



## Mississippi Valley Workforce Development Board

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### Chief Elected Officials (CEO)

October 18, 2022

### Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEOs was held on October 18, 2022, at 2:00 p.m. at the Musser Public Library in Muscatine and via Zoom.

#### **CALLED TO ORDER**

Irwin called the meeting to order at 2:34 p.m.

#### **CEO PRESENT**

**Present:** Jack Willey, Nathan Mather, Jim Irwin, Shane McCampbell, Chad White, and Chuck Holmes

**Absent:** Chris Ball and Brinson Kinzer

**Staff Present:** Miranda Swafford, Executive Director; Andrea Taylor, Associate Director; Mandy Tripp, Executive Assistant

**One-Stop Operator:** Robert Ryan

#### **QUORUM**

There was a quorum present to conduct business.

#### **APPROVAL OF AGENDA**

Holmes made a motion to approve the agenda, seconded by McCampbell, and the motion carried.

#### **APPROVAL OF MINUTES**

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

#### **FINANCIAL UPDATES**

Swafford stated there had been contractual delays with IWD. The bank account had been zeroed out and transferred to CIJDC. August invoices have been approved. Summary of grants- all are on track other than youth at this time.

#### **ANNUAL REPORT**

Taylor reviewed the PY22 Annual Report stating that 16,095 Individuals were served through the Mississippi Valley Iowa *WORKS* Centers, 4,100 Job Seekers Participated in Center Workshops, 1,366 local area employers were provided over 16,000 business services, 556 Veterans were served during the year, 926 individuals at the Mt. Pleasant Correctional Facility were served, \$136,000 was spent on support services for job seekers, \$383,000 was paid out in 152 scholarships, 158 in-house hiring events were held at the two Iowa *WORKS* Centers, 9 Job Fairs were held in the MVWA, 6 Businesses were provided Rapid Response Assistance, 1,371 People with Disabilities were served and 161 were placed in employment with an average wage of \$13.95, \$112,000 was paid to youth for work experience

placements, \$14,000 was provided in On-the-Job Training reimbursement to employers, Mississippi Valley Workforce Development Board became a 501(c)(3). Swafford stated this was in draft form but is completed, it will be posted to the website soon.

### **OUTREACH CAMPAIGN RFP**

Swafford reported that the RFP campaign has been closed as a proposal was accepted by the committee and was sent to Amplify Digital for approval. Should hear back from them by the end of the week and are hopeful to start the program on November 1<sup>st</sup>.

### **BUSINESS SERVICE PLAN**

Taylor reviewed the Business Service Plan that was presented and approved by the Executive Committee. Also reported there was IWD staff present for the presentation, and they were pleased with the plan.

### **ANNUAL PERFORMANCE NEGOTIATIONS**

Swafford reviewed the Annual Performance Negotiations stating that we were able to obtain lower rates for youth credential attainment and measurable skills gain and these rates can be renegotiated at the end of PY22 if it is needed.

### **ONE-STOP OPERATOR REPORT**

Ryan reviewed the September report including the Customer Satisfaction Survey including areas of concern being challenges related to the system outage, difficulty to get help via phone, the Unemployment system being unnecessarily complex; too many obstacles and hoops, and the website being convoluted and not user-friendly. And positive comments such as staff being attentive to needs, quick to respond

” Your job search club weekly meetings are extremely good, and helpful. Your facilitators are all very knowledgeable, and informative. Any questions asked were answered with great detail, and they reached out to me quickly to help me find employment”. Opportunity Knocks in the Davenport center appears to be working well with 38 attending the last session.

### **\*LEE COUNTY PILOT PROGRAM**

Swafford reviewed the current status of the Lee County Pilot Program stating that employers have requested there not be a Manufacturing 101 but rather an Employment 101 to teach the soft skills that are needed before they would be able to train someone on a position. This request was sent to the Governor’s office who denied the request stating that a new proposal would need to be written or it would need to continue as already approved. Irwin motioned to have the proposal resubmitted, seconded by Holmes, Motion passed.

### **IWD REALIGNMENT/SUBRECIPIENT MEETING**

Swafford stated that the CEOs from all 99 counties have been requested to attend the realignment/subrecipient meeting in November as it could directly impact all areas with realignment. Subrecipient will be required by July 1<sup>st</sup>. Willey requested all questions be sent to him to make sure they are answered at this meeting as he and Irwin stated they will be attending.

### **CEO SUCCESSION PLANNING**

Willey stated that there are currently two candidates and he has spoken with both about attending the December 1<sup>st</sup> training. Swafford reported that one of the CEOs will need to step up to be CLEO once Willey retires at the end of this year.

### **BOARD REPORT**

Swafford reported approvals, and modifications to the Incentive and Stipend Policy, Support Services Policy, and Procurement Policy. Also reported new policies and plans that were approved Limited English Proficiency Plan, Accessibility Plan, Board Member Qualifications, Unrestricted Funds Policy, Inventory Policy, Business Services Plan, and the PY21 Annual Report. Financial Updates given were the approval of Title I Adult/DW and Youth program budgets, and the approval of the Ticket to Work budget.

Youth Space -Exploring the option of having a separate youth space outside the Burlington Iowa *WORKS* center. A waiver was submitted to IWD and we are awaiting a response. LMI data platform, each committee is evaluating how they can incorporate Labor Market Information into their meetings to drive decision-making.

### **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. Willey brought up the new CTE building in Clinton that would be focused on trade skills for Clinton and Jackson School Districts during the day and then would be open to adult learning in the evenings.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURN**

Irwin motioned to adjourn the meeting, seconded by Holmes, the motion carried, and Willey adjourned the meeting at 4:04 p.m.