



Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

Thursday, January 12, 2023, at 4:00 p.m., via Zoom

Members Present: Chris Caves, Dennis Fraise, Kelley Brown, Hannah Howard, Mandy Parchert, and Tracey Lamm

Members Absent: Brad Quigley

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, and Mandy Tripp, Executive Assistant

CALLED TO ORDER

Taylor called the meeting to order at 4:02 p.m.

QUORUM

There was a quorum to conduct business.

EXCUSED ABSENCES

There were no excused absences. Brad Quigley had an unexcused absence.

APPROVAL OF AGENDA

Brown made a motion to accept the agenda, seconded by Parchert, and the motion carried.

ROLES & RESPONSIBILITIES

Taylor gave an overview of the Roles and Responsibilities of being a member of the Business Committee, including evaluating business customer satisfaction, and overseeing the Retrain and Retain Grant program. Taylor also went over committee membership and term limits.

***ELECTION OF CHAIR/VICE-CHAIR**

Taylor advised the Chairman of the committee needs to be a current board member, which gives two options of Parchert and Quigley. Fraise made a motion to elect Parchert as the Chairman and Quigley as the vice chair, seconded by Lamm, and the motion carried.

***NAME OF COMMITTEE**

Howard made a motion to table this item until the committee has a better understanding of the way the committee will contribute to the local workforce area; the motion was seconded by Lamm, and the motion carried.

***BUSINESS SATISFACTION SURVEY**

Taylor presented the business satisfaction survey that has been presented to the business services team. It would be electronically distributed monthly to businesses. Parchert gave some feedback on the wording and how the survey is written. Caves asked for confirmation that this survey will be sent to

employers that used Iowa*WORKS* for participated in hiring events, recruitment activities, or the system to post jobs, Swafford confirmed that question. It will be a standing agenda item to review data monthly. The metric being used will be the Likert scale of 1-4. This will be the main method of data collection from employers to reduce employer fatigue in filling out surveys. Fraise made a motion to move questions 6&8 up to position 3&4, seconded by Parchert and the motion carried.

R&R APPLICATION PROCESS OVERVIEW

Taylor provided a brief overview of the application process. Parchert asked a clarifying question if a company applies for the grant that a committee member works for, that committee member will abstain from scoring that application.

***MODIFY RETRAIN & RETAIN**

Taylor presented the option to modify the eligibility to include not-for-profit, knowing they have unlimited funding sources. The Cost Sharing Match requirement would need to stipulate their cost-sharing cannot be from federal funds. Caves advised she would like to see it small business focused. DOL does not allow for it to be used for retail or food service. Parchert made a motion to keep it as it is for this year, seconded by Lamm and the motion carried.

***PY22 MEETING SCHEDULE**

Taylor presented the schedule for the rest of the year, the 2nd Thursday at 4 p.m. each month via Zoom. Lamm made a motion to accept the schedule as presented, it was seconded by Parchert and the motion carried.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Parchert made a motion to adjourn, seconded by Fraise and the motion carried. Parchert adjourned the meeting at 4:54 p.m.