



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, October 3, 2023, at 4:00 p.m.

Members Present: Dennis Duke, Ryan Drew, Jacob Nye, Mathew Nicol, Cindy Whalen, Mandy Parchert (late), and Kirby Phillips (late)

Members Absent: None

CEOs Present: Jim Irwin

Staff Present: Andrea Taylor, Strategic Partnership Specialist, Mandy Tripp, Compliance Officer, and Tyler Lanz, Communications Assistant

Guest: Nick Clayton, One Stop Operator

CALLED TO ORDER

Duke called the meeting to order at 4:00 p.m.

QUORUM

The committee had a quorum to conduct business.

CONSENT AGENDA

The consent agenda included approval of the agenda, approval of previous meeting minutes, and approval of financials. Drew made a motion to approve the consent agenda, seconded by Nicol, and the motion carried.

STANDING COMMITTEE REPORTS

FINANCE COMMITTEE

Drew advised that Mississippi Valley received \$12,201.00 in Ticket to Work funds and provided an overview of the invoices that were approved for August.

BUSINESS COMMITTEE

Parchert joined the meeting after the Business Committee report. The report was included in the meeting packet.

YOUTH COMMITTEE

Nye advised that youth deliverables were not quite met for Q4, though there were notable increases in credential attainment and measurable skills gain. Nye discussed that the employment data is being pulled from 18 months ago and does not necessarily reflect the changes that have been made to service delivery to improve their performance. The report also included highlights from August's youth report.

OPERATIONS COMMITTEE

Nicol advised that the Operations Committee gained a new member last month, Erica Lee from Safer Foundation in Davenport, and provided an overview of the One Stop Operator, Adult/Dislocated Worker, and Title III reports. He discussed that they had changed the structure of the program reports to include an executive summary, which he feels have made the meetings more efficient and fueled more discussion. Nicol also highlighted several big employment events throughout the local area, including the Southeast Iowa Job Fair in Burlington on September 21, 2023.

NEW BUSINESS

***ONE STOP OPERATOR KPI REPORT**

Clayton presented his Key Performance Indicators and the activities he felt met the criteria for each. Nye made a motion to approve the KPIs, seconded by Drew, and the motion carried.

***PY22 ANNUAL REPORT**

Lanz presented the Annual Report for program year 2022, which provides an overview of the board's goals, programs, achievements, and ambitions. Nicol made a motion to approve the PY22 Annual Report, seconded by Phillips, and the motion carried.

***TICKET TO WORK BUDGET**

Tripp presented the Ticket to Work budget and narrative and briefly highlighted where Ticket to Work funds come from and the process by which they are allocated to the local boards. Our Ticket to Work budget includes a line item for client support services, which can be requested when programs are not able to assist participants using their own funds. The current procedure for Ticket to Work funding requests is that program staff submit a written request, which is reviewed and approved by the board's Executive Director.

Whalen provided an overview of the types of support services that Vocational Rehabilitation is able to assist with. A request for haircut and beard trim assistance for a Vocational Rehabilitation participant was brought before the committee, as the Executive Director was out of office.

Haircuts are denoted in the budget narrative for the Support Service line item as an allowable expense.

A second request was brought before the committee for utility assistance for a Vocational Rehabilitation participant who had received help with tires and car insurance two weeks prior. This prompted a discussion about whether there needed to be a limit on funds received by a single participant, however requests will have to be evaluated on a case-by-case basis in order to ensure that we are still meeting the needs of participants. There was a consensus that participants need to do their due diligence in reaching out to other resources such as Community Action and County General Assistance programs prior to submitting a request. The participant in question had already reached out to Community Action and was advised that their funding is exhausted. Phillips advised that utility companies are required to have assistance programs as well, which could be used as a resource. There was additional discussion about the types of expenses that

should be allowable, as the board wants to make sure funds are being used to support workforce activities, and the documentation that is required when submitting requests. Ultimately, it was determined that the participant will need to reach out their utility company about assistance, and if there is none available, can receive one-time utility assistance using Ticket to Work funds. Drew made a motion to approve the Ticket to Work Budget and the request for haircut and beard trim and push back the request for utility assistance until the participant has reached out to their utility company. This was seconded by Phillips, and the motion carried. Whalen abstained from the vote due to conflict of interest.

HIRED AND NON-HIRED AUTO COVERAGE

Duke advised the board had received a quote for around \$5,000 for hired and non-owned auto coverage. Duke discussed that he is working with another local insurance agent to obtain a quote and that Lanz is also working to obtain additional quotes.

JOB QUALITY ACADEMY UPDATE

Taylor provided updates about the Job Quality Academy initiative. She and members of the core team attended the Job Quality Academy Summit II in Washington D.C. last week. We are working with St. Ambrose University to develop a survey, and it has been submitted to the Institutional Review Board, which will lend more credibility to our project. Taylor will be drafting an action plan with next steps to carry the project forward.

WORKFORCE COMMUNITIES OF ACTION UPDATE

Tripp discussed that we are in the final stages of the Workforce Communities of Action initiative, are wrapping up the research portion and will be analyzing the data. Two focus groups will be conducted at the Youth Career Exploration event in Clinton on October 4, 2023.

PERFORMANCE

Tripp presented the Q4 performance reports and advised that the highlighted areas were not met.

GOVERNMENT SHUTDOWN

Tripp advised that a 45-day funding bill was passed to avert a government shut down, which will expire November 17, 2023.

BOARD STAFF REPORT

Tripp advised that Swafford was invited to the Department of Labor's ETA Vision 2030 Convening in Chicago, IL in November. This was an invite only event. Taylor discussed that she will be participating in a panel discussion at the Midwest Manufacturing and Networking event in Bettendorf on October 17, 2023. She also wanted to recognize the Burlington center staff for their successful job fair on September 21, 2023. The Southeast Iowa Job Fair was attended by more than 300 people!

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nye made a motion to adjourn, and the motion carried. Duke adjourned the meeting at 5:05 p.m.