YOUTH - Q4 EMPLOYMENT/EDUCATION RATE (GOAL - 76%)	71.4%	77.7%	100.0%	80.0%	7	79.0%
YOUTH - CREDENTIAL RATE (GOAL - 67%)	50.0%	87.5%	66.6%	70.5%	4	62.0%
YOUTH - MEDIAN EARNINGS (GOAL - \$4000)				\$ 4,422.79		\$ 4,488.90
YOUTH - MEASURABLE SKILLS GAIN (GOAL - 54%)	57.1%	10.0%	0.0%	23.6%	4	12.5%

**Northwest Workforce Development Board
WIOA
For the Four Months Ending October 31, 2023**

	Program Budget	Prior YTDs	Prior Month YTD	Current Month	Total Program YTD	Budget Remaining
Miscellaneous Revenue	\$0.00	\$0.00	(\$10,471.82)	(\$3,910.31)	(\$14,382.13)	\$14,382.13
General Revenue	(3,170,231.95)	(418,458.68)	(173,769.57)	(173,283.41)	(765,511.66)	(2,404,720.29)
Total Revenue	(3,170,231.95)	(418,458.68)	(184,241.39)	(177,193.72)	(779,893.79)	(2,390,338.16)
66323 WDB Admin Salaries/Fringe	208,365.79	36,709.36	36,677.17	11,816.61	85,203.14	123,162.65
66324 WDB Admin Other Operational	71,985.59	7,855.53	5,198.31	2,355.54	15,409.38	56,576.21
66325 WDB Admin Indirect	16,748.74	2,239.72	3,546.62	958.12	6,744.46	10,004.28
66363 WDB IS Salaries/Fringe	11,352.17	(244.03)	1,317.22	376.17	1,449.36	9,902.81
66364 WDB IS Other Operational	5,397.13	48.82	205.45	78.48	332.75	5,064.38
66365 WDB IS Program Indirect	871.35	15.46	102.64	29.81	147.91	723.44
66373 WDB OS Program Salaries/Fringe	42,116.25	2,720.76	4,147.23	1,415.10	8,283.09	33,833.16
66374 WDB OS Prgram Other Opt.	17,898.37	1,262.46	656.46	295.23	2,214.15	15,684.22
66375 WDB OS Program Indirect	3,117.78	409.83	323.39	112.13	845.35	2,272.43
66383 WDB Program Salaries/Fringe	103,297.01	2,403.92	12,261.32	4,526.43	19,191.67	84,105.34
66384 WDB Program Other Operational	111,009.66	26,348.28	2,396.48	8,624.35	37,369.11	73,640.55
66385 WDB Program Indirect	6,051.10	563.38	809.95	292.94	1,666.27	4,384.83
66388 Career Center Expense	182,073.15	31,376.16	19,751.96	9,826.80	60,954.92	121,118.23
66530 Sub-Recipient Salary/Fringe	700,102.16	56,868.89	96,207.76	42,879.70	195,956.35	504,145.81
66531 Sub-Recipient Other Agency Operation	242,392.68	18,042.26	22,605.24	8,017.99	48,665.49	193,727.19
66532 Classroom Occupation Trng/ITA	387,939.93	52,390.33	45,353.36	19,060.00	116,803.69	271,136.24
66533 On-The-Job Training	61,900.00	0.00	0.00	0.00	0.00	61,900.00
66534 Supportive Services	93,156.58	5,524.19	3,103.85	3,879.00	12,507.04	80,649.54
66535 Apprenticeship/Pre-Apprentice	12,323.54	0.00	0.00	0.00	0.00	12,323.54
66536 Incumbent Worker Training	8,000.00	0.00	0.00	0.00	0.00	8,000.00
66537 Work Experience	84,516.03	0.00	8,122.19	755.70	8,877.89	75,638.14
66539 Participant Staffing	22,949.54	22,949.54	0.00	0.00	22,949.54	0.00
66550 IS Sub-Recipient Salary/Fringe	90,565.63	1,442.40	11,435.20	5,114.46	17,992.06	72,573.57
66551 IS Sub-Recipient Oth Agency Opt.	27,902.54	378.67	2,641.95	881.99	3,902.61	23,999.93
66552 IS Classroom Occup Trng/ITA	1,741.00	1,741.00	0.00	0.00	1,741.00	0.00
66554 IS Supportive Services	7,995.74	1,045.74	0.00	25.92	1,071.66	6,924.08
66556 IS Work Experience Staffing	11,199.22	0.00	1,671.61	746.88	2,418.49	8,780.73
66557 IS Work Experience	57,521.55	924.08	1,259.81	1,450.99	3,634.88	53,886.67
66562 IS Other Part. Cost/Incentives	6,900.00	250.00	0.00	0.00	250.00	6,650.00
66570 OS Sub-Recipient Staff Salary/Fringe	234,214.77	52,997.92	29,791.32	8,867.18	91,656.42	142,558.35
66571 OS Sub-Recipient Oth Agency Opt.	81,390.12	18,636.93	10,104.34	2,948.75	31,690.02	49,700.10
66572 OS Classroom Occup Trng/ITA	50,374.83	5,930.74	6,530.65	(301.65)	12,159.74	38,215.09
66573 OS On-The-Job Training	18,900.00	0.00	0.00	0.00	0.00	18,900.00
66574 OS Supportive Services	23,718.39	4,163.27	1,679.82	1,223.05	7,066.14	16,652.25
66576 OS Work Experience Staffing	14,342.45	943.23	1,168.84	563.97	2,676.04	11,666.41
66577 OS Work Experience	131,596.17	57,119.84	9,730.85	5,325.73	72,176.42	59,419.75
66582 OS Other Part. Cost/Incentives	18,304.99	5,400.00	750.00	300.00	6,450.00	11,854.99
Total Expenses	3,170,231.95	418,458.68	339,550.99	142,447.37	900,457.04	2,269,774.91
Total Program	0.00	0.00	155,309.60	(34,746.35)	120,563.25	(120,563.25)

Request to Transfer funds from Dislocated Worker to Adult

The WDB of North Missouri is requesting to transfer \$50,000 from FY23 Dislocated Worker to FY 23 Adult. The attached Planning Budget Summary (PBS) indicates a request to add \$38,000 to ITA's with another \$12,000 in supportive services. This request represents a 19% transfer.

Expenditures through October 31, 2023 for the region indicates a 97% expenditure rate for the FY23 Adult carryover funds compared to just 48% for the FY23 Dislocated Worker carryover budget. October 31, 2023 represents 33% of the program year.

With this transfer, there is still adequate funding remaining to assist dislocated workers shall the need arise. The WDB has both their new PY and FY dislocated worker funding allocations available.

Planning Budget Summary Budget Amendment

WDB North Missouri
FY23 DW Period: 7/1/2023 6/30/2024

	Original Budget	Line-Item Amendment	Revised Budget
Admin Salary/Fringe	15,480.00	6,011.82	21,491.82
Admin Other	8,773.02	(5,483.89)	3,289.13
Admin Indirect	1,548.00	(527.93)	1,020.07
Total Admin	25,801.02	-	25,801.02
Program -Salary/Fringe	73,774.08	-	73,774.08
Program Other Staffing/OP	58,466.84	-	58,466.84
Program Indirect	1,467.35	-	1,467.35
Individual Training Accounts	52,000.00	(15,499.07)	36,500.93
On-the-Job Training	12,500.00	(12,500.00)	-
Apprenticeships/Pre-Apprenticeships	-	-	-
Work Experience/Internships	22,000.93	(22,000.93)	-
Supportive Services	12,000.00	-	12,000.00
Total Program Services	232,209.20	(50,000.00)	182,209.20
Transferred to Adult			
Individual Training Accounts	-	38,000.00	38,000.00
Supportive Services	-	12,000.00	12,000.00
Total Transfer	-	50,000.00	50,000.00
		<small>22%</small>	<small>232,209.20</small>
Total Budget	258,010.22	-	258,010.22

Agency Costs Expenditure Rate:	58%	\$ 133,708.27
Participant Costs Expenditure Rate:	42%	\$ 98,500.93

Comments: Line-Item amendment to clean up Admin (fully spent). Request to transfer \$50,000 to Adult

WDB Director Date

WDB Chair Date



ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No:

Issuance Date:

Subject: Adult Education and Literacy Coordination Policy

Purpose:

The purpose of this policy is to establish guidelines and procedures for the coordination between the Workforce Development Board of North Missouri and the Adult Education and Literacy Program (WIOA Title II) in order to better serve eligible individuals who need basic skills education and training to enter or advance in the workforce.

WIOA identifies individuals as having a barrier to employment if they are English language learners, have low levels of literacy, or face substantial cultural barriers. AEL activities assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency. Included in this purpose is assisting adults to attain a secondary school diploma and to transition to postsecondary education and training, and assisting immigrants and other individuals who are English language learners.

The Workforce Development Board of North Missouri's goal is to have an effective relationship with Adult Education and Literacy (AEL). The current AEL providers facilitate educational services that provide AEL services to address the goals and objectives of local, state, and national priorities. Adult Education & Literacy (AEL), which is part of the Missouri Department of Elementary and Secondary Education (DESE), provides assistance to help adults get the basic skills needed to be productive workers, family members and citizens.

Scope:

This policy applies to all eligible participants seeking services under the Workforce Innovation and Opportunity Act (WIOA) Title I program in the North Missouri region who require basic skills education and training through the Adult Education and Literacy Program (WIOA Title II).

Procedures:

1. The Adult Education and Literacy Program (WIOA Title II) shall provide eligible individuals basic skills education and training.
2. The Workforce Development Board of North Missouri shall provide career counseling and job placement services to eligible individuals who have completed basic skills education and training.
3. The Adult Education and Literacy Program (WIOA Title II) shall provide referrals to the Workforce Development Board of North Missouri for eligible individuals who have completed basic skills education and training and require job placement services.

4. The Workforce Development Board shall provide referrals to the local AEL providers for individuals who could benefit from the services provided through the AEL programs.
5. The Workforce Development Board of North Missouri shall provide support and guidance to the Adult Education and Literacy Program (WIOA Title II) to ensure that basic skills education and training programs are aligned with the workforce needs of the North Missouri region by reviewing local grant applications.
6. If the Board or its One-Stop Operator has a documented number of Adult Education students who do not have access to existing AEL classes, the Board staff is to follow these steps:
 - Request additional classes from AEL.
 - The Board can fund an AEL teacher/class if the AEL office does not have sufficient funds to meet the above request. The Board would negotiate with the AEL provider to create an additional class.
 - The Board may become an AEL provider in the event they are unable to negotiate with a local AEL provider. The Board would enter into an agreement with the Department of Elementary and Secondary Education (DESE) and be responsible for meeting all requirements of an AEL Provider.

Responsibilities:

1. The Workforce Development Board of North Missouri is responsible for coordinating with the Adult Education and Literacy Program (WIOA Title II) to identify eligible individuals who require basic skills education and training, providing career counseling and job placement services, monitoring the progress of eligible individuals, and providing support and guidance to the Adult Education and Literacy Program (WIOA Title II).
2. The Adult Education and Literacy Program (WIOA Title II) is responsible for providing basic skills education and training to eligible individuals, providing referrals to the Workforce Development Board of North Missouri, and aligning basic skills education and training programs with the workforce needs of the North Missouri region.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

Esta información se puede traducir a otro idioma si se solicita. Comuníquese con la Oficina de la Junta de Desarrollo de la Fuerza Laboral para obtener ayuda con la traducción.

Ces informations peuvent être traduites dans une autre langue sur demande. Veuillez contacter le bureau du Conseil de développement de la main-d'œuvre pour obtenir de l'aide en matière de traduction.



ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No:

Issuance Date:

Subject: Vocational Rehabilitation/Rehabilitation Services for the Blind
Coordination Policy

Purpose:

The purpose of this policy is to establish guidelines and procedures for the coordination of services and resources between the Workforce Innovation and Opportunity Act (WIOA) Title I programs and the Vocational Rehabilitation (VR), and Rehabilitation Services for the Blind (RSB) programs within the jurisdiction of the Workforce Development Board (WDB) of North Missouri. This policy is intended to promote collaboration and ensure that individuals with disabilities receive comprehensive support, including direct linkage referrals, to enhance their vocational rehabilitation and employment opportunities.

Policy:

Collaborative Partnership: The Workforce Development Board of North Missouri recognizes the importance of a collaborative partnership between WIOA Title I programs and the VR/RSB programs. These entities shall work together to ensure that individuals with disabilities receive seamless services.

Referral and Eligibility Determination:

- a. The WIOA Title I programs will actively identify and refer job seekers with disabilities to the Vocational Rehabilitation and Rehabilitation Services for the Blind programs when appropriate.
- b. The VR/RSP programs will promptly determine the eligibility of referred individuals and initiate services as appropriate.
- c. Direct linkage referrals will be made following the procedures set by the region's MOU to facilitate the transfer of necessary information between programs.

Service Coordination:

- a. WIOA Title I programs and VR/RSP will coordinate services to ensure they are complementary and support the individual's employment objectives.
- b. Coordination may include career counseling, skills training, assistive technology, and other services as required.
- c. WIOA Title I staff will be required to track the coordination of services in the statewide case management system.

d. Regular meetings between program representatives will be held to assess progress and address any issues.

Outreach and Awareness:

a. The programs will collaborate on outreach efforts to ensure that individuals with disabilities are aware of the services and resources available to them.

b. Outreach may include joint informational sessions, publications, and online resources.

Stakeholder Engagement: The Workforce Development Board will engage employers, educational institutions, and disability advocacy organizations in the coordination efforts to ensure services are responsive to the needs of individuals with disabilities.

Conclusion:

The Workforce Development Board of North Missouri is committed to facilitating a seamless and collaborative partnership between WIOA Title I, Vocational Rehabilitation, and Rehabilitation Services for the Blind programs to ensure that individuals with disabilities receive comprehensive services. The establishment of direct linkage referrals and the coordination of services will enable individuals to access the support they need to achieve their employment goals.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

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