

DATE ISSUED: July 1, 2015

FOR: Mark A. Kern, Chief Elected Official LWDA 24  
David Holder, Chairman, Randolph County Board of Commissioners  
Bob Fix, Chairman, Clinton County Board of Commissioners  
David Meyer, Chairman, Washington County Board of Commissioners  
Terry Liefer, Chairman, Monroe County Board of Commissioners  
Mid American Workforce Innovation Board (MAWIB) Members  
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Jeff Huch  
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Cindy Jones  
Larry McCulley  
James Rakers  
Kevin Riggs  
Jill Van Zandt  
Glyn Ramage

FROM: Linda Franks  
LWIA 24 Equal Opportunity Officer

RE: **EQUAL OPPORTUNITY DIRECTIVE 2015-EO-8,  
Monitoring Schedule, Procedures, and Tools**

As part of our system of delivering aid, benefits, services, and training under Title I of the Workforce Innovation Opportunity Act of 2014 (WIOA), you are obliged to comply with the nondiscrimination and equal opportunity mandates of

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"Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities"

WIOA Section 188. Federal law requires that I conduct periodic monitoring of your operations to ascertain compliance in a variety of areas.

This directive is designed to explain the monitoring process, provide you with copies of the monitoring tools that will be used, and to notify you of the date on which monitoring will be conducted at your location.

For these reasons, EQUAL OPPORTUNITY DIRECTIVE 2015-EO-8, Monitoring Schedule, Procedures, and Tools is being issued, and is **effective immediately**.

### ✓ **The schedule**

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"Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities"

All Southwestern Illinois workNet™ Centers, affiliates, trainers, vendors, and service providers that are part of our system of delivering WIOA Title I-financially assisted programs and activities are scheduled for monitoring as follows:

Name and Location of Facility	Month for Monitoring
Southwestern Illinois workNet™ Centers	
St. Clair County 4519 West Main Street, Belleville IL	April 2015
Clinton County 851 Fairfax, Carlyle IL	April 2015
Monroe County 100 South Main St., Room 19, Waterloo IL	April 2015
Randolph County #1 Taylor Street, Suite 104, Chester IL	April 2015
Washington County 455 South Washington St. Room 32, Nashville IL	April 2015

Monitoring will be conducted at each location every two years.

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"Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities"

<b>Youth Vendor's Locations</b>	
MERS Goodwill - Illinois WIA Youth Services 951 Fairfax Street Suite F Carlyle, IL 62231 (618) 322-2328	Robin Pruitt In School and Out of School Programs
MERS Goodwill - Illinois WIA Youth Services 100 South Main Street #19 Waterloo, IL 62298 (618) 979-0351	Robin Pruitt Julie Sahaida In School and Out of School Programs
MERS Goodwill - Illinois WIA Youth Services 612 East Morton Street Sparta, IL 62286 (618) 979-0351	Robin Pruitt Shelby Callahan In School and Out of School Programs
MERS Goodwill - Illinois WIA Youth Services 100 Carlyle Plaza Suite A Belleville, IL 62221 (618) 304-4743	Betsye Stinson Robin Pruitt Julie Sahaida In School and Out of School Programs
MERS Goodwill - Illinois WIA Youth Services Nashville Community Center 455 South Washington Street Nashville, IL 62263 (618) 314-5273	Sandi Laurent Robin Pruitt Out of School Programs
Southwestern Illinois College 2500 Carlyle Avenue Belleville, IL 62221 (618) 222-5329	Debbie Bruyette Out of School Programs
Southwestern Illinois College 500 West South Fourth Street Red Bud, IL 62278 (618) 282-6682 Ext. 8001	Michelle Keim Out of School Programs
Midwest Career 9100 Lebanon Road Belleville, Illinois 62221 (618) 213-6539	Dr. Sulbrena Day Out of School Programs – Focus on Medical Career Training

Monitoring will be conducted annually.

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"Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities"

✓ **The process.**

On the scheduled dates either I or my designee will visit your location. Two monitoring tools will be utilized during this process. First, is the LWIA 24 Monitoring Tool (see Appendix A). Second, is the disability-related monitoring tool developed by the State EO Officer (see Appendix B). To help ensure your compliance, please make sure you have read the following directives previously issued by me:

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-1, Procedures for Referring Complaints

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-2, Procedures for Serving Persons with Limited English Proficiency

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-3, Procedures for Serving Persons with Disabilities

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-4, Procedures for Handling Religious-Based Accommodation Requests

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-5, Federal Requirements for Assurances, Notices, Taglines, and Data Collection

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-6, Procedures for Gathering, Disclosing, Using, and Storing Medical Information

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-7, Procedures for Determining Corrective Actions and Sanctions

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"Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities"

EQUAL OPPORTUNITY DIRECTIVE 2015-EO-8, Monitoring  
Schedule, Procedures, and Tools

These directives may be found on our website at [www.mawib.com](http://www.mawib.com)  
or [www.co.st-clair.il.us](http://www.co.st-clair.il.us).

Monitoring may occur in the course of one day, or over a period of several days. For purposes of monitoring, you must provide unlimited access to your physical facilities, all staff, and all WIOA Title I-related program documents, including participant files, files containing medical information, and the electronic database. Prior to, during, or after an on-site inspection, additional documentation may be needed, or interviews with staff may be held. You are directed to cooperate.

The recipient shall ensure the LWIA 24 EO Officer, or designee, has: (1) a private room for conducting interviews; (2) access to a telephone and computer with Internet capability; (3) access to participants' files; (4) access to medical and/or disability files or participants; (5) access to the recipient's electronic database; (6) copies of WIOA Title I-related written materials such as brochures, flyers, orientation materials, recruitment materials, advertisements, and the like; (7) copies of policies and procedures used to deliver WIOA Title I-financially assisted programs and activities;

(8) copies of contracts, arrangements, grants, agreements, and applications in your custody and control, which are related to WIOA Title I-financially assisted programs and activities; and (9) access to interview each staff member.

As previously noted, the LWIA 24 EO Officer or designee also shall have access to all physical spaces at the location, and will ask members of staff to demonstrate certain aspects of programs and activities, such as greeting and serving persons with hearing impairments, greeting and serving persons with visual impairments, greeting and serving limited English proficient persons, receiving and referring discrimination complaints, and receiving and referring disability-based and religious-based accommodation requests.

Once monitoring at your location is completed, you will receive a written copy of my findings. If corrective actions are needed to achieve compliance in certain areas, I will specify the actions to take and provide you with a target-date for compliance.

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"Equal Opportunity Employer/Program" and "Auxiliary aids and services are available upon request to individuals with disabilities"

By the target-date, you must provide me with written assurances that the corrective actions have been completed, or, under limited circumstances, you may request additional time to complete certain actions. If voluntary compliance ultimately cannot be achieved, I will follow the procedures set forth in EQUAL OPPORTUNITY DIRECTIVE 2015-EO-7, Procedures for Determining Corrective Actions and Sanctions.

✓ **Questions**

If you have any questions, do not hesitate to contact me:

**Linda Franks**  
**LWIA 24 Equal Opportunity Officer**  
**St. Clair County Intergovernmental**  
**Grants Department**  
**19 Public Square, Suite 200**  
**Belleville, IL 62220**  
**Telephone: (618) 825.3266**  
**TTY (English): (800) 526-0844**  
**TTY (Spanish): (800) 501-0864**  
**Voice/ITRC: (800) 501-0865**  
[lfranks@co.st-clair.il.us](mailto:lfranks@co.st-clair.il.us)

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