



# Mississippi Valley Workforce Development Board

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## **Business Committee Meeting Minutes**

Thursday, January 11, 2024, at 11:00 a.m., via Zoom

**Members Present:** Mandy Parchert, Stephanie Torrance, Stacy Borgeson, Chris Caves, Kelley Brown, and Emily Benjamin (late)

**Members Absent:** Caitlin Bliesener (excused)

**CEO:** None.

**Staff Present:** Tyler Lanz, Strategic Partnership Specialist

**Guest:** Katelyn Orth, Jennifer Schuster, Scott Schneider (late), and Travis Robinson

### **CALLED TO ORDER**

Parchert called the meeting to order at 11:01 a.m.

### **QUORUM**

There was a quorum to conduct business.

### **CONSENT AGENDA**

The consent agenda included agenda approval, approval of Bliesener's excused absence, and previous meeting minutes. Brown made a motion to approve it, seconded by Torrance, and the motion carried.

### **RETRAIN & RETAIN GRANT INTEREST UPDATES**

Lanz advised that there has only been one interest form completed since the last meeting and the company was ineligible as they are not located in Iowa. They were provided information for their nearest workforce center to inquire about resources and similar programs. Parchert inquired whether additional outreach is needed to garner more interest in the grant, Lanz advised the grant has been shared on Iowa*WORKS* social media platforms, promoted by the business service teams, and that there have been connections made via emails from Chamber partners.

### **\*LOCAL PLAN QUESTIONS**

Lanz presented draft language for the Local Plan, which is required by WIOA and will be brought before the full board in February so that it can be posted for public comment and submitted to the state by April 1, 2024. Lanz discussed the state's goals and how local strategies will help to achieve them, especially related to employer engagement. Caves inquired about the methods to streamline business services through a single point of contact approach and discussed the integration of business services with the work-based learning intermediaries, chamber partners, and economic development partners who are also providing employer services in our local area. Lanz advised she will be working to make connections with all relevant stakeholders now that she has fully transitioned into the Strategic Partnership Specialist role. Borgeson made a motion to approve the draft language as written, seconded by Brown, and motion carried.

### **BUSINESS TEAM UPDATES**

Lanz reviewed the business services from December and advised that both the Burlington and Davenport teams achieved their Strategic Plan goals for New Business Contacts, Continued Employer Engagement, On-Site Workforce Events, and Quarterly Special Initiatives. Lanz discussed that the business teams are working together to develop a common definition of Off-Site Workforce Events to help measure that goal moving forward. Lanz highlighted several successful events that occurred in December, as well as two Rapid Response efforts.

### **JOB QUALITY ACADEMY UPDATE**

Lanz provided an update on the status of the Job Quality Academy surveys. As of January 4, 2024, 96 employee/jobseeker surveys have been completed and 25 employer surveys have been completed. Outreach efforts have included posting to social media and the board website, distribution of paper fliers, inclusion in newsletters, and shared via chamber and union partners. Borgeson inquired about an end date to the survey and Lanz advised there is not a specific end date at this time. Borgeson discussed opportunities to share the survey through news platforms such as the Clinton Herald. Lanz discussed that the employee/jobseeker survey has been translated into Spanish, but we are experiencing some technical difficulties. Once those have been resolved, the Spanish survey will be shared with the Greater Quad Cities Hispanic Chamber of Commerce and relevant stakeholders.

### **OTHER BUSINESS**

There was no other business.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURN**

Brown made a motion to adjourn, seconded by Caves, and Parchert adjourned the meeting at 11:22 a.m.