



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Monday, January 24, 2022, at 5:00 p.m.

Members Present: Dennis Duke, Mathew Nicol, Lori Bassow, Kirby Phillips, Cindy Whalen, and Jacob Nye

Members Absent: None

CEOs Present: Jack Willey (late)

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

Service Provider Staff Present: Kendra Schaapveld, Project Director, Shannon Weaver, Operations Supervisor, Cherisa Price-Wells, Regional Project Director (late)

One-Stop Operator: Robert Ryan

CALLED TO ORDER

Duke called the meeting to order at 5:00 p.m.

QUORUM

The committee had a quorum to conduct business.

APPROVAL OF AGENDA

Nye made a motion to accept the agenda with no additions, seconded by Nicol, the motion carried.

APPROVAL OF MINUTES

Nicol made a motion to approve the previous meeting minutes, seconded by Nye, the motion carried.

Standing Reports

OPERATIONS COMMITTEE

Nicol relayed the unemployment rates are declining in all eight counties of the MVWA and that Farley is working on putting trend charts together which will hopefully include the numbers of people moving in or out of the area. The OSO reported on a lot of activities creating multiple touch points for businesses and job seekers. The OSO also reported on Facebook numbers and stated there would be a working session next Wednesday to discuss social media strategy. Duke asked about the Amazon warehouse being built in Davenport. Bassow reported she believed they were hiring management staff now and would be hiring frontline workers in May but that she is not seeing them advertise with Indeed or IowaWORKS. Ryan said Amazon is working with the QC Chamber as transportation to the industrial park is an issue. Nicol stated he would be interested to see the impact to area businesses and workforce shifts as Amazon gets going. Nicol then presented the Individualized Career Services policy stating it is a standard policy required by the state. The assessment tools listed in the policy are currently being used in the MVWA. Nye raised concern about the policy including resources to help participants with out of area job searches and relocation assistance. Ryan offered the service has been included for many years but had been used very infrequently. Nye questioned how much flexibility the Board had with this policy which Swafford answered as only in the assessment tools used. Swafford added she

could check with McNertney and the SWDB as well as research the federal code. Phillips added there is a grey area with the wording 'as deemed appropriate.' Phillips made a motion to approve the Individualized Career Services policy as presented, seconded by Whalen, the motion carried.

YOUTH COMMITTEE

Nye reviewed the Nov and Dec Youth numbers which reflected low enrollments but making a lot of contacts with potential participants. The Youth Symposium sparked good ideas including a youth focused job fair scheduled for April 19, expanding social media, and installing youth ambassadors. Schaapveld offered a challenge for enrollment is follow through and general parent involvement but felt if they could get in front of potential participants more frequently and move them through the process faster it would help increase enrollment numbers.

FINANCE COMMITTEE

Bassow reported invoices are improved and there is money to spend they just need the participants. Swafford shared percent of current expenditures in the financial report which Bassow liked and would like to see regularly at the executive and finance committee meetings.

DISABILITY ACCESS COMMITTEE

Whalen stated DAC had met earlier today and reviewed the list of assistive technology equipment. The decision was made to scrap Dragon software for voice to text as it is cumbersome for end users and there are apps available for iPads that work very well and are no cost. Several of the big-ticket items will have to wait for word from IWD and DOL on our ability to use program or admin dollars for their acquisition. Whalen said we could start with the items that are no cost and next steps would include where to store items and training of staff. Nye made a motion to approve the AT list of items for the centers to acquire, seconded by Nicol, the motion carried.

New Business

NEW PROGRAM BUDGETS

Schaapveld presented proposed new budgets which included a market equity raise for career navigators to \$21.70 per hour, adding a youth case manager in Davenport, and adding a supervisor position to Davenport to replace Shannon Weaver as the supervisor over both centers. If both positions approved, the supervisors would have an even ratio of direct reports allowing for better oversight and support the success of entire program. The market equity raise would give the Title I career navigators the same starting wage as their Title III counterparts. Discussion about wages beyond the market equity increase concluded that merit raises should continue as scheduled in July as December would be too long to wait. Bassow raised a concern that there is already a lot being spent on salaries without participant numbers to support adding additional roles. Schaapveld stated the turnover rates in career navigators and the inability to fill roles has prevented the programs from maintaining staffing levels necessary to succeed. The additional roles coupled with the market equity raise to the crucial role of career navigators would put the program in a position to have staff available to go out and meet the potential participants where they are and still staff the building as well as being able to expedite enrollments by maintaining manageable caseloads. Nye made a motion to approve the proposed budget, seconded by Nicol who added Equus needs to continue to think about a strong compensation plan, the motion carried with Bassow's opposing vote.

TRANSFER REQUEST

Swafford stated the Board had authority to move funding between Adult and Dislocated Worker programs and because of higher caseloads in the Adult program a transfer of \$100,000 from the Dislocated Worker budget to

the Adult budget was proposed. Bassow made a motion to approve the transfer, seconded by Nye, the motion carried.

ONE STOP OPERATOR PERFORMANCE

Ryan went over the key performance indicator report highlighting his work on the customer satisfaction survey and development of an internal referral process. Ryan provided information reflecting his performance meeting each indicator. Nye made a motion to approve the key performance indicator report as satisfactory in all areas, seconded by Nicol, the motion carried.

ASSISTANT DIRECTOR POSITION

Elizabeth Rodriguez was presented as a candidate meeting the requirements for the position of assistant director with a proposed salary of \$63,000. Swafford stated a four-person interview panel, consisting of Dennis Duke, Robert Ryan, Krista Tedrow, and herself, scored the candidate above average in every category. Nye asked if Muscatine County would be the employer of record which Swafford affirmed. Nye made a motion to offer the position to Rodriguez, seconded by Nicol, the motion carried.

TICKET TO WORK FUNDS BUDGET

Tabled due to time constraints.

EQUAL OPPORTUNITY OFFICER

Tabled due to time constraints.

CDL DISCUSSION

Tabled due to time constraints.

OTHER BUSINESS

There was no other business discussed.

PUBLIC COMMENT

Nye announced the southeast Iowa electrician's association is accepting applications through March 1st for apprentices.

ADJOURN

Nye made a motion to adjourn, seconded by Nicol, the motion carried, and Duke adjourned the meeting at 6:48 p.m.