



Mississippi Valley Workforce Development Board

Business Committee Meeting Minutes

Thursday, November 9, 2023, at 11:00 a.m., via Zoom

Members Present: Mandy Parchert, Stephanie Torrance, Stacy Borgeson, Chris Caves, and Emily Benjamin

Members Absent: Kelley Brown (excused), Caitlin Bliesener (unexcused)

CEO: Don Schwenker

Staff Present: Andrea Taylor, Strategic Partnership Specialist, and Tyler Lanz, Communications Assistant

Guest: Jennifer Schuster and Travis Robinson

CALLED TO ORDER

Parchert called the meeting to order at 11:03 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 Kelley Brown. Torrance made a motion to approve it, seconded by Caves, and the motion carried.

***MOU ATTACHMENT K: BUSINESS SERVICE PLAN**

Parchert presented the draft attachment outlining the business service plan. Caves inquired whether this document would include Title I business engagement efforts as well and it was clarified that all of the workforce system partners who provide business services are party to the MOU. Benjamin made a motion to approve MOU Attachment K: Business Service Plan, seconded by Torrance, and 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 applications are being completed, however we are waiting on the FY24 funding. There was a discussion about eligibility and the 260E training grants, specifically, whether the companies who receive the 260E grants are actually utilizing them and whether we can get a list of grant recipients from EICC to verify.

RETRAIN & RETAIN FINANCIAL UPDATE

Taylor presented the financial updates. Taylor advised that Carl A. Nelson has opted out, and detailed the grants that have been awarded so far. A total of \$39,015.20 has been obligated, with \$38,190.00 remaining.

EMPLOYEE TRAINING SATISFACTION SURVEY

Taylor presented the employee training satisfaction survey, which will gather feedback about the quality of training they received and the relevance of the training to their current positions. The survey has been shared with the contacts for grant recipients who have already completed their training so they can be distributed to the participating employees.

BUSINESS TEAM UPDATES

Taylor reviewed the monthly business service reports from September and October, including success stories from both centers, updates about Rapid Response, and various outreach events and meetings. There was a discussion about how to engage more employers in our hiring events including industry-specific reverse job fairs, hosting an open house for employers at the Iowa*WORKS* centers, or hosting a Q&A Session between the Business Committee and the Business Service Team members. There was additional discussion about virtual job fair platforms and drive thru job fairs that have been well attended in the past and whether that could be a strategy moving forward.

BUSINESS SATISFACTION SURVEY

Taylor presented the results of the business satisfaction survey. There was a pretty even split between positive and negative responses. Most of the complaints centered around the Iowa*WORKS* case management system being difficult to navigate and not user-friendly. The committee discussed ways in which these comments are addressed and how to improve the system. The committee suggested developing a one-pager or a desk aid to assist employers with navigating and using the system.

OTHER BUSINESS

Lanz reminded committee members about the upcoming Annual Board Training on November 30, 2023 in Burlington and encouraged them to register.

PUBLIC COMMENT

There was no public comment.

ADJOURN

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