



Mississippi Valley Workforce Development Board

Business Committee Meeting Agenda

Thursday, September 7th, 2023, at 11:00 a.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/86836600675?pwd=MWJMUUnZWV05FK2p6REJaNjIESnhhQT09>

Meeting ID: 868 3660 0675 Passcode: 432130

One tap mobile: +16469313860,,86836600675#

Called to Order	Mandy Parchert
Roll Call	Tyler Lanz
*Consent Agenda	Mandy Parchert
Excused Absences	
Approval of Previous Meeting Minutes	
Approval of Agenda	
Retrain & Retain Grant Interest Updates (Page 4)	Andrea Taylor
*Hahn Ready Mix Grant Application Review (Page 6)	Mandy Parchert
*Allied Valve Grant Application Review (Page 9)	Mandy Parchert
Rapid Response Policy Modification (Page 12)	Miranda Swafford
Business Team Presentation (Page 20)	BST Staff
Business Team Updates (Page 32)	Andrea Taylor
Business Service Referral Updates (Page 36)	Andrea Taylor
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, August 10, 2023, at 11:00 a.m., via Zoom

Members Present: Mandy Parchert, Hannah Howard (late), Stephanie Torrance, Stacy Borgeson, and Dennis Fraise

Members Absent: Chris Caves (excused), Kelley Brown (excused)

CEO: Don Schwenker

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Strategic Partnership Specialist, and Mandy Tripp, Compliance Officer, Tyler Lanz, Communications Assistant

CALLED TO ORDER

Parchert called the meeting to order at 11:00 a.m.

QUORUM

There was a quorum to conduct business.

CONSENT AGENDA

The consent agenda included agenda approval, previous meeting minutes, and excused absence for Chris Caves and Kelley Brown. Fraise made a motion to approve it, seconded by Torrance, and the motion was carried.

RETRAIN & RETAIN GRANT INTEREST UPDATES

Taylor went through the recent interest forms that were filled out and reviewed those for the committee on why they were or were not eligible to apply. Taylor advised there were some issues with receiving notifications from the interest form, but she is checking it regularly. There was some discussion about businesses headquartered in other states that have work sites in Iowa and their eligibility to receive services through Retrain and Retain and through Iowa *WORKS*.

NOVELIS TRAINING COMPLETION UPDATE

Parchert provided an update about Novelis' successful completion of Supervisor Fundamentals Training. 27 employees completed the training and Novelis stated it was a successful training and agreed to participate in some type of testimonial if needed. Novelis will provide certificates of completion, follow up questionnaire, and receipts after they meet with the training provider.

BUSINESS SERVICES UPDATE

Taylor reviewed the monthly business services report and explained the difference between number of services provided and number of employers who received services on the report. There was a discussion about the inclusion of employer self-services, such as viewing internal resumes and automated notification of resumes, in the report for future meetings. Parchert and Fraise discussed that it is good to see employer engagement and would like to keep the report as is, given that it is understood those are

not direct services being provided by the Business Service Team. Taylor provided an update about Rapid Response. Taylor shared upcoming events and success stories from both the Davenport and Burlington centers. The next in-person Business Services Team meeting is at the Davenport Iowa*WORKS* on August 16 from 10-3 p.m. and if anyone from the committee wants to attend, they are welcome.

BUSINESS REFERRAL UPDATE

Taylor advised that the Business Referral form is up and running and staff began using it July 1, 2023. Numbers for July may be low, as Business Engagement Consultants were primarily focused on working with local area school districts during the transition from the Teach Iowa website to Iowa*WORKS*. The Business Service Team feels it will be helpful in establishing a single point of contact and reducing the duplication of services for employers.

OTHER BUSINESS

Parchert advised that administration of regional sector boards will be transitioning from the Department of Education to the Department of Labor and discussed the role that the Mississippi Valley Workforce Development Board will play in that transition. The quarterly meeting of the Advanced Manufacturing Sector Board will take place on Thursday, August 16, 2023 from 8:30-10:00 a.m. if any committee members are interested in attending. Lanz, Tripp, and Taylor introduced their roles and responsibilities as board staff.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Fraise made a motion to adjourn, seconded by Schwenker, and the motion carried. Parchert adjourned the meeting at 11:33 a.m.

Retrain and Retain Grant Interest Updates



Douglas Machine	Ineligible. Training started in June. Will reach out for training scheduled to start in October or November.
Dental Arts Laboratories	No response to outreach attempts
Coca-Cola Bottling Company	Ineligible. Not located in Iowa.

*Hahn Ready Mix Grant Application

Documents Included: Application summary

Action Requested: Discuss and score



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY

Name of business: Hahn Ready Mix

County: Scott

Amount of request: \$10,000

Date application submitted: 8/4/23

Date to start training: October, 2023

Years in existence: 171

Total number of employees: 180

Total number of employees to be trained: 3 executive team members for the first session then 10-15 for the following sessions

Reason for funding: One of the key challenges at Hahn is the need to bolster the leadership of the management team. Due to the spread-out nature of the business, managers are largely left on their own to lead. We want to become better managers and better leaders of people. In order to run a successful company, better managers will retain their employees thus lowering the cost of turnover.

Employer cost share: 50% plus remaining to equal \$19,600

Number of training hours: Varies over the six month period

Length of training: Six months

Training provider: Steve Ott, Ott Leadership

Course description and objectives:

Three leadership development programs (6-Week Leader)

One program in the fall for the Executive Team

Two programs (5 leaders in each) in the winter for the management team

Six months of executive coaching for Hahn's president

Monthly 1.5-hour coaching sessions

On-demand coaching support in-between sessions

Two months of tactical coaching plus behavior change for one key leader

Two 1.5-hour coaching sessions

One 30-minute support session Behavior change coaching

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

This training will provide new and improved skills but will not lead to a credential or direct certification.

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

This training proposal will represent a significant in employee skills in order to have a better working relationship with employees to reduce turnover.

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

Yes possibly

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

Yes

<p>5. Is there an existence of other training and advancement opportunities provided by the employer? Yes</p> <p>6. Are layoffs averted because of the training? No</p> <p>7. Is this utilized as a steppingstone into further education, training or career advancement? No</p> <p>8. Employer size/Training Ratio: 3/180 first session 10/180 (15/180) remaining sessions</p> <p>Upon completion, a trainee will receive: Course Completion (no certificate) Potential Pay Increase, Potential Promotion</p> <p>Date reviewed by board staff: 8/28/23</p>

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.						

* Allied Valve Grant Application

Documents Included: Application Summary

Action Requested: Discuss and score



Mississippi Valley Workforce Development Board

RETRAIN AND RETAIN GRANT APPLICATION SUMMARY

Name of business: Allied Valve

County: Scott

Amount of request: \$7,300

Date application submitted: 8/2/23

Date to start training: November 2023

Years in existence: 50

Total number of employees: 250 total (50 in Iowa)

Total number of employees to be trained: 2-3

Reason for funding: Specific customer jobs require training before you can work on them as they are dangerous to handle without specialized training.

Employer cost share: 50% (Employer paying for travel, food, lodging and wages during training)

Number of training hours: 16

Length of training: 2 days

Training provider: Baker Hughes

Course description and objectives: GTC Training- Green Tag Center Introduction to Pressure Relief Valves, Understanding Pressure Relief Valves - Part 1 and 2

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

Yes, direct GTC certification

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

Yes. This work is essential work to keep buildings from imploding.

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

2 are veterans, one female, over 50

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

Every level they pass they would get a \$.50 pay increase.

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

Yes however this specific training is not offered locally so unable to provide

6. Are layoffs averted because of the training?

No

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

Yes

8. Employer size/Training Ratio:

2/50 (locally) 2/250 nation wide

Upon completion, a trainee will receive: Certificate and pay increase

Date reviewed by board staff: 8/28/23

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	
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Total Score						/20
Score must be least 11 to be considered eligible for approval.						

Rapid Response Policy Modification

Reason: Will be discussing proposed modifications in the future

Documents Included: Current policy



Mississippi Valley Workforce Development Board

Rapid Response

Date Approved: October 25, 2021

Effective Date: October 25, 2021

Amended Date: N/A

A. Purpose

1. This policy provides guidance to the Iowa *WORKS* Centers in the Mississippi valley Workforce Area (MVWA) in providing Rapid Response activities and services to employers and workers who have been affected by lay-offs, plant closures, and down-sizing.
2. Under the Workforce Innovation and Opportunity Act (WIOA), Rapid Response activities are carried out in local areas by Local Workforce Development Boards working in conjunction with Iowa Workforce Development (IWD) and other stakeholders.
3. The purpose of Rapid Response is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, or responding to layoffs and dislocations; in addition to preventing or minimizing their impacts on workers, businesses, and communities.

B. Policy

1. The Mississippi Valley Workforce Development Board (MVWDB) works in partnership with IWD to provide quality Rapid Response activities. Rapid Response activities in MVWA are intended to shorten the time between worker dislocation and reemployment by developing local strategies.
2. A successful Rapid Response system includes:
 - a. Information and direct reemployment services for workers.
 - b. Solutions to address the needs of businesses in transition, provided across the business lifecycle (expansion and contraction), including business engagement and layoff aversion strategies.
 - c. Facilitating connections, networks, and partners to provide assistance to dislocated workers and their families such as home heating assistance, legal aid, and financial advice.
 - d. Strategic planning, data gathering, and analysis designed to anticipate, prepare for, and manage economic change.
 - e. Develop layoff aversion strategies.

C. When Rapid Response is Required

1. Rapid Response services and activities, which encompass strategies necessary to plan for and respond to the needs of employers and affected workers, must be delivered as quickly as possible when one or more of the following circumstances occur:
 - a. Announcement or notification of a permanent closure, regardless of number of workers.

- b. Announcement or notification of a mass layoff.
- c. A mass job dislocation resulting from a natural disaster or other disaster.
- d. Filing of a Trade Adjustment Assistance (TAA) petition.
- e. Worker Adjustment and Retraining Notification (WARN) Act notice has been filed.

D. Required Rapid Response Activities

1. Rapid Response teams must conduct immediate and on-site contact with the employer, representatives of the affected workers, and the local community, including an assessment and plans to address the:
 - a. Layoff plans and timeline of the employer.
 - b. Background and probable assistance need of the affected workers.
 - c. Reemployment prospects for work.
 - d. Available resources to meet the short and long-term assistance needs of the affected workers.
2. Staff must provide information and access to unemployment compensation benefits and programs (such as Short-Time compensation), comprehensive one-stop delivery system services, available career and training activities, as well as information on the Trade Adjustment Act (TAA) program, the GI Bill, and other resources.
3. Necessary services and resources must be delivered, to include workshops and classes, use of worker transition centers, and job fairs to support reemployment efforts for affected workers. Emergency assistance adapted to the particular layoff or disaster must also be provided. Staff must also deliver services to worker groups for which a petition for TAA has been filed. If activities needed exceed the capacity of the local area, the MVWDB may apply for additional assistance from IWD when available.
4. Partnership between local Iowa *WORKS* staff, MVWDB staff, and Chief Elected Officials (CEO) is required to ensure a coordinated response to the dislocation event and as needed, obtain access to economic development assistance.
5. Partnerships must also be established with other appropriate federal, state, and local agencies and officials, employer associations, technical councils, other industry business councils, labor organizations and other public and private organizations, as applicable, in order to:
 - a. Conduct strategic planning activities to develop strategies for addressing dislocation events and ensuring timely access to a broad range of necessary assistance.
 - b. Develop mechanisms for gathering and exchanging information and data relating to potential dislocations, resources available, and the customization of layoff aversion or Rapid Response activities, to ensure the ability to provide Rapid Response services as early as possible.

E. Layoff Aversion Activities

1. Layoff aversion consists of strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs. An effective layoff aversion system allows states and local areas to play an active role in shaping and maintaining a competitive, resilient local workforce. WIOA requires states and local areas to include layoff aversion as an integral component of Rapid Response.
2. A sound layoff aversion infrastructure should include early warning systems, and can include close communication with employer representatives, industry groups, organized labor, utilities, or local media; and/or assessment of labor market trends and economic data to assess the health of businesses.
3. Employers must be informed about their legal responsibilities to issue advance notification of layoffs and closures.

F. Permissible Layoff Aversion Activities

1. Rapid Response programs have the discretion to determine which strategies and activities are applicable in given situations. Activities may include:
 - a. Providing assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address these needs.
 - b. Ongoing engagement, partnership, and relationship-building activities with businesses in the community, in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to dislocated workers in obtaining reemployment as soon as possible.
 - c. Funding feasibility studies to determine if a company's operations may be sustained through a buyout or other means to avoid or minimize layoffs.
 - d. Developing, funding, and managing incumbent worker training programs or other worker upskilling approaches as part of a layoff aversion strategy or activity.
 - e. Connecting companies to:
 - i. Short-Time compensation or other programs designed to prevent layoffs or to reemploy dislocated workers quickly, available under Unemployment Insurance programs.
 - ii. Employer loan programs for employee skill upgrading.
 - iii. Other Federal, State, and local resources as necessary to address other business needs that cannot be funded with resources provided under WIOA.
 - f. Establishing linkages with economic development activities at the federal, state, and local levels, including Federal Department of Commerce programs and available State and local business retention and expansion activities.
 - g. Partnering or contracting with business-focused organizations to assess risk to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered.
 - h. Conducting analyses of the suppliers of an affected company to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer.
 - i. Engaging in proactive measures to identify opportunities for potential economic transition and

training needs in growing industry sectors or expanding businesses.

- j. Connecting business and workers to short-term, on-the-job, or customized training programs and registered apprenticeships before or after layoff to help facilitate rapid employment.
2. IWD or MVWDB may devise other activities or strategies intended to minimize the negative impacts of dislocation on workers, businesses, and communities.

G. Iowa Workforce Development Process for WARN

1. When IWD receives a WARN:
 - a. IWD Program Coordinator will confirm receipt of WARN with business and inform them that the local Iowa*WORKS* Rapid Response Team will be in contact.
 - b. IWD Program Coordinator will enter WARN into Iowa*WORKS* generating a Rapid Response Number.
 - c. IWD Program Coordinator will send an email to the MVWDB, local leadership, and Rapid Response Coordinator (RRC).
 - d. IWD Program Coordinator will update the WARN log.

H. Local Iowa*WORKS* Process for WARN

1. The MVWDB RRC will be the responsibility of the Title I Adult/DW service provider in the two Iowa*WORKS* Centers. The Title I service provider will notify the MVWDB of which staff person will serve as the RRC in each center. The RRC will be responsible for entering required data and information into the Iowa*WORKS* case management system.
2. When a WARN is received the following process should be followed:
 - a. Local RRC will make contact with the business to make them aware of Rapid Response activities and set an Employer Meeting within 48 hours of receiving notice of the WARN email from the IWD Program Coordinator.
 - b. Document in Iowa*WORKS* under the Business Profile with Service E-11 Provided Rapid Response/Business Downsizing Assistance.
 - c. Send calendar invite to local Rapid Response Team, MVWDB, Trade Coordinator, Union Representative, and any other partner program that may be appropriate for Employer Meeting. Meetings should be held in-person when possible.

I. Local Iowa*WORKS* Process for Non-WARN

1. Local RRC makes contact with company to make them aware of Rapid Response, gather information on dislocation, and set Employer Meeting.
2. RRC will notify the MVWDB who will contact the IWD Program Coordinator to enter the information in Iowa*WORKS* to generate the Rapid Response Number.
3. RRC will document in Iowa*WORKS* under the Business Profile with Service E-11 Provided Rapid Response/Business Downsizing Assistance.
4. RRC will enter information on Local Layoff Rapid Response (new form).
5. RRC will send calendar invite to local Rapid Response Team, MVWDB, Trade Coordinator, and any other partner program that may be appropriate for Employer Meeting.

J. Employer Meetings

1. Send the Iowa*WORKS* website to company contact to distribute to workers to register and complete the Dislocated Worker Survey. (Ideally the surveys will be completed prior to the WIM).
2. Gather information about the workforce and the potential needs.
 - a. Layoff Plans and schedule.
 - b. Background and possible assistance needed for workers.
 - c. Re-employment prospects.
 - d. Available resources through business.
 - e. TAA eligibility.
 - f. Planning and delivery of other services such as workshops or job fairs.
3. Explain WIOA services.
4. Set Worker Information Meeting (WIM) by determining the best approach to deliver necessary resources and services.

K. Setting WIM

1. Local RRC will set up WIM Event in Iowa*WORKS*
 - a. Event Category: Rapid Response.
 - b. RR Events: search for RR event number.
 - c. Location Type: On Site Event, Off Site Event, or Online Event.
 - d. Customer Group: Self Service/Registered Individual Only (110 Attended Rapid Response Worker Information Meeting).

L. Worker Information Meetings (WIM)

1. Rapid Response teams will work with the affected workers to provide important information and services that enhance re-employment opportunities, including but not limited to:
 - a. Career counseling and job search assistance.
 - b. Resume preparation and reemployment-focused workshops.
 - c. Unemployment insurance benefits.
 - d. Information about education and training opportunities.

- e. TAA overview.
- f. Information on the impact of layoffs on health coverage and other benefits.
- g. Partner resources.
- h. Gather any Dislocated Workers Survey's that were not completed.

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



Mississippi Valley Workforce Development Board

Categorization of Rapid Response Activities Title 20 CFR Section 682.330

Activity	Required	Allowable	Prohibited
Conducting planning meeting with employer	X		
Assessing layoff aversion potential	X		
Conducting orientation meeting with employees	X		
Providing TAA orientation	X		
Delivering/mailing Rapid Response informational materials	X		
Providing access to Iowa <i>WORKS</i> on-site, using company's or mobile facility	X		
Enabling participants to register with Iowa <i>WORKS</i> onsite	X		
Job fair or information expo focused on one or more dislocation events, at or not at the dislocation site	X		
Coordinating Labor-Management/Workforce Transition Committee	X		
Providing information about services available in the AJC and setting up systems to provide on-site access to information and services	X		
Providing training orientation on industry specific opportunities	X		
Providing resources for food, shelter, clothing, and other emergency assistance	X		
Conducting Business Engagement Activities	X		
Conducting Research on Business Activities	X		
Devising layoff aversion strategies with employer	X		
Providing layoff aversion technical assistance to employer	X		
Conducting business services workshops	X		
Training affected workers to upgrade skills for another position in company	X		
Attending Regional Roundtable		X	
Attending conferences		X	
Conducting interview technique workshops		X	
Conducting job search assistance and resume writing workshops		X	
Completing Unemployment Insurance applications			X
Job fair or information expo not related to a dislocation event			X

Business Service Team Presentation

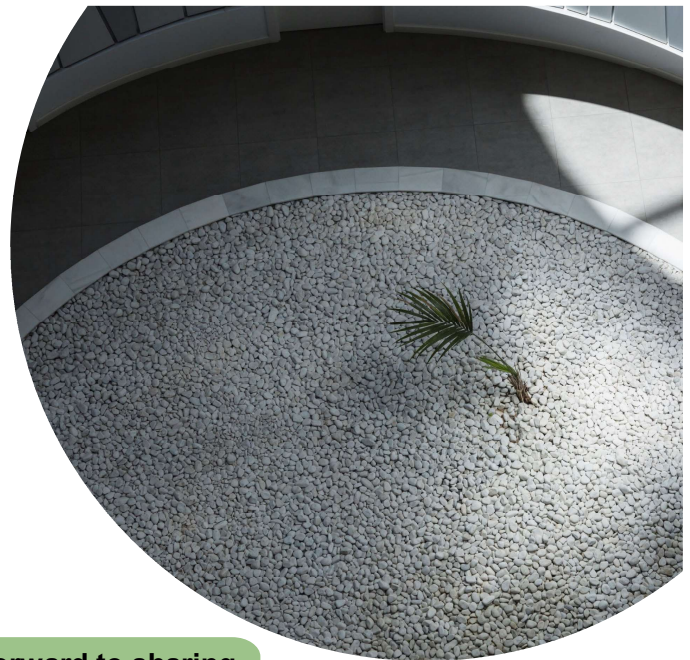
Business Services Teams

What can we do for you?

Equal employment opportunity and program. Auxiliary aids and services are available upon request to individuals with disabilities by emailing associate@mississippivalleyworkforce.org
For the deaf or hard of hearing, use Relay 711



Welcome! Meet Your Presenters



Thank you for attending today's presentation. We look forward to sharing information about the programs and resources available at your local IowaWORKS Centers.

** The Mississippi Valley Workforce Development Board has oversight responsibility for the workforce development system services and programs in the Local Area.*



Overview of Business Services

On the Job Training/Work Experience
Justice Involved Hiring Assistance

Justice-Involved Hiring Assistance

Federal Bonding

Hiring/Job Posting

Home Base Iowa/Veteran Hiring

Job Coaching/Employee Support

On/Off Site Recruitment Event/Job Fair

Rapid Response/Layoff Aversion

Work Opportunity Tax Credit (WOTC)



Overview of Business Services

Assistive Technology Consultation or Accessibility

Unemployment Tax

Candidate Referrals/Resumes

Registered Apprenticeships

Customized Labor Market Information

Retrain and Retain Grant

Diversity Training

English Language Learning/High School Equivalency/Training

Testing, Assessments & Pre-Screening



Here to Listen to Your Needs



Our dedicated staff are available to assist you with all your business needs!



We can help provide trained, dependable, pre-screened job candidates, to save your company recruitment time and reduce advertising and search costs and achieve real bottom-line advantages.



Recruitment Support Resources

- Lean on IowaWORKS for a variety of services available at no cost to help with your hiring needs.
- Our team can assist you in developing a customized recruitment strategy utilizing many of the services you will learn about today.



IowaWORKS Online Recruitment

Job postings
Self-managed
or managed
by
IowaWORKS

Resume
Scoring/
Matching
Features

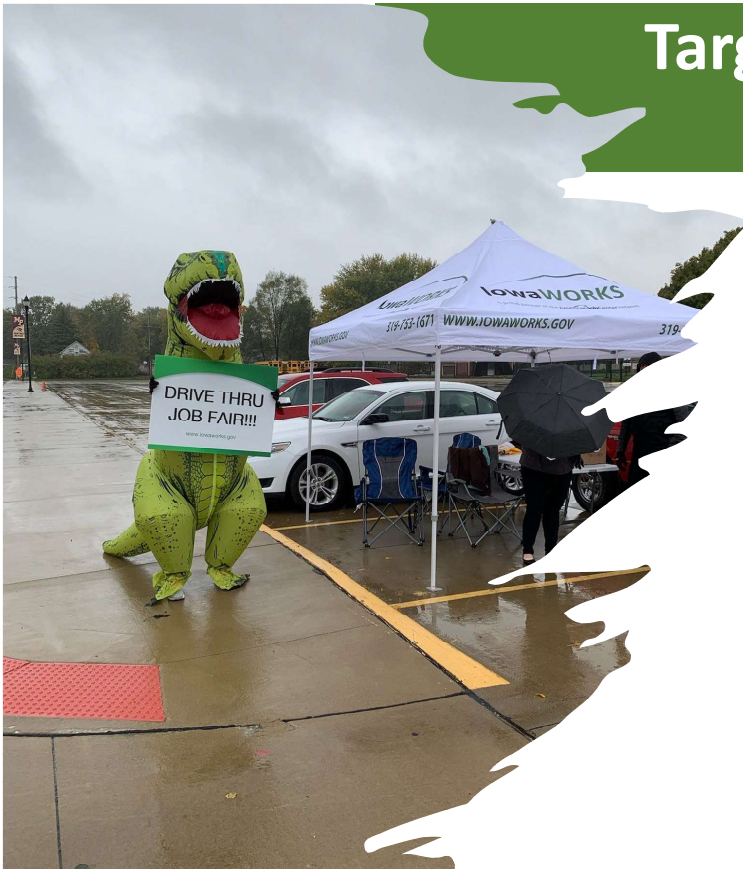
Indexing

Partnership
with National
Labor
Exchange

Virtual Alerts



Targeted Recruitment & Job Fairs



- On-Site Recruitment Events
- Traditional Job Fairs
- Specialized Hiring Events
 - Reverse
 - Drive Through/Open Air
 - Industry Specific
 - Veteran
- Career Expos
- Virtual Job Fairs

*All events can be customized for both small-scale and large-scale hiring needs.



Human Resources Support



- National Career Readiness Certification (NCRC)
- Applicant Resume Pre-Screening
- Office Proficiency Assessment Certification (OPAC)
- Workforce Needs Assessments
- Labor Market Information
- Work Opportunity Tax Credit (WOTC) / Federal Bonding
- Employers Council of Iowa: HR Tailored Training
- Social Media Promotion
- Unemployment Support



Retrain and Retain Grant

What?

Up to \$10,000 Reimbursement for employee training to upgrade skills, open back-end positions, remain viable, avoid layoffs

Benefits to Employers

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

Cost Share Requirement

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

Benefits to Employees

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



Retrain and Retain Grant

Eligible Employers

- At least 12 months in operation
- Current on all taxes
- Located in Iowa

Ineligible Employers

- Nonprofit
- Volunteer organizations
- Received another grant in the current program year
- Governmental entities

Eligible Employees

- At least 18 years of age
- US Citizen or work permit
- Work at least 32 hours/week
- Established employment history of at least six months

Eligible Training

- Specific work skills
- Basic job skills
- Technical computer skills
- New manufacturing technologies
- Equipment operation training
- Skills such as leadership, teamwork, communication, conflict resolution
- Management skills



Veteran Recruitment Resources

About Home Base Iowa

Home Base Iowa connects Iowa businesses with qualified veterans and their spouses looking for career opportunities.

The program also provides resources to help connect veterans and their families with education and in transitioning to a new community.

Local Veterans' Employment Representatives (LVER)

- Perform a wide range of duties on behalf of veterans, specifically relating to employer outreach.
- LVERs advocate for all veterans served by IowaWORKS Centers and promote to employers, employer associations, and business groups the advantages of hiring and retaining veterans.
- Facilitate employment, training, and placement services for veterans
- Conduct job search workshops and establish job search groups
- Coordinate with unions, apprenticeship programs, and businesses to promote and secure employment and training programs for veterans
- Inform federal contractors on the process to recruit qualified veterans



Returning Citizens Resources



Returning Citizens Initiative

- Thousands of incarcerated individuals are released from Iowa prisons each year and are eager to get a job and lead a productive life.
- Without a job it is nearly impossible for them to establish a new life and become productive citizens.
- Hiring returning citizens can help them integrate into society and become self-sufficient.
- Dedicated, dependable, punctual and productive employees that can raise your retention rates!

Image: doc.iowa.gov



Work Based Learning

Job Shadowing

Internships

Work Experience

On-the-Job Training

Registered Apprenticeship



On-the-Job Training

- Employer-designed training
- Focused on skills that matter to the business
- Up to 75% of employee wages can be reimbursed
- Reverse referrals are also allowed in MVWA prior to hire



- OJT Trainees may be eligible for funds for uniforms, tools, and other work-related supplies
- OJT can help your business save money while turning a great candidate into a productive and profitable employee

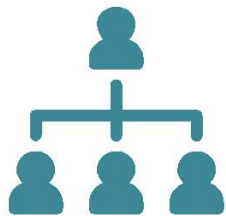


Registered Apprenticeships

Five Core Components of Registered Apprenticeship



Employer involvement



Structured on-the-job learning



Related instruction



Rewards for skill gains



National Occupational Credential

Education & Awareness Training



- Americans with Disability Act (ADA) consultation
- Disability awareness and sensitivity training
- Information and assistance with specific types of disabilities
- Identifying essential work functions
- Disability etiquette in the workplace
- Tax credits

Image: forward.com

Information on Accommodations

Information on assistive technology devices and services

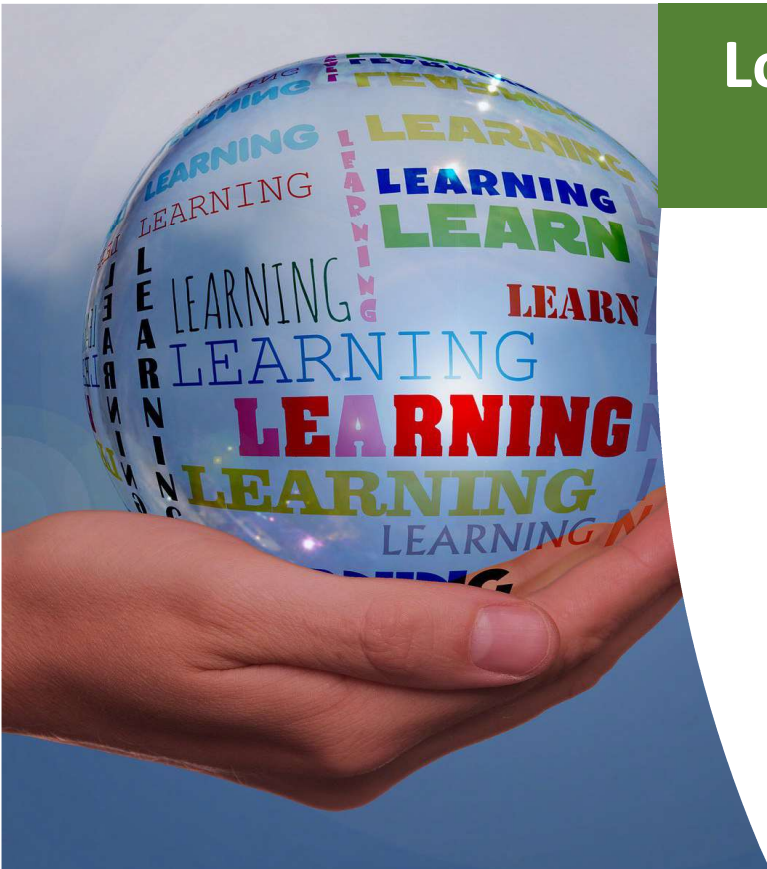
Job and worksite analysis

Options for reasonable accommodations

Equipment and worksite modifications



Local Resources for Training Employees

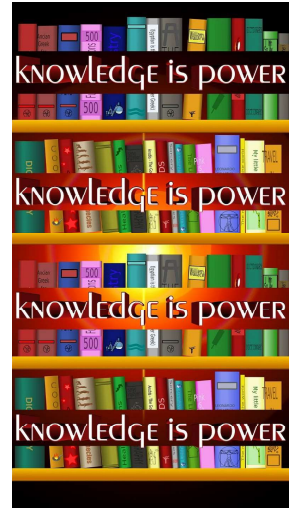


- Pre-employment training onsite and virtually
- Tuition assistance programs to pay for short term training and certifications
- Variety of topics and focus areas for employees to acquire additional skills



Adult Education and Literacy Classes

- Attend classes at any location or access online
- Daytime and evening options
- English Language Learning
- No cost for services (except official HiSET exam - \$53.75)
- Workplace delivery options with customized content to support job-related activities
- Incumbent worker integrated skills and training
- Career Navigators provide access to degree and certificate programs to create next steps in their educational journey



Rapid Response

The Rapid Response teams will work with employers and any employee representative(s) to quickly maximize public and private resources to assist companies and workers through the painful transitions associated with job loss.



- Proactive, business-focused, and flexible
- Designed to respond to layoffs and plant closings by quickly coordinating services and providing immediate aid to companies and their affected workers.
- Customizable to minimize disruptions associated with job loss



Customized Solutions for Workforce Needs

The staff through IowaWORKS can help you develop a custom staffing strategy to meet your changing workforce needs. We take the time to learn about your business, identify skill requirements, and research options.



Our goal is to develop creative solutions to address your unique staffing needs.



Do you have a particular need that we didn't go over?



Are you a seasonal business?



Do you have high turnover in certain key positions?



Are you expanding?



IowaWORKS Burlington

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BurlingtonIowaWORKS@iwd.iowa.gov

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Business Service Report



Mississippi Valley Workforce Development Board

Business Service Report

Business Services Monthly Report August 1-28, 2023	Burlington	Davenport
Number of Businesses Served	184	273
Number of New Business Contacts	15	25
Type of Services Provided		
Assisted Employer with Accessing Untapped Labor Pools	5	17
Continued Employer Engagement	33	4
Employers view internal resumes	95	117
Notification to Employer of Potential Applicant	0	0
Notification to Employer of Resumes via Virtual Recruiter	98	0
Provided Candidate Pre-Screening	0	1
Provided Employer Information and Support Services	37	61
Provided Job Fair Services	3	41
Provided Job Order Follow-up/Assistance	21	6
Provided Rapid Response / Business Downsizing Assistance	0	6
Provided Strategic Planning/Economic Development Activities	0	0
Provided Training Services	0	5
Provided Workforce Recruitment Assistance	13	4
Referred Qualified Applicants	2	0
Registered Apprenticeship		
Handoff to Office of Apprenticeship	0	1
In-Depth Meeting	0	1

Burlington

- Veteran Networking event is in the works for Burlington, more information to come!
- Large job fair updates
 - Currently 36 employers signed up to attend.
 - Youth will be coming with VR headsets.
 - The Department of Transportation will be attending to assist those who need their license reinstatement.
 - Bussing has been set up for free transportation for those wanting to attend.
 - Currently there is one food truck, hoping to have another one or two.
 - Yard signs and a large banner have been purchased.
 - Invitations will be sent out to employers next week.
 - Prichard Broadcasting will be running radio ads.
 - Planning some workshops beforehand (resume labs and conversations on what to do at a job fair)

Davenport

- The QC Success Fair was attended by 98 people, 64 employers were present for the event. Breakdown: 32 from IL, 66 from IA, 21 Veterans, 3 Spouses of Veterans.
- A Reverse Job Fair is being planned for the IA National Guard and to have job-ready candidates come to participate.

Other/Successes

- There was a Veteran Networking event that started in Muscatine.
- Jen asked to recognize Katelyn stating that a participant came in and was upset, Katelyn did a really good job of listening to him which helped him relax so she was able to help with what he needed.

Rapid Response

- Naeve Family Beef -60 people were laid off, and about 15 of those were management.
- 16 people were laid off from HeroBX indefinitely due to not being able to obtain any raw materials. HR (located in PA) is planning to get contact information of those who were laid off for Jaime to contact to provide layoff assistance.
- Five laid off from Timken in Illinois for one week, Martha and Jamie connected them with the Illinois AJC for them to provide layoff assistance.

Rapid Response Documentation Follow-Up

- In Iowa Mass Layoff is defined as a reduction in force that is not the result of a company closing and results in 25 or more employees at a single site that will lose their job.
- A service would not be put on the plan unless a member of the team spoke with someone at the company and provided a service.

- A case note documenting that a message was left and asked about possible layoffs would be sufficient. That way if they return a call to someone else in the office, they would be aware of who called and for what reason.
- If an employer denies RR services which they can, a case note stating that they did not wish to receive services would be sufficient. That way it is documented that we offered, and they denied.
- Specifically in the situation regarding Hearth and Home they would not document the service as they never received confirmation from the employer that the layoff had happened.
- A service would not be documented if no formal communication was provided. Leaving a voicemail or sending an email without a response is not a service. A case note could still be entered for documentation purposes.

Business Service Referral Form Updates



Mississippi Valley Workforce Development Board

Business Referral Form Update

Business Referral Report August 1-28, 2023	Burlington	Davenport
Number of Referrals Submitted	5	3
Services Requested		
Assistive Technology Consultation or Accessibility		
Business Service Team Tours of Businesses		
Candidate Referrals/Resumes	2	1
Connection to High Schools		1
Customized Labor Market Information		
Customized Training		
Diversity Training		
English Language Learning/High School Equivalency/Training		
Ex-Offender Hiring		1
Federal Bonding		
Hiring/Job Posting		1
Home Base Iowa/Veteran Hiring		
Job Coaching/Employee Support		1
On-the-Job Training	1	
On/Off Site Recruitment/Job Fair	2	
Other Grant Opportunities		
Rapid Response/Layoff Aversion		
Registered Apprenticeship	1	2
Sector Boards/Partnerships		
Testing/Assessments/Pre-Screening		
Unemployment Tax		
Virtual Reality		
Work Experience	1	
Work Opportunity Tax Credit		
Other		