



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Monday, April 25, 2022, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/85349496524?pwd=TzRjVzZaSEVzczFoR2o1cmlGeVBnZz09>

Meeting ID: 853 4949 6524

Passcode: 201942

One tap mobile: +13126266799,,85349496524#

Called to Order	Dennis Duke
Roll Call	Phyllis Wood
*Excused Absences	Dennis Duke
*Approval of Agenda	Dennis Duke page 1
*Approval of Previous Minutes	Dennis Duke pages 2-4

Standing Reports

Operations Committee Report	Matthew Nicol
*Transitional Jobs Policy Mod	
*Supportive Services Policy Mod	
Finance Committee Report	Lori Bassow page 5
Disability Access Committee	Cynthia Whalen

New Business

*Budget Modifications	Kendra Schaapveld pages 6-7
*OSO Quarterly KPI Report	Robert Ryan pages 8-10
*Electronic Resources Policy	Elizabeth Rodriguez pages 11-12
*Cell Phone Stipend	Elizabeth Rodriguez pages 13-14
*Board / Committee Member Qualifications Policy	Elizabeth Rodriguez pages 15-17
*Committee Descriptions and Appointment Policy	Elizabeth Rodriguez pages 18-22
Committee Meeting Schedules	Dennis Duke
May Annual Elections	Dennis Duke
Other Business	
Public Comment	
Adjourn	Dennis Duke

*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 director@mississippivalleyworkforce.org or at 319-759-8980



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Monday, March 28, 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, Liz Rodriguez, Associate Director, and Phyllis Wood, Executive Assistant

Service Provider Staff Present: Cherisa Price-Wells, Regional Project Director (late)

CALLED TO ORDER

Duke called the meeting to order at 5:02 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

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

Standing Reports

OPERATIONS COMMITTEE

Nicol relayed the committee is looking to revise the language for the Transitional Jobs Policy to allow for some overtime and adjust wages to create buy-in from local companies and participants. The Governor's proposal was reviewed as well as social media roles and responsibilities among partner organizations.

YOUTH COMMITTEE

Nye feels attendance has improved, the committee is not having issues with meeting quorum and program spending has improved over the past few months. The committee also had voted to approve language changes to the Youth Work Experience Policy to allow for restricted overtime.

Nicol asked about 14 - 17 year old overtime which is not the intent of the changed language, it was decided, should OT in that age group become an issue then the policy could be modified in the future. Nicol suggested for future modifications with youth policies, include language that states students need to be in good standing with educational institution and goals. Nye made a motion to approve the Youth Work Experience Policy as presented, seconded by Kirby, the motion carried.

FINANCE COMMITTEE

Bassow reported the fiscal agent memo covering the errors with Equus invoices did not get to committee prior to the meeting. There was an issue with the program invoices for which the fiscal agent was not concerned but measures that were put in place to avoid the committee receiving invoices with discrepancies were skipped this month. Bassow also brought up the number of hours billed by the fiscal agent being about 50% higher than any other month two pay period month. Swafford relayed the CEOs are asking for additional documentation to review the hours charged. Bassow also said she needs more members on the Finance Committee. Duke said he could join the committee while board staff looks at recruiting. Swafford added the ideal number of members would be seven to nine.

New Business

TICKET TO WORK FUNDS BUDGET

The packet contained a budget outline for Ticket to Work (TTW) funds. Duke suggested a QuickBooks program to track spending may be necessary. Swafford felt the spending could be managed in a spreadsheet through the end of the program year. Swafford stated the committee would need to establish the process for requests and issuance of funding. Whalen suggested the OSO could be the point of contact. Nye made a motion to approve the TTW budget, seconded by Nicol, the motion carried. Discussion concluded that OSO could be the point of contact, Executive Director or Associate Director would approve expenses, Duke would sign checks for funds. Board staff would draft a TTW policy based on committee discussion to present next month.

EQUAL OPPORTUNITY OFFICER

Swafford stated IWD requires the local boards to have an Equal Opportunity Officer (EOO) appointed by July 1, 2022. The position could not be held by the highest-ranking staff. Discussion concluded with Liz Rodriguez, Associate Director, being the best fit for the role. Nye made a motion to appoint Rodriguez to the EOO role, seconded by Nicol, the motion carried.

ASSISTIVE TECHNOLOGY UPDATE

Swafford shared program funds could be used to purchase assistive technology and board staff had met with Iowa Workforce Development and Vocational Rehabilitation (VR) on cost sharing. VR will cover the cost of iPad for the virtual lobby. Whalen shared the Easter Seals foundation will loan equipment as a “try before you buy”. Easter Seals will send a brain box of commonly used assistive devices and provide staff training. VR will track the usage and the parties will

reconvene about purchasing technology for the centers. Because the devices provided by Easter Seals will contain alternatives to the MVWA list, voting will be postponed until the next meeting.

CONTRACT DELIVERABLES/ EXTENSIONS

With contract cycle beginnings/endings approaching, committees will decide what required deliverables will be asked of contract providers. Swafford will email a deliverables report provided by Equus to the committee members.

CDL DISCUSSION

Swafford reviewed packet materials regarding the status of the Commercial Driver's License (CDL) education placement. Discussion concluded with board staff drafting a policy for Title I staff to follow when screening participants for participation in CDL training based on the criteria reviewed by the committee.

EXECUTIVE DIRECTOR UPDATES

Swafford provided an update that there has been no response or communication from IWD about the Governor's proposal that was submitted on March 18. The fiscal agent request for bid was released and will close on April 4th. Currently there is monitoring of program, fiscal agent, and financials happening. Clinton Regional Development Corporation has granted a \$1,000 donation request to help overcome barriers for job seekers in Clinton County. The NAWB presentation did not align with the discussions held prior to the presentation. Walter Simmons will be a featured presenter at the Statewide Training in June, reminder to save the date, June 9th. Discussion regarding in-person meeting of the committee concluded with piggybacking with the in-person training in November and moving forward, at full board meetings, only the executive committee will report out.

SOCIAL MEDIA DISCUSSION

Nicol summarized his meeting with several partners to get an understanding of who, what, how each organization is using social media. Nicol, Rodriguez, and Swafford will meet to discuss a larger plan with strategy and metrics to present to Iowa Workforce Development management to gain their buy-in to take our social media beyond random outreach and target audiences and outcomes.

OTHER BUSINESS

There was no other business discussed.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nicol made a motion to adjourn, seconded by Whalen, the motion carried, and Duke adjourned the meeting at 6:33 p.m.

Financial Report
Expenditures Through 2/28/2021 (66.6% through Program Year)

Stream	Expended	% of Total Available	Total Available	Remaining Balance	80% + Carryover Goal to be Spent by 6/30/2022	% of 6/30/2022 Goal Met	Amount to be Recaptured if not spent by 6/30/2022
Admin	173,011.43	36.31%	476,448.36	303,436.93	412,438.16	41.95%	156,397.36
Adult	657,372.66	52.13%	1,260,967.64	603,594.98	1,031,843.84	63.71%	115,348.64
Dislocated Worker	343,770.48	48.37%	710,737.27	366,966.79	606,632.27	56.67%	190,212.27
Youth	450,710.22	27.85%	1,618,418.93	1,167,708.71	1,377,611.59	32.72%	404,083.93
Ends 6/30/2022							
Nat. DW Grant	25,139.20	8.69%	289,419.00	264,279.80	277,946.94	9.04%	289,419.00
Rapid Response	64,852.83	90.07%	72,000.00	#REF!	72,000.00	90.07%	72,000.00
Total	1,714,856.82		4,427,991.20	#REF!			1,227,461.20

Equus Program Expenditure Updates through 2/28/2022

Adult	Budgeted	% of Total	Actual Expenditures	% of Current Expenditures	Notes
Total P&O	\$ 560,863.34	49.53%	\$ 334,918.55	55.86%	<i>P&O = Personnel and Operations</i> 20% WEX is on the total of all youth expenditures not just funds contracted to Equus
Total Participant	\$ 571,589.75	50.47%	\$ 264,688.94	44.14%	
Total	\$ 1,132,453.09	100.00%	\$ 599,607.49	100.00%	
DW	Budgeted	% of Total	Actual to Date	% of Total	
Total P&O	\$ 340,630.00	58.07%	\$ 219,105.53	76.61%	
Total Participant	\$ 245,959.00	41.93%	\$ 66,899.78	23.39%	
Total	\$ 586,589.00	100.00%	\$ 286,005.31	100.00%	
Youth	Budgeted	% of Total	Actual to Date	% of Total	
OSY					
Total P&O	\$681,752.01	56.17%	\$ 261,601.50	84.33%	
Total Participant	\$532,048.00	43.83%	\$ 48,601.33	15.67%	
Total	\$1,213,800.01	100.00%	\$ 310,202.83	100.00%	
ISY	Budgeted	% of Total	Actual to Date	% of Total	
Total P&O	187,763.00	66.84%	73,796.02	94.68%	
Total Part.	93,172.00	33.16%	4,143.97	5.32%	
Total	280,935.00	100.00%	77,939.99	100.00%	
20% WEX	\$323,683.79	Actual	94,625	20.99%	

Equus DW Budget Modification Request

Requesting to move \$85,000 from participant aggregate to admin aggregate. Contract says that we need in writing from board or CEOs to move from aggregate:

- \$70,000 from Individual Training Account (ITA)
- \$15,000 from Pre-Vocational Activities (PVA)

Over the course of this year:

25 ITA's approved - (July 5, Aug 7, Sept 1, Oct 2, Nov 3, Dec 2, Jan 2, Feb 0, Mar 1, Apr 2)

Original budget: \$137,500

Obligated \$54,096.00

Leaves \$83,404.00, unobligated

Average cost of ITA's is \$2,164, which leaves 6 - ITA's in the line item for the remainder of the program year and the average is 2 per month so right on track if trend continues.

We have only obligated \$67 in individualized career services (PVA) so leaving \$5,000 there, also allows us to move money into ITA, which is within aggregate, and we also have supportive services we can move in as well. There is also OJT money that can be moved. The participant aggregate is not without financial resources.

Over the course of the program year, we have had significant layoffs that resulted in high enrollment volumes and low participant expenditures because of co-enrollment in multiple programs. (NDWG, TAA). We had the huge ABB layoff. This resulted in high DW/NDWG enrollment but low DW expenditures. They were all TAA eligible. We can spend supportive services dollars like mileage and laptops, but trade pays for school, which is the big-ticket item. Our touches are immediate with enrollment, and then light when they turn in a timesheet for mileage reimbursement, usually at the month end mark.

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
MONTHLY FINANCIAL STATUS REPORT**

GRANTEE NAME: Equus Workforce Solutions
ADDRESS: 805 N Whittington Parkway Louisville, KY 40222

GRANT PERIOD:
2/1/2022 6/30/2022

REPORT PERIOD:

WIOA SUMMARY - Total Grant	Dislocated Worker(DW)
	888

SECTION II. EXPENDITURES

Acct Code		(1) Approved Budget	Modified Budget	New Budget total
	Administration:			
60110-60190 exclude 60150	Salaries	\$ 150,217.00	85,000.00	235,217.00
60310-60330	Payroll Taxes	\$ 20,230.00	(2,000.00)	18,230.00
60610-60650	Fringes and WorkComp	\$ 27,451.00		27,451.00
	Total Personnel Expenses	\$ 197,898.00	83,000.00	280,898.00
	Operating Expenses:			
60850	Mileage & Travel	\$ 21,308.00	(2,300.00)	19,008.00
62115	Telephone & Cell Phones	\$ 5,209.00	(1,200.00)	4,009.00
65570	Postage			-
63110	Client Supplies & Assessments	\$ 119.00		119.00
63130	Office Supplies(includes PPE)	\$ 3,909.00	(800.00)	3,109.00
62830	Outreach & Public Relations	\$ 8,973.00	(1,800.00)	7,173.00
62860	Job Fairs			-
65610	Reimbursable Equipment	\$ 12,182.00	(2,500.00)	9,682.00
62510-62520	Resource Sharing Allocation	\$ 9,303.00		9,303.00
61745	Insurance	\$ 2,520.00		2,520.00
64120	Business Taxes & Licenses			-
65120	Annual Audit	\$ 923.00		923.00
65544, 65520, 65530	Emp Background test /drug screening, Training, Dues & Subs, etc.	\$ 13,608.00	(2,000.00)	11,608.00
65125, 65128, 65130	Other Professional Services(ADP, App, Hosting)	\$ 6,322.55	(2,004.88)	4,317.67
	Subtotal Personnel & Operating expenses	\$ 282,274.55	70,395.12	352,669.67
9.77%	Indirect Cost	\$ 27,578.09	6,877.60	34,455.69
	Management Fee	\$ 30,777.36	7,727.27	38,504.63
	Total Operating expenses	\$ 340,630.00	85,000.00	425,630.00
	Participant Expenses			
65602	Work Experience		-	-
67408	Instructional Training	\$ 137,500.00	(70,000.00)	67,500.00
67412	Customer Support service	\$ 65,599.00	-	65,599.00
67426	Individualized Career Services	\$ 20,000.00	(15,000.00)	5,000.00
67422	On The Job Training	\$ 22,860.00		22,860.00
	Total Participant Expenses	\$ 245,959.00	(85,000.00)	160,959.00
	Total	\$ 586,589.00	(0.00)	586,589.00
	Total WIOA DW GRANT COST	\$ 586,589.00	(0.00)	586,589.00

Rationale:

Adjusted indirect
Adjusted management fee

Transfer to DW Salaries

Transfer to DW Salaries



Mississippi Valley Workforce Development Board

One Stop Operator Key Performance Indicator Report

Executive Committee Date: April 25, 2022 **Period of Performance:** 1/1/2022-3/31/2022

The determination of whether or not one-stop operator performance measures have been met will be made on a quarterly basis by the executive committee. To be determined to have satisfactory performance, the sub-recipient must show satisfactory progress in 13 of the 16 measures shown below as determined by the executive committee at the January, April, July, and October 2022 meetings.

Key Performance Indicators	Y or N	One Stop Operator Comments
1. Document at least 5 hours quarterly learning partner programs.		<ul style="list-style-type: none"> • 01/04/22 IWD RCM Training (Elizabeth Waigand) 0.5 hour • 01/12/22 IWD DEI Training (Saul Grant) 1.0 hour • 01/12/22 Lunch and Learn RESEA Training 0.5 hour • 01/19/22 Veteran's Priority of Service Training (IWD) 0.5 hour • 01/19/22 REX (IWD) Training 0.3 hour • 02/02/22 Brazen Virtual Job Fair training 1.0 hour • 02/09/22 Home Base Iowa Training 1.0 hour • 03/09/22 RCM/RESEA/REX Updates 0.75 hour <p>Total 5.5 hours</p>
2. Coordinate 3 core partner meetings quarterly.		01/25/22 02/22/22 03/22/22
3. Coordinate 1 required partner meeting quarterly.		02/08/22
4. Implement and maintain a customer satisfaction survey of at least 85%.		The survey tool was launched in early February; the 7 responses received in the months of February and March indicated a satisfaction rate of 100%.
5. Provide updates on strategies to improve information sharing among partner programs.		I have requested PII policies from each of the partners and am in the process of creating PII training for all partner staff per MOU Attachment G.
6. Provide updates on relationship building activities to assist in the integration of one-stop partner programs.		In addition to the regularly scheduled partner meetings, I am working closely with the Burlington Title II program to facilitate the establishment of Title II programming in the local AJC. I am also working individually with the various partners as we begin the WINTAC integration appraisal process as part of meeting One-Stop Certification standards.

7. Show quarterly progress on the implementation of a referral process.		After overcoming several technical difficulties, an electronic referral form was created and launched on February 1st. In the months of February and March, 135 partner referrals were made. The form and the associated process continues to undergo fine-tuning as we move ahead.
8. Provide monthly reports on referral tracking and follow up activities.		The referral form is linked to a tracking spreadsheet that I maintain. Every Monday I review referrals from the previous week and send out reminders to partner leadership to confirm follow-up.
9. Coordinate a minimum of 2 cross training activities each quarter.		02/21/22 Core Partner In-Service day highlighted services of several MOU Required Partners. 03/23/22 Presentation on IowaWORKS Re-Entry services.
10. Demonstrate collaboration on workforce partner activities.		I coordinate and schedule Business Service Teams meetings and I attend outreach events and job fairs. I attend all Disability Access Committee meetings.
11. Provide updates on outreach strategies progress.		I have surveyed the Core Partners on what they see as primary outreach goals and objectives, who their main target population is, and what the three most important messages that an outreach strategy should contain. Their responses will be collated and incorporated into a draft outreach plan, per MOU Attachment F.
12. Provide updates on social media strategies.		All my reports to CEOs, MVWA Board and committees now have a page dedicated to reporting metrics on the local area's various social media pages. I will be collaborating with the board on creating a local area social media strategy.
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.		To date no complaints have been received.
14. Submit monthly reports to the board and CEOs.		I submit and present reports to the board and CEOs every time they have met; I regularly submit and present invoices to the Finance Committee
15. Attend committee meetings monthly as designated by the board.		I regularly attend Operations, Youth, and Finance Committee meetings
16. Meet with the executive director on a weekly basis.		I meet with the executive director every Wednesday

Board Chair Signature: _____ **Date:** _____



Mississippi Valley Workforce Development Board

Use of Electronic Resources

Approved Date:

Effective Date:

Purpose

Mississippi Valley Workforce Development Board or “MVWDB” expects employees to use electronic resources responsibly and in accordance with other MVWDB standards as well as federal, state and local law.

Scope

This policy sets forth security and behavioral standards to be applied to employees using electronic resources to conduct MVWDB work. This policy applies to all electronic resources as defined in this policy.

Electronic Resources

Electronic resources are provided or made accessible by the MVWDB to their employees in order to conduct MVWDB work.

Electronic resources include MVWDB and Workforce Development Board Partner provided computers, email, connection(s) to the Internet, instant messaging, video messaging and/or conferencing, text messaging, telephones, phones and other electronic devices, voicemail, fax machines, and online and electronic applications and services.

Expectation of Privacy

MVWDB will respect the privacy of an employee’s personally owned electronic device(s) as well as personal or non-MVWDB work related information accessed, transmitted, and stored on the device. MVWDB will only request access to an employee’s personal device(s) if (1) it is or has been used to conduct work for MVWDB and (2) information accessed, transmitted and/or stored on the device is required to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings.

Employees should **not** maintain any expectation of privacy regarding information transmitted over, received by, or stored using non-personally owned electronic resources.

Prohibited Use of Electronic Resources

Employees are prohibited from using electronic resources to:

- Receive, save, store, send, forward, disseminate, deliver, publish, or solicit harassing, sexually explicit, offensive, derogatory, or defamatory messages or information.

- Copy or download any non-work-related file, software, upgrade, or other material from any website or email especially those from websites that are flagged as suspicious or without a valid security certificate.
- Copy, download, upload, transmit, or disseminate any copyrighted or other legally protected information in compliance with all copyright, patent, trademark, and licensing laws.
- Participate or engage in any gambling.
- Alter, tamper with, copy, download, send, transmit, or remove any sensitive or confidential information that could cause a legal, compliance, reputational, financial safety, security, or operational risk to the MVWDB or otherwise negatively impact the MVWDB mission.
- Generate material that is detrimental, damaging, in competition with, or against the MVWDB’s mission.

Personal Use of Electronic Resources

- Electronic media and services are primarily to conduct MVWDB work. Limited and occasional use of electronic resources for personal, non-work purposes is understandable and acceptable. However, employees must demonstrate a sense of responsibility and may not abuse the privilege.

Security

- In order to prevent unauthorized access, personally owned devices used to conduct MVWDB business and electronic resources must be password protected.
- When applicable, personal and electronic resources must be:
 - Locked or lock automatically with a password or PIN if left idle for five or more minutes and,
 - Protected with multi-factor authentication.

Risks/Liabilities/Disclaimers

- Lost or stolen MVWDB electronic resources must be reported to a supervisor within 24 hours.
- Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- To the degree practicable, employees are expected to reimburse or otherwise compensate the MVWDB, all costs associated with damaged, lost or stolen electronic resources.
- MVWDB reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

User Acknowledgment and Agreement

I acknowledge, understand and will comply with the Use of Electronic Resources Policy above referenced policy, as applicable to my usage of personal and electronic resources.

Employee Name: _____

Electronic Resource Equipment Provided:

Employee Signature: _____ Date: _____

MUSCATINE COUNTY CELLULAR TELEPHONE USE POLICY

Cellular phones and other wireless communication devices are provided to enable county employees to transact county business in the most efficient and cost effective method possible. Departments are required to review their wireless communications plans annually to ensure cost effectiveness. Departments may implement more restrictive policies and procedures, but may not adopt any that are less restrictive. Employees shall secure all county owned telecommunication equipment to prevent unauthorized use, theft or damage and shall notify their supervisor immediately of any loss or damage. An employee may be held financially responsible for the amount of damage to or loss of county telecommunications equipment due to negligence. Upon termination of employment, all county provided wireless telecommunications equipment must be returned to the County.

CELL PHONE ALLOWANCE

An employee seeking a cellular phone allowance must submit an "Authorization for Business Use of Personal Cell Phone" form to their department head for approval. The department head will enter the allowed amount on the form and submit to the County Auditor. The monthly allowance shall be in multiples of \$5.00, not to exceed \$60.00. The monthly cell phone allowance shall not exceed the cost of the employee's monthly cell phone plan or the monthly charge for a shared plan containing the employee's cell phone number. The allowance shall be paid to the employee after documentation has been submitted to the County Auditor that a personal cell plan is in effect and a cost incurred or obligated. The cellular allowance shall be reviewed no less frequently than annually for adjustment of the reimbursement. When an allowance is provided, the County will not pay for equipment such as phone, batteries, handsfree equipment, etc.

COUNTY PROVIDED CELL PHONES

All County provided cellular phone equipment and services shall be used for conducting legitimate County business. Occasionally, with the approval of the department head, personal use may be allowed for work schedule changes or family emergencies, if the use does not violate the terms and conditions of this policy. Employees must pay all associated costs for personal use. Other costs resulting from misuse of cell phones shall also be the responsibility of the employee. County issued cell phones are not to be used as a replacement for a personal cell phone. All county provided cell phone bills will be reviewed and approved by each department head prior to submission to the Auditor for payment.

PERSONAL CELL PHONES

With the approval of the department head, the County will reimburse an employee for occasional use of a personal cell phone for county business. Reimbursement will be at actual cost and copies of itemized call detail submitted for reimbursement are subject to public disclosure.

SAFETY

Use of a cellular phone while operating a county vehicle is discouraged, except in the case of an emergency.

POLICY VIOLATIONS

Violations of this policy may result in disciplinary action, up to and including termination.

**MUSCATINE COUNTY
CELLULAR PHONE ALLOWANCE AUTHORIZATION**

Date _____

Department _____

Employee _____

Employee Personal Cell Phone Number _____

Base Monthly Plan Amount _____

I verify that the employee listed above is required to maintain wireless communication to conduct official Muscatine County business. I hereby authorize the employee listed above to use his/her personal cellular phone for conducting official Muscatine County business. The County will pay the employee a cellular phone allowance in the amount of \$_____ per month to be issued through the payroll system.

Approval:

Department Head Date

I acknowledge that the cellular phone allowance above is taxable for IRS purposes. I also acknowledge that I must submit the first page of my monthly statement to the County Auditor annually to receive reimbursement.

Employee Signature Date



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

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).
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

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

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

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

D. 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

E. 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.

F. 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

G. Related Information

Policy: Committee Descriptions and Appointment Policy

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



Mississippi Valley Workforce Development Board

Committee Descriptions and Appointment Policy

Approved Date: December 28,2020

Effective Date: July 1, 2020

Amended Date: N/A

A. Committee Structure

1. All committees will be public meetings and subject to the open meetings act.
2. The Mississippi Valley Workforce Development Board (MVWDB) carries out the majority of its work through its committee structure, and it is expected that each board member will actively participate in at least one committee, and/or participate in the MVWDB industry collaboratives in his/her field.
 - a. The MVWDB currently convenes the following standing committees:
 - i. Executive Committee.
 - ii. Finance Committee,
 - iii. Operations Committee.
 - iv. Youth Committee.
 - v. Disability Access Committee.
3. The full MVWDB meets on a quarterly basis and may review quarterly committee reports, financial reports, core partner reports, and takes any necessary action on agenda items. Committee reports will include discussion of actions and decisions, recommendations for board action, and assessment of progress toward accomplishing committee or team goals and outcomes.
4. Standing committees must be chaired by a member of the MVWDB, may include other members of the MVWDB, and must include other individuals appointed by the MVWDB board chair who are not members of the MVWDB (excluding the Executive Committee), and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the MVWDB.
5. Committees meet on a monthly basis unless otherwise stated, and meetings may be cancelled when it is determined there is an insufficient number of agenda items.
6. All committees will be supported by board staff to carry out their prospective roles and responsibilities.

B. Standing Committee Membership and Term Limits

1. Committee Chairs and Vice Chairs
 - a. Chairs and Vice Chairs will be elected by their respective committees no less than annually.
 - b. A Chair and Vice Chair may serve more than one term if chosen by a majority vote by the committee for which they serve.

2. Committee Members.

- a. Committee membership terms are reviewed by board staff.
- b. Board staff will extend an invitation to continue service on the committee no less than annually.
- c. A list of committee members who wish to continue service will be provided to Committee Chair for review and comment.
- d. The final list with any Committee Chair comments will be submitted to board chair for final approval.

C. Committee Appointment Process

1. Board staff send and collect:
 - a. Signed Conflict of Interest form
 - b. Signed Committee Member Interest Form
 - c. Updated Resume
2. Board staff submit and discuss committee member interest form and resume' with Committee Chair for recommendation to the board chair for approval.
3. If approved, board staff will:
 - a. Send official Welcome Letter
 - b. Complete onboarding training with new committee member(s).
 - c. Begin officially inviting new committee member(s) to committee meetings.

Committee Descriptions

D. Executive Committee

1. The Executive Committee consists of the Board Chair, Vice Chair, Committee Chairs, the CLEO, and other members as necessary, and meets eight times a year. Committee Chairs will give progress reports at each meeting.
2. The Executive Committee has the following responsibilities:
 - a. Handles urgent issues and acts on behalf of the MVWA Board between meetings as needed and designated.
 - b. Undertake the transactional business of the board between meetings, such transactional business may include approval of contracts, budgets, and policies, communications with the CEOs and other matters related to the administration of WIOA.
 - c. Provides input on agendas for MVWA Board meetings.
 - d. Reviews monthly reports and activities and recommendations of committees.
 - e. Recommends the appointment and/or dissolution of regular and special committees.
 - f. Reviews, develops, and approves policies and procedures for the MVWA Board and its committees.
 - g. Reviews any studies, reports, or other documents submitted by regular or special committees before such studies, reports, or other documents are brought before the full MVWDB.
 - h. Assists with the establishment and negotiations of performance standards and measures for the MVWA.
 - i. Coordinates the review of the Strategic Plan. Convenes local workforce development system stakeholders to assist in the development of the local plan and in identifying non-

- Federal expertise and resources to leverage support for workforce development activities.
- j. Conducts Public Hearings as necessary.
 - k. Reviews board staff's performance/salary/raises and any issues regarding human resource management.
 - l. Makes specific recommendations to the MVWDB regarding legislative issues.
 - m. Performs such other duties or matters of business that are not explicitly vested in the other Standing Committees or that may be properly assigned to the Executive Committee from time to time by the MVWDB or the Chair of the MVWDB.

E. Finance Committee

- 1. The Fiscal Agent and contractors attend the Finance Committee meetings monthly to provide financial reports. The Finance Committee is responsible for:
 - a. Performing oversight and monitoring of the MVWA Board finances.
 - b. Recommends operating and program-specific budgets and any required modifications.
 - c. Recommends the disbursement and payment of funds as defined by established policy.
 - d. Recommends, establishes, enforces, and reviews all financial policies and procedures.
 - e. Approves the One Stop Operator, Fiscal Agent and Service Provider invoices on a monthly basis.
 - f. Reviews monthly reports from the service provider and Fiscal Agent.
 - g. Tracks progress on percentages and amounts spent for specific programs.
 - h. Reviews and if appropriate makes comments on all federal, state, and independent monitoring reports as provided by those monitoring/auditing entities.
 - i. Reviews annual local financial monitoring reports and makes recommendations to the executive committee for corrective actions if required.
 - j. Works with the MVWA board staff to secure additional grants and funds for the workforce development area and Board.
 - k. Assist the CEOs in the procurement process of Fiscal Agent services.
 - l. Additional assignments as determined by the MVWDB Chair.

F. Operations Committee

- 1. The Operations Committee shall have members from all core partners and required partners as applicable in the area. Title I (Adult, Dislocated Worker, and Youth) may be represented by a member of the Board, not the contractor. The Operations Committee is responsible for:
 - a. Reviews quarterly performance reports and makes recommendations for areas of improvement.
 - b. Reviews annual program monitoring reports and makes recommendations to the executive committee for corrective actions if required.
 - c. Reviews monthly reports from the One Stop Operator, and Title I Adult/DW program.
 - d. Recommends Title I Adult/DW policies and procedures, based on state and federal guidelines.
 - e. Provides oversight and guidance of the One Stop Operator procurement process and Title I Adult/DW programs.
 - f. Serves as the policy and oversight entity for issues relative to the operations of the One Stop System.
 - g. Monitors quarterly continuous quality improvement activities.

- h. Establishes and maintains the One-Stop Certification System.
- i. Monitors and reviews customer satisfaction levels in the One-Stop Centers.
- j. Reviews initial complaints or appeals made by Training Providers.
- k. Reviews labor market information and trends; identifying area employment and training needs; recommending programs and activities to meet identified employment and training needs; and making recommendations to the MVWDB on WIOA-funded and appropriate non-WIOA funded employment and training programs.
- l. Additional assignments as determined by the MVWDB Chair.

G. Youth Committee

- 1. The Title I Youth Service Provider will attend the Youth Committee meetings and provide reports and updates. The youth committee is responsible for:
 - a. Helps to identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth.
 - b. Ensures compliance with WIOA requirements to including 75% of resources allocated to out-of-school youth and a minimum of 20% of resources allocated to work experience.
 - c. Oversees eligible youth providers, as well as other youth program oversight responsibilities.
 - d. Serves as the RFP committee for the Youth program and oversees the procurement process.
 - e. Develops the portion of the local and regional plan, and the Board strategic plan pertaining to youth.
 - f. Recommends policy direction to the MVWDB for the design, development, and implementation of programs that benefit all youth.
 - g. Assists with planning, operational, and other issues relating to the provision of services to youth.
 - h. Proposes the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth.
 - i. Suggests ways to leverage resources and coordinate services among schools, public programs, and community-based organizations (CBOs) serving youth
 - j. Provides ongoing leadership and support for continuous quality improvement for local youth programs.
 - k. Additional assignments as determined by the MVWDB Chair.

H. Disability Access Committee

- 1. The Disability Access Committee meets no less than quarterly and is responsible for:
 - a. Providing information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system.
 - b. Providing appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

- c. Provide feedback and recommendations for minimum assistive technology requirements in the American Job Centers.
- d. Providing appropriate disability related training to employers throughout the Local Area.
- e. Oversee Disability Awareness Campaign in the MVWA.
- f. Perform any other activities outlined in the MVWA MOU.
- g. Additional assignments as determined by the MVWDB.



Mississippi Valley Workforce Development Board

Mississippi Valley Workforce Area Committee Member Interest Form (SAMPLE)

Applicant Information:	
Name:	
Position/Title:	
Address:	
City/Zip Code:	
Phone Number:	
E-mail Address:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Organization Representing:	
Please describe briefly why you would like to serve on the Local Workforce Development Board:	
Please identify which committees you would be interested in serving on:	<input type="checkbox"/> Operations <input type="checkbox"/> Youth <input type="checkbox"/> Finance <input type="checkbox"/> Disability Access <input type="checkbox"/> Other <input type="checkbox"/> Business Engagement

I have been provided a copy of the MVWA Board Member Qualifications and Experience Policy. I have read, understand and agree to meet the expectations and time commitments listed therein to the best of my ability.

Applicant Signature Date

Committee Chair Date

Board Chair Date