



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEOs) Meeting Minutes

Tuesday, August 15th, at 2 p.m. via Zoom

CALLED TO ORDER

Irwin called the meeting to order at 2:04 p.m.

CEO PRESENT

Present: Jim Irwin, Chuck Holmes, Jean Dickson, Don Schwenker, Danny Chick, Shawn Maine, and Shane McCampbell

Absent: Chad White (unexcused)

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director, Mandy Tripp, Compliance Officer, Tyler Lanz, Communications Assistant

One-Stop Operator: None

Guest: Kendra Schaapveld

QUORUM

There was a quorum present to conduct business.

CONSENT AGENDA

The consent agenda included approval of the agenda, previous meeting minutes, and the financial reports. Dickson made a motion to approve the consent agenda, seconded by Schwenker, and the motion carried.

***MEMBER RESIGNATION**

Irwin reviewed the resignation of board member Christine Caves and discussed that she will continue to be a member of the Business Committee. McCampbell made a motion to accept the resignation, seconded by Dickson, and the motion carried.

***MEMBER NOMINATIONS**

Tripp presented the nominations for new board members. Amy McCabe was nominated as the Title III representative on the board. Tripp advised that Kimberly Jaber and Caitlin Bliesener's nominations were received prior to the due date and Tracy McCampbell's was received after the due date. There was a discussion that whichever nominee was not approved could be added to a committee until another vacancy comes up. Schwenker made a motion to approve McCabe, Jaber, and Bliesener's nominations, seconded by Chick, and the motion carried.

***CONTRACT MANAGEMENT AND AUTHORIZATION POLICY**

Swafford presented the draft policy for approval. Maine made a motion to approve the policy, seconded by Dickson, and the motion carried.

*** ADDITIONAL MOU PARTNERS**

Swafford advised that Home Base Iowa (HBI), Re-employment Case Management (RCM), and the Department of Human Services (DHS) are additional partners that operate out of the Iowa*WORKS* centers and will need to be included in the Infrastructure Funding Agreements being developed. Swafford discussed that since they are not required partners, they will need to be approved. McCampbell made a motion to approve the additional MOU partners, seconded by Schwenker, and the motion carried.

CEO DASHBOARD

Tripp presented the CEO dashboard, including population data and unemployment rates by county, as well as Title I and Title III services provided which could include meetings with career planners, unemployment assistance, workshops, mock interviews, and more. Tripp also discussed participant expenses for the Adult, Dislocated Worker, and Youth programs and reviewed the program goals for PY23. Tripp discussed the upcoming “You Choose” youth career exploration event in October and discussed additional strategies for reaching disconnected youth. There was additional discussion about the purpose of the youth program in promoting the development of career pathways. Tripp inquired about what additional information the CEOs would like to see presented.

TITLE I ANNUAL REPORT

Schaapveld presented the Title I annual report. Schaapveld discussed that Rapid Response services were offered to several businesses throughout the local area, but that not all companies wanted services. Schaapveld reported that enrollment goals for Adult, Dislocated Worker, and Youth programs were met. There are 68 active cases and 113 follow-up cases for Adult, 96 active and 64 follow-up for Dislocated Worker, and 106 active and 68 follow-up for Youth. Occupational Skills Training and Work-Based Learning goals were met. Schaapveld discussed that the National Dislocated Worker Grant On-Job-Training goal was not met, largely since it was a COVID-specific grant and many of the affected workers were re-employed pretty quickly. Schaapveld presented the Credentials and Measurable Skills Gains that were achieved, as well as the 14 Youth Elements. One Youth success story was highlighted and one Adult success story was highlighted.

BUSINESS SERVICES REPORT

Taylor reviewed the Business Services Report and highlighted a recent successful job fair in Burlington, a Registered Apprenticeship that was recently approved, and the Quad City Success Fair which took place at St. Ambrose University. Taylor reports that the Business Referral Form is up and running. Taylor discussed that Business Engagement Consultants have been working with local school districts to navigate the transition from the Teach Iowa website to Iowa*WORKS* for their job postings. Taylor highlighted some additional businesses that were contacted for Rapid Response recently.

BOARD REPORT

Swafford presented the Board Report. There was a staffing change, as Tyler Lanz started as the Communications Assistant on July 17th. Swafford discussed that Job Quality Academy and Workforce Communities in Action initiatives had started and will provide updates at the next meeting. Initial steps have been taken in the process to develop a new Memorandum of Understanding and Infrastructure Funding Agreement. Swafford discussed that there have been 26 interest forms completed for the Retrain and Retain grant, and reviewed the 4 that were

awarded. Swafford reviewed the recent Executive Committee and Full Board approvals, as well as upcoming events.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Irwin adjourned the meeting at 2:59 p.m.