



Mississippi Valley Workforce Development Board

Board Chief Elected Officials (CEOs) Meeting Agenda

Tuesday, August 16th, 2022, at 2:00 p.m.

In-Person – Musser Public Library, RM 017, 408 East 2nd St, Muscatine, IA 52761

Join Zoom Meeting

https://us02web.zoom.us/j/88074264998?pwd=tMGQcdpziKimsYhWfuE_d3dM0rb17d.1

Meeting ID: 880 7426 4998 Passcode: 231878

One tap mobile: US: +13126266799,,88074264998# or +13017158592,,88074264998#

Call to Order	Jack Willey	
Roll Call	Phyllis Wood	
*Approval of Agenda	Jack Willey	
*Approval of Previous Minutes	Jack Willey	
*PY21 Financial Monitoring Reports	Miranda Swafford	page 4
*OSO Contract Extension/KPI's	Miranda Swafford	page 15
*Social Media RFP	Miranda Swafford	not included
*Performance Negotiations	Miranda Swafford	page 19
*Board/Committee Member Policy	Miranda Swafford	page 21
PY21 Equus Report	Kendra Schaapveld	page 25
PY21 One Stop Operator Report	Phyllis Wood	page 34
One Stop Certification Process	Miranda Swafford	page 39
Board/Staff Updates	Miranda Swafford	page 42
Lee/Des Moines County Pilot Programs	Phyllis Wood	page 45
CEO Succession Planning	All CEOs	none
Other Business		
Public Comment		
Adjournment	Jack Willey	

* Items requiring a vote ** Items Requiring a Roll Call Vote

Accommodations

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact: Miranda Swafford at director@mississippivalleyworkforce.org or at 319-759-8980



Mississippi Valley Workforce Development Board

Chief Elected Officials (CEO)

June 28, 2022

Meeting Minutes

The meeting of the Mississippi Valley Workforce Area CEOs was held on June 28, 2022, at 2:00 p.m. via Zoom only.

CALLED TO ORDER

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

CEO PRESENT

Present: Jack Willey, Jim Irwin, Shane McCampbell, Nathan Mather, Chris Ball (late), and Chuck Holmes

Absent: Brinson Kinzer (Notified), and Chad White

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

QUORUM

There was a quorum present to conduct business.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

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

SEIRPC CONTRACT EXTENTION

Swafford presented the contract extension and scope of work for South East Iowa Regional Planning Commission (SEIRPC) to close out the program year noting there is a Iowa Workforce Development (IWD) initiated fiscal monitoring scheduled for July 12-13. The board had not been informed of the monitoring prior to seeing it in the SEIRPC scope of work document. Swafford has requested the monitoring notification email and spoke to McNertney at IWD about needing to be included in these communications. Irwin asked if the current fiscal agent should participate in the monitoring as an observer to become familiar with the process. Swafford stated the current fiscal agent will be part of the IWD initiated monitoring process of the other local workforce areas they provide service to and would not need to participate in the SEIRPC monitoring. Irwin made a motion to approve the contract extension through August 15th with a maximum amount of \$13,000, seconded by McCampbell, the motion carried.

PY22 BUDGETS

Swafford reviewed the budget narrative and draft budget for the administrative funds noting minor updates to the amounts of a few categories, but no new expense items added from when previously presented at the beginning of the month. Irwin asked if in the future the budgets could be presented with side-by-side comparisons to previous year. Swafford said that she would prepare the future budgets with the comparisons. Mather made a motion to approve the budgets as presented, seconded by Holmes, the motion carried.

OTHER BUSINESS

Wood reported several CEOs had not responded to the poll to determine the schedule for next year's CEO meetings. Discussion concluded with the 3rd Tuesday at 2:00 p.m. every other month starting in August would be the regular meeting schedule of the CEO.

PUBLIC COMMENT

There were no public comments.

ADJOURN

Holmes motioned to adjourn the meeting, seconded by Ball, the motion carried, and Willey adjourned the meeting at 2:32 p.m.

PY21 FINANCIAL MONITORING REPORTS



211 N. Gear Avenue, Suite 100
West Burlington, Iowa 52655

Tel: 319.753.5107
Fax: 319.754.4763
Website: www.seirpc.com

June 3, 2022

Ms. Kendra Schaapveld, MPA
Project Director
Title I Adult/Dislocated Worker, Youth Programs
IowaWorks
1801 East Kimberly Road, Suite A
Davenport, IA 52807

RE: Monitoring Service Provider January 2022 Adult, Dislocated Worker, Youth In School,
Youth Out of School Invoices for Insurance Line Item

Dear Ms. Schaapveld:

Thank you for your response along with the additional documentation to the Recommended Action on May 25, 2022, on the Insurance Line Item Monitoring for the January 2022 Adult, Dislocated Worker, Youth in School, and Youth out of School Invoices.

We have accepted your response and documentation, which is enclosed. We have approved your response along with the documentation, and no further action is needed. This completes the Insurance Line Item Monitoring for the January 2022 Adult, Dislocated Worker, Youth in School and Youth out of School invoices.

Thank you for all your cooperation on this matter. If you have any questions, please do not hesitate to contact me by e-mail at scoffey@seirpc.com, or by phone at (319) 753-4302.

Sincerely,

Susan Coffey
Administrative Director

Enclosure

Cc: Miranda Swafford

Susan Coffey

From: Kendra Schaapveld <Kendra.Schaapveld@EquusWorks.com>
Sent: Wednesday, May 25, 2022 2:47 PM
To: Susan Coffey; Lori Gilpin
Cc: Cheryl Tipsword; director@mississippivalleyworkforce.org
Subject: Follow up fiscal documents
Attachments: FW_Iowa_Fiscal_Monitoring_Follow_Up.zip

Please see the attached zip file and consider these documents the response to the fiscal monitoring. Please let us know if you require any additional information.

Thank you!

Kendra M. Schaapveld, MPA

Project Director, Title I Adult/Dislocated Worker, Youth Programs
IowaWORKS - a Proud Partner of the American Job Center Network
1801 East Kimberly Road
Suite A
Davenport, IA 52807
Desk: 563.445.3200 Ext. 43304
Fax: 563.445.3240
kendra.schaapveld@iwd.iowa.gov
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Liability and D&O Cost Allocation

Liability insurance and D&O insurance costs are allocated evenly based on revenue.

II. General/Professional Liability

	7/1/21 - 6/30/22	% Increase	Full Year 2022
ACE/Chubb Primary Insurance Premiums	\$ 81,259	0%	\$ 81,259
Ascott Excess Insurance Premiums	\$ 1,218,060	25%	\$ 1,522,575
XL Bermuda Excess Insurance Premiums(4)	\$ 634,313	25%	\$ 792,891
AWAC Excess Insurance Premiums (4)	\$ 382,500	25%	\$ 478,125
Convex Excess Insurance Premium (4)	\$ 400,067	25%	\$ 500,084
Beazley Excess Insurance Premiums	\$ 424,035	25%	\$ 530,044
MedPro Excess Insurance Premiums (4)	\$ 182,724	25%	\$ 228,405
XL Arbor Misc Professional (E&O)	\$ 188,108	0%	\$ 188,108
Broker & Other Administrative Fees(2)	\$ 27,500	0%	\$ 27,500
Retained Losses (7)	\$ 7,500,000	0%	\$ 7,500,000
Claims Handling - Sedgwick (8)	\$ 157,867	0%	\$ 157,867
Total GL/PL	\$ 11,196,432	7%	\$ 12,006,857

VII. Stand Alone Coverages (5)

Westchester - Primary D&O & FID (12/1 eff. Date)	\$ -	0%	\$ -
Nat'l Union - 1st Excess D&O (12/1 eff. Date)	\$ -	0%	\$ -
RLI - 2nd Excess D&O (12/1 eff. Date)	\$ -	0%	\$ -
Ironshore - 3rd Excess D&O (12/1 eff. Date)	\$ -	0%	\$ -
Nat'l Union - 1st Excess FID Liab. (12/1 eff. Date)	\$ -	0%	\$ -
Marsh D&O (12/1 eff. Date)	\$ -	0%	\$ -
Employment Practices Liability (Place holder)	\$ -		\$ -
AIG HIPAA/Cyber Liability	\$ 111,841	20%	\$ 134,209
Total Stand Alone	\$ 111,841	20%	\$ 134,209

Total Liability and D&O	\$11,308,273	7%	\$12,141,066
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Revenue for 2021 budget purposes (1)

Behavioral	\$ 1,120,220,775	\$ 1,120,220,775
Home Health & Neuro Therapies	\$ 659,801,358	\$ 659,801,358
WorkForce Services	\$ 344,997,266	\$ 344,997,266
Resource Center	\$ -	\$ -
Total	\$ 2,125,019,399	\$ 2,125,019,399

Cost per \$1,000/revenue	\$ 5.32	0%	\$ 5.71
Memo: 2020 budget	\$ 5.58	\$ 5.58	
Change from PY	\$ (0.26)	\$ 0.13	
% change from PY	-5%	2%	

Cost per Division

Behavioral	\$ 5,961,246	\$ -	\$ 6,400,259
Home Health & Neuro Therapies	\$ 3,511,128	\$ -	\$ 3,769,703
Workforce/Education&Training	\$ 1,835,900	\$ -	\$ 1,971,104
Total	\$ 11,308,273	\$ -	\$ 12,141,066

NOTES:

- (1) Used 1/1/21-9/30/21 Revenue annualized through 12/31/20 (K Gaddie) for 2022 Budgeted numbers.
- (2) Includes estimated Aon broker fees (half of total annual amount) \$250,000 (11% allocated to GL)
- (4) Annual Excess premiums allocated 75% to GL and 25% to Auto (excluding Sexual Abuse & Molestation - Benzley and the Buffer Layer - Ascott)
- (5) BHS was placed under the KKR Plan upon closing. Budget located in Department 032
- (7) Estimated annual Loss pick at \$7.5M per 8/31/20 accruals.
- (8) YTD 2021 annualized for remainder of year (GL is about 5% of total Sedgwick fee)

	2016	2017	2018	2019	2020
NUMERATOR (losses + prem)	7.7	8.6	9.4	10.31	10.41
DENOMINATOR (revenues)	1805	1760	1790	1886.7	1905.37
	0.004266	0.004886	0.005251	0.005465	0.005464
	4.27	4.89	5.25	5.46	5.46

0 * *

0 * *

20,414.00 +
 12,169.00 +
 12,169.00 +
 12,169.00 +
 12,169.00 +
 12,169.00 +
 81,259.00 *

BrightSpring Health Services

Invoice No. 1800000277741

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Aon Risk Services Central, Inc.
Philadelphia PA Office
One Liberty Place
1650 Market Street
Suite 1000
Philadelphia PA 19103
(215) 255-2000 FAX (215) 255-1893

Client Account No.	Invoice Date	Currency	Account Executive
570000032784	Jul-31-2021	US DOLLAR	Vincent Baldino

Insurance Co.	Policy No. / Named Insured	Policy Term	Trans. Eff. Date	Description	Amount
ACE American Insurance Company	XSLG7248079A BrightSpring Health Services	Jul-01-2021 - Jul-01-2022	Jul-01-2021	Renewal - General Liability Coverage Premium Assessment	20,284.00 130.00
Comments Installment 1 of 6 Policy Numbers: XSLG7248079A, HDOG72480831 and XSLG72480879					
				TOTAL INVOICE AMOUNT DUE	20,414.00

**TO AVOID POTENTIAL DISRUPTION IN YOUR COVERAGE, PAYMENT IS DUE UPON RECEIPT.
Please Make Payable to Aon Risk Services**

Please see last page for statement regarding Aon compensation.

Page 1 of 3

Please detach here. Top portion is for your records, bottom portion to be returned with your payment.

Client Account No.	Invoice No.	Invoice Date	Currency	Amount Due
570000032784	1800000277741	Jul-31-2021	US DOLLAR	20,414.00

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Remit to:

Aon Risk Services Central, Inc.
Aon Risk Services Companies, Inc.
P.O. Box 7247 - 7376
Philadelphia PA 19170-7376

BrightSpring Health Services

Invoice No. 1800000277742

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Aon Risk Services Central, Inc.
Philadelphia PA Office
One Liberty Place
1650 Market Street
Suite 1000
Philadelphia PA 19103
(215) 255-2000 FAX (215) 255-1893

Client Account No.	Invoice Date	Currency	Account Executive
570000032784	Jul-31-2021	US DOLLAR	Vincent Baldino

Insurance Co.	Policy No. / Named Insured	Policy Term	Trans. Eff. Date	Description	Amount
ACE American Insurance Company	XSLG7248079A BrightSpring Health Services	Jul-01-2021 - Jul-01-2022	Aug-01-2021	Renewal - General Liability Coverage Premium	12,169.00
Comments Installment 2 of 6					
				TOTAL INVOICE AMOUNT DUE	12,169.00

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570000032784	1800000277742	Jul-31-2021	US DOLLAR	12,169.00

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Remit to:

Aon Risk Services Central, Inc.
Aon Risk Services Companies, Inc.
P.O. Box 7247 - 7376
Philadelphia PA 19170-7376

BrightSpring Health Services

Invoice No. 1800000277831

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Aon Risk Services Central, Inc.
Philadelphia PA Office
One Liberty Place
1650 Market Street
Suite 1000
Philadelphia PA 19103
(215) 255-2000 FAX (215) 255-1893

Client Account No.	Invoice Date	Currency	Account Executive
570000032784	Aug-02-2021	US DOLLAR	Vincent Baldino

Insurance Co.	Policy No. / Named Insured	Policy Term	Trans. Eff. Date	Description	Amount
ACE American Insurance Company	XSLG7248079A BrightSpring Health Services	Jul-01-2021 - Jul-01-2022	Sep-01-2021	Renewal - General Liability Coverage Premium	12,169.00
Comments Installment 3 of 6					
				TOTAL INVOICE AMOUNT DUE	12,169.00

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Client Account No.	Invoice No.	Invoice Date	Currency	Amount Due
570000032784	1800000277831	Aug-02-2021	US DOLLAR	12,169.00

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Remit to:

Aon Risk Services Central, Inc.
Aon Risk Services Companies, Inc.
P.O. Box 7247 - 7376
Philadelphia PA 19170-7376

BrightSpring Health Services

Invoice No. 1800000278633

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Aon Risk Services Central, Inc.
Philadelphia PA Office
One Liberty Place
1650 Market Street
Suite 1000
Philadelphia PA 19103
(215) 255-2000 FAX (215) 255-1893

Client Account No.	Invoice Date	Currency	Account Executive
570000032784	Aug-16-2021	US DOLLAR	Vincent Baldino

Insurance Co.	Policy No. / Named Insured	Policy Term	Trans. Eff. Date	Description	Amount
ACE American Insurance Company	XSLG7248079A BrightSpring Health Services	Jul-01-2021 - Jul-01-2022	Oct-01-2021	Renewal - General Liability Coverage Premium	12,169.00
Comments Installment 4 of 6					
				TOTAL INVOICE AMOUNT DUE	12,169.00

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Page 1 of 3

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Client Account No.	Invoice No.	Invoice Date	Currency	Amount Due
570000032784	1800000278633	Aug-16-2021	US DOLLAR	12,169.00

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Remit to:

Aon Risk Services Central, Inc.
Aon Risk Services Companies, Inc.
P.O. Box 7247 - 7376
Philadelphia PA 19170-7376

BrightSpring Health Services

Invoice No. 1800000279763

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Aon Risk Services Central, Inc.
Philadelphia PA Office
One Liberty Place
1650 Market Street
Suite 1000
Philadelphia PA 19103
(215) 255-2000 FAX (215) 255-1893

Client Account No.	Invoice Date	Currency	Account Executive
570000032784	Sep-15-2021	US DOLLAR	Vincent Baldino

Insurance Co.	Policy No. / Named Insured	Policy Term	Trans. Eff. Date	Description	Amount
ACE American Insurance Company	XSLG7248079A BrightSpring Health Services	Jul-01-2021 - Jul-01-2022	Nov-01-2021	Renewal - General Liability Coverage Premium	12,169.00
Comments Installment 5 of 6					
TOTAL INVOICE AMOUNT DUE					12,169.00

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Client Account No.	Invoice No.	Invoice Date	Currency	Amount Due
570000032784	1800000279763	Sep-15-2021	US DOLLAR	12,169.00

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Remit to:

Aon Risk Services Central, Inc.
Aon Risk Services Companies, Inc.
P.O. Box 7247 - 7376
Philadelphia PA 19170-7376

BrightSpring Health Services

Invoice No. 1800000280889

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Aon Risk Services Central, Inc.
Philadelphia PA Office
One Liberty Place
1650 Market Street
Suite 1000
Philadelphia PA 19103
(215) 255-2000 FAX (215) 255-1893

Client Account No.	Invoice Date	Currency	Account Executive
570000032784	Oct-18-2021	US DOLLAR	Vincent Baldino

Insurance Co.	Policy No. / Named Insured	Policy Term	Trans. Eff. Date	Description	Amount
ACE American Insurance Company	XSLG7248079A BrightSpring Health Services	Jul-01-2021 - Jul-01-2022	Dec-01-2021	Renewal - General Liability Coverage Premium	12,169.00
Comments Installment 6 of 6					
TOTAL INVOICE AMOUNT DUE					12,169.00

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Client Account No.	Invoice No.	Invoice Date	Currency	Amount Due
570000032784	1800000280889	Oct-18-2021	US DOLLAR	12,169.00

BrightSpring Health Services
805 N. Whittington Parkway
Louisville KY 40222 USA

Remit to:

Aon Risk Services Central, Inc.
Aon Risk Services Companies, Inc.
P.O. Box 7247 - 7376
Philadelphia PA 19170-7376



211 N. Gear Avenue, Suite 100
West Burlington, Iowa 52655

Tel: 319.753.5107
Fax: 319.754.4763
Website: www.seirpc.com

May 20, 2022

Ms. Kendra Schaapveld, MPA
Project Director
Title I Adult/Dislocated Worker, Youth Programs
IowaWorks
1801 East Kimberly Road, Suite A
Davenport, IA 52807

RE: Monitoring Service Provider February 2022 Dislocated Worker Invoice Support Services
Line Item

Dear Ms. Schaapveld:

Southeast Iowa Regional Planning Commission (SEIRPC) staff conducted a Service Provider Monitoring on the February 2022 Dislocated Workers Invoice Support Services Line Item as required under the Workforce Innovation and Opportunity Act.

Please find enclosed our Report from this review. There were no findings, so no response is needed.

Thank you and your staff for all your assistance with the monitoring. If you have any questions, please do not hesitate to contact me by e-mail at scoffey@seirpc.com, or by phone at (319) 753-4302.

Sincerely,

Susan Coffey

Susan Coffey
Administrative Director

Enclosure

ONE STOP OPERATOR CONTRACT EXTENSION / KPI'S

One Stop Operator Contract Extension

One-stop operators are expected to meet key performance indicators and report out indicators on a quarterly basis. The determination of Contract extensions will be based on meeting the key performance indicators during the Contract period. To be determined to have satisfactory performance, the sub-recipient(s) must show satisfactory progress in 13 of the 16 measures shown below as determined by the executive committee.

Executive Committee Approvals

Period 1 Performance: Approved report with 16 out of 16 KPIs completed.

Period 2 Performance: Approved report with 16 out of 16 KPIs completed.

Period 3 Performance: Approved report with 16 out of 16 KPIs completed.

Period 4 Performance

PY21 Key Performance Indicators

1. Document at least 5 hours quarterly learning partner programs.
2. Coordinate 3 core partner meetings quarterly.
3. Coordinate 1 required partner meeting quarterly.
4. Implement and maintain a customer satisfaction survey of at least 85%.
5. Provide updates on strategies to improve information sharing among partner programs.
6. Provide updates on relationship building activities to assist in the integration of one-stop partner programs.
7. Show quarterly progress on the implementation of a referral process.
8. Provide monthly reports on referral tracking, and follow up activities.
9. Coordinate a minimum of 2 cross training activities each quarter.
10. Demonstrate collaboration on workforce partner activities.
11. Provide updates on outreach strategies progress.
12. Provide updates on social media strategies.
13. Provide updates regarding issues pertaining to customer complaints that are substantive to the required partners operating in the comprehensive, affiliate, and satellite One-Stop Centers.
14. Submit monthly reports to the board and CEOs.
15. Attend committee meetings monthly as designated by the board.
16. Meet with the executive director on a weekly basis.

Options:

- Discontinue contract and release new RFP for One Stop Operator Services
- Extend One Stop Operator contract for a one-year period.
- Extend the One Stop Operator contract through June 30, 2023 to align with program year and other program contract periods (Recommended).

Proposed PY22 One Stop Operator Key Performance Indicators

1. Document at least 5 hours quarterly learning partner programs.
2. Coordinate 3 core partner meetings quarterly and 1 required partner meeting quarterly to discuss ways to reach common goals (i.e., performance, financial, customer satisfaction), leverage resources across partner organizations, discuss programmatic and financial issues faced by the partners as well as any misunderstandings that may exist between participating partners (troubleshooting of issues), and share details on flagship programs, events, and initiatives.
3. Assist the board with ensuring that the Memorandum of Understanding and all Attachments with all one-stop partners is executed, adhered to by all parties, as well as tracking completion, updates and expiration of activities outlined.
4. Implement strategies to improve information sharing among partner programs and relationship building activities to assist in the integration of one-stop partner programs to include but not limited to a quarterly Newsletter for distribution to partners and public, including collection of relevant information, development of the newsletter, maintenance of the recipient list and distribution.
5. Coordinate a minimum of 2 cross training activities for center staff each quarter and two in-person in-service days each program year.
6. Participate in the boards social media strategy by gathering information from partners, scheduling meetings, posting for partners without access to the platforms, and develop outreach strategy for center partners as outlined in the MVWDB Branding Guide once developed.
7. Maintain a customer satisfaction survey of at least 85% and provide updates regarding issues pertaining to customer complaints that are substantive to the required partners operating in the comprehensive, affiliate, and satellite One-Stop Centers.
8. Develop, implement, manage, track and oversee a business customer satisfaction program to allow for informed business decisions while maintaining a satisfaction rate of 85%
9. Assist the board to incorporate an integrate and aligned business services strategy among one-stop center partners to present a unified voice for the one-stop center in its communications with employers.
10. Coordinate quarterly Unified Business Services Meetings as outlined in the MOU, including identifying and scheduling guest speakers, creating the agenda, communicating

effectively to maintain partner participation; lead the meetings with a goal toward consensus building; complete tasks assigned at meetings and/or follow up as necessary.

11. Collaborate on and oversee the center Wednesday morning meetings and manage meeting spaces, maintain the schedule and resolve conflicts related to use of the rooms.
12. Increase the co-located services through the IowaWORKS Centers and those that are co-located electronically and/or shared space that is used on a scheduled basis
13. Visit the Davenport center in-person at least twice a month.
14. Review and update IowaWORKS Standard Operating Procedures Guide to reflect new SOPs, local level policies and structure, including local core partner's values/vision/mission.
15. Update the WINTAC Continuum Model and complete required activities annually prior to the beginning of the program year.
16. Assist the board in meeting One Stop Certification standards by completing required activities to include but not limited to creation of a communication plan, center organizational chart, trainings and other tasks identified during the assessment and evaluation process.
17. Submit monthly reports (including referrals, VOS numbers, hiring events, workshops, social media reach, # of business services provided and updates from Business Services Team meetings) to the board and CEOs and attend committee meetings to present and review reports.
18. Meet with the executive director on a weekly basis.

PERFORMANCE NEGOTIATIONS

Local Performance Negotiations for PY22 and PY23

Adult		
	PY21 Rate	Q3 Actual Rate
Employment 2nd Qtr	73.0%	84.6%
Employment 4th Qtr	70.0%	80.0%
Median Earnings 2nd Qtr	\$5,400	\$6,948
Credential Attainment	67.0%	70.0%
Measurable Skills Gain	44.0%	46.9%

State PY22 Negotiated Rate with DOL	State PY23 Negotiated Rate with DOL
72.50%	73.00%
66.00%	67.00%
\$6,100	\$6,100
65.00%	66.00%
44.00%	44.00%

Dislocated Worker		
	PY21 Rate	Q3 Actual Rate
Employment 2nd Qtr	85.0%	88.0%
Employment 4th Qtr	83.0%	100.0%
Median Earnings 2nd Qtr	\$8,400	\$8,418
Credential Attainment	68.0%	83.3%
Measurable Skills Gain	31.0%	64.8%

State PY22 Negotiated Rate with DOL	State PY23 Negotiated Rate with DOL
81.00%	81.50%
81.50%	82.00%
\$8,900	\$9,000
69.00%	69.50%
44.00%	44.00%

Youth		
	PY21 Rate	Q3 Actual Rate
Employment 2nd Qtr	73.0%	72.4%
Employment 4th Qtr	72.0%	100.0%
Median Earnings 2nd Qtr	\$3,600	\$3,198
Credential Attainment	59.0%	40.0%
Measurable Skills Gain	41.0%	22.2%

State PY22 Negotiated Rate with DOL	State PY23 Negotiated Rate with DOL
73.00%	74.00%
73.00%	74.00%
\$3,700	\$3,800
56.00%	57.00%
41.00%	41.00%

BOARD AND COMMITTEE MEMBER POLICY



Mississippi Valley Workforce Development Board

Board Member and Committee Member Qualifications

Approved Date: 11/9/2020

Effective Date: 11/9/2020

Amended Date: N/A

Counties: Jackson, Scott, Clinton, Muscatine, Louisa, Henry, Des Moines and Lee

A. Purpose

1. The purpose of the Mississippi Valley Workforce Development Board (MVWDB) is to serve as the Local Area’s expert and leader in workforce development by identifying workforce issues and concerns, and by bringing together the necessary assets to facilitate solutions for Local Area prosperity. MVWDB members are customers of the system, visionaries, advisors, and change agents, as well as custodians of the local workforce development system. They act as a voting member of the MVWDB with full authority and responsibility to develop policies for the operation of the Board; to monitor its financial and programmatic performance; and to connect the Local Area with the resources needed to meet the needs of the businesses and job seekers that the MVWDB serves.

B. Qualifications

1. Demonstrated interest in the economic vitality of the community and related goals of the MVWDB.
2. Desire to make a positive contribution to the Local Area’s economy by helping to shape a workforce development system that meets the needs of employers and individuals.
3. Commitment to devote time and expertise to working with other board members, stakeholders, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the regional workforce pipeline.
4. Experience or knowledge in at least one of the following elements: resource development, evaluation, training and education, program development, policy administration, business operations, finance, human resource administration, talent acquisition, or public relations.
5. Ability to represent the challenges and opportunities of your industry and the Local Area.
6. Possess optimum policymaking or hiring authority for your organization.
7. Committee members may live or work in Iowa or within 20 miles of the Local Area.
8. Board members must live and work in Iowa. Exemptions must be approved by the CEOs.

C. Expectations

1. Regularly attend and actively participate in board and committee meetings.
2. Notify the appropriate chair/MVWDB staff when you are unable to attend meetings.
3. Participate in committees to which you are appointed (see list below).

Commented [ER1]: Name change from “Board Member and Committee Description” to “Board Member and Committee Member Qualifications” – reason: to focus in on the policy scope, it is no longer a committee description document as it was previously

Commented [ER2]: Addition to policy to provide framework around where Board staff can recruit committee members and Board member qualification(s) related to living and working in the state

4. Prepare for board and/or committee meetings by staying informed about board matters; reviewing materials sent in advance of the meetings; and maintaining awareness of Local Area workforce development, education, and economic development challenges and opportunities.
5. Analyze labor market information to identify employment trends, skill gaps, and education and training needs, and use to prioritize Local Area resources and service delivery.
6. Comply with the Board's policies and by-laws, including attendance requirements.
7. Take advantage of opportunities to become more educated about the board and/or committee's duties and the Local Area's IowaWORKS centers and services.
8. Foster a positive and fruitful relationship with all other Board and/or committee Members.
9. Act as an ambassador of the Board and/or committee with community organizations and businesses.
10. Act and vote on behalf of the long-term interests of the Board and/or committee and the community.
11. Avoid conflicts of interest. If a conflict of interest on a particular issue is unavoidable, disclose the conflict and follow Board and/or committee policies for abstaining from discussion and/or vote on that issue.
12. Understand and observe the respective roles of the MVWDB, board and/or committee staff, the One-Stop Operator, service providers, and the Chief Elected Officials.

Commented [ER3]: Added to expand scope from board to include committee(s)

Commented [ER4]: New language to help highlight importance of attendance

D. Values and Professional Conduct

1. Our Board and Committee Members have a huge impact on what we do in our workforce area as well as how we do it. It is very important that those involved with the MVWDB understand the importance of adhering to MVWDB values and professional conduct during their time working with and for the MVWDB. We accomplish this by:
 - a. Engaging in meaningful discussion with all MVWDB stakeholders.
 - b. Fostering continuous improvement through collaboration and evaluation of relevant data and information.
 - c. Nurturing strong partnerships through respectful exchange of ideas and service oriented, transparent, integrated policies and processes.
 - d. Keeping the needs and success of our participants and customers as the primary focus of our work with the MVWDB.

E. Time Commitment

1. Board Members.
 - a. Quarterly Board meetings normally last 1.5 hours.
 - b. Committee meetings time commitments vary, but normally last around 1-2 hour.
 - c. Additional events and ad hoc meetings as requested may require 1 hour or less.
 - d. Average total time commitment for board members is approximately 3-4 hours per month.
2. Non-Board Committee Members.
 - a. Average time commitment for committee meeting preparation and participation is

approximately 2-3 hours a month.

Commented [ER5]: Hours changed to better reflect commitment

F. Benefits of Board and/or Committee Membership

1. Network with other business owners, human resources professionals, and community leaders.
2. Represent your industry's workforce needs.
3. Learn about workforce trends at the local, regional, state, and national levels.
4. Guide regional service delivery and impact local business and job seeker needs.
5. Represent your community on a regional level.
6. Learn about new and/or pending legislation affecting businesses and communities.

G. Possible Board Committees

1. Youth Committee
2. Executive Committee
3. Finance Committee
4. Operations Committee
5. Disability Access Committee
6. Other committees, Sector Partnerships and initiatives as they are developed

Commented [ER6]: Reflects update to committee name

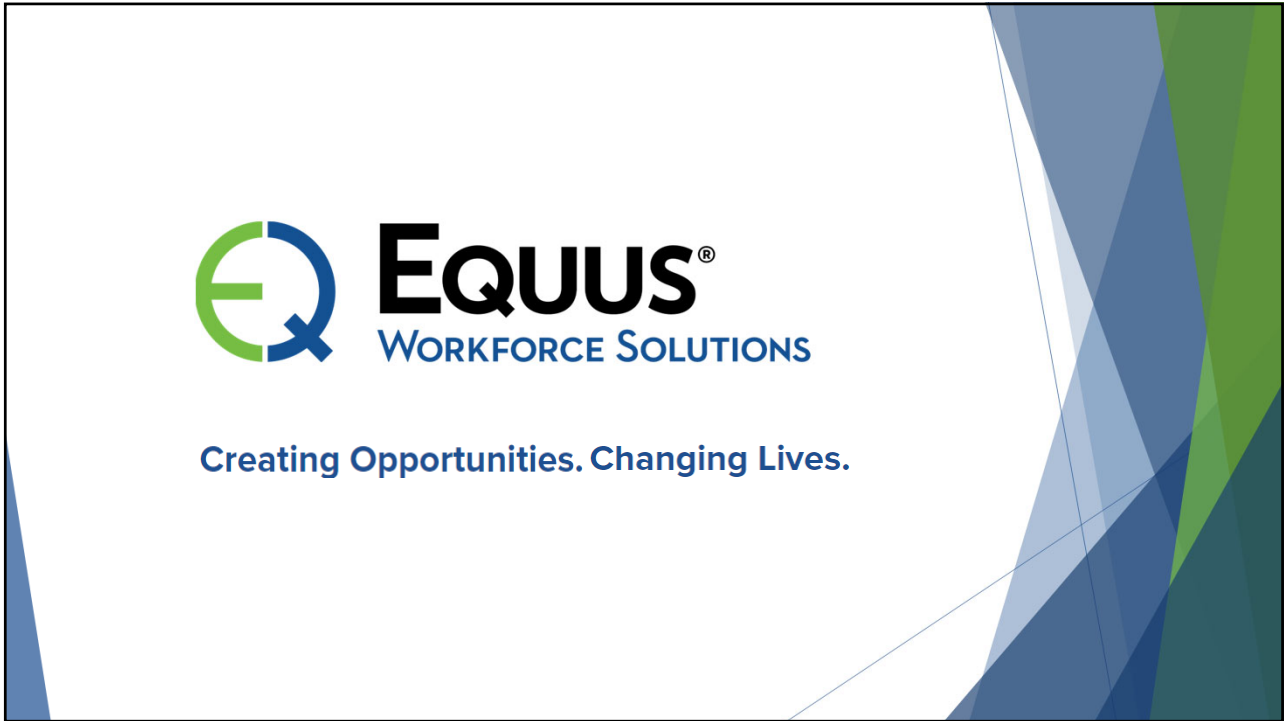
Commented [ER7]: Addresses expansion of policy scope

H. Related Information

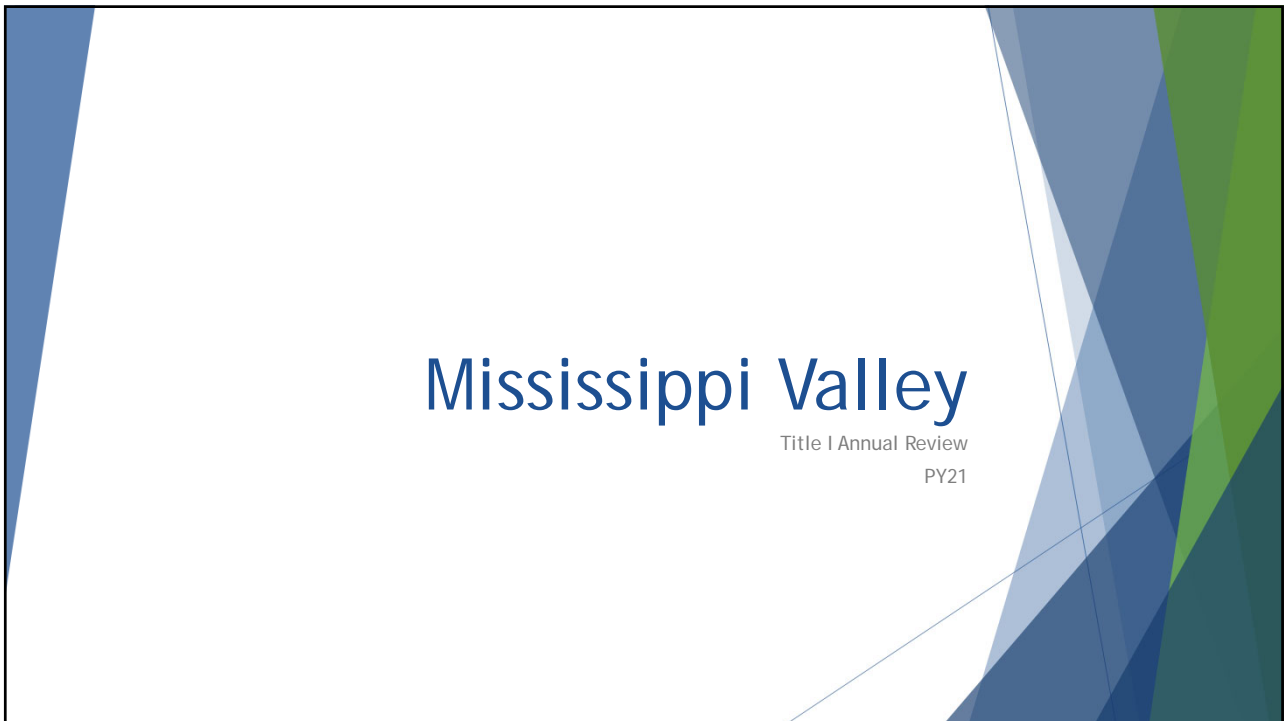
1. Policy: Committee Descriptions and Appointment Policy

Equal Opportunity Programs/Employer – Auxiliary aids and services available upon request for individuals with disabilities

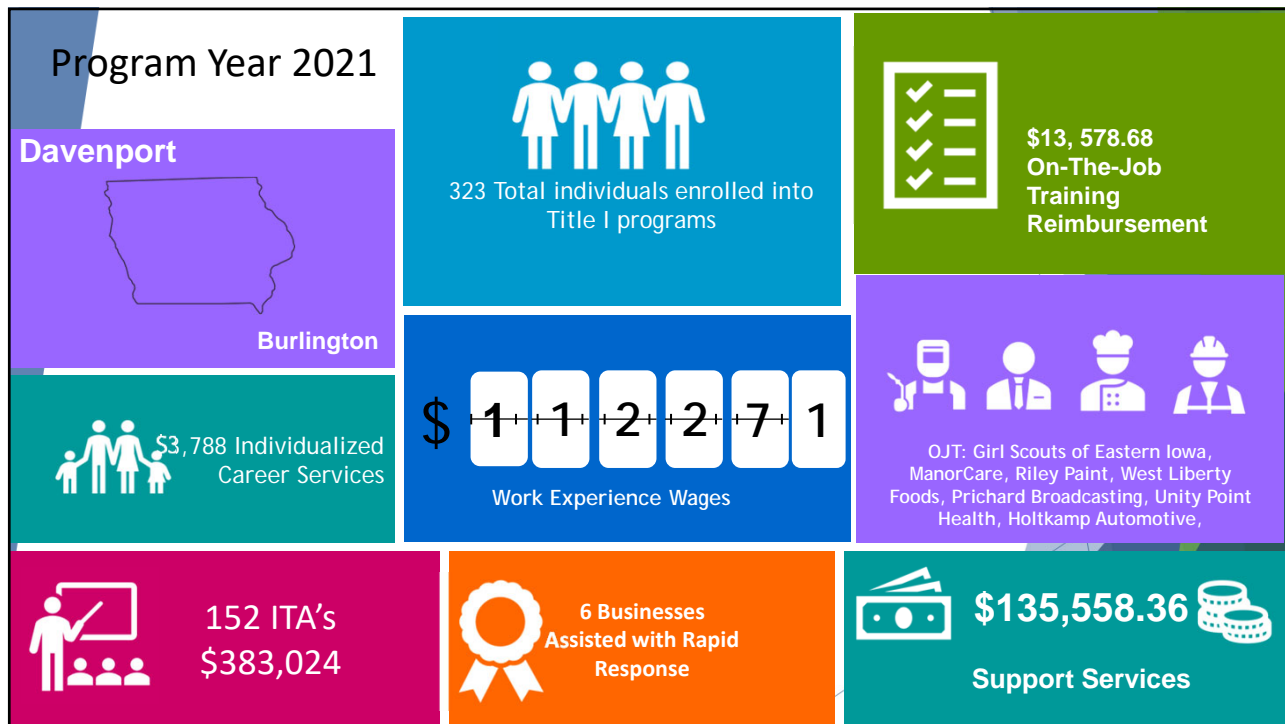
PY21 EQUUS REPORT



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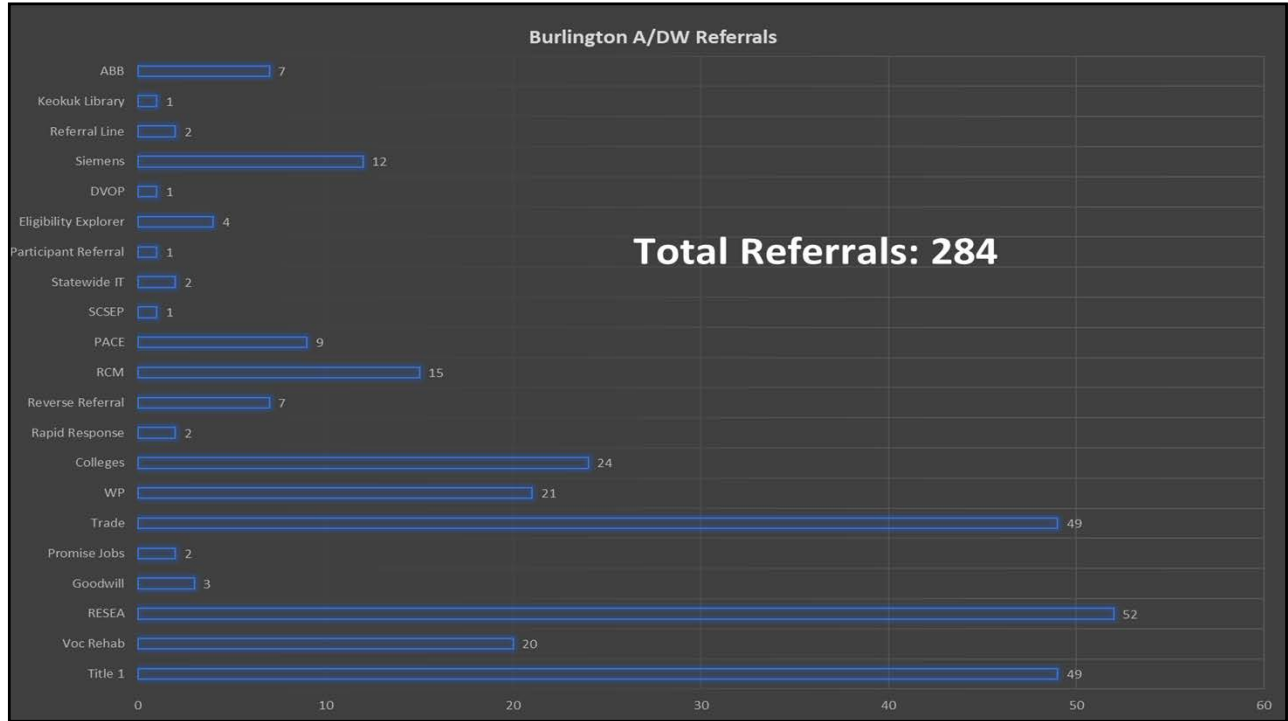


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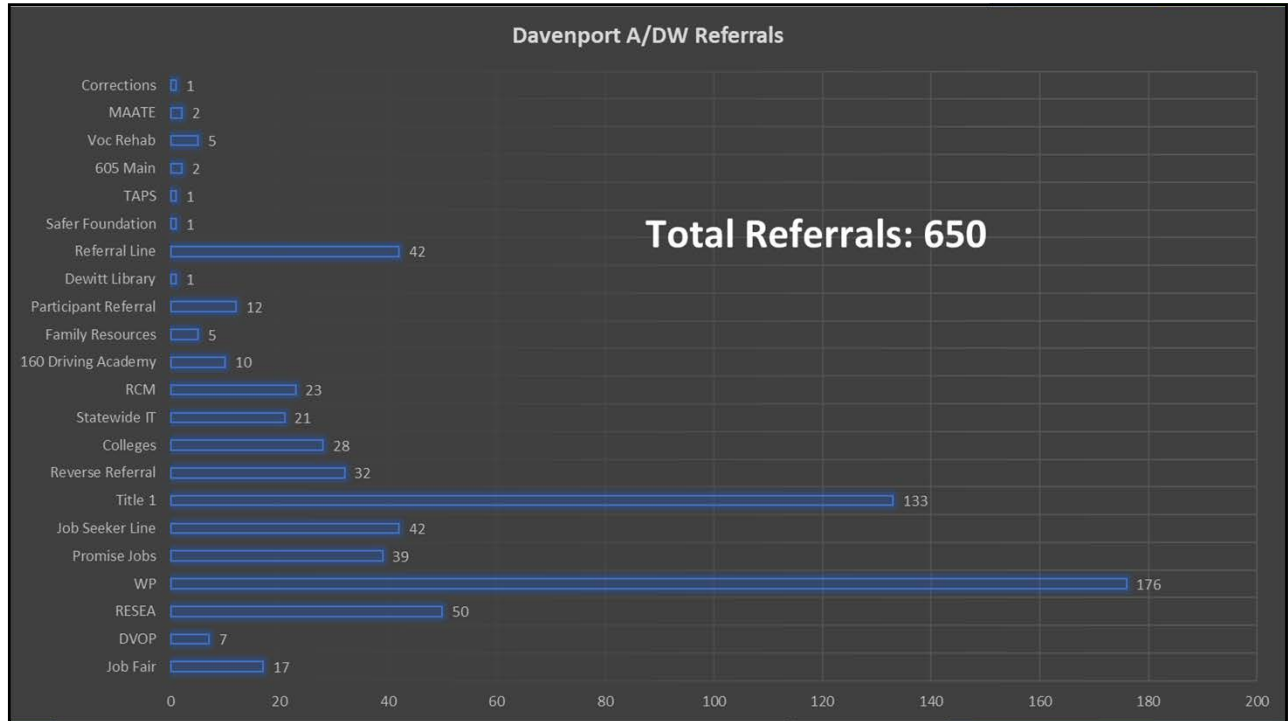
Rapid Response

- ▶ Worker Information Meetings
 - ▶ Blackhawk Services Corp
 - ▶ KPI
 - ▶ divvyDOSE
 - ▶ Jabil Inc
 - ▶ Siemens Gamesa
 - ▶ Linwood Mining

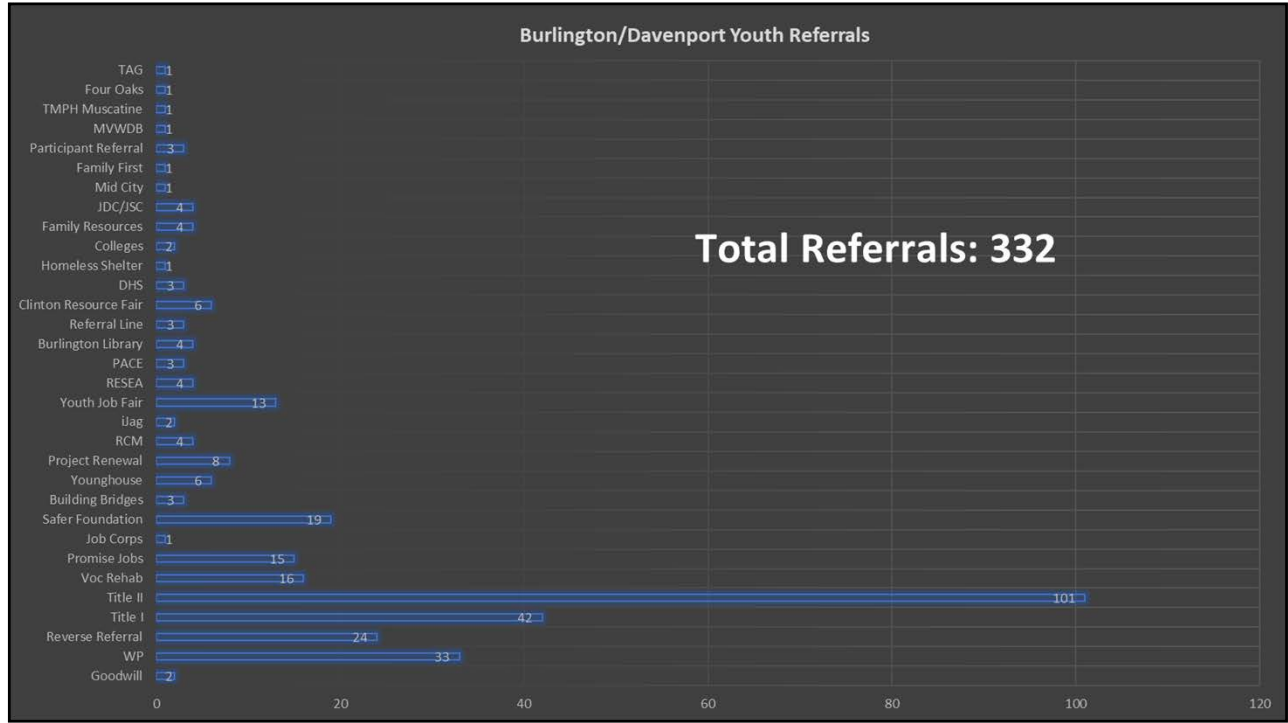
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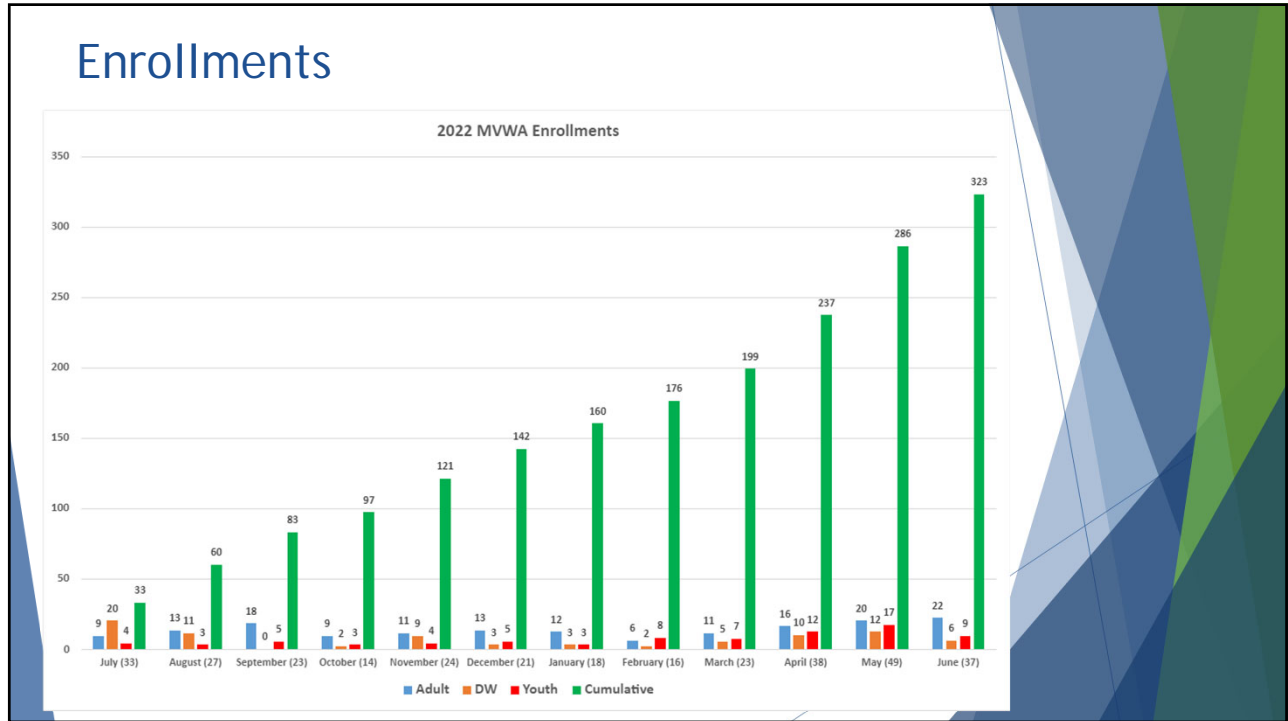
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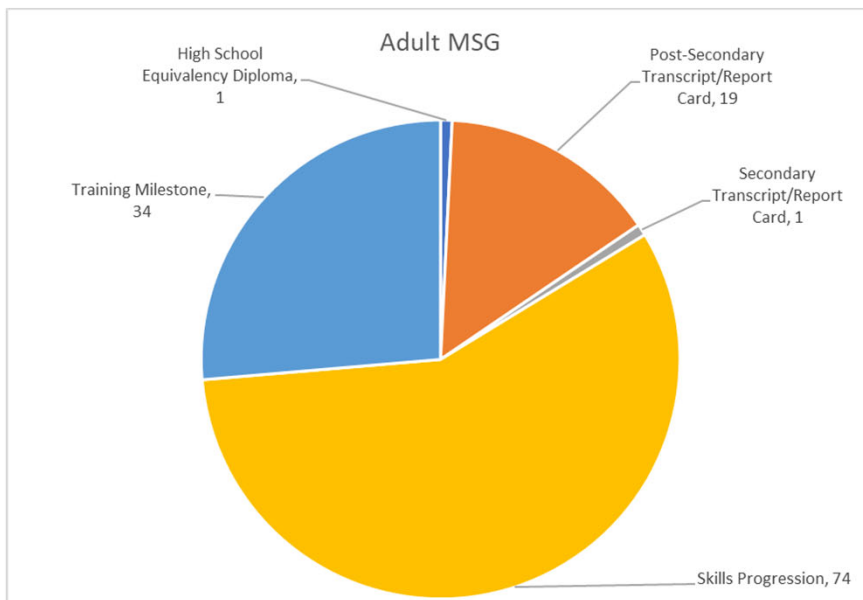
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Deliverables

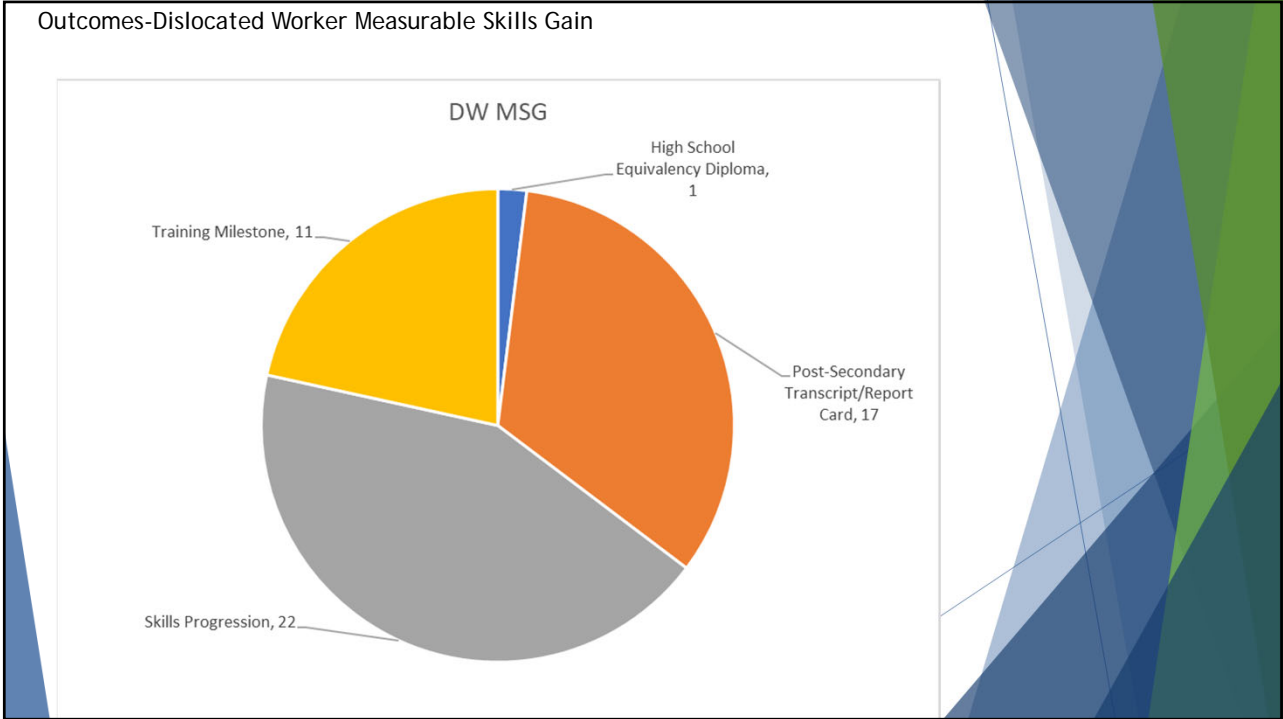
- ▶ Adult/Dislocated Worker
 - ▶ Work-Based Learning: 27; 90% of Goal
 - ▶ Occupational Skills Training: 243; 270% of Goal
- ▶ National Dislocated Worker Grant
 - ▶ Co-Enrollments: 111; 275% of Goal
 - ▶ On-The-Job Training: 2; 7% of Goal
- ▶ Youth
 - ▶ Work-Based Learning %: Met per fiscal agent
 - ▶ Enrollments: 70; 116% of Goal
 - ▶ Occupational Skills Training: 17; 113% of Goal
- ▶ Customer Satisfaction: 95.38%

9

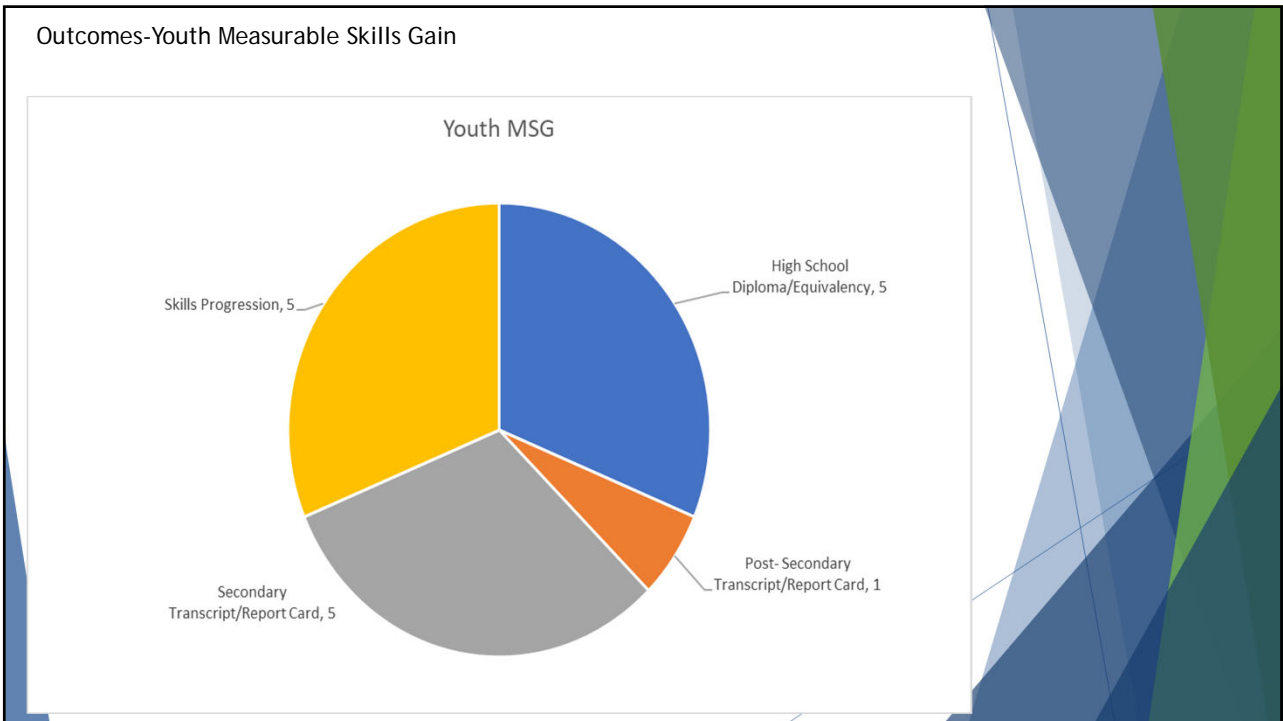
Outcomes-Adult Measurable Skills Gain



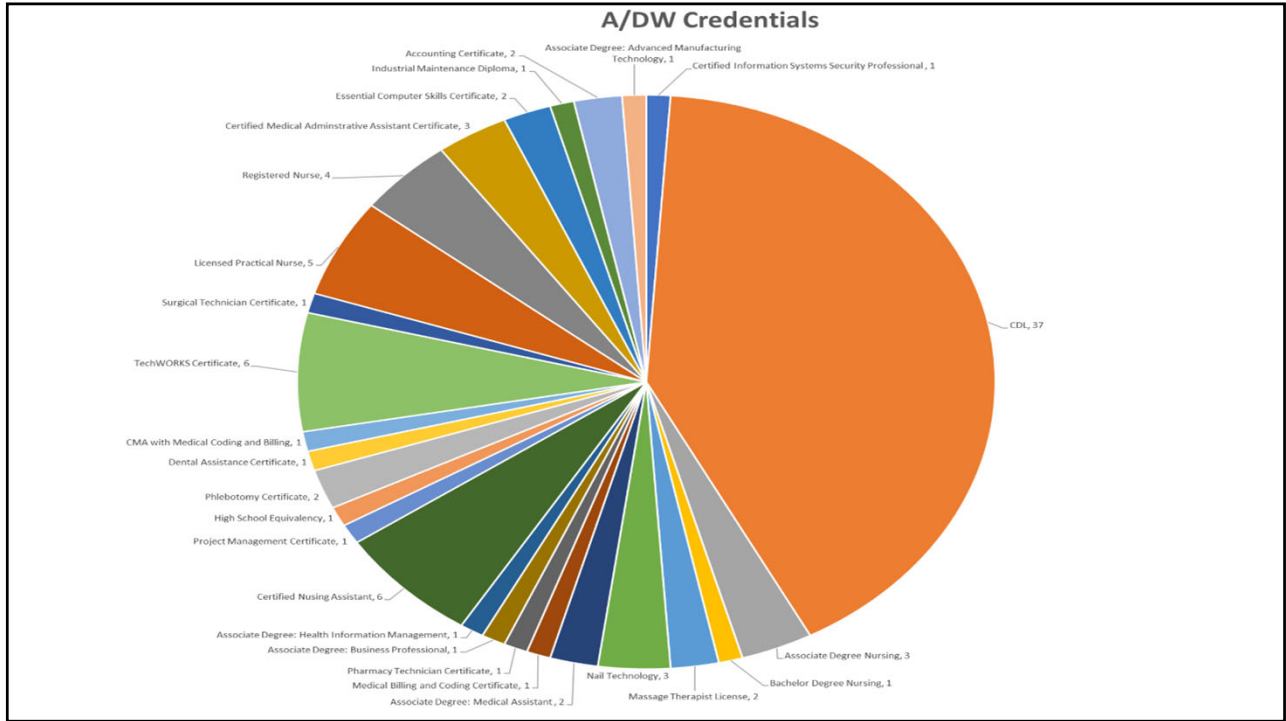
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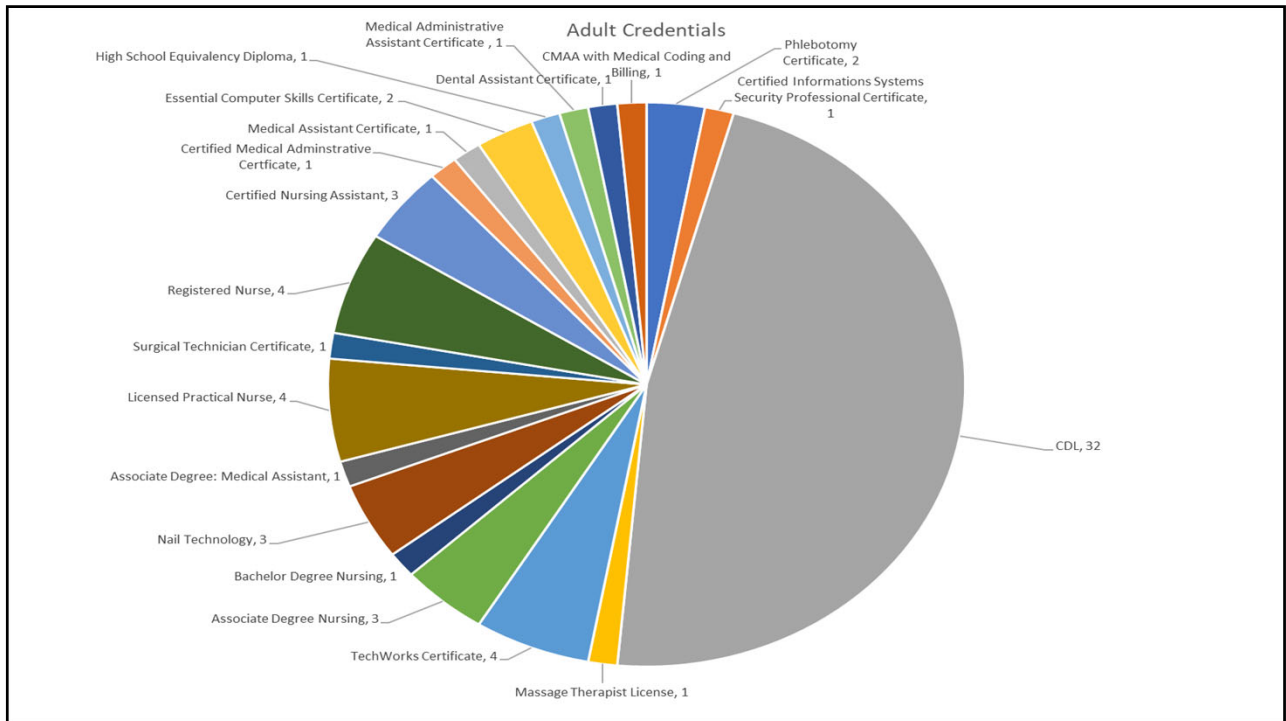
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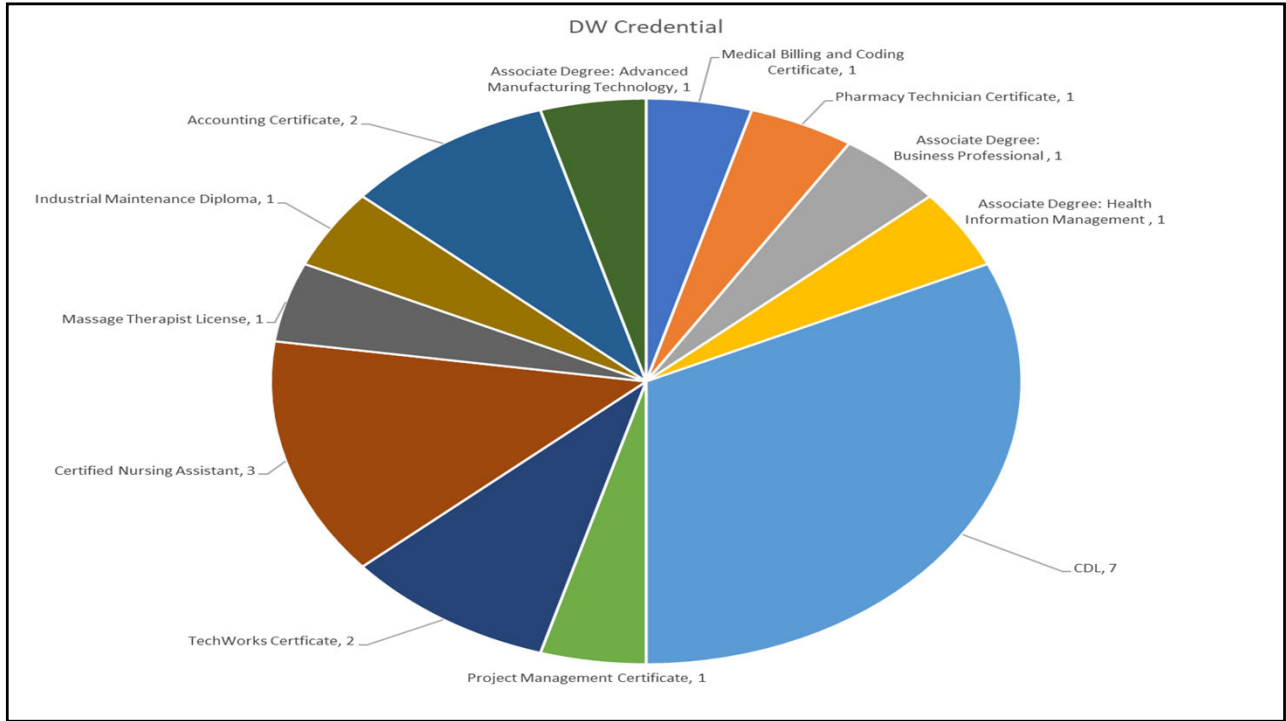
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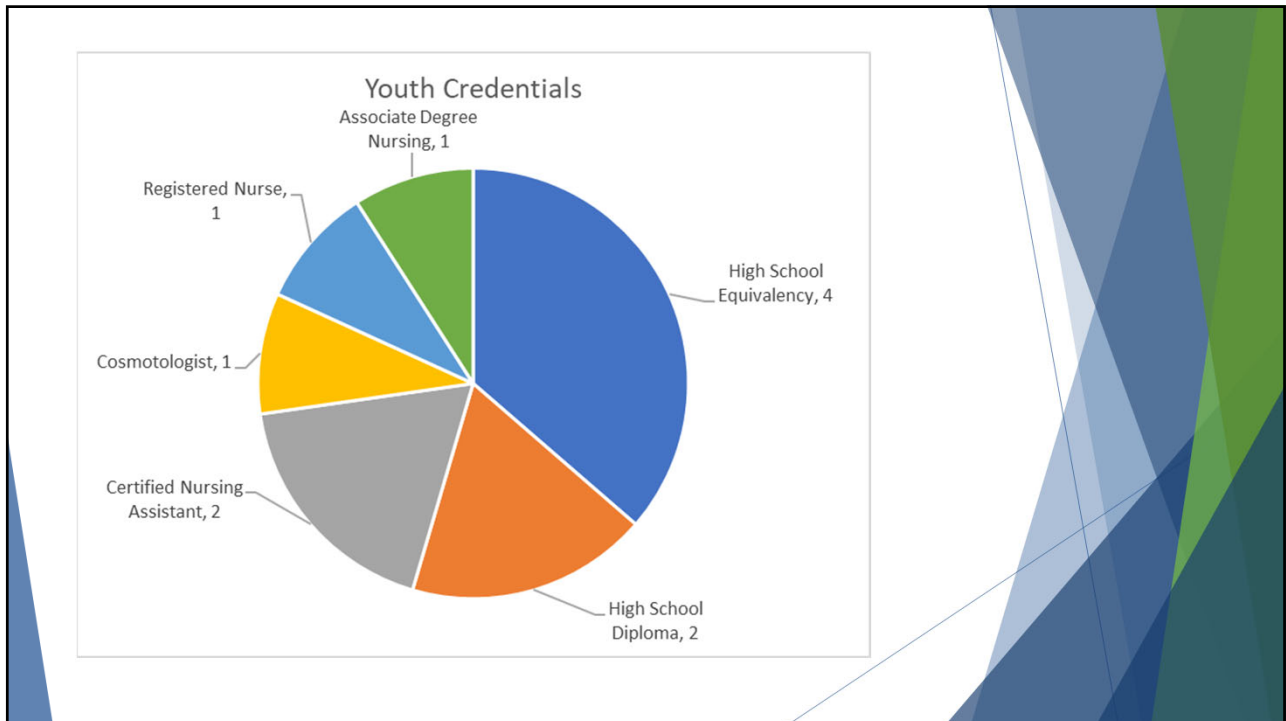
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PY21 ONE STOP OPERATOR REPORT


ONE STOP CERTIFICATION PROCESS - page 39



IowaWORKS


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One-Stop Operator
PY '21 (July 1, 2021 – June 30, 2022)



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WORKFORCE DEVELOPMENT BOARD

1




IowaWORKS

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MVWA PY21 Job Fairs/Hiring Events

- 9 Job Fairs
- 158 In-House Hiring Events
- 1,327 Job Seekers
- New this year: Multiple Employer In-House Hiring Events (“Mini Job Fairs”)



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WORKFORCE DEVELOPMENT BOARD

2

MVWA PY21* Partner Referrals



Referred To	Burlington	Davenport	Referred From	# of Referrals
AARP/SCSEP	3	2	AARP/SCSEP	1
Career Tech. Educ.	2	1	AEL/HiSED	27
IA Dep't For Blind	0	1	Promise Jobs	42
Various IWD	2	3	RCM/RESEA	150
Title I Adult/DW	81	158	Title III	107
Title I Youth	32	18	Title I	19
Title II (AEL/HiSED)	4	11	Title IV	17
Title IV (Voc Rehab)	13	22	Trade/TAA	21
Ticket To Work	2	1	Veterans	1
Veterans	3	7		

**Referral form has been in place since February 1, 2022*



7

MVWA PY21* Customer Satisfaction



Month	Satisfaction Rate
February	100%
March	100%
April	89%
May	100%
June	100%

**Customer Satisfaction Survey has been in place since February 3rd, 2022*



8

Services Provided Employers PY21



Service	Total Employers	Total Services
Assisted Employer with Accessing Untapped Labor Pools	159	194
Employers view internal resumes	137	14,856
New Business Contact	27	27
Notification to Employer of Potential Applicant	17	21
Planned Layoff Response	5	5
Provided Employer Information and Support Services	361	435
Provided Job Fair Services	168	229
Provided Job Order Follow-up/Assistance	114	133
Provided Rapid Response / Business Downsizing Assistance	10	23
Provided Strategic Planning / Econ. Development Activities	30	35
Provided Training Services	39	50
Provided Workforce Recruitment Assistance	156	203
Referred Qualified Applicants	83	158
Registered Apprenticeship - Handoff to Office of App'ship	5	5
Registered Apprenticeship - In-Depth Meeting	24	52
Registered Apprenticeship - Intro Meeting	27	31
Registered Apprenticeship - Program Registered	4	4
Total	1,366	16,461



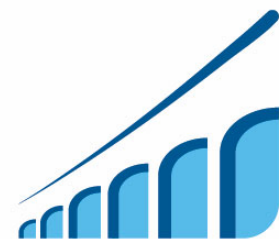
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9



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One Stop Certification Update



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10

One-Stop Certification – When?



- **May/June 2022:** *Self Assessment Team* is assembled, and *Evaluation Teams* are proposed. Evaluation Team is approved by the *MVWDB*.
- **June 2022:** Additional training provided by *IWD/AIR*.
- **July 2022:** *Self-Assessment Team* begins the review of the 32 individual standards. The self-assessment process offers the opportunity to identify potential needs for technical assistance and areas for improvement prior to the center certification evaluation.
- **January 2023:** *Evaluation Team* begins the review process. The Evaluation Team will conduct a review each of the 32 individual certification standards, as well as the submitted indicators of compliance. The Evaluation Team will make a recommendation to the Board to grant Full Certification, Provisional Certification, or to deny certification.
- **February (?) 2023:** *Full Board* meeting: Certification recommendation.
- **September 20, 2023:** Deadline for Certification process to be completed.



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One-Stop Certification Assessment



Assessment Scoring Rubric			
Category of Standard	Physical and Programmatic Accessibility	Effectiveness	Continuous Improvement
Number of Standards	9	14	9
Full Certification Score	8 or 9	12, 13, or 14	8 or 9
Provisional Certification Score	5, 6, or 7	9, 10, or 11	5, 6, or 7
Not Certified Score	Less than 5	Less than 9	Less than 5

Assessment Scoring Results			
Category of Standard	Physical and Programmatic Accessibility	Effectiveness	Continuous Improvement
Davenport (07/22/22)	6/9	4/14	8/9
Burlington (08/03/22)	6/9	6/14	8/9



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One-Stop Certification Assessment



Follow-up actions needed include (but are not limited to):

- Create a Center Organizational Chart
- Create a Local Area Standard Operating Procedures document
- Create integrated business Outreach materials
- Create and implement business feedback tool
- Create a Local Area/Center Communication Plan
- Evaluation Team will interview staff



BOARD/STAFF UPDATES



Mississippi Valley Workforce Development Board

Quarterly CEO and Executive Committee Report for MVWDB Prepared for August 15th, 2022 Meeting

Board Re-Appointments and Nominations

- **Re-Appointments** - Lori Bassow, Cory Bergfeld, Ryan Drew, Heather Halbrook, Matthew Nicol, Joyce Stimpson, and Cynthia Whalen.
- **New Board Members** – Brad Quigley and Tim Brown

Approvals

- Youth budget modification moving \$100,000 from salary to equipment to cover virtual reality headset expense.
- Approved \$3,000 of unobligated Youth funding to be moved to the board staff salary line item to cover WEX activities.
- Staff salary increases of 3.5% for the Executive Assistant and Associate Director and a 5.3% raise for the Executive Director. The Associate Director’s mid-year raise was to align all raise schedules with the program year.
- On-the-Job Training Policy modifications.
- Travel Policy modifications
- Virtual Reality Work Experience Plan.
- One Stop Operator Q3 Key Performance Indicator Report.
- One Stop Certification Assessment and Evaluation Teams.
- Annual Inventory Report.
- Contract modification to only track equipment with a cost of \$500 or more.
- PY22 Admin and Program Budgets.
- PY21 Monitoring Reports with no Findings.
- ADA Center Accessibility Reports.
- Outer County Access points in Muscatine, Clinton, Jackson, Henry, Lee and Louisa Counties closed.
- Extended SEIPRC contract through August 15th to aid in the transition and close out of PY21 contracts as requested by IWD.

PY22 Committee Officers

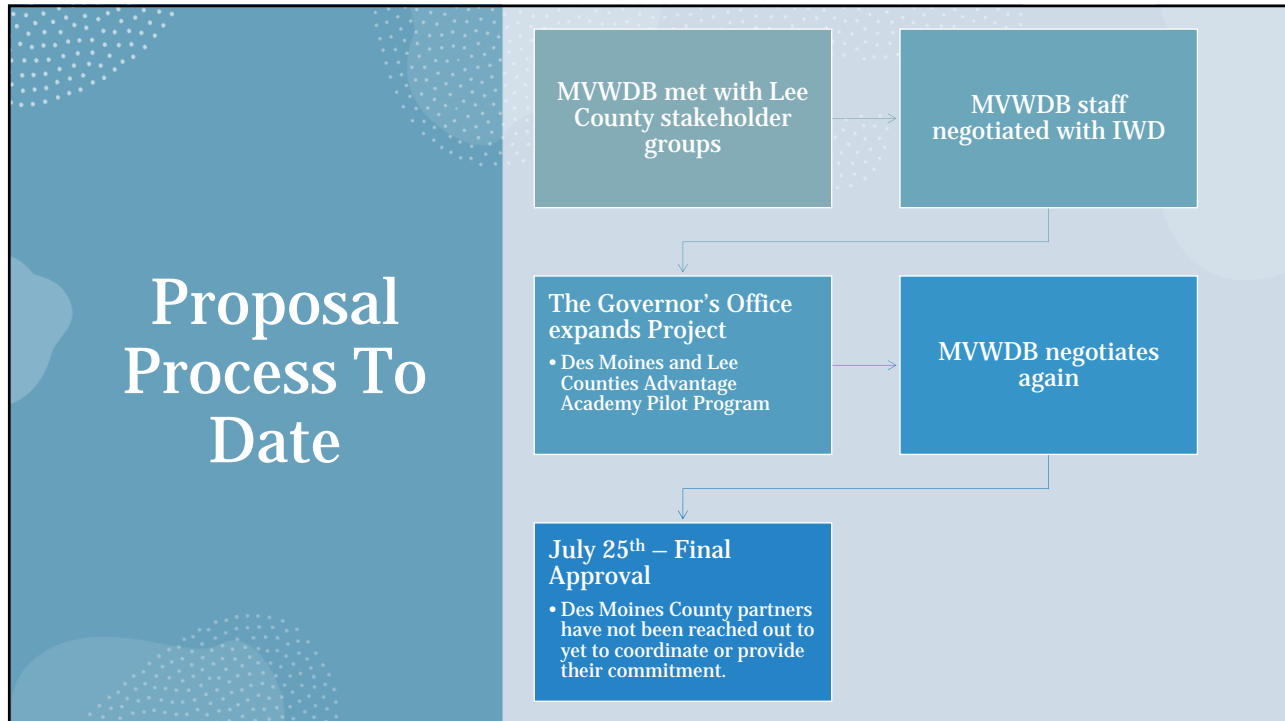
Committee	Chair	Vice Chair
Executive	Dennis Duke	Kirby Phillips
Operations	Matthew Nicol	Mandy Parchert
Finance	Lori Bassow	Cory Bergfeld
Youth	Jacob Nye	Rebecca Ruberg
Disability Access	Cindy Whalen	Chad Pratz

Other Business

- IRS 501(c)(3) Status Approved.
- IWD supports the board's social media strategy proposal.
- Michelle McNertney (IWD Division Administrator) and Tim Goodwin (IWD New Business Engagement Division Administrator) will be guests at the in-person executive committee meeting on October 11 in Muscatine.
- Liz Rodriguez accepted the Executive Director position with East Central Local Workforce Board and her last day was August 9th.

All policies can be found on the board website at www.mississippivalleyworkforce.org

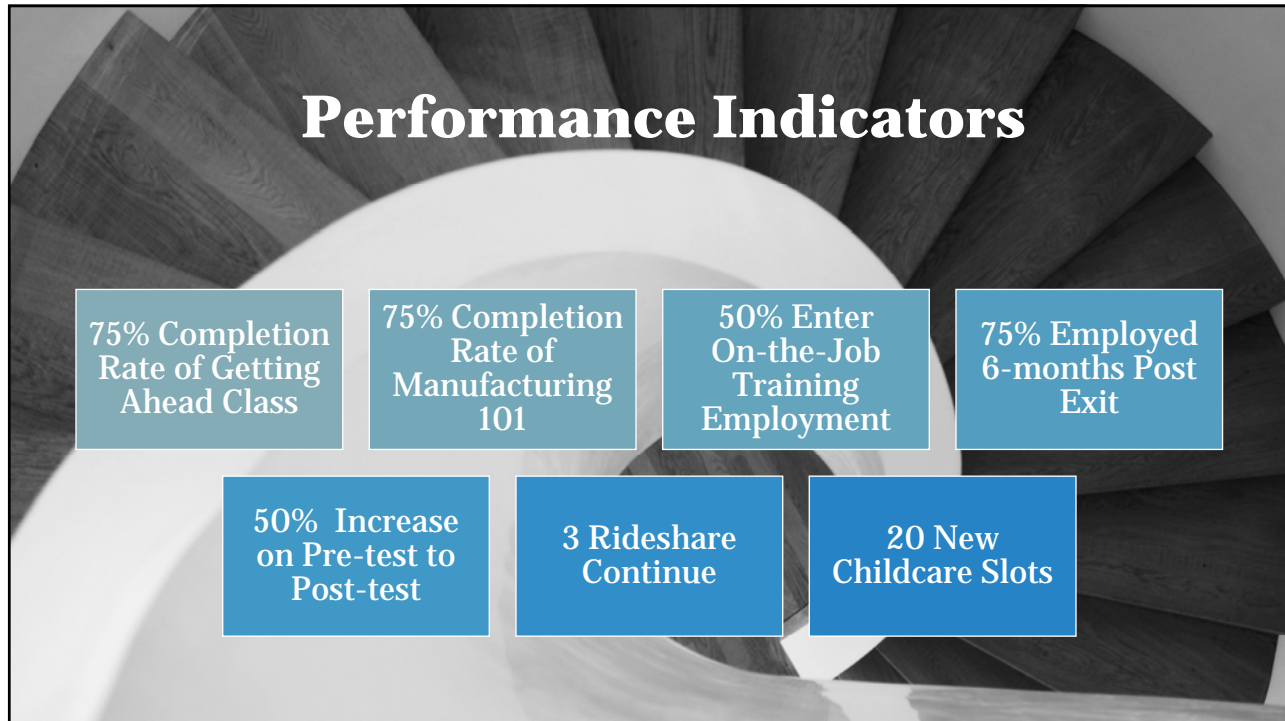
LEE/DES MOINES COUNTY PILOT PROGRAM



3



6



19

Budget

Note: The On-the-Job Training, Incumbent Worker Training and the Support Services line items will be paid for out the boards WIOA budgets.

Expense	Lee County Project	Des Moines County Project
Project Coordinator	30,000	30,000
Incentives	40,000	40,000
Support Services	15,000	15,000
Childcare	25,000	25,000
Transportation/Rideshare	22,500	22,500
Equipment	6,000	6,000
Supplies	10,000	10,000
Outreach	5,000	5,000
Contractual	15,000	15,000
On-the-Job Training	50,000	50,000
Incumbent Worker Training	25,000	25,000
Admin	5,000	5,000
Total	248,500	248,500

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