



# Mississippi Valley Workforce Development Board

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## Board Member and Committee Description

**Position title:** Board Member

**Counties:** Jackson, Scott, Clinton, Muscatine, Louisa, Henry, Des Moines and Lee

### A. Purpose

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1. The purpose of the Mississippi Valley Workforce Development Board (MVWDB) is to serve as the Local Area's expert and leader in workforce development by identifying workforce issues and concerns, and by bringing together the necessary assets to facilitate solutions for Local Area prosperity. MVWDB members are customers of the system, visionaries, advisors, and change agents, as well as custodians of the local workforce development system. They act as a voting member of the MVWDB with full authority and responsibility to develop policies for the operation of the Board; to monitor its financial and programmatic performance; and to connect the Local Area with the resources needed to meet the needs of the businesses and job seekers that the MVWDB serves.

### B. Qualifications

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1. Demonstrated interest in the economic vitality of the community and related goals of the MVWDB.
2. Desire to make a positive contribution to the Local Area's economy by helping to shape a workforce development system that meets the needs of employers and individuals.
3. Commitment to devote time and expertise to working with other board members, stakeholders, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the regional workforce pipeline.
4. Experience or knowledge in at least one of the following elements: resource development, evaluation, training and education, program development, policy administration, business operations, finance, human resource administration, talent acquisition, or public relations.
5. Ability to represent the challenges and opportunities of your industry and the Local Area.
6. Possess optimum policymaking or hiring authority for your organization.

### C. Expectations

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1. Regularly attend and actively participate in board and committee meetings.
2. Notify the board chair/MVWDB staff when you are unable to attend meetings.
3. Participate in committees to which you are appointed (see list below).
4. Prepare for board meetings by staying informed about board matters; reviewing materials sent in advance of the meetings; and maintaining awareness of Local Area workforce development, education, and economic development challenges and opportunities.
5. Analyze labor market information to identify employment trends, skill gaps, and education and training needs, and use to prioritize Local Area resources and service delivery.

6. Comply with the Board's policies and by-laws.
7. Take advantage of opportunities to become more educated about the board's duties and the Local Area's IowaWORKS centers and services.
8. Foster a positive and fruitful relationship with all other Board Members.
9. Act as an ambassador of the Board with community organizations and businesses.
10. Act and vote on behalf of the long-term interests of the Board and the community.
11. Avoid conflicts of interest. If a conflict of interest on a particular issue is unavoidable, disclose the conflict and follow Board policies for abstaining from discussion and/or vote on that issue.
12. Understand and observe the respective roles of the MVWDB, board staff, the One-Stop Operator, service providers, and the Chief Elected Officials.

#### **D. Time Commitment**

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1. Quarterly Board meetings which normally last 1-1.5 hours.
2. Committee meetings time commitments vary.
3. Additional events and ad hoc meetings as requested.
4. Average time commitment for board members is approximately two to three hours per month.

#### **E. Benefits of Board Membership**

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1. Network with other business owners, human resources professionals, and community leaders.
2. Represent your industry's workforce needs.
3. Learn about workforce trends at the local, regional, state, and national levels.
4. Guide regional service delivery and impact local business and job seeker needs.
5. Represent your community on a regional level.
6. Learn about new and/or pending legislation affecting businesses and communities.

#### **F. Possible Board Committees**

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1. Youth Committee
2. Executive Committee
3. Finance Committee
4. Operations Committee
5. Other Sector Partnerships and initiatives as they are developed

#### **G. Standing Committee Descriptions**

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1. All committees will be public meetings and subject to the open meetings act.
2. The Mississippi Valley Workforce Development Board (MVWDB) carries out the majority of its work through its committee structure, and it is expected that each board member will actively participate in at least one committee, and/or participate in the MVWDB industry collaboratives in his/her field. The MVWDB currently convenes the following committees: Executive Committee, Finance Committee, Operations Committee, Youth Committee and the Disability Access Committee. The full MVWDB meets on a quarterly basis and reviews the quarterly committee

reports, financial reports, core partner reports, and takes any necessary action on agenda items. Committee reports will include discussion of actions and decisions, recommendations for board action, and assessment of progress toward accomplishing committee or team goals and outcomes.

3. Standing committees must be chaired by a member of the MVWDB, may include other members of the MVWDB, and must include other individuals appointed by the MVWDB board chair who are not members of the MVWDB (excluding the Executive Committee), and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the MVWDB. Committees meet on a monthly basis unless otherwise stated, and meetings may be cancelled when it is determined there is an insufficient number of agenda items. Committee chairs and committee members are appointed by the MVWDB Chair. All committees will be supported by the Executive Director to carry out their prospective roles and responsibilities.

## **H. Executive Committee**

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1. The Executive Committee consists of the Board Chair, Vice Chair, Committee Chairs, the CLEO, and other members as necessary, and meets eight times a year. Committee Chairs will give progress reports at each meeting. The Executive Committee has the following responsibilities:
  - a. Handles urgent issues and acts on behalf of the MVWA Board between meetings as needed and designated;
  - b. Undertake the transactional business of the board between meetings, such transactional business may include approval of contracts, budgets, and policies, communications with the CEOB, and other matters related to the administration of WIOA;
  - c. Provides input on agendas for MVWA Board meetings;
  - d. Reviews monthly reports and activities and recommendations of committees;
  - e. Recommends the appointment and/or dissolution of regular and special committees;
  - f. Reviews, develops and approves policies and procedures for the MVWA Board and its committees;
  - g. Reviews any studies, reports, or other documents submitted by regular or special committees before such studies, reports, or other documents are brought before the full MVWA Board;
  - h. Assists with the establishment and negotiations of performance standards and measures for the MVWA;
  - i. Coordinates the review of the Strategic Plan. Convenes local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities;
  - j. Conducts Public Hearings as necessary;
  - k. Reviews the Executive Director's performance/salary/raises and any issues regarding human resource management.
  - l. Makes specific recommendations to the MVWA Board regarding legislative issues;
  - m. Performs such other duties or matters of business that are not explicitly vested in the other Standing Committees or that may be properly assigned to the Executive Committee from time to time by the MVWDB or the Chair of the MVWDB.

## **I. Finance Committee**

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1. The Fiscal Agent and contractors attend the Finance Committee meetings monthly to provide financial reports. The Finance Committee is responsible for:
  - a. Performing oversight and monitoring of the MVWA Board finances;
  - b. Recommends operating and program-specific budgets and any required modifications;
  - c. Recommends the disbursement and payment of funds as defined by established policy;
  - d. Recommends, establishes, enforces, and reviews all financial policies and procedures;
  - e. Reviews the One Stop Operator, Fiscal Agent and Service Provider financial reports on a monthly basis;
  - f. Tracks progress on percentages and amounts spent for specific programs;
  - g. Reviews and if appropriate makes comments on all federal, state and independent monitoring reports as provided by those monitoring/auditing entities;
  - h. Works with the MVWA Board Executive Director to secure additional grants and funds for the workforce development area and Board;
  - i. Additional assignments as determined by the MVWA Board Chair.

## **J. Operations Committee**

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1. The Operations Committee shall have members from all core partners, and required partners as applicable in the area. Title I (Adult, Dislocated Worker, and Youth) may be represented by a member of the Board, not the contractor. The Operations Committee is responsible for:
  - a. Reviews quarterly performance reports and makes recommendations for areas of improvement;
  - b. Reviews monthly reports from the One Stop Operator, and Title I Adult/DW program.
  - c. Recommends Title I Adult/DW policies and procedures, based on state and federal guidelines;
  - d. Provides oversight and guidance of the One Stop Operator procurement process and Title I Adult/DW programs;
  - e. Serves as the policy and oversight entity for issues relative to the operations of the One Stop System;
  - f. Monitors quarterly continuous quality improvement activities;
  - g. Establishes and maintains the One-Stop Certification System;
  - h. Monitors and reviews customer satisfaction levels in the One-Stop Centers;
  - i. Reviews initial complaints or appeals made by Training Providers;
  - j. Reviews labor market information and trends; identifying area employment and training needs; recommending programs and activities to meet identified employment and training needs; and making recommendations to the MVWDB on WIOA-funded and appropriate non-WIOA funded employment and training programs;
  - k. Additional assignments as determined by the MVWDB Chair.

## **K. Youth Committee**

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1. The Title I Youth Service Provider will attend the Youth Committee meetings and provide reports and updates. The youth committee is responsible for:

- a. Helps to identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth;
- b. Ensures compliance with WIOA requirements to including 75% of resources allocated to out-of-school youth and a minimum of 20% of resources allocated to work experience;
- c. Oversees eligible youth providers, as well as other youth program oversight responsibilities;
- d. Serves as the RFP committee for the Youth program and oversees the procurement process;
- e. Develops the portion of the local and regional plan, and the Board strategic plan pertaining to youth;
- f. Recommends policy direction to the MVWDB for the design, development, and implementation of programs that benefit all youth;
- g. Assists with planning, operational, and other issues relating to the provision of services to youth;
- h. Proposes the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- i. Suggests ways to leverage resources and coordinate services among schools, public programs, and community-based organizations (CBOs) serving youth
- j. Provides ongoing leadership and support for continuous quality improvement for local youth programs;
- k. Additional assignments as determined by the MVWDB Chair.

**Note:** No entity that is a member of, or affiliated with, the Youth Standing Committee may be considered for any youth-related contract awards.

#### **L. Disability Access Committee**

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1. **There will be two Disability Access Committees that will operate as work groups of the state DAC. The Disability Access Committee meets quarterly and is responsible for:**
  - a. Providing information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system;
  - b. Providing appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities;
  - c. Providing appropriate disability related training to employers throughout the Local Area;
  - d. Additional assignments as determined by the MVWDB Chair.

*Equal Opportunity Programs/Employer  
Auxiliary aids and services are available upon request for individuals with disabilities.*