



Mississippi Valley Workforce Development Board

Business Committee Meeting Agenda

Thursday, June 8, 2023, at 11:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/85839772032?pwd=b0hLUm1VNndCRnAvckhaMGZSWkVCz09>

Meeting ID: 858 3977 2032 Passcode: 589366

One tap mobile: 13017158592,,85839772032#

Called to Order	Mandy Parchert
Roll Call	Mandy Tripp
New Member Welcome	Mandy Parchert
*Excused Absences	Mandy Parchert
*Approval of Previous Meeting Minutes	Mandy Parchert
*Approval of Agenda	Mandy Parchert
Retrain & Retain Grant Interest Updates (page 5)	Andrea Taylor
*Black Cat Blades (Page 7)	Mandy Parchert
*Retrain & Retain Policy Modification (Page 10)	Andrea Taylor
Mini LMI Demo	Mandy Tripp
Business Team Updates (Page 23)	Andrea Taylor
Strategic Plan Review (Page 25)	Andrea Taylor
Committee Membership Review (Page 33)	Andrea Taylor
*Committee Chair/Vice Elections	Mandy Parchert
PY23 Funding Priorities	Miranda Swafford
Other Business	Mandy Parchert
Public Comment	Mandy Parchert
*Adjourn	Mandy Parchert

*Items Requiring a Vote ** Items Requiring a Roll Call vote

Accommodations

Accommodations are available upon request for individuals with disabilities.

If you need accommodations, please contact Andrea Taylor. associate@mississippivalleyworkforce.org
or by calling 1-844-967-5365 ext 2



Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

Thursday, May 11th, 2023, at 4:00 p.m., via Zoom

Members Present: Mandy Parchert, Chris Caves, Dennis Fraise, Kelley Brown, Stacy Borgeson

Members Absent: Stephanie Torrance (excused) and Brad Quigley (unexcused)

Staff Present: Miranda Swafford, Executive Director; Andrea Taylor, Associate Director; Nick Clayton, One Stop Operator

CALLED TO ORDER

Parchert called the meeting to order at 4:01 p.m.

QUORUM

There was a quorum to conduct business.

EXCUSED ABSENCES

Motion made to excuse Torrance by Fraise, Seconded by Brown. Motion carried. Quigley had unexcused.

NEW MEMBER WELCOME

Parchert welcomed new members Torrance and Borgeson. Committee members introduced themselves.

***APPROVAL OF PREVIOUS MINUTES**

Brown made a motion to accept the previous minutes, seconded by Howard, and the motion carried.

***APPROVAL OF AGENDA**

Fraise made a motion to accept the agenda, seconded by Howard, and the motion carried.

RETRAIN & RETAIN GRANT INTEREST UPDATES

Taylor advised there has been no interest updates since March and requested assistance with getting information out by the committee. Committee members stated they would assist and that when a new social media post is made, it can be shared with them to share, or they can be tagged in the posts. Borgeson stated she would push it out to her group. Fraise stated he would follow up with Scott's Miracle Grow as they are in their busy season so that could be why they haven't responded to outreach attempts. Howard asked about attendance at the coffee talks being held and if that was something that would help. Taylor reported that attendance has been low at them, but the staff has still been pushing it out to those who are looking for training opportunities.

***NOVELIS GRANT APPLICATION REVIEW**

Committee was pleased with the updated scoring rubric. Motion to approve Novelis application for \$6150 made by Fraise, seconded by Howard. Motion to approve Novelis carries.

BUSINESS SERVICE UPDATES

- Taylor reported the Davenport Business Service Team Attended the Quad City Chamber Hob Nosh on April 27th. This is one of the largest events the chamber hosts for area businesses to connect. IowaWORKS had a table with a virtual reality headset, new swag, and a \$50 Amazon gift card drawing.
- Labor Market Information Lunch & Learn was held on April 25th to show the different types of information that can be pulled from LightCast.
- Both Burlington and Davenport Business Service Teams are scheduled to meet in person on May 22nd to review the Strategic Plan to begin implementation. The Strategic Plan will be what helps guide and direct the Business Engagement Specialists and the Business Service Team with specific goals and objectives. Such as tracking new business connections, business assessments, referrals made, and follow-up. All information will be discussed at this meeting and shared/reviewed with the Business Committee for input/suggestions. This meeting will also be the first of quarterly in-person meetings to work on working together as a whole team, utilizing members' strengths and opportunities to build a stronger team.

OTHER BUSINESS

Parchert suggested a mini demonstration or takeaways be presented at an upcoming Business Committee meeting. This will be added to the agenda.

Taylor reminded the committee of the upcoming Board meeting on Monday, that a big part of the discussion will be around in-demand industries and it is very important to be aware of those industries as it will directly affect OST scholarships, on-the-job training, and the Retrain and Retain grant as they will all have to be in those areas.

Parchert asked if there were a specific number of in-demand industries, and Swafford said no.

Caves asked how in-demand industries are different from sectors. Discussion around how they could be directly related to each other.

PUBLIC COMMENT

Howard reported the upcoming Muscatine job fair on May 17th at community Y from 11 am-1pm.

Taylor asked if it was able to be worked out for HNI to sponsor due to HNI wanting to do so. Howard reported that it wasn't an event with a sponsor.

Swafford reported that at the next meeting the amount of money the committee would want to invest in the Retrain and Retain grant for the next fiscal year.

Parchert asked if the 4 pm time worked the best for everyone or if an earlier time would work better.

The committee decided to change the meeting time to 11 am starting with the June 8 meeting.

ADJOURN

Howard made a motion to adjourn, seconded by Brown, and the motion carried. Parchert adjourned the meeting at 4:50 p.m.

R&R Grant Applications Update



Clinton County 5/31/23	Ineligible due to being a governmental entity
HeroBX 5/26/23	Eligible to apply. Working on gathering training information to submit application
Black Cat Wear Parts 3/13/23	Application completed, scheduled for committee review on 6/8/23 Setting up training provider and then will submit the application Leadership Training-10 people

***Black Cat Blades**



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY

Name of business: Black Cat Blades, LLC

County: Clinton

Amount of request: \$5820

Date application submitted: 5/11/23

Date to start training: July 2023

Years in existence: 10

Total number of employees: 59

Total number of employees to be trained: 9 (there will be 7 in one and 9 in the other, these trainees will overlap)

Reason for funding: The business proposes to increase employee skills and competencies as well as to remain viable and competitive.

Employer cost share: 25% (\$1940)

Number of training hours: 13

Length of training: ETT 3.5hrs July 13th & 20th SL three 2hr trainings July 26th, August 2nd and August 9th

Training provider: MRA www.mranet.org

Course description and objectives:

We have new team leads and supervisors that have not been formally trained in how the law affects their position. We have team members on the shop floor that haven't been trained in techniques.

We have completed Black Cat-specific training but need a professional trainer to train in employment legal issues and training techniques.

Supervisor and the Law Training: (9 Participants)

- Discuss the role of a supervisor and what it means to be a legal agent.
- Review federal fair employment laws related to discrimination of protected classes.
- Understand the ADA and reasonable accommodations.
- Examine harassment and identify harassing conduct.
- Review leave considerations, including FMLA and other leaves of absence.
- Understand guidelines for legal interviewing.
- Review documentation and best practices related to performance management and disciplinary actions.
- Explore the role of legal agents and the implications for managers and supervisors.
- Identify employment laws and actions required to remain compliant.
- Review best practices to reduce the risk of litigation in all phases of the employment life cycle.
- Recognize the importance of documentation to support employment decisions.
- Determine when and how to partner with HR.

Effective Training Techniques Training: (7 participants)

- Understand your current level of knowledge of job training.
- Discuss adult learning principles.
- Identify the elements necessary to design on-the-job training.
- Determine whether training is the right solution to your problem, and if so, what is needed.
- Inventory and schedule training
- Write training objectives.
- Write job breakdown sheets and test for effectiveness.
- Recognize the common mistakes trainers make.
- Prepare a training demonstration.
- Demonstrate and receive feedback on that training.
- Identify the business benefits of using proper training methods.
- Recognize and evaluate the training needs of employees.
- Create job breakdowns and define clear training objectives.
- Apply adult learning principles to design effective employee training.
- Plan, schedule, and deliver quality training to your employees using a 5-step method.

1. Does the business provide employees with opportunities to acquire new or improved skills by earning a credential or direct certification?

Yes, we have a maintenance and CNC certificate program that they are able to go through and we would also allow classes as long as pertained to their job responsibilities or would further their advancement with the company.

2. Does the proposal represent a significant upgrade in employee skills?

Yes, we have promoted employees to new positions and are looking to give them tools to help them succeed.

3. Do the characteristics of the participants represent individuals with barriers to employment?

We have a couple on our list that would represent that.

4. Are there advancement opportunities with increased wages and benefits?

The trainees have already been placed in leadership positions and have already received increased wages

5. Is there an existence of other training and advancement opportunities provided by the employer?

Yes, we have other training that we have given to our team members, for example, we have put interested employees through iso auditor training.

6. Are layoffs averted because of the training?

No

7. Is this utilized as a stepping stone into further education or training or career advancement?

Not necessarily, however, it would be training knowledge they can take with them throughout their careers.

8. Employer size/Training Ratio:

9/59 15%

Upon completion, a trainee will receive: Certificate of Completion

Date reviewed by board staff: 5/20/23

SCORING RUBRIC						
	5	4	3	2	1	Score
Summary	Detail in the training, provider, participants, and reason for training is very high	Detail in the training, provider, participants, and reason for training is high	Detail in the training, provider, participants, and reason for training is moderate	Detail in the training, provider, participants, and reason for training is low	Detail in the training, provider, participants, or reason for the training	
Degree of Change	Training will have a very high degree of change on the company and employees	Training will have a high degree of change on the company and employees	Training will have a moderate degree of change on the company and employees	Training will have a low degree of change on the company and employees	Training will have a very low degree of change on the company and employees	
Upgrade in employee skills	Very high upgrade in employee skills	High upgrade in employee skills	Moderate upgrade in employee skills	Low upgrade in employee skills	No upgrade in employee skills	
Advancement	Significant advancement opportunities, and significant wage &/or benefit increase	Slight advancement opportunities, and slight wage &/or benefit increase	Possible advancement opportunities, wage, or benefit increase	Low advancement opportunities, low wages, or benefit increase	No advancement opportunities, no wage or benefit increase	
Total Score						/20
Score must be least 11 to be considered eligible for approval.						

*Retrain & Retain Grant Policy Updates

Reason – New program year with new funding levels and application deadlines have passed. The implementation of an interest form and modifications made to the application.

Documents Included – the policy with requested revisions in comments and highlighted.

Action Requested – extend the dates for applications, update the policy to reflect the usage of the interest form, and specify the application is to be used as the contract.



Mississippi Valley Workforce Development Board

RETRAIN & RETAIN GRANT PROGRAM POLICY, GUIDELINES, AND PROCEDURES

Approved Date: 11/21/2022

Effective Date: 1/1/2023

Amended Date: 4/5/2023

PURPOSE

The Mississippi Valley Workforce Development Board (MVWDB) establishes this local policy, guidance, and procedures for the Workforce Innovation and Opportunity Act (WIOA) Incumbent Worker Training (IWT) Program as outlined in WIOA Section 134 et.al. [29 U.S.C. 3174]. This program will be referred to as the Retrain & Retain (R&R) Grant Program in the Mississippi Valley Workforce Area (MVWA).

BACKGROUND

Incumbent Worker Definition - An Incumbent Worker is a person who is currently employed and could benefit themselves and their employer by upgrading their skills through training. The training should give the employee the opportunity for advancement and wage gains within their company. Incumbent Workers will be referred to in the R&R Grant Program as “employees.”

R&R Grants are designed to meet the special requirement of an employer to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Grants provide both workers and employers with the opportunity to build and maintain a quality workforce. Mississippi Valley R&R Grant Program is a business-driven program designed to meet the needs of an employer or group of employers. There is an expectation that the employee will be promoted or retained by the company after they receive training. Ideally, this would also create additional back-fill opportunities for other workers.

The program is intended to offset a portion, via reimbursement, of the business’s cost to train and upgrade the skills of its employees. Eligible businesses must demonstrate that by receiving funding assistance through the program, their business will not only improve the skills of their workers but also improve their business processes and competitiveness and decrease the risk of permanent layoffs.

PROGRAM OVERVIEW

Grant funds are limited and therefore will be awarded through an application process. The maximum award per grant, per year, is \$10,000 and the initial training agreement duration may not exceed 12 months. The maximum award may be adjusted based on funding availability, each program year. **The total amount of funding available for all training projects from July 1, 2022 – June 30, 2023, is \$50,000. A notification will be posted on www.mississippivalleyworkforce.org**

Commented [M51]: Remove from policy but need to discuss funding deadlines for PY23 and suggest a specific amount to hold back for grant.

when funds are no longer available. Grant deadlines are as follows for the current available funding:

Applications Accepted	Due Date	Award Notification
February 1, 2023 – March 1, 2023	March 1, 2023	March 15, 2023
March 1, 2023 – April 1, 2023	April 1, 2023	April 15, 2023
April 1, 2023 – May 1, 2023	May 1, 2023	May 15, 2023

When workers lack necessary training and businesses experience skill gaps, the company’s ability to compete, expand and retain workers can be compromised. Mississippi Valley R&R Grant Program addresses such needs. The Grant Program is to provide funding for continuing education and training of employees at existing Iowa businesses with physical locations in the MVWA. The program will provide reimbursement grants to businesses that pay for preapproved direct training-related costs.

The program helps established MVWA businesses to upgrade the skills of current employees, which provides enormous benefits including:

For employers:

- Increased Competitiveness
- Skilled Workforce
- Increased Productivity
- Increased Profits
- Company Growth
- Reduced Turnover

For employees:

- Advancement Opportunities
- Increased Job Opportunities
- Industry Recognized Credentials
- Job Retention
- Transportable/Transferrable Skills
- Improved Morale and Work Culture

ELIGIBLE EMPLOYEES

An eligible employee is one who is directly employed by the company at a facility located within the MVWA and meets these requirements:

1. Employee must be at least 18 years of age.

2. A citizen of the United States or a non-citizen whose status permits employment in the United States
3. Iowa resident
4. Employee must work at least 32 hours per week
5. Employee must have an established employment history with the employer for six months or more and receives a W-2.
6. Employee must be committed to attending all trainings.
7. Employee must earn an hourly wage above the state minimum wage.
8. Employee must agree to cooperate with data collection requirements.

*An employee does not have to meet the eligibility requirements for participation in career and training services for Adults and Dislocated Workers under WIOA unless they are also enrolled as a participant in the WIOA Adult or Dislocated Worker program.

**There is an exception to the six-month requirement: In the event, R&R funding is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more, as long as a majority (at least 51%) of those employees being trained meet the employment history requirement.

***R&R funding can also be used for underemployed if workers if the use of the funding focuses on increasing skills for underemployed frontline workers in an effort to advance these workers to more skilled positions with the same employer; or workers who would prefer full-time work but are working part-time for economic reasons.

INELIGIBLE EMPLOYEES

- Anyone who receives a 1099 Form: or
- Those who are placed through a temporary agency.

EMPLOYER ELIGIBILITY

Employers applying for an R&R Grant must meet the following criteria:

- Financially viable, private sector employers and certain nonprofit and local government entities (e.g., a nonprofit or county hospital) are eligible to receive R&R funds.
- The business or businesses must have been in operation for 12 months, not currently or recently experiencing bankruptcy, be current on all local, state, and federal tax obligations, and not appear on any federal suspensions or debarment lists.
- An eligible business must be located in Iowa and registered with the Iowa Secretary of State Office and have a physical location in the Mississippi Valley Workforce Area (MVWA).
- Businesses are encouraged to provide training to a group of employees and not individual training, although the number of employees in the company will be taken into consideration.
- Businesses should also demonstrate a commitment to retain or avert the layoff of employees receiving training.

Companies that are in the process of a layoff or have had a layoff in the last six months are not eligible for the R&R Grant Program (excludes temporary hires or contract workers.) If a layoff occurs in a company while they have an open R&R Grant, the current workers will be able to complete the training.

MULTIPLE BUSINESS APPLICATIONS

A group of employers who need the same training for their workers may submit a joint application. Multiple businesses can collaborate and apply for a collaborative training grant. The proposal for the common request must:

- Train employees of at least two different businesses, with one of those businesses designated as the Lead Applicant.
- Include employees of the Lead Applicant in the training.
- Include training descriptions and outcomes that address the employees from all businesses impacted by the proposed common training
- Include information on each business that will be part of the training.

A business may be treated as a single company or multiple companies depending on the number of locations and Federal Employer Identification Number (FEIN). If each location operates under a different FEIN, each location will be considered a separate company and will need to submit separate applications to receive separate awards. If the locations operate under one FEIN, it will be considered one company and will therefore need to join its training efforts, submit one application, and receive one award.

INELIGIBLE EMPLOYERS

The following businesses are not eligible to apply for funds under this program:

- Not-for-profit agencies or organizations. [Note: This does not apply to hospitals operated by local government entities in the State of Iowa or nonprofit hospitals]
- Entities whose administrations only comprise volunteers.
- Local Workforce Development Boards and their administrative entities.
- Labor unions.
- Federal, state, county, or city governmental entities [Note: This does not apply to hospitals operated by local government entities in the State of Iowa or nonprofit hospitals]
- Businesses that received an R&R Grant award in the current program year.

Commented [ATAD2]: Rearranged wording to add "nonprofit hospitals"

Commented [ATAD3]: Rearranged wording to add "nonprofit hospitals"

FUNDING CONSIDERATIONS

Funding considerations shall be given to the following:

- Businesses that provide employees with opportunities to acquire new or improved skills by earning a credential.
- Businesses whose grant proposals represent a significant upgrade in employee skills.
- The characteristics of the participants in the program, specifically the extent to which

they historically represent individuals with barriers to employment as defined in WIOA sec. 3(24), and how they would benefit from retention or advancement.

- The employees' advancement opportunities along with wages and benefits (both pre-and post-training earnings).
- The existence of other training and advancement opportunities provided by the employer.
- Layoffs averted because of the training.
- Utilization as part of a larger sector and/or career pathway strategy; or
- Employer size

While these considerations do not include an increased reimbursement percentage, applications that meet one or more of these conditions will receive priority during times of limited funding.

EMPLOYER'S COST-SHARING REQUIREMENT

Businesses will be required to provide a portion of the training costs dependent upon the size of the business and the number of employees either through direct cost contribution or in-kind contributions.

- At least 10% of the cost for employers with 50 or fewer employees.
- At least 25% of the cost for employers with 51 to 100 employees.
- At least 50% of the cost for employers with more than 100 employees.

The business must disclose cash and in-kind contributions. Examples of in-kind contributions, in addition to any direct costs, may include expenses associated with the use of space and equipment during the training project and trainee wages (including benefits) of employees during the training.

PERFORMANCE ACCOUNTABILITY

The employer must agree to provide performance records and keep accurate records of the project's implementation process and certify that all information provided, to request reimbursements and report training activity, is accurate and true, including evidence that the business has paid the training expenses in accordance with the terms of the agreement prior to requesting reimbursement of allowable training costs. During the grant and/or the completion of the grant, businesses will be asked to provide the following:

- Employer will collect and supply all trainee documentation (e.g., proof of SSN, proof of citizenship/right to work, and proof of physical address, etc.) to MVWDB (before the start date of the training).
- All training sessions must have signed attendance sheets or digital confirmation of attendance. Trainee participation is required.
- Employee satisfaction surveys
- The business must submit to MVWDB copies of all credentials, certificates of completion, or other documentation of the employee's participation within 60 days of the end of training to be considered eligible for reimbursement.

- R&R Grant projects require monthly communication with a Business Services staff member on the status of the project.
- Upon training completion, each project requires one year of follow-up to track project outcomes (e.g., providing updated trainee wages and promotions).
- Employers submitting an R&R Grant application are agreeing to provide this information.

ALLOWABILITY OF USE OF R&R FUNDS

With proper documentation allowable costs for R&R Grants include (but are not limited to):

- Training/Course Registration
- Instructors/Trainer Salaries
- Curriculum Development
- Textbooks and Manuals
- Materials and Supplies
- Tuition Expenses
- Off-site Training Space (e.g., classroom rental)

Non-reimbursable costs include (but are not limited to):

- Administrative Costs
- Trainee's Wages
- Purchases of Capital Equipment or Capital Improvement
- Purchases of items or services that will be used primarily outside of the R&R program
- Travel Expenses for Trainers or Trainees
- Assessment, Testing, or Certification Fees
- Advertisement or Recruitment
- Annual Membership for Online Courses

TRAINING SERVICES

The R&R Grant Program provides flexibility regarding the type(s) of training and the training provider(s). Based on the needs of the company and its overall workforce development needs, the company chooses its training and training provider that provides employees with opportunities to acquire new or improved skills.

Training can include, but is not limited to, industry or employer-specific work skills, basic job skills, technical computer skills, new manufacturing technologies, equipment operation training, changes in production processes, and skills such as leadership, teamwork, communication, conflict resolution, and management skills if the employer can document the

need and effect on employee production and/or retention with the company.

Employers will determine and select the types of training and training provider(s) that meet their business and training requirements before submitting a grant application for consideration.

All proposals must show an end date that completes training within 12 months of the award date. All training should have specific start and end dates.

INELIGIBLE TRAINING

- New hire orientation
- Degree programs
- Training that takes place where food and/or beverages are included in the cost
- Training that includes the purchase of equipment (such as iPads or other equipment/ supplies/devices that can be used outside of training) in the cost of the training
- Self-paced learning
- Non skill related assessments
- Mandated safety training (such as OSHA)
- Regularly provided annual training
- English as a second language
- Basic skills or remedial education
- Non-job-related training

ELIGIBLE TRAINING PROVIDERS AND ACTIVITIES

Public or private educational institutions, trade associations, community-based organizations, economic development agencies, unions, government agencies, or subject matter experts may provide R&R, and training can be conducted at the business facility, at the training provider's facility, online, or a combination of sites.

MVWDB CRITERIA

The MVWDB reserves the right to accept or reject any or all grant applications submitted.

MVWDB does not commit to pay for any cost incurred before any award notification or the execution of any contract. All grant applications and their accompanying attachments will become the property of the MVWDB after submission, and materials will not be returned. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually agreed-upon conditions and delivery schedules with the submission of appropriate documentation.

GRANT PROGRAM PROCEDURES

APPLICATION PROCESS

Eligible businesses can apply during the time periods listed above until funds are fully expended. The R&R Program Grant Interest Form should be completed and a meeting scheduled to determine training needs and eligibility prior to completing the application. The application is the only document that may be used to apply for the R&R Grant. Applications should be submitted at least 30 business days before the start date of the training. However, submittal within this timeframe does not guarantee that the approval date will be on or before the training start date.

Commented [ATAD4]: Interest form completion and meeting prior to submitting application

APPLICATION RECEIPT

The business will receive a notification email that the application has been submitted within 48 hours. If the business does not receive this, the application was not received. A holiday or a large influx of applications may cause a delay in the sending of this email. Incomplete applications will delay the approval process, and the application will return to the queue.

REVIEW AND APPROVAL

Upon receipt of a completed R&R Grant Application, the grant application will be reviewed to determine the employer's eligibility for R&R funding by board staff. More information may be requested from the employer to determine eligibility. The business committee will review all applications and make award decisions.

GRANT CONTRACT

Once the application has been finalized and signed it will be considered the contract due to it containing all assurances and needed information. Within two weeks of the grant approval, the required grant documents will be sent to the applicant. Required self-registration on IowaWORKS must be completed prior to the start date of the R&R training. Funding cannot be provided for any costs for an R&R program that starts before the training has been completed. These forms will include:

Commented [ATAD5]: Wording changed to make more sense with the application being considered the contract as well as self-registration prior to training starting

- Trainee Data Submission Form
- Reimbursement Request Form
- Trainee Roster
- Training Expense Summary Report
- Final Training Evaluation Form

Commented [MS6]: Update to say grant documents will be sent as the application is used as the contract since it contains all assurances and needed information.

REIMBURSEMENTS

The first reimbursement can be requested once the has been executed by MVWDB. Businesses may request reimbursement as frequently as needed during the 12-month period. Reimbursements will be made in direct correlation with the business's training progress. The percentage of funds reimbursed must stay equal to or less than the percentage of trainees that have been trained to date. All reimbursements must be submitted within 60 days of the contract end date. Reimbursement requests received after the 60-day cutoff will not be processed. Before an invoice can be paid, the Reimbursement Request Form must be completed and submitted to the MVWDB. Before the final payment can be processed the Final Training Evaluation form must

be completed.

CONTRACT TERMS

The contract will set forth all processes and expectations for administering, implementing, and completing the training. If the contract is not executed within a 45- day time frame, the grant award becomes null and void unless permission is granted by the MVWDB. In the contract the employer will agree to and assure the following:

- The business will disclose whether they are currently receiving training funds, either directly or indirectly, from Iowa state government. (If an employer is receiving training funds from Iowa state government, they are not eligible to receive R&R funds as it would be a duplication of funding).
- Employer will assure they are not presently debarred, suspended, proposed for disbarment, and declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the State of Iowa.
- Employer will assure they do not have any outstanding tax liability to the State of Iowa and will disclose outstanding tax liabilities with any other state(s).
- Employer will assure they will not make offers of gratuities or favors to any officer, employee, or board member, or to any subcontractor staff of the MVWDB.
- Employer will assure they have not relocated from any location in the U.S. until the date that is 120 days after the date on which business commences operations at a new location if the relocation of such business or part of a business results in a loss of employment for any employee of such business at the original location and such original location is within the United States.
- Employer will assure that all records relating to activities covered under the R&R (Incumbent Worker Training Program) will be available and accessible, upon request, during normal business hours and as often as deemed necessary by state and federal duly authorized representative(s), for the purposes to include monitoring, reviewing, verification, audit, and/or investigation. This shall include authorization to make excerpts or transcripts from all applicable records.
- The employer will agree to monitoring by the MVWDB, Iowa Workforce Development, U.S. Department of Labor, or other such related agencies of training records to ensure compliance with rules and regulations.
- The Employer must agree to not discriminate against any participant because of age, race, creed, color, religion, political belief or affiliation, sex, national origin, ancestry, or disability.
- The Employer must agree to comply with the Americans with Disabilities Act of 1991, Public Law 101-336, or as amended and associated code of federal regulations published in the Federal Register as applicable to the Employer directly or indirectly as recipients of contracted funds for the State of Iowa.
- The employer will assure that all employees will receive a copy of the completion record

for the training that each employee successfully completed.

LENGTH OF CONTRACT

Training must be completed within 12 months from the date of approval. From there, the company will have 60 days to submit final reimbursement requests for training completed during the contract period.

EXTENSIONS

There is no provision in the contract for extensions. A business is expected to have carefully assessed its training needs so that it will apply only for the funds needed for training that can be completed in a 12-month timeframe.

AMENDMENTS

If there is an extenuating circumstance that leads to a need to request a change to the approved training, the business must contact the MVWDB to discuss the best alternatives. Changes in the training(s) may not necessitate a new application, but the business will need to complete an amended training form and submit it to the MVWDB as soon as possible. If necessary, the MVWDB may convene the grant review committee to review these changes as it relates to the purpose of this grant. The training will still need to be completed within the one-year time frame.

TECHNICAL ASSISTANCE

The MVWDB staff is available to provide technical assistance throughout the process, from the application stage through contract execution, contract management, and fiscal closeout. An individual or organization may assist a business or group of businesses in the application process; however, that individual/organization may not be compensated with grant funds.

OTHER TRAINING RESOURCES

There are additional training programs at the local and state level designed to support Iowa businesses by providing training grants. A business can also apply for a State of Iowa grant through Future Ready Iowa's [Employer Innovation Fund](#)

The Iowa New Jobs Training Program (260E) was developed to assist businesses that are creating new positions or new jobs. If the company is expanding operations or relocating to a new facility in the state, the 260E program can provide flexible funding to meet a wide variety of training and employee development needs.

The Iowa Jobs Training Program (260F) provides job training services to current employees of eligible businesses.

- Helps companies train current employees with new skills.
- Eligible businesses collaborate with the local community college, which will assess training needs, determine funds available and provide training.
- Valuable employee training for little to no cost

Other local options for funding include customized training which is designed to meet the specific requirements of an employer or group of employers, with the commitment that the employer(s) will retain current employees or hire individuals who successfully complete the training or an On-the-Job Training grant (On-the-Job Training is training conducted by an employer that is provided to a paid participant while engaged in productive work in a job that

provides knowledge or skills essential to the full and adequate performance of the job) through the MVWDB. Contact MVWDB for more information about customized and On-the-Job Training options.

Equal Opportunity Programs/Employer

Auxiliary aids and services are available upon request for individuals with disabilities.

Business Services Update



Mississippi Valley Workforce Development Board

Business Service Updates

- Both Burlington and Davenport Business Service Teams met in person on May 22nd to review the Strategic Plan to begin implementation.
 - The Strategic Plan will be what helps guide and direct the Business Engagement Specialists and the Business Service Team with specific goals and objectives. Such as tracking new business connections, business assessments, referrals made, and follow up.
 - This meeting will also be the first of quarterly in-person meetings to work on working together as a whole team, utilizing members' strengths and opportunities to build a stronger team.
 - The next in-person meeting will be held on August 16th at the Davenport center from 10a-3p
- Jen Schuster from the Burlington center shared the OJT success story of her participant that quit school, got her HiSED, and started working for an insurance agent who is now assisting with getting her started on obtaining her certificate in insurance sales.
- Martha Garcia-Tappa and Jana Wittenberg from the Davenport center is working with the QC Chamber on the needs of the Amazon distribution center that is opening.
- Burlington held a Veterans job fair that had eight employers and 22 job seekers. Two Veterans had signed up for the mock interviews and completed those prior to talking to the employers at the fair. Some employers were bringing potential candidates into the center to utilize the privacy rooms for interviews.

Strategic Plan Review

Business Services Strategic Plan

Mississippi Valley Business Services Team	Effective Date: July 1, 2023
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Executive Summary	<p>The role of WIOA partners is designed to be an interagency collaboration, partnership formation, and leveraging of resources, and will play a vital role in Iowa’s success in meeting business’ workforce development needs.</p> <p>WIOA partners will continue to support a continued focus on branding the one-stop system, delivering a universal message to identify the one-stop system, and establishing standardized services.</p> <p>The business service team provides services to businesses such as job postings, recruitment, and pre-screening of candidates. They also provide customized recruitment services, host targeted hiring events and job fairs, provide on-the-job training, and incumbent worker training, identify targeted populations and connect businesses to workforce development incentives and tax credits.</p>
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Vision Statement	<p>To have all partnering businesses believe that the IowaWORKS Mississippi Valley business services team is their ultimate resource, for them to consistently utilize the business services team for their expertise in workforce development needs.</p>
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Mission Statement	<p>The mission of the IowaWORKS Mississippi Valley business services team is to develop a relationship with local businesses that creates trust that they can provide them with, or connect them to, the resources they need to achieve maximum success at their first point of contact</p>
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Business Team Membership	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;">Burlington</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;">Davenport</td> </tr> <tr> <td style="padding: 5px;">Katelyn Orth</td> <td style="padding: 5px;">Jamie McLaughlin</td> </tr> <tr> <td style="padding: 5px;">Jen Schuster</td> <td style="padding: 5px;">Martha Garcia-Tappa</td> </tr> <tr> <td style="padding: 5px;">Cindy Whalen</td> <td style="padding: 5px;">Scott Schneider</td> </tr> <tr> <td style="padding: 5px;">Brenda Ruby</td> <td style="padding: 5px;">Travis Robinson</td> </tr> <tr> <td style="padding: 5px;">Martha Bell</td> <td style="padding: 5px;">Angela Stagg</td> </tr> <tr> <td style="padding: 5px;">Shayla Taeger</td> <td style="padding: 5px;">Vickie Siebel</td> </tr> <tr> <td style="padding: 5px;">Tim Snyder</td> <td></td> </tr> <tr> <td style="padding: 5px;">Tracie Timmerman</td> <td></td> </tr> </table>	Burlington	Davenport	Katelyn Orth	Jamie McLaughlin	Jen Schuster	Martha Garcia-Tappa	Cindy Whalen	Scott Schneider	Brenda Ruby	Travis Robinson	Martha Bell	Angela Stagg	Shayla Taeger	Vickie Siebel	Tim Snyder		Tracie Timmerman	
Burlington	Davenport																		
Katelyn Orth	Jamie McLaughlin																		
Jen Schuster	Martha Garcia-Tappa																		
Cindy Whalen	Scott Schneider																		
Brenda Ruby	Travis Robinson																		
Martha Bell	Angela Stagg																		
Shayla Taeger	Vickie Siebel																		
Tim Snyder																			
Tracie Timmerman																			

SWOT Analysis	<ul style="list-style-type: none"> • Strengths: Internal factors that give the Business Service Team an advantage • Weaknesses: Internal factors that put the Business Service Team at a disadvantage • Opportunities: External factors that the Business Service Team can take advantage of • Threats: External factors that could harm the Business Service Team
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SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
Work as a team	No referral process	Additional Sector Board development and Involvement	Employer fatigue
Manufacturing Sector Board Participation	No business tracking system	Professional Development Training	Businesses not responding to the satisfaction survey
Bi-weekly meetings	Gaps in asset mapping	Cross Training	Lack of compliance
	No single point of contact approach/Lead	Development of an Outreach Strategy	Failure to meet One Stop Certification standards in the future
	Lack of coordinated outreach	Creation of a community partner asset map	
	Duplication of services and outreach	Touring Businesses	
	No community partner asset map	Increasing Business Satisfaction feedback	
	Lack of knowledge of partners business services	Combined business Needs Assessments	
	No way to effectively measure business satisfaction		

**Goals and
Action**

Strategic Plan

This will be finalized at the first quarterly in-person meeting on May 22nd with an implementation date of July 1, 2023.

Combined Business Needs Assessment/Contacts

- The final version of the business needs assessment will be approved on May 22nd and implemented on July 1, 2023.
- Business Service Team members will bring assessments to each bi-weekly meeting in order to review the businesses visited and their needs.
- Assessments will be uploaded into a board folder and tracking system by the team lead.
- Annually the board will use these assessments to track data points and develop tailored business service strategies.

Referral Process

- The team lead will develop a form for referrals to start on July 1, 2023.
- Each business team member will complete this form when a referral is needed within two business days of meeting with the business.

Tracking System

- The team lead will enter all business contact referrals and follow-up statuses into a living Excel Spreadsheet that will be shared with all team members.

Community Partners Asset Mapping

- Will be completed in conjunction with the Center's outreach plan developed by the one-stop operator.
- All team members need to share what community partners/organizations they currently have relationships with so we can ensure all relevant organizations are receiving outreach on a regular basis.

Single Point of Contact Approach

- The "Business Line" will serve as the single point of contact on outreach materials and Andrea Taylor serve as the lead of the Business Services Teams Bi-Weekly Meetings.

Cross Training

- Cross training/Partner sharing- Invite other partners/programs to give an overview of their business services at least quarterly.
- Business Committee minutes will be shared monthly with the Business Service Teams.
- The Business Team Meeting minutes will be shared with the Business Committee monthly.
- The teams will create a Business Team presentation for trainings and presentations.

Professional Development Opportunities

- Training on how to use and implement LMI data
- outreach strategies training
- training through the National workforce development professional website
- NAWDP they have several professional who have training that might be a benefit
- some sort of sales or recruiting class would be beneficial
- power point training
- communication and briefing tips would also be helpful
- organization skills to help manage workload and calendars
- SHRM certification
- Some sort of intermediary training
- Developing employee skills
- team building training
- effective team communication
- leadership training
- conflict resolution
- effective strategic planning
- stress management
- emotional intelligence training
- team collaboration for goal achievement/service optimization
- communication training

Sector Board and Partnerships

- MVWDB will initiate a meeting with EICC Advanced Manufacturing Sector Board to be held before July 1, 2023
- Meeting will be held with Kathy Leggett and EICC by July 1, 2023, to begin discussion of Sector Board transitions.
- “IWD will provide technical assistance and transition support for all sector board partnerships to the Local Workforce Development Boards (LWBDs) by December 31, 2023.”
- The board will be the convener of the sector board meetings.
- Business Service Team members are encouraged to attend quarterly meetings when applicable.

Asset Map Coverage

- The team lead will begin discussions with each Business Service Team to identify additional partners that provide the below services or determine which partner program is covering the below areas of the asset map in order to determine whom these referrals should go to when needed.

Burlington	Davenport
Serve on an Economic Dev. Board or committee	Conduct interviews and/or assist employers with creating interview questions
Work with employers to devise recruitment and branding strategies	Assist employer with job interview techniques for efficiency and compliance
	Consultation with HR professionals on job descriptions/employee handbooks
	Assist in the development of performance evaluation/personnel policies

Business Satisfaction Surveys

- The team lead will send to all new business contacts quarterly.
- A survey system will be created (iPad, survey card, etc.) to be utilized at job fairs/recruiting events for gathering business contact information. The point of contact for the fair will be responsible for getting these while at the event if the team lead is not present

Coordinated Outreach

- All team members will communicate job openings, job fairs, and hiring events to the team lead.
- The team lead will provide a summary update to the one-stop operator to communicate job openings, job fairs, and hiring events shared by the team to all center staff to ensure everyone is notified.
- When a team member has a tour with a business, they will invite all other business team members.
- Outreach events where a fee is paid, or a booth is held will be coordinated so it that is IowaWORKS being represented, and all business services team members will be invited to participate.

- Use Iowa *WORKS* outreach-specific materials instead of entity-specific when conducting initial outreach to businesses.
- The MVWDB will host a Business Services website page to promote all Iowa *WORKS* business services available. An interest form will be available on this page for businesses to submit an inquiry.

Bi-Weekly Team Meetings

- Report on new business contacts made by each team member
- Report job fairs and events
- Business/Participant/Peer Successes
- Updates on referrals
- Discuss upcoming outreach opportunities and collaboration
- What can we do better?

Quarterly in-person Business Service Team meetings

- Review/Update Strategic Plan
- Review SWOT
- Cross training
- Review LMI Data
- Business Satisfaction Surveys
- Professional Development Opportunities
- Team Successes
- Special Initiatives

Performance	<p>Goals</p> <ul style="list-style-type: none"> • Number of <u>NEW</u> business contacts for each center each month Davenport 10/month Burlington 8/month • Total # of Services Provided each month Davenport 90/month Burlington 85/month • Total # of Business Needs Assessments Completed Davenport 10/month Burlington 8/month • Number of off-center workforce events for each center each month Davenport 4/month Burlington 2/month • Number of onsite workforce events Davenport 2/month Burlington 1/month • Specific Initiatives (Re-entry, Veteran events, etc.) Davenport 1/quarter Burlington 1/quarter <p><u>Monthly Report for Business Committee</u> The team lead will complete reports for monthly Business Committee meetings addressing the following:</p> <ul style="list-style-type: none"> • Number of businesses served - Tracked by center • Number of new business contacts • Type of services provided • Number of business referrals and follow up • Job fairs and hiring events • Additional Business Service Team meeting activities and events • Success stories (business, participant, staff) • WARN, Rapid Response
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Committee Membership



Mississippi Valley Workforce Development Board

PY23 Business Committee Members

Effective July 1, 2023

Meetings: 2nd Tuesday, 11am

Mandy Parchert	Board Member
Brad Quigley	Board Member
Dennis Fraise	Non-Board Member
Chris Caves	Non-Board Member
Stacy Borgeson	Non-Board Member
Hannah Howard	Non-Board Member
Stephanie Torrance	Non-Board Member
Kelley Brown	Non-Board Member

*Committee Chair/Vice Elections

PY23 Funding Priorities