

AGENDA

Little Rock Workforce Development Board Full Board Meeting February 27, 2020

PAGE

Call to Order/Welcome	Kristi Barr	
Taping of Meeting	Kristi Barr	
Roll Call/Determine Quorum	Shannon Rast	
Minutes Previous Meeting (ACTION ITEM)	Kristi Barr	2-9
• October 30, 2019		
Ratify Actions of the Executive Committee – January 30, 2020	Kristi Barr	
• From Executive Session: Enter 13-week staffing contract contingent upon approval from the State that proper procurement is followed; follow regular Announcement/Interview process at end of 13 weeks.		
• Approve policy amendments w/changes as presented in Response to DOL Monitoring Report		10-13
• Approve additional \$17,000 to Arbor/ResCare Budget		
• Approve transfer of \$20,000 from DW to Adult to cover above modification		
LRWDB Chair's Report	Kristi Barr	
• PY 2019 Annual Single Audit Report	BKD, Inc.	Handout
• Resignation of Bentley Wallace – Nominating Committee		
• Recognition of ResCare Regional Mgr. Rochelle Brown	Rochelle Brown	
Committee Reports		
• One-Stop Partners Advisory Committee	Jo Keegan	
• Services to Persons with a Disability Committee	Robin Hunt	
• Services to Youth Committee	Kathy Fulks	
WIOA Service Provider's Report	Sheena Fluker	Handout
Executive Director's Report	W.J. Monagle	
• Activity Report		14
• Financial Report (No Financial Report this month)		
○ Approve VISTA Exploration by Executive Director (ACTION ITEM)		
• Travel & Youth Incentive Policies, By-Laws Update, Definitions (ACTION ITEM)		15-31
Announcements - Adjourn	Kristi Barr	

MINUTES

Little Rock Workforce Development Board
Full Board Meeting
October 30, 2019

PRESENT

Members Present: Bryan Day, Kristi Barr, James McCarther, Dr. Bentley Wallace, Montine McNulty, Robin Hunt, Jo Keegan, Beverly Smith, Larry Schleicher, Cindy Varner

LRWDB Staff: W.J. Monagle, Janet Davis, Colleen Lassiter

Abor Education & Training: Sheena Fluker

LRWDB Attorney: Steve Riggs

AWDS: Shenaye Johns, Angela Cook

Guests: Hannah Mery (Regions Bank), Rochelle Brown (RWS)

CALL TO ORDER/ROLL CALL

Bryan Day called the meeting to order at 12:02PM. The audience was welcomed and reminded that the meeting was being recorded for assistance in preparing the minutes. Guests Hannah Mery of Regions Bank and Rochelle Brown of ResCare Workforce Services were introduced and welcomed. Roll was called, and it was determined that a quorum was present.

MINUTES FROM PREVIOUS MEETING

Upon a motion by James McCarther, duly seconded by Robin Hunt, it was unanimously **RESOLVED:** To approve the minutes of the August 22, 2019 meeting as presented.

RATIFY ACTIONS OF THE EXECUTIVE COMMITTEE – APPROVE THE PURCHASE OF COMPUTERS

The Executive Director reviewed the necessity of purchasing new computers for LRWDB and contract staff, and asked the LRWDB to ratify the following directive, approved by the Executive Committee: "The LRWDB staff and contracted WIOA service provider must replace computer equipment that will not be supported by Microsoft, DIS, or ADWS-IT beyond December 31, 2019. Therefore, the Board authorizes the Executive Director to negotiate the specifications, cost and purchase of new computer equipment which will be reflected in a modified budget realized with cost savings from unused rental expenses."

Upon a motion by James McCarther, duly seconded by Cindy Varner, it was unanimously **RESOLVED:** to ratify the committee's directive to purchase new computer equipment as presented.

CHAIR AND COMMITTEE REPORTS

Chair Bryan Day used his authority to postpone committee reports – given that Jo Keegan, ADWS Area Manger and Chair of the One Stop Partners Advisory Committee, had not yet joined the meeting and knowing that her committee would meet November 4th and had not been able to meet; and that Ms. Kathy Fulks was not able to be in attendance to present the Services to Youth Committee; and that Director Monagle would have some items related to activities under Services to People with Disabilities in his report.

WIOA SERVICE PROVIDER/ONE STOP OPERATOR'S REPORT

Sheena Fluker presented Rescare Workforce Services report for October 2019 (Exhibit I). Mrs. Fluker provided some updated information on local performance measures: Youth Enrollment 5/20 enrolled, trying to co-enroll them in some of the other programs, such as Reentry, working with their case managers: Adult new enrollment goal is 50, and they already have 31 people enrolled, some of whom are again co-enrolled in the Work Based Learning Program at Our House. The Dislocated Worker (DW) goal of 30 has seen seven enrolled. Community Outreach events is 7/36, but there are probably many more events that have not yet been reported by the case managers. The same is true of the Hiring/Recruiting events, being at 4 of 36. Two new Community Access Points is a local goal; previously they were at Shorter College, AR Community Correction and Jericho Way, but looking to identify new partners such as Our House, since they already do some much with them. The new OJT goal is 1, and they don't have that accomplished yet; the previous goal in PY18 was 2 and that was achieved at UAMS and they are in the finishing stages of those OJT agreements. A new Goal is 12 Onsite Trainings and that will be a great addition to the offerings at the LRWFC. The NDWG AR-30 (flood disaster grant) is a partnership with the City is gearing up well now; the City is referring and hiring persons to help clean debris and repair damage from the historic Arkansas River flooding episode. Sheena reported attending the national Reentry New-Grantee Orientation in Washington, D.C. with Director Monagle and taking back great ideas about new training models with staff and participants. The Success Story for the month is the AAPI Apprenticeship Grant where 36 participants have been enrolled: 30 in Med Linc for CNA+ training program and 6 at Orion Plus, where they were all hired after completion and making \$35/hour. On the back of the report is the Performance Measures for WIOA. Going forward she will be able to provide quarterly reports, providing greater real-time reporting. She is expecting performance goals to keep being made. Bentley Wallace requested that a longer trend line going back 8-10 quarters be generated and that would provide a better picture of improvement and meeting performance over just seeing quarterly changes. Kristi Barr stated that she would like to see trends going back 5 years if possible. After discussion, Chair Bryan Day directed staff to put something together for the Board and its officers to review. Cindy Varner asked if a question at a previous meeting having to do with the renegotiation of performance goals had been further researched, and Director Monagle responded that, yes, it had and that both his and Ms. Fluker's previous understanding about the state's flexibility to negotiate performance levels down for this program year was mistaken. He reported that Kris Jones, Assistant Director of Employment Assistance at ADWS, is trying to reduce the high Arkansas performance goals over time by encouraging areas to target harder-to-serve populations and achieve at least 90% of meeting goals. In that way, goals can be reduced gradually each year.

NOMINATING COMMITTEE

Chair Bryan Day asked the Nominating Committee, chaired by Jo Keegan, to make its report. The Nominating Committee offered the following a slate of nominees for officers of the LRWDB:

Kristi Barr – Chair

James McCarther – Vice Chair

Dr. Bentley Wallace – Secretary Treasurer

Chair Day asked if there were any additional nominations from the floor. Seeing that there were no other nominations and upon a motion by Cindy Varner, duly seconded by Larry Schleicher, it was unanimously **RESOLVED**: to accept the committee's nominations for LRWDB Officers for the remainder of PY19 as presented. The members of the LRWDB then unanimously **VOTED**: to elect the slate of nominated officers as presented. Ms. Kristi Barr then came forward to chair the meeting.

EXECUTIVE DIRECTOR'S REPORT

Activity Report

Director Monagle presented the Executive Director's Report dated October 30, 2019 (Exhibit II). He reported that there were a lot of things to report about, such as new partners and a shift of "Real Estate" among the partners to make room for AR Division of Services to the Blind (DSB), Trade Assistance Act (TAA) under the Governor's Dislocated Workers Task Force (GDLWTF), Additional people from the Main St. office of the Temporary Assistance to Needy Families (TANF) or Temporary Employment Assistance (TEA) as it is known in AR. Eventually, space in the warehouse is being redesigned to accommodate AR Rehabilitation Services (ARS). In exchange for the LRWDB giving up two rooms, ADWS is building us two expanded cubicle office space with walls and lockable doors. The National Disability Awareness month took place in October. We attended job fair activities in NLR and we sponsored a portion of the 2019 Inclusion and Diversity Summit sponsored by HRMA, which Robin Hunt attended to represent the LRWDB. We received a DOL Monitoring Report for the REO-Reentry program. There were 6 findings, but just one instance of a questioned cost of \$3,000 for unsupported invoice. We will respond to that with additional evidence and the LRWDB will be provided updated needed to bolster a few policies. Two Promising Practices were also identified and will be recognized as example of good programming around the country.

This month, staff also took a guided tour of the Rock Region Transit system, providing our staff with better awareness and knowledge of the mobile app advancements in their system so that we can better serve our customers. The LRWDB Executive Director discovered that the Little Rock Workforce Center was not on their map, but it will be included the next time it goes to print. Director Monagle then directed members' attention to the pages in his report referring to Performance – which was provide to members of the AR Workforce Development Board, which he attended. He emphasized the need to bridge relationships to state board members and the local board. Performance results statewide reflected meeting at least 90% of every goal, so the state will not be subject to corrective action. The LRWDB achieved 90% in 9 out of 11 goals, missing Youth Credential Attainment Rate and Youth Placement in the 2nd Quarter after exit. In 5 out of 11 cases, we are meeting 100% of our goals. The Board asked what were the implications of missing goals, what a corrective action would look like, and if any of the goals we missed were the same goals as we missed last year, making it two years in a row and the potential for a corrective action. Staff did not immediately know the answer, but will investigate and produce a response to that question. Director Monagle noted the relationship with Essick Air Products – being the first partnership to be awarded a small Incumbent Worker Training Grant of around \$7,000 under the new Work Based Learning Program. Director Monagle reviewed all current grants and the number of additional customers they allow us to serve:

National Dislocated Workers Grant AR-30 Severe Flooding NEG – 25 persons

AAPL Apprenticeships Program for CNA+ and First Orion – 36 persons

WBLP Work Experience for the homeless with Our House – 45 persons

YB II – served 53 people

YBIII will serve at least 62 people

Rock City Reentry Project served 191 Adults

Rock City Reentry Project for Young Adults will serve at least 188

Incumbent Worker training grant (WBLP) with Essick Air – 4 incumbent workers

WIOA 100-125 over each of three years, so 300 to 375 persons

This amounts to 900 to 1000 additional people that have been or will be served by securing these additional resources to our community. With all of that activity going on, it is time for staff to look inward, create internal controls, do monitoring, and maintain internal system quality.

Financial Report

1. Director Monagle reviewed this month’s financial report, noting that some budgets had not yet been entered and asked for approval. The board then directed staff to enter the rest of the budgets. Upon a motion by James McCarther, duly seconded by Cindy Varner, it was unanimously **RESOLVED**: to approve the financial report contingent upon the budgets being entered and the updated financial report sent to the board by the next Executive Committee meeting.

2. Director Monagle explained that a mistake was committed in the formula used by Arbor/ResCare in its initial budgeting process of WIOA funds and therefore a shortfall of \$34,000 exists in its Adult salaries and fringe line items (see pages 33-34). He requested a modification to Arbor’s budget by adding \$34,000 from the LRWDB unobligated balance of funds which stood at \$120,000. The LRWDB members discussed that there were many unknown variables including the expense and source of paying for new computers, the unknown expense and potential cost reduction of rent for the building, and the unknown level of future funding. Upon a motion by Bryan Day, duly seconded by James McCarther, it was **RESOLVED by a vote of 9 to 1**: to approve the modification of Arbor/ResCare’s budget by providing \$17,000 for the first 6 months, revisiting the issue in January 2020.

3. Director Monagle then explained that to execute the original request above of \$34,000, a transfer of \$40,000 from DW to Adult program would have been needed; therefore, he would ask the LRWDB to approve a transfer of half of that, or \$20,000. Upon a motion by Bryan Day, duly seconded by Montine McNulty, it was **RESOLVED by a vote of 9 to 1**: to transfer 20,000 from the Dislocated to Adult funding stream.

ANNOUNCEMENTS

Bryan Day announced that the company HMS that makes plastic products is moving to the Little Rock Port and will create about 80 jobs. He noted that the Chamber of Commerce was chiefly responsible for attracting this company to Arkansas, led strongly by Kristi Barr’s confident assurances that a hardworking and trainable workforce awaits their arrival. Company officials reported that they felt very welcome in Arkansas and that was their reason for moving here.

ADJOURNMENT

Upon a motion made and duly seconded, unanimously **RESOLVED**: To adjourn meeting at 1:26PM.

Approved by:

Kristi Barr, Chair

Date



ResCare Workforce Services

LRWD Briefing Report

Reporting Period: September 2019

Arkansas Workforce Center

October 2019

ResCare Monthly Briefing Report

Monthly Reporting

Youth WIOA:

- Annual Enrollment Goal-20
- Actual-5 YTD,

Adult WIOA:

- Annual Enrollment Goal-50
- Actual -31 YTD

DLW WIOA:

- Annual Enrollment Goal-30
- Actual-7 YTD

Community Outreach Measures:

- Annual Enrollment Goal-36
- Actual-7 YTD

Maintain Community Access Points:

- Actual-2 YTD

Hiring Events\Recruitment:

- Annual Enrollment Goal-36
- Actual-4 YTD

OJT Contracts:

- Annual Enrollment Goal-1
- Actual-0, with 2 from the prior year now completing terms at UAMS

WIOA Youth 14 Elements

- Annual Enrollment Goal-14

Onsite Trainings

- Annual Enrollment Goal-12

Success Story

AAPI (Apprenticeship Grant) enrolled 36 participants whom successfully completed training and we placed in jobs. 30 participants completed CNA+ training via Medlinc and were placed successfully at Green House Cottages. During this time, they will receive additional trainings certifications such as phlebotomy, longterm care, patient care, etc. 6 participants were placed to work and trained at First Orion as Software Automation Testers. The beginning salary during training was \$15 hourly. They have all accepted full-time positions at \$35 an hour.

ResCare Workforce appreciates the opportunity to provide services to the Arkansas Workforce Center at Little Rock. This monthly report has been provided as a briefing of the work completed by our team during the month of September 2019. If you have any questions, please contact Sheena Fluker, Project Director, at (501) 523-0036 or Sheena.Fluker@Arkansas.gov

ResCare Monthly Briefing Report

Little Rock Performance Reporting Q1 9/2019

			Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings	Credential Rate
			(Cohort Period: 07/01/2018 - 09/30/2018)		(Cohort Period: 01/01/2018 - 03/31/2018)		(Cohort Period: 07/01/2018 - 09/30/2018)	(Cohort Period: 01/01/2018 - 03/31/2018)
	Target		Rate	Rate	Earnings	Rate		
Adult			91.10%	85.80%	\$6,300.00	75.00%		
	Actual	-	76.19%	80.00%	\$5,912.70	60.00%	-	
			Employment Rate (Q2)		Employment Rate (Q4)		Median Earnings	Credential Rate
			(Cohort Period: 07/01/2018 - 09/30/2018)		(Cohort Period: 01/01/2018 - 03/31/2018)		(Cohort Period: 07/01/2018 - 09/30/2018)	(Cohort Period: 01/01/2018 - 03/31/2018)
	Target		Rate	Rate	Earnings	Rate		
DLW			91.00%	85.50%	\$6,900.00	75.00%		
	Actual	-	80.00%	80.00%	\$7,602.82	75.00%	-	
			Placement Rate (Q2)		Placement Rate (Q4)		Median Earnings	Credential Rate
			(Cohort Period: 07/01/2018 - 09/30/2018)		(Cohort Period: 01/01/2018 - 03/31/2018)		(Cohort Period: 07/01/2018 - 09/30/2018)	(Cohort Period: 01/01/2018 - 03/31/2018)
	Target		Rate	Rate	Earnings	Rate		
Youth			73.00%	78.00%	NA	74%		
	Actual	-	60.00%	58.33%	-	72.73%	-	

- *Target Goals
- *Current Performance
- *Prior Months Performance
- *Target Met
- *BOLD* 90% + of Goal**

October 30, 2019
LRWDB Executive Director's Report
W.J. Monagle

I. Important Accomplishments and Notices (*indicates more is on the LRWDB website)

- On 9/26/19 the LRWDB met new & existing partnering agencies that will be co-located at 5401 S. University. The LRWDB agreed to give up two rooms to the Division of Services for the Blind (ADSB) and possibly Adult Ed. However, ADWS is building two walled/doored offices for us from four of our cubicles. The discussion of the new Infrastructure Funding Agreement (IFA) is ongoing.
- *October is National Disability Employment Awareness Month and the LRWDB was a Silver Sponsor of the 10/22/19 HRMA Diversity and Inclusion Summit attended by ResCare staff and member Robin Hunt on behalf of the LRWDB.
- From 10/23/19 LRWDB and ResCare received the DOL monitoring report of its Rock City Reentry Project (RCRP) Adult Program. The report identified six findings and two Promising Practices. The LRWDB response is due 12/7/19.

II. Outreach, Training and Attendance

- On 10/1 & 16/19 LRWFC staff attended an orientation and tour of the Rock Region Metro mass transit system. The events were conceived and coordinated by the Youth Build program director. Around 40 LRWFC partners participated.
- On 10/8/19 the LRWDB executive director met with the planning team of the annual Rights After Wrongs (RAW) reentry event to take place 1/18/20.
- On 10/14/19 the LRWDB executive director and chair attended a meeting with CLR Mayor Frank Scott Jr. to discuss current & future workforce challenges.
- On 10/15/19 the LRWDB executive director attended the quarterly meeting of the AWDB: https://www.dws.arkansas.gov/src/files/FULL_BOARD_AGENDA_BOOK.pdf
- *On 10/17/19 the LRWDB executive director attended the second City of Little Rock Education Roundtable at the UA-PTC Business & Industry Center.
- *Despite having a slow start, the DOL DW-Natural Disaster Grant with the City of Little Rock is picking up the effort to fill 25 positions with five hires to date.
- *On 10/22-24/19 LRWDB, ResCare and Our House staff attended the New Grantee Orientation in Washington D.C. for the RCRP Young Adult Program.
- *On 10/24/19 the LRWDB received final, signed approval for an Incumbent Worker Training Grant for four employees at Essick Air Products. While the \$7K is small, it represents the first WBTP Incumbent Worker training grant and the first grant application made through the new Salesforce platform.

III. Budget and Financials –See Budget & Financial Action Item

IV. Next Steps –

- *The next meeting of the full LRWDB will be January 23, 2019.
- *The next meeting of the LRWDB Executive Committee will be Dec. 12, 2019.
- The LRWDB single financial audit by BKD, Inc. will be 11/4-8/19.
- November will be dedicated to monitoring, audit and compliance responses.

Outline of Response to DOL Monitoring Report of REO Program

Finding 1: Competitive Procurement of Contracts

Alternative Urban Solutions
Center for Arkansas Legal Services

LRWDB Response to Finding 1:

The LRWDB has been made aware by this report that contracts awarded to local grant partners because they were written into the original submission for funding is not adequate to meet the standards of competitive procurement as established in 2 CFR & 200.319(a). Henceforth, the existing Finance and Procurement Policy will be amended in Section II, Procurement Procedures, No. 4 Methods of Procurement, to include:

“Financial engagement of grant partners will be assessed to determine if a Contract or Subaward is the appropriate vehicle by which to engage a partner financially. If it is determined that the nature and scope of work is Contract in nature, then normal LRWDB procurement rules will apply, as established in this section of the Finance and Procurement Policy. If it is determined that the nature and scope of work is Subaward in nature, then normal Subaward procedures will apply, including at least annual monitoring for financial and programmatic compliance as established in 2 CFR Parts 200 & 2900.”

Finding 2: Subaward Elements and Fiscal Monitoring

- A. Subawards only identified the subrecipients’ name and subaward period of performance, and did not include all of these things:

LRWDB Response to Finding 2(A):

Pursuant to the amended financial engagement policy outlined in the above LRWDB Response to Finding 1, when the LRWDB determines to engage a partner with a subaward agreement, a new subaward document (Attachment 1) has been adopted to contain and reflect all of the award information required by 2 CFR & 200.331 to clearly be identified as a subaward and contain all required data fields, including changes in subsequent modifications. At this time, the LRWDB has submitted and explained the need for this modified subaward document to each of its three subaward recipients (Attachment 2) and is awaiting their signed responses.

- B. LRWDB did not conduct fiscal monitoring of its subrecipients.

LRWDB Response to Finding 2(B):

The LRWDB has been made aware by this report that performance oversight of all subaward recipients must include fiscal as well as program monitoring. The LRWDB acknowledges that neither it or its agent did perform specific fiscal monitoring of ResCare Workforce Services, Goodwill Industries of Arkansas, or Our House Inc., while it did faithfully and carefully review monthly invoices, engaged in deep negotiations before approving or seeking approval of budget modifications, and consistently submitted sound 9130 Quarterly Performance Reports. The LRWDB submits the Monitoring Plan (schedule)

(Attachment 3) as a required corrective action, which includes both annual program and fiscal monitoring per its amended policy as a result of Finding 1 above. Due to the Thanksgiving and Christmas holidays, the LRWDB is still conducting its fiscal monitoring visit of ResCare Workforce Services and has only been able to schedule fiscal monitoring visits to Goodwill of Arkansas and Our House Inc. for January and February 2020.

Finding 3: Underreporting of Expenditures

LRWDB is underreporting its expenditures on its quarterly financial reports because its subrecipients are not being required to report accrual information and are not submitting timely monthly reports.

LRWDB Response to Finding 3:

While the quarterly financial reports of the LRWDB were accurate based upon actual expenditures, the LRWDB acknowledges that it did not adequately report accruals and allowed partnering organizations too much time and latitude in submitting invoices and accruals. The LRWDB will take immediate action to correct this lapse in internal control by tightening and modifying the existing policy to include a time-dated process for notifying, warning and possibly penalizing the partner for untimely submissions. This language will be included and reviewed with the subrecipient/contractor in the subaward or contract documents as well. Finance and Procurement Policy will be amended in Section I, Financial Procedures, No. 8 Accounts Payable and Cash Disbursements, to include:

“If a contractor or subrecipient is more than seven (7) days late in submitting a monthly invoice and/or accrued expenditures, then the LRWDB Bookkeeper or Office Manager must notify by email the contractor or subrecipient’s financial manager that it has seven (7) days to submit its invoices and accruals. If a contractor or subrecipient is more than thirty (30) days late in submitting a monthly invoice and/or accrued expenditures, then the LRWDB Bookkeeper or Office Manager must notify the LRWDB Executive Director by email that the contractor or subrecipient is thirty days late to submit its invoices and accruals. The LRWDB Executive Director must then notify the contractor or subrecipient’s signatory on organizational letterhead that it has seven (7) days to submit its invoices and accruals, or face penalties, up to and including suspension or termination. After sixty (60) days, if a contractor or subrecipient has not submitted its monthly invoices and/or accrued expenditures, then the LRWDB Executive Director must then notify by registered mail the contractor or subrecipient’s signatory on organizational letterhead that it is required and intends to initiate suspension or termination of said contract or subaward within seven (7) days. Under no circumstances will a contract or subaward extend past ninety (90) days when a contractor or subrecipient has not submitted its monthly invoice and/or accrued expenditures, unless it is in suspension.”

Finding 4: Untimely Contract Payments

During a six-month period of July-December 2018, when the LRWDB was understaffed, it made multiple untimely payments to its subrecipient, Goodwill Industries and its contractor, CALS.

LRWDB Response to Finding 4:

The LRWDB acknowledges that it did not always make timely payments to Subrecipients and/or Contractors when it was at a disadvantage after a key financial staff person was unexpectedly released

in July 2018. More time was required to replace staff than anticipated, however, that was not the whole explanation for the delays. Much like the situation in Finding 3 (above), the subrecipient Goodwill Industries, and contractor CALS, did not submit these invoices in a timely fashion. As long as there is a signed subaward or contract document in place, the LRWDB is committed to make payment requests to its federal funding agency within thirty (30) days and transfer those funds to its subrecipients and contractors within three (3) days per its Finance and Procurement Policy, Section I, Financial Procedures, No. 6, Request for Advanced Payment (Attachment 5). This was not the case in these instances, despite some invoices being dated earlier than they were actually submitted to the LRWDB. Therefore, addressing the issues in Finding 3 (above) by modifying and tightening the language of the internal controls within the Finance Policy will largely answer these concerns. In the event the LRWDB is understaffed or inadequately disadvantaged again in the future, the LRWDB will adopt and initiate a contingency plan to take effect as part of its Finance and Procurement Policy and correct this temporary deficiency. First, procedural manuals (SOP) will be developed for all essential banking and accounting actions to streamline the learning curve of new or temporary employees. These do not currently exist, but they will be created and configured to local situations by using such tools as screen shots, "SnatchIt" and "GrabIt" software, for example, to reflect the tables, menus and screens that the user sees on the computer. In addition, this contingency plan will include having at least two (2) Staffing Agreements in place with reputable and professional staffing agencies which can act quickly to place or replace qualified accounting professionals. In fact, this situation has occurred again in January 2020 and the LRWDB has engaged Career Staffing Services, Inc. and Accountemps – A Robert Half Intl. Company to deliver qualified candidates on a Temp-to-Hire or shorter-term Dedicated Support basis.

Finding 5: Unsupported Contract Costs

LRWDB paid its contractor, AUS, without documenting costs as necessary grant expenditures.

LRWDB Response to Finding 5:

The nature of the work contracted to be done by Alternative Urban Solutions, AUS, was to a great extent, non-quantifiable. Mr. Winfred Payne, the principal responsible party for AUS – himself a convicted felon-turned organizer, counselor, mentor and example/inspirer – was charged to find, meet, counsel and recruit the participants "on the street" and "connect at their level." His presence was to give the program some credibility with participants which LRWDB initially did not think the rest of the staff would have. The LRWDB did its best to quantify it and establish measurable parameters for Mr. Payne's role before the actual work of the grant began, as reflected by the bullet points in the finding. But those were not the totality of AUS's role, as the contract with AUS also stated in its opening paragraph that "the Recruitment and Counseling Specialist acting as an independent contractor would assist in program development, in cooperation with partner organizations, provide occasional training sessions of staff and participants while on-site" and at other locations. At the time in question the program was basically still in its planning and development stage and enrollments had not yet begun. The LRWDB is submitting documentation reflecting that Mr. Payne conducted a training session on November 16, 2017 – which was well-planned as attested to by the agenda and well-attended as attested to by the sign-in sheet – for which he no doubt spent time preparing for in October. Similar independently contracted half-day training sessions typically expense from \$800-1,200. The LRWDB asks that due consideration for these legitimate contributions to the program be valued at no less than \$1,000 and the amount of questioned costs reduced accordingly.

Finding 6: Public Communication

LRWDB's public communications did not comply with the funding disclosure requirements of Public Law (P.L.) 115-31, which is part of the Terms and Conditions of each ETA grant award.

LRWDB Response to Finding 6:

The LRWDB acknowledges that a sampling of public communications about – and in support of – the Reentry Employment Opportunities (REO) grant for Adults did not all contain the totality of elements required by Public Law and enumerated by the monitoring report, namely:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

The LRWDB is an entity that is wholly and completely funded by federal grant funds, specifically the Department of Labor (DOL). It has been such an entity for almost twenty years, and it is likely to remain so into the foreseeable future. It has strived, as noted, to comply and disclose to the public the sources of its ability to provide programs and services with pride and good faith, such as always including the succinct "A Proud Partner of the American Job Center Network" on all products. To comply with the Consolidated Appropriations Act of 2017 (P.L. 115-31), the LRWDB proposes to state on all future public communications: "This program is 100% funded by a \$1.5M grant from the US Department of Labor. No non-federal funds are used in support of this program." This also succinctly and proudly captures all the requirements expressed in 1-3 above. The LRWDB submits its most recent update of the REO grant program flyer as an example of this amended policy. (Attachment 4)

February 27, 2020
LRWDB Executive Director's Report
W.J. Monagle

I. Important Accomplishments and Notices (*indicates more is on the LRWDB website)

1. On 12/30/19 the LRWDB received notice of resignation from Colleen Lassiter, effective 1/10/20. On 1/13/20 the LRWDB received notice of resignation from Janet Davis, effective 1/13/20.
2. Working with Robert Half Intl., on 1/30/19 the LRWDB hired Laura Grimmer as Bookkeeper/Internal Monitor, and Shannon Rast as Office Manager on 2/10/20.
3. *The LRWDB single financial audit by BKD to be presented at today's meeting.
4. On 1/14/20 the LRWDB received its PY18 WIOA Monitoring Report from ADWS, which included six (6) program findings, nine (9) financial findings, and one (1) concern. The LRWDB received an extension until 3/6/20.
5. On 2/6/20 the LRWDB made its reply to the DOL Monitoring Report of the REO/Rock City Reentry Project Adult grant and expects a reply within 30 days.

II. Outreach, Training and Attendance

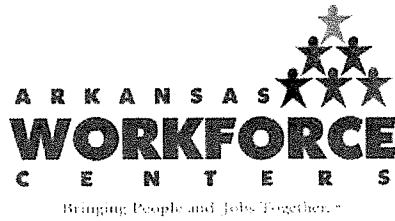
1. *On 1/30/20 the LRWDB sponsored an ½-page ad on page 53 in the 2020 Arkansas Business Book of Lists-General Interest/75 Largest Private Companies.
2. On 2/4/20 the LRWDB Executive Director met with Mayor Frank Scott Jr. to discuss programs directed at disconnected youth and the ways our partnership with the City can be enhanced and supported.
3. On 2/11/20 the LRWDB Executive Director met with Bryan Day and Consultant Becky Parkerson to discuss a Little Rock Port-focused effort to identify sector strategies among Port manufacturers and outline an employee development plan.
4. On 2/11/20 the LRWDB Executive Director also met with City of Little Rock staff to provide monitoring and T/A for the NDWG AR-30 Severe Flooding Grant, which has hired 13 employees and has been extended to 12/31/2020.
5. *On 2/12-19/20 the LRWFC Business Advisory Team and its subgroups have met to follow-up on revising its Business Plan, developing training for its members and positioning itself with the businesses through Sales Force.
6. *On 2/20/20 LRWDB, ResCare and Our House staff and participants met with ADWS Communications staff to film segments of a video on the WBL Program.
7. On 2/25/20 the LRWDB Services to Persons with a Disability met for the first time under the leadership of Chair Robin Hunt.

III. Budget and Financials – No Financial Reports since this is an Executive Committee.

1. VISTA/AmeriCorps to discuss funding one or more positions with that program.

IV. Next Steps –

2. *The next meeting of the full LRWDB will be April 23, 2020.
3. *The next meeting of the LRWDB Executive Committee will be March 26, 2020.
4. February/March will be dedicated to onboarding and training of new staff.
5. *The LRWDB will complete response to DOL Conditions of Award that attach to \$1.08M YouthBuild Grant and begin planning phase which ends on 4/1/2020.



Arkansas Workforce Center at Little Rock

LRWDB Travel Policies and Procedures

LITTLE ROCK WORKFORCE DEVELOPMENT BOARD
 5401 South University Ave, Ste 146, Little Rock, AR 72209
 Tel: 501-682-0228/ TDD: (800) 250-6691

Directive Number	SUBJECT
POL 2020 Travel Policies	LRWDB Travel Policies and Procedures
Date of Issuance/Impact	POLICY IMPACT
February 14, 2020	LRWDB Employees and Board Members
Effective Date	Revision Date
Immediately	

PURPOSE

The purpose of this policy is to describe and define the Little Rock Workforce Development Board's travel policies and procedures in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U. S. Department of Labor (ETA) and Cost Principles in Uniform Guidance [2 CFR part 200].

POLICY

This document establishes policies governing the reimbursement of travel, entertainment and other business expenses incurred during the conduct of the Little Rock Workforce Development Board's (LRWDB's) business. It is the LRWDB's policy to reimburse employees and board members for ordinary, necessary and reasonable expenses when directly related to the transaction of organizational business.

Reimbursement Responsibilities

Travel expenses are those where there is the expectation of deriving current or future benefit for the LRWDB. Generally, the employee is actively engaged in a business meeting, training, conference or other activity necessary to the performance of the employee's job duties.

LRWDB employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Reimbursement for all travel-related expenses requires the written approval of the LRWDB's Executive Director.

Forms and Documentation

An itemized Travel (Advance) Checklist is created by the Office Manager or traveler and submitted to the LRWDB Executive Director for his/her signature. The form must indicate the estimated expenses for the trip and if the traveler desires advance payment. The Office Manager issues any advance travel check one week prior to the traveler's departure.

The traveler must complete a return "Expense Report" form and submit all necessary receipts and Travel Advance Checklist to the LRWDB Office Manager within 30 days of the traveler's return. The LRWDB Executive Director must sign this form, which indicates the amount either owed to the LRWDB or the amount to be reimbursed to the traveler.

Original receipts are required for all expenses submitted for reimbursement except where explicitly stated as not required in this policy. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Executive Director.

The LRWDB complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

- (1) the amount of the expenditure;
- (2) the time and place of the expenditure;
- (3) the business purpose of the expenditure; and
- (4) the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee. Reimbursement requests shall be promptly submitted, no more than thirty (30) days after the expense. Reimbursement requests over thirty (30) days old may be rejected.

Notification and Approval Process

All travelers must give the LRWDB Office Manager notice of intent to travel with written correspondence (including workshop/conference registration form, agenda and dates of travel) for the engagement at least two weeks prior to the event.

Expense reimbursement forms, with required documentation, must be submitted to the LRWDB Executive Director for review and signature approval. The Executive Director is to ensure that expenses reported are proper and reimbursable under this policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

Out-of-state travel when costs are in excess of \$1,500 must be approved in advance by the Executive Director.

If a staff member receives travel related reimbursement in excess of the proper amount allowed under this policy, he/she is liable for the overpaid amount due within two calendar weeks of notification.

Reimbursable Expenses

The following are reimbursable expenses, as long as they are in compliance with 2 CFR 230, Appendix B, Section 29 and applicable provisions of this policy, and are for business purposes:

- Airfare, train fare, bus fare, taxicabs
- Hotel/lodging charges
- Car rental expenses
- Personal mileage, if using own vehicle
- Toll and parking charges
- Conference registration fees
- Meals, including tips between 15 and 20%
- Tips up to \$10 per trip
- Business telephone calls (once daily calls home for up to 10 minutes)
- Charges for internet connectivity at the hotel or motel

- Business center costs (i.e., copying, faxing, etc.)
- Laundry and/or dry-cleaning expenses during trips in excess of five days
- Other reasonable and necessary business expenses, not specifically excluded

The following expenses are **not** reimbursable:

- Airline club dues
- First class airfare
- In-flight movies/refreshments
- Hotel room movies and other personal entertainment
- Childcare costs
- Barbers/hairstylists
- Transportation costs between staff's residence and normal place of business
- Traffic fines
- Valet service
- Tips in excess of 20% and/or tips in addition to pre-applied gratuity
- Luggage or briefcases
- Alcohol, unless consumed during legitimate business-related entertainment activities
- Parties and gifts for LRWDB or client/partner employees
- Reimbursement for personal miles in excess of airfare cost to same destination

No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred. Each employee must use his/her best professional judgment in determining if an unlisted expense is reimbursable under this policy.

Air Travel

Travelers have the option of making their own flight arrangements by using their personal credit card or asking for assistance from the LRWDB Office Manager. Upon request, the Office Manager is tasked with obtaining airline travel quotes directly from the airlines or from a travel agency. Air travel quotes include flight dates, times and fare amount for the traveler to approve and sign before the ticket is booked. The traveler must report any cancellation of the flight to the Office Manager one-week before travel date.

All employees are expected to travel coach class and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully refundable fare. The LRWDB may request that staff members travel at off-peak time and/or require Saturday night stay to lower airfare costs. The LRWDB does not pay for first class flights.

Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting

date). All unused airline tickets are to be returned to the Executive Director promptly. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Lodging

Travelers have the option of making their own hotel arrangements by using their personal credit card or asking for assistance from the LRWDB Office Manager. Prudent judgment should be used when selecting a hotel. A single, standard-rate room with a private bath in a moderately priced business class hotel or motel is the LRWDB's standard.

For all lodging expenditures, hotel receipts must be obtained by the traveler and submitted within 30 days of the traveler's return; credit card charge slips do not represent adequate supporting documentation. Documentation must include the full balance of the stay to include tax and surcharges.

LRWDB staff members who share accommodations are reimbursed for half the cost of lodging.

The LRWDB will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this policy.

Rental Cars

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle. The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate.

Employees are expected to accept "Loss Damage Waiver" coverage so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the LRWDB's business liability policy.

Personal Vehicles

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law.

Mileage is reimbursed at the currently allowable IRS rate. Reimbursable mileage includes travel to and from the traveler's business address to the airport or local conference/workshop/business meeting. Miles submitted for reimbursement should be net of any normal commuting miles.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and travelers will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Taxi/Shuttle

If a rental car or personal vehicle is not used as transportation, a traveler is issued an advance for taxi/shuttle expenses for travel from the airport to the designated hotel and from the hotel to the airport in the amount of \$60.00.

If the hotel where traveler is staying is different than where a conference/workshop is held, LRWDB also pays for taxi/and shuttle fare between hotels. The LRWDB does not pay for taxi/shuttle service for purposes of leisure.

It is the traveler's responsibility to acquire receipts for taxi/shuttle services and submit them within 30 days of the his/her return to the office. Any unused taxi/shuttle money must be refunded to the Office Manager by the traveler when taxi/shuttle receipts are submitted.

Meal Expenses

Each traveler will be given the following per diem money for meals based on travel times: \$8.00 Breakfast; \$10.00 Lunch; \$25.00 Dinner. No receipts are required.

Per diem money is not issued for meals offered at a conference/workshop or meals purchased by the LRWDB and provided during business meetings.

Registration

Requests for registration payments must be forwarded to the LRWDB Office Manager prior to an event. Registration payments will be paid directly to the event coordinator unless event policy requires that payment to be sent with the traveler for on-site registration.

Tips

A traveler will receive \$10.00 for tip money per trip. LRWDB will not reimburse any additional money used for this purpose. No receipts are required.

Telephone Calls/Internet

A traveler may make business-related calls on his/her LRWDB-issued mobile phone as long as the calls do not result in long distance or roaming charges outside those incurred while at the traveler's primary office. Telephone calls placed on other mobile or landline phones are

reimbursed at a rate of no greater than \$10.00 per trip. The LRWDB pays for daily Internet service at a hotel if not included in the hotel bill.

Credit Cards

Credit cards issued in the name of the LRWDB may be provided, at the Executive Director's discretion, to those employees whose jobs require a significant amount of travel or business purchasing. Credit cards issued in the name of the LRWDB are a privilege which may be revoked at any time. LRWDB-issued credit cards shall not be used for personal expenses.

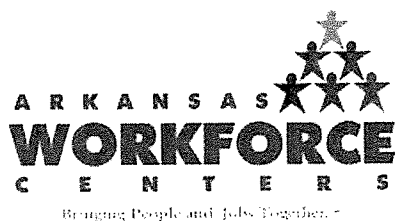
Employees shall process credit card bills promptly and return them to the Executive Director a minimum of ten (10) days prior to the payment due date so as to avoid late fees and interest charges. Employees will be responsible for any late fees and/or interest charges resulting from late submission of a credit card bill.

Policy Exceptions

Any exception to this policy must have the prior written approval of the Executive Director. Requests for exception should document extenuating circumstances or proposed overall savings to the LRWDB.

Contact Person W. J. Monagle, Executive Director	Expiration Date Indefinite
Authorized By Bryan Day, Chair	Resolved

Policy Review Date: 2/14/2020



Arkansas Workforce Center at Little Rock

LRWDB Program Directive

LITTLE ROCK WORKFORCE DEVELOPMENT BOARD
5401 South University Ave, Ste 146, Little Rock, AR 72209
Tel: 501-682-0228/ TDD: (800) 250-6691

Directive Number	SUBJECT
POL 2020 Youth Incentive Payments	Youth Incentive Payments
Date of Issuance/Impact	POLICY IMPACT
February 12, 2020	One Stop Career Center Operator
Effective Date	Revision Date
Immediately	

PURPOSE

The purpose of this policy is to describe and define the Little Rock Workforce Development Board's incentive payments for youth in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), the WIOA Final Rule, and Training and Employment Guidance Letters (TEGLs) published by the Employment and Training Administration of the U. S. Department of Labor (ETA).

POLICY

The LRWDB works with its one-stop partner, WIOA Title 1-B service provider, and other youth service providers to assist youth in obtaining the full array of youth services, including incentives [WIOA §129(c)(3)(A); 20 CFR 681.420(c & d)]. It is the LRWDB's policy that incentive payments may be made to youth participants for recognition and achievement tied directly to training activities and work experience.

Eligibility

Youth must register and be declared eligible before receiving services other than self-service or information-only [681.320(a)]. Refer to the Youth Services Policy for more information eligibility for youth services. Both in-school youth (ISY) and out-of-school youth (OSY) are eligible for youth services, including youth incentive payments [20 CFR 681.200].

Program Design

Incentives to youth participants are utilized for recognition and achievement directly tied to training activities and work experiences [20 CFR 681.640]. Incentive payments are to be in compliance with the Cost Principles in Uniform Guidance [2 CFR part 200.]

Incentives may not include entertainment, such as movie or sporting tickets or any other venues whose sole purpose is entertainment. All requirements concerning the control of cash also refer to gift cards, which are essentially cash [TEGL 21-16].

Incentives paid for with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training, such as acquisition of a credential or other successful outcome [TEGL 21-16]. WIOA funds may not be used for incentives for recruitment and eligibility documentation, although the LRWDB may leverage private funds for such incentives [Comments in WIOA Final Rule concerning §681.640; TEGL 21-16.]

Incentive awards must meet the following requirements [20 CFR 681.640; TEGL 21-16]:

- 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. Aligned with the LRWDB's organizational policies
- d. In accordance with the requirements contained in 2 CFR part 200

Incentive Approvals

The Case Manager must attest to the successful completion of the activity for each participant and complete an Incentive Issuance Form along with required documentation.

For incentive payments related to time and attendance, the Case Manager must also collect a Youth Incentive Timesheet as part of the request for payment.

Incentive payments are issued upon completion of required benchmarks, and youth will be informed upon enrollment that incentives are possible for completion of benchmarks.

All related documentation is then checked for accuracy and place in the youth's file. Incentive Time Sheets are paid on the same schedule as Work Experience Time Sheets and at the same time as Work Experience Time Sheets. Enrollment notes and current ISS are required as back up for all requested incentive payments.

Incentive payments must be documented in Arkansas Job Link (AJL) and copies of check payments to youth must be signed by the youth and identity verified before checks are released.

Incentive Areas

1. Testing Milestones and GED Program

Youth who successfully graduate from High School or completed a General Educational Development (GED) Certificate are eligible for an incentive not to exceed \$200.

Youth who passing specific tests that demonstrate learning in educational components are eligible for an incentive not to exceed \$200. Such tests include, but are not limited to:

- Increasing one (1) educational functioning level (EFL), as specified in the latest version of "Test Benchmarks for NRS Educational Functioning Levels," published by the National Reporting System for Adult Education.
- Scoring at least 535 on a Tests of Adult Basic Education (TABE) 11/12 test (Reading, Math, or Language) or appropriate score on another test indicating readiness to take the GED Ready® test
- Scoring at least 145 on a GED Ready® test (Social Studies, Science, Mathematics Reasoning, or Reasoning through Language Arts)

- Scoring at least 145 on a GED® test (Social Studies, Science, Mathematics Reasoning, or Reasoning through Language Arts)
- Passage of another test, such as a Civics test, required or recommended by the local Adult Education program
- Documented mastery of material presented in a required or recommended component by the local Adult Education program, such as Financial Literacy or Ready for Work
- Attaining a credential or a specific job industry certification, such as ServSafe, OSHA, or forklift
- Earning a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (ACT NCRC)

Documentation verifying the achievements of milestones must be provided by the entity administering the test, conducting the workshop/component, or awarding the credential/certification. Appropriate documentation includes: a copy of high school diploma or GED certificate; a printout of test scores, a copy of the instrument to indicate mastery of training material, or a copy of the credential or certification. Case notes are not sufficient documentation for these milestones.

2. Structured Activities and Workshops

Youth who complete 1-4 hours of structured activities or workshops designed and organized to address at least one of the ten WIOA Youth Program Service Elements are eligible for an incentive not to exceed \$20 per activity. Youth who complete more than 4 hours of such structured activities and workshops are eligible for an incentive not to exceed \$50 per activity.

Benchmarks for structured activities and workshops incentives include timely attendance and appropriate participation.

Documentation for these incentives includes: enrollment notes; listing in S & T – “completed”; training agenda; and training sign-in sheets.

3. Literacy and Numeracy Gains

Youth who tested as basic skills deficient at the time of enrollment in the youth program are eligible for an incentive of \$20 for a math increase and \$20 for a reading increase if they demonstrate gains in literacy or numeracy scores by at least one functioning level on the TABE assessment.

If the gain causes proficiency, youth shall be eligible for the testing basic skills proficient incentive, rather than the literacy/numeracy gains incentive.

Documentation for these incentives includes: enrollment notes and pre- and post-testing scores with dates.

4. Testing Basic Skills Proficient

Youth who tested as basic skills deficient at the time of enrollment in the youth program are eligible for an incentive not to exceed \$100.00 (\$50 for math proficiency and \$50 for reading proficiency) if they post-test in basic skills at or above the 9th grade level on the TABE assessment.

Documentation for this incentive includes: enrollment notes; listing in ISS as goal attained; and pre- and post-testing scores with dates.

5. Attainment of CRC Credentials

Youth who obtain a Career Readiness Certificate (CRC) credential are eligible for incentives if they achieve specific average scores in Applied Mathematics, Locating Information, and Reading for Information at a level 3 or better:

- Average 3.0 - 3.49 eligible for \$50.00 incentive
- Average 3.5 - 4.49 eligible for \$75.00 incentive
- Average 4.50 or better eligible for \$100.00 incentive

The benchmark for this incentive involves earning CRC's in WorkKeys examinations if taken during the course of enrollment in the Youth Program.

Documentation for this incentive includes: enrollment notes; listing in S & T – “completed”; listing in testing / aptitude showing each area score and “completed”; and copy of WorkKeys Certificates / printout of instant scores.

6. Attainment of Post-Secondary Credential or Certificate

Participants who successfully earn a post-secondary academic degree or complete a qualified postsecondary occupational skills credential (whether funded by WIOA or not) are eligible for an incentive not to exceed \$100.

7. Summer Youth Activities

Youth who participate in summery activities with academic enrichment, work experiences, and leadership development or comprehensive guidance and counseling are eligible for an incentive not to exceed \$200 per week.

Benchmarks for structured activities and workshops incentives include timely attendance and appropriate participation.

Documentation for these incentives includes: enrollment notes; listing in S & T – “completed”; summary activity agendas; and summer program sign-in sheets; and pre- and post-test scores on areas of enrichment.

8. Special Projects

Youth participants may also be eligible for incentive payments for special projects to be detailed in the Incentive Issuance Form.

Standard Operating Procedures

The youth incentives policy is supported by a local standard operating procedure (SOP) document, which provides guidance for the LRWDB’s One-Stop Operator in administering policy requirements.

The intent of the youth incentive policy and SOP is to create an environment that stimulates youth participants to be more active and focused within program requirements and limitations.

Contact Person W. J. Monagle, Executive Director	Expiration Date Indefinite
Authorized By Bryan Day, Chair	Resolved

Policy Review Date: 2/12/2020

YOUTH INCENTIVE TIMESHEET

PARTICIPANT NAME: _____	OS L
TRAINING LOCATION: _____	DO NOT USE WHITE OUT
PROGRAM: _____	<small>OR PENNICK USE BY THE</small>
Please circle	CIY IS OS YY OY

Tutoring GED/Credit Recovery* Occupational Skills Training* Special Project

* paid only with 90% attendance

PAY PERIOD: _____	THROUGH _____
TIME SHEET DUE: _____	PAY DAY: _____

DATE (month/day/year)	IN	OUT	IN	OUT	TOTAL HOURS	INSTRUCTOR INITIALS
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
			Total Weekly			
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
			Total Weekly			
TOTAL HOURS						

PARTICIPANT SIGNATURE: _____ DATE: _____ INSTRUCTOR SIGNATURE _____ DATE: _____

STAFF USE ONLY:			
PAYMENT:	X	=	
AMOUNT	WK or HR	TOTAL	STAFF SIGNATURE DATE:
		L	

Incentive Issuance Form

Gift Card
 Gift Certificate
 Cash
 Other

Client Name _____

Vendor Name _____

Client Social Security Number _____

Mailing Address _____

Check One:

WIA Adult	
WIA DLW	
WIA Youth	
Summer Youth	

City _____

State _____

Zip Code _____

Incentive	Comments	Value
Total		\$ -

*Comments: _____

Client Signature _____

Date _____

Career Specialist Signature _____

Date _____

Administrative Approval _____

Date _____

For Office Use Only:		
	Date	Initials
S&T plan in AJL?		
Enrollment note in AJL?		
Copy to Lead?		