



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO)

August 16, 2022

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEOs was held on August 16, 2022, at 2:00 p.m. at the Musser Public Library in Muscatine and via Zoom.

CALLED TO ORDER

Willey called the meeting to order at 2:06 p.m.

CEO PRESENT

Present: Jack Willey, Jim Irwin, Shane McCampbell, Chad White, Brinson Kinzer, and Chuck Holmes

Absent: Chris Ball and Nathan Mather

Staff Present: Miranda Swafford, Executive Director, and Phyllis Wood, Executive Assistant

Service Provider: Kendra Schaapveld, Project Director

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

Irwin made a motion to approve the agenda, seconded by Kinzer, and the motion carried.

APPROVAL OF MINUTES

Irwin made a motion to approve the previous meeting minutes, seconded by Holmes, and the motion carried.

***PY21 FINANCIAL MONITORING REPORTS**

Swafford stated the report included in the packet was the final for monitoring the fiscal agent performed of the service provider insurance line item. There are no findings in the report. Kinzer made a motion to approve the report as presented, seconded by Irwin, and the motion was carried.

***OSO CONTRACT EXTENSION/KPIS**

Swafford presented options for the contract extension for the One-Stop Operator services as well as the full board vote to extend the contract through June 30, 2023, to align OSO contracts with the program year. A review of the proposed key performance indicators ended with the suggestion to modify the presented KPI, number 13, to increase from twice monthly to three times a month. Irwin made a motion to approve the contract extension through June 30, 2023 and accept the KPIS with the modification to three times a month for number 13, seconded by Holmes, and the motion carried.

***SOCIAL MEDIA RFP**

Wood reviewed the Social Media RFP summarizing the three main campaigns and expected deliverables. Wood reported the full board did approve the RFP as written at their previous meeting. The RFP Selection Committee currently consists of Matthew Nicole, Angela Rheingans, Carolyn Farley, and Regina Matheson. Willey and Irwin volunteered to serve on the selection committee as well. Kinzer would like to be notified when the selection committee meets so, if available, he can be present. Irwin made a motion to approve the RFP for release on August 17, 2023, seconded by Holmes, and the motion carried.

PERFORMANCE NEGOTIATIONS

Swafford reported this agenda item is not actionable as IWD is requiring a meeting of the CLEO, board chair, and board staff executive director to discuss prior to submitting acceptance of the state performance negotiated rates. Swafford further detailed that the rates for PY22 and PY23 will mirror the rates set by the US DOL for the state to meet. PY24 and beyond will use a statistical adjustment model which will account for the economic conditions of the area. MVWDB has the option to submit rates higher or equal to the state rates with no further information necessary or submit lower rates but would require documentation to justify the request. Wood will be reaching out to schedule the required meeting and all board and CEO members will be invited to optionally attend.

***BOARD/COMMITTEE MEMBER POLICY**

Swafford reviewed the policy approved by the full board, noting that section B (8) which the CEOs concurred was adequate. Irwin asked if a CEO served on the DAC committee. Wood stated Chuck Holmes is currently assigned to the DAC committee. Kinzer made a motion to approve the policy as presented, seconded by Irwin, and the motion carried.

PY21 SERVICE PROVIDER REPORT

Schaapveld provided the PY21 full-year report for all programs. One hundred fifty-two ITA's were written for a total of \$383,024, \$112,271 was spent on work experience with \$13,578.68 of that being OJT reimbursement and \$135,558.36 on support services. A total of 284 Adult or Dislocated Worker referrals were received for Burlington and 650 for Davenport. Youth referrals for both centers totaled 332 of which there were 70 enrollments for the year or 113% of that enrollment goal. Other deliverables for Adult/DW include 90% of work-based learning enrollments and 270% of the occupational skills training goal. The 20% required Youth work-based learning expenditures were met. Legacy in Action customer satisfaction survey for the year came in at a 95.38% satisfaction rate.

PY21 ONE-STOP OPERATOR REPORT

Wood reviewed the contents of the OSO report, as Robert Ryan was out on vacation. The year review data included 1,327 job seekers served through job fairs and in-house hiring events, participation numbers for workshops offered by the centers, VOS greeter number for each area with Burlington averaging 25 visitors/day and 40/day in Davenport, a review of partner referral, customer satisfaction survey results, and business services provided.

ONE-STOP CERTIFICATION PROCESS

Wood covered the One-Stop Certification process as part of the OSO report, noting the self-assessment teams had completed an initial evaluation showing 3, 8-10, and 1 area of improvement in Physical and Programmatic Accessibility, Effectiveness, and Continuous Improvement respectively. Swafford stated

several of the additional KPI tasks for PY22 were added to address the areas of opportunity from the self-assessment.

BOARD/STAFF UPDATES

Swafford noted the update document in the packet noting the IRS approval of 501(c)(3) status, Elizabeth Rodriguez's last day with the board was August 9th, Andrea Taylor accepted an offer to fill the vacancy left by Rodriguez, the virtual headsets have been purchased and are being incorporated into youth work experiences, the admin and program budgets are approved, as well as the ADA accessibility survey and reports completed. The executive committee will be meeting in person in Muscatine on October 11 at 5pm at the HNI training center to meet IWD staff Michelle McNertney and Tim Goodwin.

LEE/DES MOINES COUNTY PILOT PROGRAMS

Swafford shared the Governor had approved the Lee County project the board submitted back in March 2022 with the addition of expanding the program to Des Moines County. Wood shared the packet contained information on the eight components of the program, some performance indicators, and a breakdown of the tentative budget.

CEO SUCCESSION PLANNING

Willey shared he had invited other Board of Supervisors to attend our meetings as he will be retiring and had no takers; he is hopeful after the elections are complete, he will be able to introduce the next Jackson County CEO to the group before exiting. No other updates on CEOs exiting until after the elections.

OTHER BUSINESS

Swafford shared the Dec 1 MVWDB Annual Workforce Training will be held Dec 1, at the Merrill Hotel in Muscatine from 1p-5p and will include a participant simulation, virtual reality demonstration, incumbent worker program, and rideshare solutions.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Kinzer motioned to adjourn the meeting, seconded by Irwin, the motion carried, and Willey adjourned the meeting at 3:23 p.m.