



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.