



Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

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

Members Present: Mandy Parchert, Stephanie Torrance, Stacy Borgeson, Chris Caves, Kelley Brown, Caitlin Bliesener, and Emily Benjamin

Members Absent: Dennis Fraise (excused)

CEO: Don Schwenker

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Strategic Partnership Specialist, Mandy Tripp, Compliance Officer, and 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 Dennis Fraise. Brown made a motion to approve it, seconded by Torrance, and the motion carried.

RETRAIN & RETAIN GRANT INTEREST UPDATES

Taylor reviewed the recent interest forms that were filled out and discussed why they were or were not eligible to apply. Taylor advised that the grant is still being promoted on social media platforms and through local chambers.

***HAHN READY MIX GRANT APPLICATION**

Taylor presented the application summary for Hahn Ready Mix to obtain leadership development training for their executive and management teams. Parchert facilitated the review and discussion of the application using the scoring rubric. Caves made a motion to approve Hahn Ready Mix's application for \$10,000, seconded by Brown, and motion carried.

***ALLIED VALVE GRANT APPLICATION**

Taylor presented the application summary for Allied Valve to obtain GTC certification training. This specific training is not offered locally, so two employees would be sent to Florida for the two-day training. Allied Valve is rapidly growing, and the training is critical to workplace safety internally and for local manufacturing companies. Parchert facilitated the review and discussion of the application using the scoring rubric. There was a discussion about the degree of change for only two employees to be trained. Given the recent hiring and the safety of their customers, it was determined that improving the competencies of a few would have greater impact on their ability to accept more customers moving

forward. Caves made a motion to approve Allied Valve's application for \$7,300, seconded by Torrance, and motion carried.

RAPID RESPONSE POLICY MODIFICATION

Swafford discussed the current Rapid Response policy and procedures and advised that she is reviewing state guidance regarding the definition and documentation of Rapid Response services. Proposed modifications will be presented and discussed at a future meeting. Parchert provided additional context and expressed support for policy modification.

BUSINESS TEAM PRESENTATION

Taylor reviewed the Business Service Team presentation which will be used by Business Engagement Consultants in their outreach to local area employers. The presentation provides an overview of recruitment and retention resources, the Retrain & Retain grant, work-based learning programs, Rapid Response, and other business services.

BUSINESS SERVICES UPDATE

Taylor reviewed the monthly business services report. Taylor provided an update about Rapid Response and shared success stories from both centers. Taylor notified the committee of the upcoming Southeast Iowa Job Fair on September 21, 2023 at the Burlington center.

BUSINESS REFERRAL UPDATE

Taylor provided the business referral report for August and discussed that the Burlington staff have established a good practice of bringing representatives from different programs to provide information about their services at the initial meeting. Taylor advised that business service staff are not necessarily making a referral at the time of the meeting, though she is having continued discussions with them about utilizing the referral form for tracking purposes.

OTHER BUSINESS

Taylor advised that Hannah Howard will no longer serve on the Business Committee as she is no longer with the Greater Muscatine Chamber of Commerce and Industry.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Brown made a motion to adjourn, seconded by Benjamin, and the motion carried. Parchert adjourned the meeting at 11:56 a.m.