



Mississippi Valley Workforce Development Board

Business Committee Meeting Agenda

Thursday, March 14, 2024, at 11:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/86836600675?pwd=MWJMUZV05FK2p6REJaNjIESnhhQT09>

Meeting ID: 868 3660 0675 Passcode: 432130

One tap mobile: +16469313860,,86836600675#

Called to Order	Mandy Parchert
Roll Call	Louise Butherus
*Consent Agenda	Mandy Parchert
Excused Absences	
Approval of Previous Meeting Minutes	
Approval of Agenda	
New Member Introduction	
Retrain and Retain Grant Interest Updates (Page 4)	Tyler Lanz
Competency Models (Page 6)	Tyler Lanz
*River Cities Engineering Grant Application (Page 11)	Mandy Parchert
IowaWORKS Mobile Unit	Tyler Lanz
Business Service Update (Page 16)	Tyler Lanz
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 accommodation, please contact Mandy Tripp at assistant@mississippivalleyworkforce.org or at 1-844-967-5365 option 3.



Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

Thursday, February 8, 2024, at 11:00 a.m., via Zoom

Members Present: Mandy Parchert, Stephanie Torrance, Stacy Borgeson, Chris Caves, and Caitlin Bliesener

Members Absent: Kelly Brown (excused), Emily Benjamin (unexcused)

CEO: Don Schwenker

Staff Present: Tyler Lanz, Strategic Partnership Specialist, Mandy Tripp, Compliance Officer, Louise Butherus, Communications Assistant

Guest: Brenda Rubey, Martha Garcia-Tappa

CALLED TO ORDER

Parchert called the meeting to order at 11:03 a.m.

QUORUM

There was a quorum to conduct business.

CONSENT AGENDA

The consent agenda included agenda approval, approval of Brown's excused absence, and previous meeting minutes. Caves made a motion to approve it, seconded by Torrance, and the motion carried.

RETRAIN & RETAIN GRANT INTEREST UPDATES

Lanz advised that there has only been one interest form completed in January by River Cities the initial meeting was January 24, 2024. River Cities opted to complete the form independently and we look forward to having the completed application for the March Agenda.

***RAPID RESPONSE POLICY MODIFICATION**

Lanz advised updates to the policy, some sections have been removed and some have been updated as well as guidance added for informal notifications when an official WARN notice has not been received. Updates have been outlined in the policy. Caves made a motion to approve the policy modification, seconded by Torrance, proposed modifications passes.

BUSINESS SERVICE UPDATES

Lanz reviewed the January numbers with an increase in new businesses. Both Davenport and Burlington continue to surpass their strategic planning goal. Lanz also highlighted Burlington had an off-site Hire Talent Tuesday in Lee County with an attendance of 23 employers and 98 job seekers. Parchert inquired as to what has created the rise in new business interest and Lanz commented that it is mostly in part to the Business Service teams becoming more strategic in their outreach.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Caves made a motion to adjourn, seconded by Torrance and Parchert adjourned the meeting at 11:18 a.m.

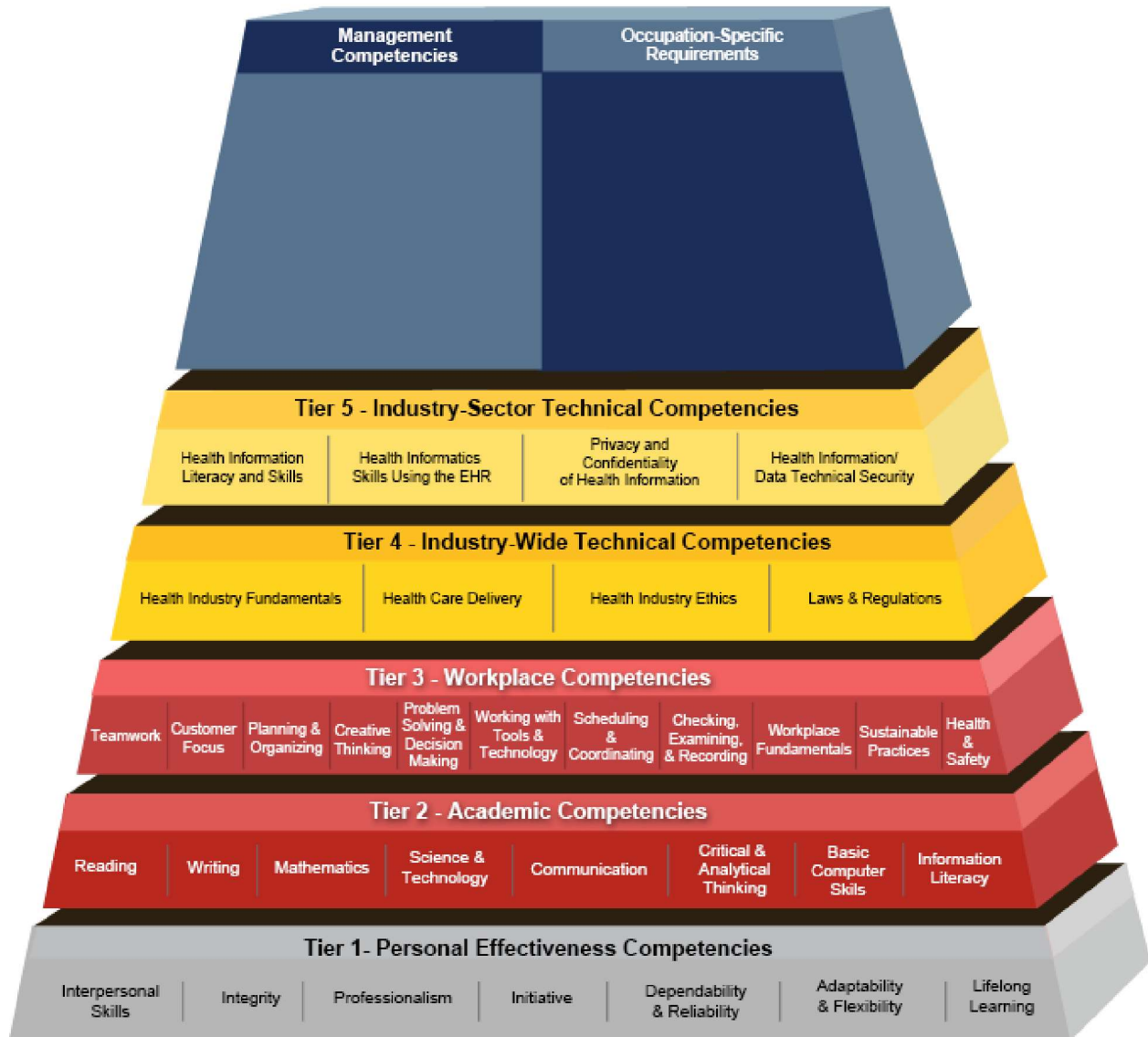
Retrain and Retain Grant Interest Updates



Superior Tube Products	Initial meeting 2/13. Interested in Lean Manufacturing, Maintenance, and Operator Training. Also receiving 260 grants. Followed up after receiving state guidance and haven't heard back.
American Power Systems, Inc.	Referred by QC Chamber, emailed to schedule initial meeting.
Siemens Gamesa	Referred by IWD to avert layoffs, emailed to schedule initial meeting.

Competency Models

Health Information Management Competency Model



Competency Models Timeline

Phases	Objective	Action Item	Person Responsible	Dates	Status
	Align school curriculum with employer needs using Industry Competency Models				
1	Data Collection and Analysis	Action Item	Person Responsible	Dates	Status
		Initial meeting with WBSD	MVWDB, WBSD	October 2023	Complete
		Follow up meeting with WBSD	MVWDB, WBSD	January 2024	Complete
		Identify current alignments between WBSD courses and SCC programs	WBSD, SCC	February 2024	
		Meeting with Clinton about best practices	MVWDB, Clinton Schools	February 2024	Complete
		Develop Project Timeline	MVWDB	February 2024	Complete
		Condense Industry Analysis Worksheets	MVWDB	February 2024	Complete
		Condense Education Analysis Worksheets	MVWDB	February 2024	
		Identify alignments between Competency Models and Portrait of a Graduate and ACT Mosaic			
2	Engagement	Action Item	Person Responsible	Dates	Status
		Identify and Convene Industry Stakeholders	MVWDB, Chambers	March 2024	In Progress

		Identify and Convene Education Stakeholders	MVWDB, WBSD, SCC	April 2024	
		Identify and Convene Parents and Students	MVWDB, WBSD	Ongoing via survey? Focus Groups? Town Hall?	
3	Integration into Workforce and Education Services	Action Steps	Person Responsible	Dates	Status
		Identify Industry Role in Teaching Practices	Industry Stakeholders, WBSD, AEA, MVWDB	Ongoing, starting April 2024	
		Teacher Buy In – Professional Development, LMI Presentations, Industry Presentations, Etc.	WBSD, AEA	Ongoing, starting April 2024	
		Increase alignment between WBSD courses and industry certificates	WBSD, SCC, Apprenticeships	Ongoing	
		Identify and Develop Performance Measures	WBSD, AEA	May 2024	
		Incorporate Competency Model Measures into Performance Metrics, Grading Systems	WBSD	Ongoing, starting 2024-25 school year	
4	Post-Launch Follow Up	Action Steps	Person Responsible	Dates	Status
		Determine stakeholder interest in establishment of Industry Sector Board	MVWDB	Ongoing	

		Gap analysis with industry and education stakeholders		One year after implementation	
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*River Cities Engineering Grant Application

Documents included: RR Grant Application

Action Requested: Approve application



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY
Name of business: River Cities Engineering
County: Scott
Amount of request: \$10,000
Date application submitted: March 4, 2024
Date to start training: May 21, 2024
Years in existence: 20
Total number of employees: 60
Total number of employees to be trained: 15
Reason for funding: Increase employee skills and competencies.
Employer cost share: 25% (50-100 employees)
Number of training hours: 16
Length of training: 5/21/24 – 5/22/24
Training provider: FMI Corporation
Course description and objectives: Project Management Boot Camp – Modules 1 (Quality and Productivity) and Module 2 (Leadership and Management) to be provided to Project Supervisors and Project Managers. Module 1 will help to define tools and identify leaders' influence related to quality and productivity, as well as understand operational best practices to improve productivity and project performance. Module 2 will examine the traits of great leaders, review FMI's "Peak Leader Model," and develop proactive mindsets rather than reactive.
<p>1. Does the business provide employees with opportunities to acquire new or improved skills by earning a credential or direct certification? Yes</p> <p>2. Does the proposal represent a significant upgrade in employee skills? Yes</p> <p>3. Do the characteristics of the participants represent individuals with barriers to employment? No</p> <p>4. Are there advancement opportunities with increased wages and benefits? Yes</p> <p>5. Is there an existence of other training and advancement opportunities provided by the employer? Yes</p>

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?

Yes

8. Employer size/Training Ratio:

60:15, 25%

Upon completion, a trainee will receive: Course Completion, No Certificate

Date reviewed by board staff: 3/4/24

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.						

Iowa *WORKS* Mobile Unit

Business Service Update



Mississippi Valley Workforce Development Board

Business Service Report

Business Services Monthly Report February 1 - 29, 2024	Burlington	Davenport
Number of Businesses Served	208	249
Number of New Business Contacts	21	27
Business Referrals Made	0	0
Assisted Employer with Accessing Untapped Labor Pools	11	7
Continued Employer Engagement	28	29
Employers view internal resumes	134	181
Notification to Employer of Potential Applicant	1	0
Notification to Employer of Resumes via Virtual Recruiter	0	22
Provided Candidate Pre-Screening	0	0
Provided Employer Information and Support Services	55	43
Provided Job Fair Services	1	9
Provided Job Order Follow-up/Assistance	18	6
Provided Rapid Response / Business Downsizing Assistance	0	3
Planned Layoff Response	0	0
Provided Strategic Planning/Economic Development Activities	0	0
Provided Training Services	0	1
Provided Workforce Recruitment Assistance	16	3
Referred Qualified Applicants	1	9
Registered Apprenticeship		
Registered Apprenticeship Intro Meeting	0	1
Handoff to Office of Apprenticeship	0	0
In-Depth Meeting	0	2
Program Registered	0	0

Burlington

- Did not host a Hire Talent Tuesday in February due to the larger, off-site event at the end of January. The next Hire Talent Tuesday is scheduled for March 19, 2024.
- Brockway participated in a single-employer hiring event on February 14th, which was attended by 20 job seekers.

Davenport

- Opportunity Knocks was held on February 15, 2024 and was attended by 10 employers and 29 job seekers. The next Opportunity Knocks will be March 15th and already has 20 employers signed up to participate!
- The Quad City Steamwheelers Reverse Job Fair will be held Monday, March 18th in partnership with the Quad Cities Chamber. Registration is currently open for employers who want to participate.
- “Leap Into Inclusion” Lunch & Learn event was held February 29th and was attended by 7 people representing EICC, Unity Point Health, Waste Commission of Scott County, Upper Iowa University, and Michelle’s Vocational Placement.
- Superior Tube Products in Davenport is now an approved SkillBridge partner! Tracie, our Local Veteran’s Employment Representative, will be hosting a virtual Lunch & Learn about SkillBridge on March 20, 2024.
- Planning meetings are underway for Refugee Workforce Events in the Quad Cities. An Immigrant/Refugee Workforce Education Event will be held April 18, 2024 at the Davenport center, followed by a Job Fair targeting immigrant and refugee populations on May 23, 2024 in Rock Island.

Other/Successes

- Jennifer and Katelyn from the Burlington BST met with Precision Resistive Products in Mediapolis last Fall, and what started out as a meeting about the Southeast Iowa Job Fair and Labor Market Information has translated into an IT WBL placement! The company also raised their wages based on the LMI provided to them.

Rapid Response

- Received notification of business closure for Hackett Electric in Muscatine, which will impact 7 employees. Provided informational folders.
- Received WARN from Zachry Industries regarding the Bayer Muscatine facility impacting between 20-25 workers. HR contact advised the layoffs will happen at different times, so informational folders were mailed and will be distributed by the company.
- We have not received a WARN yet, but we had a preliminary meeting with West Liberty Foods to plan for phased layoffs beginning later this Spring that will impact a total of about 260 people. The first WIM is scheduled for mid-April. This will be the first time the Mobile Unit is being used for a Rapid Response event.