



Mississippi Valley Workforce Development Board

Executive Committee Agenda

Tuesday, June 6, 2023, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/89984623069?pwd=NDVsVzN4bzN5anRpUExrVG5PcmV0dz09>

Meeting ID: 899 8462 3069 Passcode: 899588

One tap mobile: <tel:+13126266799>.,89984623069

Called to Order	Dennis Duke
Roll Call	Mandy Tripp
*Excused Absences	Dennis Duke
*Approval of Agenda	Dennis Duke
*Approval of Previous Minutes	Dennis Duke

Standing Committee Reports

Finance Committee Report (Page 6)	Lori Bassow
-----------------------------------	-------------

New Business

*New Staffing Structure (Page 8)	Dennis Duke
*Annual Inventory Report (Page 26)	Mandy Tripp
*Support Services Modification (Page 31)	Dennis Duke
*PY23 Budget Priorities (Page 44)	Miranda Swafford
*Board Member Review (Page 46)	Andrea Taylor
Social Media Update (Page 47)	Matthew Nicol/Mandy
Rotary Grant Update (Page 48)	Mandy Tripp
Youth Performance (Page 50)	Miranda Swafford
*Employee Annual Reviews	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 accommodation, please contact Andrea Taylor at associate@mississippivalleyworkforce.org or at 1-844-967-5365 option 2.



Mississippi Valley Workforce Development Board

Executive Committee Meeting Minutes

Tuesday, April 4, 2023, at 5:00 p.m.

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

Members Absent: none

CEOs Present: Jim Irwin

Staff Present: Miranda Swafford, Executive Director, Andrea Taylor, Associate Director and Mandy Tripp, Executive Assistant

One Stop Operator: Nick Clayton

CALLED TO ORDER

Duke called the meeting to order at 5:01 p.m.

QUORUM

The committee had a quorum to conduct business.

EXCUSED ABSENCES

There were no excused absences.

APPROVAL OF AGENDA

Nicol made a motion to accept the agenda as presented, seconded by Nye, and the motion was carried.

APPROVAL OF MINUTES

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

COMMITTEE REPORTS

FINANCE COMMITTEE

Bassow advised there are no issues with invoices. The only grant struggling was the NDWG, but that has been a consistent struggle.

OPERATIONS COMMITTEE REPORT

Nicol gave an overview of what the committee has covered lately, he advised they have not reviewed any new policies.

YOUTH COMMITTEE REPORT

Nye advised they are concerned with the performance measures and one that may not be met. He is hoping to have better tracking to determine if the stipends and incentives are effective. Transfr presented Augmented Reality (AR) a new app they have released for your phone and thought kids would find it fun to use for career exploration.

BUSINESS COMMITTEE REPORT

Parchert advised the committee is struggling to get feedback from businesses and have had discussions on how to improve that process. The committee voted unanimously to modify the grant policy to remove retail from the ineligible list. Taylor advised they have received 3 completed applications this cycle.

NEW BUSINESS

***MODIFY RETRAIN & RETAIN POLICY**

Parchert advised the committee voted unanimously to remove retail from ineligible employers. Taylor advised retail encompassed banking per the DOL, a small bank has completed the interest form and the training would be used to upskill current employees and fill spots open from retirees. Nicol asked if we had demographic information on retail positions to use data to help determine a pathway out of lower-level retail positions. Nye voiced being anxious about completely striking retail from the list and opening Pandora's box. After discussion, a motion to approve the modification to make retail establishments eligible for the Retrain and Retain Grant was made by Nicol and seconded by Phillips, and the motion was carried.

***LOCAL GRANT RECIPIENT**

Irwin advised the CEOs have decided to select the MVWDB to be the local grant recipient. Muscatine County would remain the employer of record. CIJDC will stay on as the fiscal agent. Motion to approve the MVWDB as the local grant recipient was made by Parchert and seconded by Nye, the motion carried. Nye asked that we find out if we need to increase our bonding insurance.

***HIRING POLICY**

Swafford advised this policy was identified last year during monitoring as being necessary. Swafford advised she pulled from other boards and Muscatine County's policies to create this policy, which outlines the duties of the Executive Director and Board Chairman in regard to hiring staff as well as performance reviews, salary, and discipline. Nye made a motion to approve, seconded by Parchert and the motion carried.

***SUPPORT SERVICES MODIFICATION**

Bassow advised this policy was brought before the Finance Committee and they voted to change the mileage reimbursement to 65% of the federal per diem reimbursement rate. Bassow advised there was a lot of discussion on the topic in her meeting and advised there is no way they will not run out of money. Bassow requested Swafford give more information regarding the policy and the

need for the change. Swafford advised it was requested to look at it because due to the increased rate, we have spent \$70,000 in transportation support this year. Nye suggested that the transportation portion of the policy as a whole needed to be looked at and requested more information on the amount spent on transportation, car repair, and insurance. Nye made a motion to table this topic until further information could be provided on where the money is being spent specifically, seconded by Bassow. The motion to table the topic was carried.

***OSO Q2 KPI REPORT**

Clayton presented his report, going into detail on each KPI. Nye made a motion to approve the entire KPI report, seconded by Phillips and the motion carried.

IWD MONITORING REPORT

Due to time constraints, this topic was tabled until a later meeting.

YOUTH PERFORMANCE

Due to time constraints, this topic was tabled until a later meeting.

ADA CONCERNS

Due to time constraints, this topic was tabled until a later meeting.

SOCIAL MEDIA UPDATE

Due to time constraints, this topic was tabled until a later meeting.

BOARD STAFF UPDATE

Due to time constraints, this topic was tabled until a later meeting.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Nicol made a motion to adjourn, seconded by Nye, the motion carried, and Duke adjourned the meeting at 6:15 p.m.

Finance Committee Report

WIOA Financial Report
Expenditures Through 4/30/2023 (Approximately 83.3% through Program Year)

Stream	Expended	% of Total		Funds That End		
		Available	Spent	Total Available	Remaining Balance 6/30/2023	
Admin	\$267,949.35	54.32%		493,239.02	\$225,289.67	\$167,124.02
Adult	\$776,729.74	64.39%		1,206,299.97	\$429,570.23	\$212,751.97
Dislocated Worker	\$603,696.42	70.88%		851,657.99	\$247,961.57	\$180,288.99
Youth	\$1,137,623.56	58.97%		1,929,200.47	\$791,576.91	\$659,066.47
Nat. DW Grant	\$43,857.39	18.73%		234,163.40	\$190,306.01	\$234,163.40
Total	\$2,829,856.46			4,714,560.85	\$1,884,704.39	\$1,453,394.85

Equus Program Expenditure Updates through 4/30/2023

Adult	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	558,632.02	54.07%	\$ 352,629.01	52.29%
Total Participant	474,445.46	45.93%	\$ 321,795.19	47.71%
Total	\$ 1,033,077.48	100.00%	\$ 674,424.20	100.00%

Unrestricted Funding	
Expended	Total Available
5,302.21	43397.4

DW	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	439,513.28	64.78%	\$ 315,355.70	62.65%
Total Participant	238,922.21	35.22%	\$ 188,041.53	37.35%
Total	\$ 678,435.49	100.00%	\$ 503,397.23	100.00%

Youth	Budgeted	% of Total	Actual to Date	% of Total Spent
Total P&O	1180830.72	66.36%	\$ 864,062.66	83.82%
Total Participant	598547.16	33.64%	\$ 166,780.10	16.18%
Total	\$1,779,377.88	100.00%	\$ 1,030,842.76	100.00%

WEP	Required to Date	Actual	% Met	% Required
	\$227,524.71	\$ 194,004.33	17.05%	

Note: PY21 carryover funding 20% work experience 20% requirement has been met

*New Staffing Structure



Mississippi Valley Workforce Development Board

Staffing Restructuring Proposal

To continue moving the system forward, fulfill WIOA requirements, and start the process of diversifying the boards funding beyond WIOA we believe now is the time to expand the board's staffing structure. Boards of similar size of MVWDB have significantly more staff then 3 and most boards have diversified funding where WIOA is only 40% of their budget. Iowa South Central and Northeast LWDB's are re-evaluating and restructuring their board staffing for PY23 as well.

Over the last year it has become evident that the roles of board staff need to be narrower in scope and more focused to lead to the greatest results for the local area. We believe that changing the staffing structure to reflect the following will be more effective and efficient for all staff:

- Executive Director
- Strategic Partnership Specialist (formerly Associate Director, same pay rate)
- Compliance Officer (Starting salary of \$60,000 - \$65,000)
- Communications Assistant. (formerly Executive Assistant salary range of \$45,000 - \$50,000)

Adding another staff to the board will at least touch on all the roles and responsibilities outlined for local workforce boards in 20 CFR § 679.370 and the Iowa Staff Job Aid provided by IWD.

The board is consistently carrying over a significant amount of admin funding from year to year and thus another board staff is sustainable. In addition, the majority of tasks performed by 3 of the positions can be billed to program in accordance with cost principles required by WIOA.

- PY20 Carryover - \$158,000
- PY21 Carryover - \$167,000
- PY22 Carryover - \$175,000 (estimated)

PY23 Known Activities

- Starting July 1, 2023 the board staff will have to start the process of negotiating the Infrastructure Funding Agreement to be in place July 1, 2024. This is the negotiation of costs for both Iowa *WORKS* Centers across 15 workforce partners, that once completed must be reconciled quarterly and if needed renegotiated. This is a new requirement not previously in place in Iowa.
- Beginning July 1, 2023 the MVWB will be the local grant recipient for the local area on behalf of the CEOs. This is a new requirement not previously in place in Iowa.

- The procurement process for the Adult/DW and Youth contracts have to be completed prior to July 1, 2024. This occurs every 3 years.
- The Memorandum of Understanding must be updated and renegotiated in PY23. This occurs every 3 years.
- The 130-page local plan must be rewritten by July 1, 2024 to reflect new LMI data, updated policies and procedures, strategies and initiatives, and other changes to local area structure. This occurs every 4 years and must be reviewed for needed changes every 2 years.

Transition of Sector Boards

IWD with the new state structure has authority over sector boards which was previously overseen by the Department of Education. In alignment with 20 CFR § 679.370 IWD’s goal is to “Provide technical assistance and transition support for all sector board partnerships to Local Workforce Development Boards (LWDBs) by December 31, 2023.”

Southeastern Community College has no active Sector Boards or Partnerships but has received a \$10,000 grant for start up costs. We are unsure at this time whether that funding would transfer to the MVWDB or not.

Eastern Iowa Community College (EICC) has the following sector boards:

- Active - Advanced Manufacturing Sector Board
- Active - Allied Health Sector Board (currently no industry chair)
- Paused - Information Technology Sector Board
- Paused - Transportation/Logistics Sector Board

These changes will require significant work on behalf of board staff to serve as the convener for these sector boards. “The convener plays an essential role in keeping a sector partnership on track and moving forward to accomplish the goals of the businesses in the partnership. The convener is the backbone of the sector partnership, providing administrative, project management, and facilitation support to keep the partnership focused and productive.”

References

20 CFR § 679.370 - What are the functions of the Local Workforce Development Board?

<https://www.ecfr.gov/current/title-20/chapter-V/part-679/subpart-C/section-679.370>

Sector Board Convener Job Description

<https://static1.squarespace.com/static/57ebae4d5016e1191947196b/t/5976292a6f4ca31f256b3ce6/1500916010928/Convener+Job+Description.pdf>

Iowa Staff Job Aid

https://www.dropbox.com/s/bzk7jemvk73qs7h/IWD_LWDB_Staff_Job_Aid%20%281%29%20%281%29%20%281%29.docx?dl=0



Mississippi Valley Workforce Development Board

EXECUTIVE DIRECTOR JOB DESCRIPTION

REPORTS TO: Mississippi Valley Workforce Development Board Chair

JOB TYPE: Full-time Employee

FSLA STATUS: Exempt

DESCRIPTION

The Executive Director shall serve as the chief staff officer for MVWA as set forth in this job description. The Executive Director provides leadership and executive management for the Mississippi Valley Workforce Development Board (MVWDB) and the workforce development system. The Executive Director works with the Board to establish a strategic vision and acts as an advocate for the organization throughout the Mississippi Valley Workforce Development Area (MVWA), the eight-county area which includes Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine, and Scott counties, and with the state of Iowa. The executive director has broad authority to carry out the day-to-day operations of the Board in compliance with local, state, and federal policies, laws, regulations, and by-laws adopted by the MVWDB.

KEY RESPONSIBILITIES

- Serve as liaison to the MVWDB and the Executive Committee; work closely with the MVWDB chair; interface between MVWDB and the community; participate in and/or staff other community, government, and board committees as necessary.
- Provides staff support to the Board, CEOs, and its committees.
- Represent the MVWDB at regional, national, and local meetings and conferences.
- Works collaboratively with the state and other local workforce boards across Iowa.
- Coordinate with Iowa Workforce Development and American Job Center Divisions and/or outside government agencies; develop and modify policies and standard operating procedures to assure program compliance with regulatory requirements and changes for the Local Area.
- Keep up-to-date and analyze existing and proposed legislation, regulations, and directives for impact on program operations.
- Transform workforce metrics, policies, and mandates into actionable goals and ensure sufficient development of the system and proper allocation of resources.
- Develop criteria for evaluating systems and measurement of performance and effectiveness of existing and proposed Workforce Innovation and Opportunity Act activities.

- Directs the fiscal and reporting processes for federal, state and local grants in accordance with applicable regulations and has the ability to appropriately delegate and oversee the successful completion of those duties.
- Direct monitoring and oversight of board contracts and grants received by the MVWDB and recommend system changes that will improve service quality.
- Adhere to all Code of Federal Regulations, the Workforce Innovation and Opportunity Act, Iowa Workforce Development policy, regulations, and Standard Operating Procedures as it pertains to Title I programming.
- In coordination with Iowa Workforce Development Labor Market Information division, Direct the development of labor market studies, surveys, analysis, and reports related to community employment and employer skills development needs.
- Develop, implement, modify, and update a 4-year local plan at the direction of the board.
- Develop the Memorandum of Understanding which includes the Infrastructure Funding Agreement and have an understanding of various cost-sharing methodologies.
- Direct and oversee the procurement of service providers, vendors, and oversee contract management.
- Work collaboratively with financial staff to provide regular and timely financial reports including information specific to each contract to the board and CEOs.
- Maintain a thorough understanding of how Workforce Innovation and Opportunity Act funds (and other funds under the local board) can be spent including limitations and requirements.
- Be knowledgeable of past and current performance levels of the local area and be informed of trends in the local market which are impacting or could impact future performance outcomes.
- Manage all board staff including human resource functions.
- Oversee and direct all phases of the administration of the MVWDB including local and regional planning, budget oversight, proposal development, contract management, monitoring and evaluation of programs, and community relations.
- Performs other Local Board Required Functions under federal and Iowa code as required by the MVWDB and CEOs.

QUALIFICATIONS

- Bachelor's degree in public policy, business, urban planning, public administration, or a related field. An advanced degree is desired.
- Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation.
- Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups.
- Strong ability to lead, coach, and develop others.
- Ability to build partnerships with education, government, business, industry clusters, and Board development.

- Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs.
- Experience in grant writing and seeking other funding sources a plus.
- Experience in budget development and financial management.
- Experience in developing policies and procedures.
- Ability to work independently and with a large board of directors.
- Demonstrated analytical, problem-solving, decision-making, and conflict-resolution skills.
- Excellent oral and written communication skills.
- Willing to live in the eight-county Local Workforce Development Area (Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine, and/or Scott) or ability to relocate.
- Willing to work a flexible schedule and travel as needed.

EXPECTATIONS

- The Executive Director shall work 40 hours a week, on a flexible schedule to accommodate all board, committee meetings, and other required events as deemed necessary by the MVWDB.
- The Executive Director will be expected to work from a home office when not attending board-related events and meetings unless otherwise designated by the MVWDB.
- The Executive Director will keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- The Executive Director will have the authority to enter into contracts on behalf of the MVWDB as the local grant recipient, when contracts are approved by the MVWDB or designated committee, or other documents authorized in the annual operating budget, or to receive funds.
- The Executive Director will have the authority to serve as the signatory to approve expenditures and expend funds after the annual budget has been set by the MVWDB. Admin expenditures over the amount of \$2,000 will require prior written approval from the board chair.
- The Executive Director will have the authority to apply for funding and grants that do not have matching requirements without prior MVWDB approval.
- The Executive Director will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the Executive Director has a financial interest without the prior written approval of the MVWDB. The Executive Director shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- The Executive Director will not, during employment or at anytime thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- The Executive Director will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

SALARY & BENEFITS

The starting salary for this position is \$90,000 with an excellent benefits package from Muscatine County. This salary shall be renegotiated at the end of any of MVWA's fiscal years in which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by the Executive Director. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled by the Executive Director and for the operation of MVWA.

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



Mississippi Valley Workforce Development Board

STRATEGIC PARTNERSHIP SPECIALIST JOB DESCRIPTION

REPORTS TO: Executive Director

JOB TYPE: Full-time Employee

FSLA STATUS: Exempt

ORGANIZATION

The Mississippi Valley Workforce Development Board (MVWDB) is seeking an energetic, highly motivated, goal-oriented professional to join our team. The MVWDB oversees the workforce ecosystem in the eight-county area of Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine, and Scott counties. The primary duties of this position include but are not limited to workforce business services, cultivating partnerships, oversight of the Incumbent Worker Grant Program, development of sector strategies, and analysis of Labor Market Information.

This exciting opportunity has arisen to join MVWDB in the face of economic need. MVWDB is designing and implementing strategies to ensure employers have the skilled labor force needed to meet current and emerging demands. MVWDB is committed to taking an impact-focused approach to applying research and design principles to develop our services to ensure they make a tangible difference for local area businesses and job seekers.

RESPONSIBILITIES

- Assist the Executive Director and the CEOs to coordinate and generate board member involvement and commitment while ensuring staff support to MVWDB, its executive committee, and all standing and ad hoc committees including recruitment, orientation, and continuous training of workforce board members.
- Assist the executive director to serve as the voice of MVWDB at the local, state, and national levels through attendance at conferences, meetings, and presentations.
- Oversee the Business Services Teams at the One Stop Centers, scheduling meetings, helping to set goals, and providing guidance as needed to form a successful and productive team.
- Ensure coordinated business services with MVWA Partners, One Stop staff, and other community partners.
- Oversee and direct the Workforce Innovation and Opportunity Act Incumbent Worker Training Grant program.
- Provide support and coordination to the MVWDB Business Committee.

- Gather, comprehend, and effectively communicate Labor Market Information to drive workforce system decision-making.
- Through community conversations and focus groups, engage existing partners, and build relationships with new businesses, educational institutions, and community-based organizations related to sector strategies.
- Serve as the neutral convener for sector partnerships; keep the partnership on track and moving forward to accomplish the goals of the businesses in the partnership. The convener is the backbone of the sector partnership, providing administrative, project management, and facilitation support to keep the partnership focused and productive.
- Represents MVWDB in the community to recognize, assess, and respond to community needs and concerns; coordinate efforts with various service providers, government officials, and economic development organizations to resolve issues of mutual concern, and prepare reports noting trends or escalating issues.
- Build partnerships with private sector leaders to gather information about current or projected hiring needs, collect employer feedback about existing workforce services, and broker the development of new initiatives to fill skill gaps, as needed.
- Develop a partnership scope to guide decision-making on entities to approach for new partnerships (e.g., based on the needs of customers or a gap in existing service delivery).
- Based on the needs of local area and data, propose innovative programming to the board and Chief Elected Officials.
- Research trends and best practices in industry sectors and promote and support the education of area employers and business advocates.
- Lead efforts to develop and implement career pathways with representatives of secondary and postsecondary education programs.
- Conduct Workforce Development trainings on sector partnerships.
- Attend all relevant workforce board committee meetings and have appropriate staff provide administrative support including minutes, agendas, and other related documents.
- Other tasks as determined by the Executive Director or the MVWDB.

QUALIFICATIONS

- Bachelor's degree in public policy, business, urban planning, public administration, or a related field or 5+ years of related work experience required.
- Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation a plus.
- Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs desirable.
- Experience running major and complex projects from start to finish (3+ years in project management) essential.
- Skills in working with data, analytics, and reporting a plus.
- Experience in public speaking and comfortable presenting to large groups of stakeholders required.

- Analyze, plan, and develop requirements and standards for projects essential.
- Experience managing internal and external stakeholder relationships is desirable.
- Sound technical skills, and interest and appetite to learn new systems and processes required.
- Proficiency in Google Suites, Microsoft Word, Excel, PowerPoint, and Outlook mail and calendar; Dropbox, Zoom, and using the Internet, knowledge of Canva a plus.
- Highly motivated, with a strong work ethic, a positive attitude, and demonstrated ability to work both independently and in a team.
- Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups.
- Excellent verbal and written communication skills including proficiency in record keeping, business letter writing, and report preparation and proofreading.
- Ability to work independently, effectively prioritize work, manage multiple tasks, meet deadlines, and adjust work priorities as needed to meet the Board's objectives.
- Ability to use discretion in maintaining confidentiality and handling sensitive information.
- Willing to work a flexible schedule and travel as needed to meet the needs of MVWDB required.
- Must be able to travel within the eight-county local workforce area on a regular basis and occasionally travel outside of the workforce area to attend and/or facilitate meetings, conferences, or events required.

EXPECTATIONS

- Work 40 hours a week, on a flexible schedule to accommodate all board, and committee meetings, and other required events as deemed necessary by the MVWDB.
- Work from a home office when not attending board-related events and meetings, unless otherwise designated after the probationary period.
- Keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- Will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the individual has a financial interest without the prior written approval of the MVWDB. The individual shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- Will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- Will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

SALARY & BENEFITS

The starting salary for this position is \$60,000-\$65,000 with an excellent benefits package from Muscatine County. Salary will be commensurate with the individual's experience and

qualifications. This salary shall be renegotiated at the end of any of MVWA's fiscal years in which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by this position. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled for the operation of MVWA.

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



Mississippi Valley Workforce Development Board

COMPLIANCE OFFICER JOB DESCRIPTION

REPORTS TO: Executive Director

JOB TYPE: Full-time Employee

FSLA STATUS: Exempt

ORGANIZATION

The Mississippi Valley Workforce Development Board (MVWDB) is seeking an energetic, highly motivated, goal-oriented professional to join our team. The MVWDB oversees the workforce ecosystem in the eight-county area of Des Moines, Louisa, Henry, Lee, Clinton, Jackson, Muscatine, and Scott counties. The primary duties of this position include but are not limited to workforce compliance, monitoring, grant writing, Equal Opportunity Officer responsibilities, and analysis of Labor Market Information.

RESPONSIBILITIES

- Assist the Executive Director and the CEOs to coordinate and generate board member involvement and commitment while ensuring staff support to MVWDB, its executive committee, and all standing and ad hoc committees including recruitment, orientation, and continuous training of workforce board members.
- Oversee recruitment and compliance of the board membership in accordance with WIOA membership requirements.
- Lead oversight and monitoring of all workforce development-related policy and programs per state and federal regulations.
- Conducts evaluation and internal monitoring of workforce activities and uses statistical sampling, audit, and observation techniques to evaluate compliance with policies and procedures and adherence to contract requirements.
- Gather, comprehend, and effectively communicate Labor Market Information to drive workforce system decision-making.
- Oversee the One Stop Certification process in partnership with the One Stop Operator to certify the effectiveness, physical and programmatic accessibility, and continuous improvement of One-Stop centers.
- Serve as the local area Equal Opportunity Officer.
- Implement a continuous quality improvement process through the continuing review of operations and administrative systems to increase performance and quality.

- On a quarterly basis reconcile the infrastructure funding and resource-sharing agreements required under WIOA and renegotiate at the direction of the Executive Director when necessary.
- Produce monthly Iowa *WORKS* reports that track performance relating to contract requirements.
- Directs the implementation and monitoring of the submission of corrective action plans and maintains corrective action logs for both state and local monitoring.
- Develop board policies, as needed, to translate statutory, regulatory, and state direction into operational parameters, guidelines, and requirements.
- Ensure social media compliance with local policies and processes.
- Research other funding opportunities. write grant applications and respond to Requests for Proposals and other competitive solicitations.
- Advise the MVWDB and the Executive Director on policy implications in meeting performance standards; provide training and technical assistance to the service provider on policy implications in developing operational procedures.
- Maintain and update quality control protocols for required data entry and documentation; coordinate with the service provider and Iowa Workforce Development to resolve and correct data quality and documentation problems; identify frequent or systemic errors and coordinate with the Administrator and the service provider to develop solutions.
- Compile and review program data for internal performance monitoring; prepare reports for review and submission to the MVWDB and Iowa Workforce Development; maintain a report calendar and ensure the integrity and timeliness of required reporting.
- Attend all relevant workforce board committee meetings and have appropriate staff provide administrative support including minutes, agendas, and other related documents.
- Other tasks as determined by the Executive Director or the MVWDB.

QUALIFICATIONS

- Bachelor's degree in public policy, business, urban planning, public administration, or a related field or 5+ years of related work experience preferred.
- Specialized background with knowledge regarding employment issues, workforce development, job training, strategic planning, policy and program development, and program evaluation a plus.
- Knowledgeable in local economic conditions, educational and workforce trends, as well as local and state economic development policies and programs desirable.
- Experience running major and complex projects from start to finish (3+ years in project management) desired.
- Skills in working with data, analytics, and reporting are a plus.
- Experience in public speaking and comfortable presenting to large groups of stakeholders required.
- Analyze, plan, and develop requirements and standards for projects essential.
- Experience managing internal and external stakeholder relationships desirable.

- Sound technical skills, and interest and appetite to learn new systems and processes required.
- Experience in grant writing and seeking other funding sources preferred.
- Proficiency in Google Suites, Microsoft Word, Excel, PowerPoint, and Outlook mail and calendar; Dropbox, Zoom, and using the Internet, knowledge of Canva a plus.
- Highly motivated, with a strong work ethic, a positive attitude, and demonstrated ability to work both independently and in a team.
- Excellent interpersonal skills to establish and maintain effective working relationships with all levels of management officials and outside groups.
- Excellent verbal and written communication skills including proficiency in record keeping, business letter writing, and report preparation and proofreading.
- Ability to work independently, effectively prioritize work, manage multiple tasks, meet deadlines, and adjust work priorities as needed to meet the Board's objectives.
- Ability to use discretion in maintaining confidentiality and handling sensitive information.
- Willing to work a flexible schedule and travel as needed to meet the needs of MVWDB required.
- Must be able to travel within the eight-county local workforce area on a regular basis and occasionally travel outside of the workforce area to attend and/or facilitate meetings, conferences, or events required.

EXPECTATIONS

- Work 40 hours a week, on a flexible schedule to accommodate all board, and committee meetings, and other required events as deemed necessary by the MVWDB.
- Work from a home office when not attending board-related events and meetings, unless otherwise designated after the probationary period.
- Keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- Will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the individual has a financial interest without the prior written approval of the MVWDB. The individual shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- Will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- Will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

SALARY & BENEFITS

The starting salary for this position is \$60,000-\$65,000 with an excellent benefits package from Muscatine County. Salary will be commensurate with the individual's experience and qualifications. This salary shall be renegotiated at the end of any of MVWA's fiscal years in

which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by this position. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled for the operation of MVWA.

Equal Opportunity Programs/Employer

Auxiliary aids and services are available upon request for individuals with disabilities.



Mississippi Valley Workforce Development Board

COMMUNICATIONS ASSISTANT JOB DESCRIPTION

REPORTS TO: Executive Director

JOB TYPE: Full-Time Employee

FLSA STATUS: Exempt

DESCRIPTION

This position supports the Mississippi Valley Workforce Development Board (MVWDB), Executive Director, and other board staff by performing a variety of complex and confidential administrative tasks which require a thorough knowledge of organizational procedures. Requires excellent communication and interpersonal skills and the ability to provide services to a diverse group of internal and external customers. The successful candidate should have an expert level of detail, excel under pressure, and have excellent time management skills. This individual should also have high personal expectations for themselves and be willing to go above and beyond to reach board and team goals.

RESPONSIBILITIES

- Assist in developing assigned committee meeting agendas in coordination with the chairperson, Executive Director, and other board staff.
- Prepare minutes of assigned committees and ensure that all members are kept apprised of meetings and activities.
- Serve as a point of contact for board members for information and technical assistance.
- Perform administrative functions for the MVWDB, Board Members, Executive Director, and other board staff.
- Assist in all areas which require support. Consistently apply a high level of understanding and awareness of board goals, priorities, values, and other relevant information to effectively navigate inquiries and requests.
- Compile reports, issue meeting announcements, and record appropriate data collection of meetings.
- Format and edit executive correspondence, presentations, reports, policies, requests for proposals, and contracts.
- Manage the executive director's calendar and meeting schedule, using initiative and judgment to prioritize.
- Perform light accounts payable and various financial payment processing.
- Manage the board website including uploading documents and creating pages.

- Manage and coordinate communications between the Board and community partners and respond to letters and general correspondence and inquiries.
- Provides administrative support in preparing for monitoring, audits, RFPs, procurements, and other workforce-related activities.
- Coordinate facility arrangements for various meetings including Directors, funders, and partner meetings.
- Coordinate and participate in committee or group planning for special and recurring events.
- Design and generate flyers, brochures, and other outreach and educational materials to support MVWA initiatives and events.
- Assist in the development of a systemwide Outreach Strategy and growing the local area social media networks.
- Track and manage special projects to support MVWDB as assigned by the Executive Director.
- Perform other duties as assigned that would lead to the successful operation of the MVWDB.

QUALIFICATIONS

- Associate degree in business, public administration, or a similar related field, or equivalent combination of education and experience required.
- Minimum 3 years of executive administrative support experience.
- Excellent verbal and written communication skills including proficiency in record keeping; business letter writing and report preparation and proofreading.
- Ability to work independently, effectively prioritize work, manage multiple tasks, meet deadlines, and adjust work priorities as needed to meet the Board's objectives.
- Proficiency in Google Suites, Microsoft Word, Excel, PowerPoint, and Outlook mail and calendaring; and using the Internet, knowledge of Canva is a plus.
- Ability to use discretion in maintaining confidentiality and handling sensitive information.
- Expert attention to detail.
- Strong organizational skills.
- Strong customer service skills.
- Creative, experience with creating outreach materials and marketing desirable.
- Must be able to travel within the eight-county local workforce area on a regular basis and occasionally travel outside of the workforce area to attend and/or facilitate meetings, conferences, or events required.

EXPECTATIONS

- Work 40 hours a week, on a flexible schedule to accommodate all board, and committee meetings, and other required events as deemed necessary by the MVWDB.
- Work from a home office when not attending board-related events and meetings, unless otherwise designated after the probationary period.

- Keep all MVWDB confidential documentation in a locked filing cabinet on location at a One-Stop Center or at his/her home office.
- Will not enter into any agreement with respect to MVWDB with any association, partnership, or company in which the individual has a financial interest without the prior written approval of the MVWDB. The individual shall comply with all Iowa laws and policies adopted by the MVWDB related to the ethics and conduct of public employees.
- Will not during employment or at any time, thereafter, disclose any confidential information concerning the business or affairs of MVWDB, except as required by law.
- Will retain, or direct the retention of, as required by Iowa law, all records of MVWDB, MVWA, and CEOs, and all such retained records will remain in the custody of the MVWDB at all times.

SALARY & BENEFITS

The starting salary for this position is \$45,000-\$50,000 with an excellent benefits package from Muscatine County. Salary will be commensurate with the individual's experience and qualifications. This salary shall be renegotiated at the end of any of MVWA's fiscal years in which the MVWDB fails to appropriate money or when there are cuts to WIOA funding for the upcoming fiscal year insufficient for the performance of the functions provided by this position. The MVWDB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled for the operation of MVWA.

Equal Opportunity Programs/Employer

Auxiliary aids and services are available upon request for individuals with disabilities.

*Annual Inventory Report



Mississippi Valley Workforce Development Board

PY22 Inventory Report

- Onsite physical inventory checks were completed in Burlington on March 23, 2023, and in Davenport on May 16, 2023.
- Shannon Weaver, Title 1 Operations Manager in the Burlington Center completed the physical check with Mandy Tripp.
- Taylor Longstreth, Title 1 Operations Manager in the Davenport Center completed the physical check with Mandy Tripp.
- MVWDB Property Management Policy was put into place on September 13, 2022, it states “Accurate inventory records of all property purchased with federal funds with an acquisition cost between \$500 - \$5,000 must be maintained.”
- On November 16, 2022, a subscription to Sortly was purchased to provide QR codes for tracking all items that meet the policy minimum cost requirement for tracking. Items not meeting the \$500 threshold are tagged with an MVWDB Property tag but not kept on the inventory list.
- Currently, 26 items are awaiting disposal including old computers, two surface pros, a non-functional shredder, and one old iPhone that is no longer used.
- There are 5 ThinkPads on loan to participants which are accounted for and 3 ThinkPads that have been on loan and not returned. Attempts to contact the participants have been unsuccessful. At this time, Bright Springs closed the ticket on the 3 ThinkPads after multiple back-and-forth communications refusing to remotely wipe the computers. The board is waiting for the memo of resolution to remove them from inventory.
- All items on the list that are not out on loan to participants, including the items from storage have been verified physically.

BrightSprings/ResCare ID# /

LOCATION	QR CODE	MVDWB CODE	SERIAL NUMBER	IWD TAG	Serial #	DESCRIPTION	REMARKS
Burlington	SAUS1T0028	009	F2LYGEDXKXKN	no tag	n/a	iPhone XR F2LYGEDXKXKN	Shannon's office-in cabinet
Burlington	SAUS1T0029	020	None	no tag	n/a	12 Chromebook Charging Cart	Rapid Response Area
Burlington	SAUS1T0030	021	None	no tag	n/a	24 Chromebook Charging Cart	Youth Area
Burlington	SAUS1T0031	022	PF-2KYYP	no tag	191310	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0032	023	PF-2L1GLR	no tag	191309	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0033	024	PF-2L176E	no tag	194308	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0034	025	PF-2KYWMV	no tag	191311	CDW-G ThinkPad	Computer cart-Youth area
Burlington		026		no tag	191321	CDW-G ThinkPad	Computer cart-Youth area-loaned to participant LW
Burlington	SAUS1T0036	027	PF-2L1EBY	no tag	191319	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0037	028	PF-2KZW7T	no tag	191320	CDW-G ThinkPad	Computer cart-Youth area
Burlington		029		no tag	191314	CDW-G ThinkPad	Computer cart-Youth area-Loaned to participant MCN
Burlington	SAUS1T0039	030	PF-2L1GNP	no tag	191315	CDW-G ThinkPad	Computer cart-Youth area
Davenport	SAUS1T0076	031		no tag	FY1601802	Microsoft Surface Pro 4	Kendra's office
Davenport	SAUS1T0077	034		no tag	FY1601801	Microsoft Surface Pro 4	Kendra's office
Burlington	SAUS1T0040	040	JZKPNF2	WDL04847 JZKPNF2	n/a	Dell Laptop	Shannon's office-IWD removed MVWDB tag
Davenport	SAUS1T00	050	None	no tag	n/a	Luxor 24 Laptop/Chromebook Charging Cart	Youth Office
Davenport	SAUS1T0079	055	PF-2KZF2P	no tag	191326	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0080	056	PF-2KZN1B	no tag	191324	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0081	057	PF-2L1VT4	no tag	191327	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0082	058		no tag	191318	CDW-G ThinkPad	Youth Office-Loaned to participant DD
Davenport	SAUS1T0083	059		no tag	191323	CDW-G ThinkPad	Youth Office-Loaned to participant CG
Davenport	SAUS1T0084	060		no tag	191313	CDW-G ThinkPad	Youth Office-Loaned to participant RC
Davenport	SAUS1T0085	061	PF-2L1CDV	no tag	191332	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0086	062	PF-2L1AXJ	no tag	191333	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0087	063		no tag	191331	CDW-G ThinkPad	Youth Office-Loaned to participant TB
Davenport	SAUS1T0088	064		no tag	191328	CDW-G ThinkPad	Youth Office-Loaned to participant KG
Davenport	SAUS1T0089	065	PF-2L1N6S	no tag	191334	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0090	066	PF-2KYR9C	no tag	191329	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0091	067		no tag	191312	CDW-G ThinkPad	Youth Office-Loaned to participant AV
Davenport	SAUS1T0092	068		no tag	191337	CDW-G ThinkPad	Youth Office-Loaned to participant AM
Davenport	SAUS1T0093	069	PF-2L1EAD	no tag	191336	CDW-G ThinkPad	Youth Office
Davenport	SAUS1T0094	070		no tag	n/a	HP Color Laser Jet CP5225	Kendra's office
Davenport	SAUS1T0095	079		no tag	n/a	Brother DCP Printer (PA's)	Accounting Office
Burlington	SAUS1T0041	083	8MPWNF2	WDL04838 8MPWNF2	n/a	Dell Laptop	Shannon's office
Burlington	SAUS1T0042	087	93TZP73	93TZP73	no tag	Dell Laptop-IWD	Nicholas Clayton
Burlington	SAUS1T0043	089	5CG34600YG	no tag	5CG34600YG	HP Laptop	Floor Burlington-cubicle by IVRS
Burlington	SAUS1T0044	092	3PHFH0X2	WDL04944 3PHFH0X2 WDL10-3PHFH0X2	n/a	Dell Laptop	Unassigned
Burlington	SAUS1T0046	097	H7LPNF2	WDL04845 H7LPNF2	n/a	Dell Laptop	Unassigned
Burlington	SAUS1T0047	110	8DKWNF2	WDL04837 8DKWNF2	n/a	Dell Laptop	Shannon's office
Burlington	SAUS1T0048	111	PF-2KZWBQ	no tag	191316	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0049	112	PF-2KZN42	no tag	191317	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0050	113	PF-2L1GLT	no tag	191342	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0051	114	PL-2L1DBB	no tag	191341	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0052	115	PL-2L1CGJ	no tag	191338	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0053	116	PF-2L1PGX	no tag	191339	CDW-G ThinkPad	Computer cart-Youth area
Burlington	SAUS1T0054	123	GV3WNF2	WDL04844 GB3WNF2	n/a	Dell Laptop	Shannon's office
Burlington	SAUS1T0055	126	F02NNF2	WDL04842 F02NNF2	n/a	Dell Laptop	Shannon Weaver's office
Burlington	SAUS1T0056	130	C3ZRNPF2	WDL04841 C3ZRNPF2	n/a	Dell Laptop	Shannon Weaver's office
Burlington	SAUS1T0057	133	2CE2420LD3	no tag	2CE2420LD3	HP Laptop	Floor Burlington-Far right cubicle lateral
Davenport	SAUS1T0096	136	7Z7H0X2	WDL04943 7Z7H0X2 WDL10-7Z7H0X2	n/a	Dell Laptop	Unassigned
Davenport	SAUS1T0097	140	J1LPNF2	WDL04846 J1LPNF2	n/a	Dell Laptop	Unassigned
Davenport	SAUS1T0098	142	no tag	no tag	n/a	ThinkPad Laptop (PA's)	Cheryl Tipsword
Davenport	SAUS1T0099	144	PF-2Z2YJH	272440	n/a	ThinkPad Laptop (Accounting Specialist's)	Kendra Schaapveld
Davenport	SAUS1T0100	153	FSFH0X2	WDL04940 FSFH0X2	n/a	Dell Laptop	Unassigned
Davenport	SAUS1T0101	158	433YNF2	WDL04835 433YNF2	n/a	Dell Laptop	Taylor's Office
Davenport	SAUS1T0102	161	5BQ80X2	WDL04942 5BQ80X2	n/a	Dell Laptop	Jamie McLaughlin
Davenport	SAUS1T0103	165	2B2H0X2	WDL04941 2B2H0X2	n/a	Dell Laptop	Logan Ackers
Davenport	SAUS1T0104	171	BD1YNF2	WDL04840 BD1YNF2	n/a	Dell Laptop	Unassigned
Davenport	SAUS1T0105	176	H6WWMH3	no tag	H6WWMH3	Dell Wyse Thin Client	Davenport Youth Space
Davenport	SAUS1T0106	177	H6WXMH3	no tag	H6WXMH3	Dell Wyse Thin Client	Davenport Youth Space

Davenport	SAUS1T0107	178	H6WYMH3	no tag	H6WYMH3	Dell Wyse Thin Client	Davenport Youth Space
Davenport	SAUS1T0108	179	H6WZMH3	no tag	H6WZMH3	Dell Wyse Thin Client	Davenport Youth Space
Davenport	SAUS1T0109	187	WDL04843	WDL04843	n/a	Dell Laptop	Taylor's Office
Davenport	SAUS1T0110	188	K052NW24L0223	no tag	K052NW24L0223	Smart Board	Davenport Youth Space
Davenport	SAUS1T0111	189	PF-2MGEKD	no tag	270849	Think Pad Computer	Kendra Schaapveld
Burlington	SAUS1T0058	190	9NRPNF2	WDL04839 9NRPNF2	n/a	Dell Laptop	Shannon's office
Burlington	SAUS1T0059	191	6P3TNF2	WDL04836 6P3TNF2	n/a	Dell Laptop	Loaner-Barbara Havener
Burlington	SAUS1T0060	192	13TTQG3	13TTQG3	n/a	Dell Laptop	Michaela Specketer
Burlington	SAUS1T0061	193	23TTQG3	23TTQG3	n/a	Dell Laptop	Cynthia Anderson
Burlington	SAUS1T0063	198	HWC0FL3	010963 HWC0FL3	no tag	Dell Laptop	Shannon Weaver
Burlington	SAUS1T0064	199	JWC0FL3	JWC0FL3	no tag	Dell Laptop	Autumn Fjeld
Davenport	SAUS1T0112	201	53TTQG3	53TTQG3	n/a	Dell Laptop-IWD	Sumita Amrik
Davenport	SAUS1T0113	202	43TTQG3	43TTQG3	n/a	Dell Laptop-IWD	Deborah Leatherman
Davenport	SAUS1T0114	204	63TTQG3	63TTQG3	n/a	Dell Laptop-IWD	Tyler Weger
Davenport	SAUS1T0115	208	C84340886	no tag	C84340886	PC 600 Printer	Youth Space
Davenport	SAUS1T0116	214	SN3XCOFL3	SN3XCOFL3	no tag	Dell Laptop	Kenzie Failyer
Davenport	SAUS1T0117	216	2XC0FL3	2XC0FL3	n/a	DELL Laptop	DaShawn Banks
Burlington	SAUS1T0065	227	TVRQ 4526	no tag	TVRQ 4526	VR HeadSet	Shannon's office
Burlington	SAUS1T0066	228	TVRQ 4527	no tag	TVRQ 4527	VR Head Set	Shannon's office
Burlington	SAUS1T0067	229	TVRQ 4530	no tag	TVRQ 4530	VR Head Set	Shannon's office
Burlington	SAUS1T0068	230	TVRQ 4531	no tag	TVRQ 4531	VR Head Set	Shannon's office
Burlington	SAUS1T0069	231	TVRQ 4524	no tag	TVRQ 4524	VR Head Set	Shannon's office
Burlington	SAUS1T0070	232	TVRQ 4525	no tag	TVRQ 4525	VR Head Set	Shannon's office
Burlington	SAUS1T0071	233	TVRQ 4521	no tag	TVRQ 4521	VR Head Set	Shannon's office
Burlington	SAUS1T0072	234	TVRQ 4520	no tag	TVRQ 4520	VR Head Set	Shannon's office
Burlington	SAUS1T0073	235	TVRQ 4515	no tag	TVRQ 4515	VR Head Set	Shannon's office
Burlington	SAUS1T0074	236	TVRQ 4514	no tag	TVRQ 4514	VR Head Set	Shannon's office
Davenport	SAUS1T0118	237	TVRQ 4519	no tag	TVRQ 4519	VR Head Set	Youth Space
Davenport	SAUS1T0119	238	TVRQ 4518	no tag	TVRQ 4518	VR Head Set	Youth Space
Davenport	SAUS1T0120	239	TVRQ 4528	no tag	TVRQ 4528	VR Head Set	Youth Space
Davenport	SAUS1T0121	240	TVQR 4529	no tag	TVQR 4529	VR Head Set	Youth Space
Burlington	SAUS1T0075	246	GWCOFL3	GWCOFL3	no tag	Dell Laptop	Tabytha Seigfried
Davenport	SAUS1T0118	237	TVRQ 4519	no tag	TVQR4513	VR Head Set	Youth Space
Davenport	SAUS1T0119	238	TVRQ 4518	no tag	TVQR4533	VR Head Set	Youth Space
Davenport	SAUS1T0120	239	TVRQ 4528	no tag	TVQR4516	VR Head Set	Youth Space
Davenport	SAUS1T0121	240	TVQR 4529	no tag	TVQR4523	VR Head Set	Youth Space
Davenport	SAUS1T0126	255	TVQR4517	no tag	TVQR4517	VR Head Set	Youth Space
Davenport	SAUS1T0127	256	TVQR4522	no tag	TVQR4522	VR Head Set	Youth Space
Burlington		257	None	no tag	none	HON cabinet for VR headsets	Shannon's office-arrived dented
Burlington	SAUS1T0129	no tag	1XC0FL3	1XC0FL3	no tag	Dell Laptop	Leah Haberichter
Davenport		no tag	92864	92864	n/a	SHREDDER MODEL 2604CC/I@W CCC	Storage
Burlington		no tag	BRCM94312MCG	no tag	BRCM94312MCG	Dell Laptop	Storage
Burlington		no tag	BRCM94311MCG	no tag	BRCM94311MCG	Dell Laptop	Storage
Burlington		no tag	2CE3150HBD	no tag	2CE3150HBD	HP Laptop	Storage
Burlington		no tag	2CE315135H	no tag	2CE315135H	HP Laptop	Storage
Burlington		no tag	5CB2180D8V	no tag	5CB2180D8V	HP Laptop	Storage
Burlington		no tag	5CB24816FR	no tag	5CB24816FR	HP Laptop	Storage
Burlington		no tag	5CB24816FS	no tag	5CB24816FS	HP Laptop	Storage
Burlington		no tag	5CB24816FT	no tag	5CB24816FT	HP Laptop	Storage
Burlington		no tag	5CB24816FW	no tag	5CB24816FW	HP Laptop	Storage
Burlington		no tag	5CB423FTBF	no tag	5CB423FTBF	HP Laptop	Storage
Burlington		no tag	5CG3458ZB1	no tag	5CG3458ZB1	HP Laptop	Storage
Burlington		no tag	5CG423FTBQ	no tag	5CG423FTBQ	HP Laptop	Storage
Burlington		no tag	5CG423FTC3	no tag	5CG423FTC3	HP Laptop	Storage
Burlington		no tag	5CG423FTC7	no tag	5CG423FTC7	HP Laptop	Storage
Burlington		no tag	5CG423FTD8	no tag	5CG423FTD8	HP Laptop	Storage
Burlington		no tag	5CG5181BK7	no tag	5CG5181BK7	HP Laptop	Storage
Burlington		no tag	5CG5181BKC	no tag	5CG5181BKC	HP Laptop	Storage
Burlington		no tag	5CG5181BM1	no tag	5CG5181BM1	HP Laptop	Storage
Burlington		no tag	5CG5181BPG	no tag	5CG5181BPG	HP Laptop	not working, storage
Burlington		no tag	CND452BJ8C	no tag	CND452BJ8C	HP Laptop	Storage
Davenport	SAUS1T0128		None	no tag	none	Cabinet for VR headsets	Davenport Youth Space

*Support Services Policy Modification

Reason - This item was tabled at the last Executive Committee meeting and additional information was requested.

Documents Included - Additional information is provided in this packet including the policy, the previous meeting minutes, the desk aid that shows the yearly cap on each support service, and the data provided by Equus on the costs of the mileage and other support services.

Action Requested - The request is to decrease the transportation mileage reimbursement rate.



Mississippi Valley Workforce Development Board

Support Services Policy

Approved Date: August 23, 2021

Effective Date: August 23, 2021

Amended Date: September 13, 2022

A. Purpose

To provide MVWA contractors of WIOA, Adult, Dislocated Worker and Youth with guidelines and restrictions on supportive services.

B. Background

1. Support services are available to WIOA Adult, Dislocated Workers, and Youth who meet WIOA eligibility requirements as described below.
2. As WIOA programs are not an entitlement, supportive service payments are made on a case - by-case basis only when determined necessary and allowable.
3. Due to funding limitations, WIOA supportive services are always the last resort.
4. All other sources of funding must be sought first and documented to avoid duplication of services.
5. All attempts to find other supportive service funding and the reasons for needing WIOA funding must be documented in the state case management system.
6. Potential sources for other funding may include state-funded sources, Pell Grants, or Trade Adjustment Assistance (TAA).

C. Eligibility

1. Supportive services, including needs-related payments, may only be provided to participants who:
 - a. Are participating in Career services or Training services approved by WIOA Title I.
 - b. Are unable to obtain supportive services via their support network or through other programs including community agencies that provide these services; and
 - c. Require those services to enable him/her to participate in WIOA Title I activities.
2. A review of the Adult, Dislocated Worker participant's budget shall be completed to determine need. Details of the budget will be provided into the state case management system. In all cases, staff must review service notes prior to making any supportive service payments to avoid duplicate payments from multiple sources and to ensure the participant has not exceeded any limits set forth in this policy.
3. The supportive service(s) must be necessary for the customer to achieve the goals outlined in their Employment Plan (EP).
4. The Comprehensive and Affiliate Job Centers must keep an up-to-date listing of available community resources (paper and/or electronic) and make available to participants prior to any

WIOA payment for supportive services. Providing information about the availability of, and referrals to, alternate supportive services sources is required by 20 CRF 678.430 (a) (9).

Support Payments

A. Overview

1. The MVWA has a per participant support cap maximum of \$6,000.00 per program year.
2. The board has a 60-day limit for supportive services after a customer completes training or is no longer participating in an approved WIOA activity, excluding Youth participants.
3. Youth participants are provided support services through follow-up.
4. Following are the allowable types of Support Service Payments and a description of each. Payments may be made directly to vendors on behalf of a participant, or as a reimbursement to the individual unless otherwise noted below.

B. Clothing (CHG)

1. Payments for items such as clothes and shoes (uniforms, safety equipment, etc.) that are necessary for participation in WIOA Title 1 activities, including interviewing, employment or work experience are allowable.
2. Itemized invoice or receipt is required.
3. Maximum expenditure is \$300.00 per activity.
4. This support service should be classified as CHG in the IowaWORKS system.

C. Dependent Care (DPC)

1. The costs of dependent care from licensed daycare providers or from private sources agreed upon by the participant are an allowable expense.
2. Dependent care assistance may be provided to eligible participants who require such assistance in order to participate in a WIOA activity and whose need has been linked to an activity.
3. Dependent care includes child or adult care for which the participant would normally be responsible.
4. If an unemployed parent of the child resides in the home, no childcare support will be provided.
5. DPC payments are paid directly to the participant after verification by the case manager.
6. The case manager will verify:
 - a. the childcare provider form identifying the person(s) for whom they are providing care,
 - b. the provider is not being paid by other sources (or verification of participant co-pay),
 - c. documentation of the days/hours the care is provided, and the attendance/progress form from the training provider verifying that the childcare is necessary.
7. Dependent care support should only be used when the participant is not eligible for, or is pending approval of, childcare assistance through DHS/Promise Jobs.
8. Maximum of \$50 per day for one dependent.
9. Maximum of \$100 per day for two or more dependents.
10. Maximum of \$500 per week for two or more dependents.
11. This support service should be classified as DPC in the IowaWORKS system.

D. Educational Assistance (EST)

1. Assistance with books, fees, school supplies, laptops, internet access, and other necessary services/items for students enrolled in high school, alternative high school, high school equivalent, or post-secondary education classes are allowable.
2. This includes background checks, physicals, and screenings that are necessary for acceptance or participation in educational classes.
3. In the event a program participant has been awarded a Pell Grant, the Pell Grant must be applied against the cost of allowable educational expenses before WIOA funds are utilized.
4. Participants that need laptops, internet service, and other supportive services must provide written documentation from the training site indicating the need for these services.
5. The laptop may be retained by the participant after the completion of training and will only be provided one time per program year.
6. Services for internet are limited to the time that the individual is in a training activity.
7. Itemized invoice/receipt, or syllabus is required. Documentation from the instructor is required from training site for laptop and/or internet access.
8. This support service should be classified as EST in the IowaWORKS system.

E. Educational Testing (EDT)

1. Assistance with educational testing required for participation in WIOA Title 1 activities is allowable.
2. Some examples of educational testing include, but are not limited to, high school equivalency testing and vocational testing.
3. If required for employment, the costs for licenses and application fees are allowable, examples include nursing boards.
4. Itemized invoice or receipt is required.
5. This support service should be classified as EDT in the IowaWORKS system.

F. Health Care (HLC)

1. Health care assistance can be made available to participants when lack of assistance will affect their ability to obtain or maintain employment, or if it is a requirement of an educational program.
2. Allowable expenses include but are not limited to:
 - a. physical exams,
 - b. drug tests, and
 - c. co- pays for prescription drugs.
3. This supportive service should be used only when there are no other resources available to the participant.
4. Itemized invoice or receipt is required.
5. Maximum expenditure is \$300.00 per program year.
6. This support service should be classified as HLC in the IowaWORKS system.

G. Services for Individuals with Disabilities (SID)

1. The costs of special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment related activity are allowable.
2. It is not an allowable use of WIOA Title 1 funds to make capital improvements to a training or work site for general compliance with the Americans with Disabilities Act requirements.
3. Itemized invoice or receipt is required.
4. This support service should be classified as SID in the Iowa *WORKS* system.

H. Transportation (TRN)

1. The cost of transportation necessary to participate in WIOA Title 1 activities and services, including job searching and job interviews, is allowable.
2. Assistance can consist of:
 - a. Per mile reimbursement,
 - b. fuel purchase orders,
 - c. ride share services, like Uber and Lyft for example,
 - d. bus and/or taxi passes.
 - e. Bicycle and safety equipment purchases capped at \$500
3. Bus passes must not be provided for more than 30 days in advance, 1-day bus passes are also allowable.
4. Mileage will be reimbursed at the federal IRS rate.
5. Mileage expenses must be supported with a map from a web mapping service.
6. Itemized receipts/invoices are required for other transportation.
7. This support service should be classified as TRN in the Iowa *WORKS* system.

Commented [MS1]: Proposed to change to 65% of the federal per diem rate.

I. Housing/Rent/Utilities

1. The participant must indicate a need and sign an applicant statement requesting the assistance.
2. Deposits are not allowable since the amount may be reimbursed to a participant at a later date.
3. Payment of late fees or interest fees or charges associated with payments not made on time are not allowable.
4. Required documentation for payment includes a copy of a signed lease with the participant's signature and monthly amount due or proof of a mortgage in the participant's name.
5. If the lease is not in the participant's name, an applicant statement must be made explaining the relationship between the participant and person named in the lease.
6. Payments will be based on actual rent expense minus any subsidies.
7. Rent or mortgage assistance is limited to one time per household per program year.
 - a. Maximum for rent \$850, maximum for mortgage \$1,000.
8. Utilities are allowed up to \$500 per program year and must be supported by actual bills.

9. This support service should be classified as FAS in the Iowa*WORKS* system.

J. Car Repairs/Insurance

1. Vehicle repair costs may be provided but must be directly linked to an allowable activity.
2. Required documentation includes:
 - a. copy of title or registration showing the client or their spouse, parent/guardian legally owns the vehicle
 - b. proof of car insurance.
3. No cosmetic repairs will be paid using WIOA funds.
4. Vehicle insurance premiums for up to 6 months are also an allowable expense and is a one-time only payment. Two quotes for repairs are required unless the vehicle has to be towed.
5. The participant cannot receive mileage reimbursement and vehicle repairs during the same week. If vehicle repairs are paid, no transportation will be paid.
6. Maximum per participant is \$1,000 per program year.

7. This support service should be classified as FAS in the Iowa*WORKS* system.

K. Tools or Equipment

1. The participant must submit proof that the employer or training provider requires the participant to have specific tools or equipment to perform job duties or complete training.
2. The participant must submit documentation from the employer or training institute that the items are required.

3. This support service should be classified as MSS in the Iowa*WORKS* system.

L. Employment Related Expenses

1. Employment related expenses include various fees not covered in other categories that are related to education and/or employment, including licensing, bonding, background checks for work-based learning, and application fees.
2. The cost of required identification documents for education or employment is allowed.
3. The cost of a laptop for a participant doing a remote work- based learning activity is allowed.
4. The maximum amount per participant is \$500 per program year.

5. This support service should be classified as MSS in the Iowa*WORKS* system.

M. Supported Employment and Training (SET)

1. Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-to-one instruction and with the support necessary to enable them to complete occupational skill training and/or obtain and retain competitive employment.
2. SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. An example of SET use in conjunction with an occupational skills training would be hiring a tutor to assist with classes.
3. SET may be conducted in conjunction with experiential learning activities. An example of SET

use in this situation would be the hiring of a job coach to assist an individual who has been placed in competitive employment.

4. The length of a Supported Employment and Training contract may not exceed six months per enrollment.
5. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services.
6. Itemized invoice or receipt is required.
7. This support service should be classified as SET in the IowaWORKS system.

Needs Related Payments

A. Overview

1. Needs Related Payments (NRP) are cash payments to WIOA participants for general living expenses to enable them to continue and succeed in the WIOA Program.
2. Needs-related supportive services must be approved by the WIOA Project Director and paid directly to the participant.
3. The maximum for a Need Related Payment per participant is \$500 per program year.
4. NPR's are one of the supportive services authorized by WIOA.
5. Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.
6. NRPs are available for the following fund sources:
 - a. Adult,
 - b. Dislocated Worker,
 - c. Out-of-School Youth, and
 - d. In-School Youth.

B. Adult Eligibility

1. Participants enrolled in the Adult program must meet the following criteria to receive needs-related payments:
 - a. Be unemployed,
 - b. Not qualify for, or have ceased qualifying for, unemployment compensation,
 - c. Be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.

C. Dislocated Worker Eligibility

1. Participants enrolled in the Dislocated Worker program must meet the following criteria to receive needs-related payments:

- a. Be unemployed, and
 - b. Have ceased to qualify for unemployment compensation or Trade Readjustment Allowance, and
 - c. Be enrolled in a program of training services under WIOA Title I by the end of the 13th week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or, if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
 - d. Be unemployed and not qualify for unemployment compensation or Trade Readjustment Allowance (TRA) under TAA and be enrolled (applied and accepted) in training services under WIOA Title I that has already begun or will begin within 30 calendar days.
2. For dislocated workers, payments must not exceed the greater of either of the following levels:
- a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
 - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff.
 - c. The weekly payment level must be adjusted to reflect changes in total family income, as determined by Local WDB policies.
 - d. At least quarterly, the amount of family income must be reviewed to determine if adjustments must be made in the amount of NRP payments.

D. Youth Eligibility

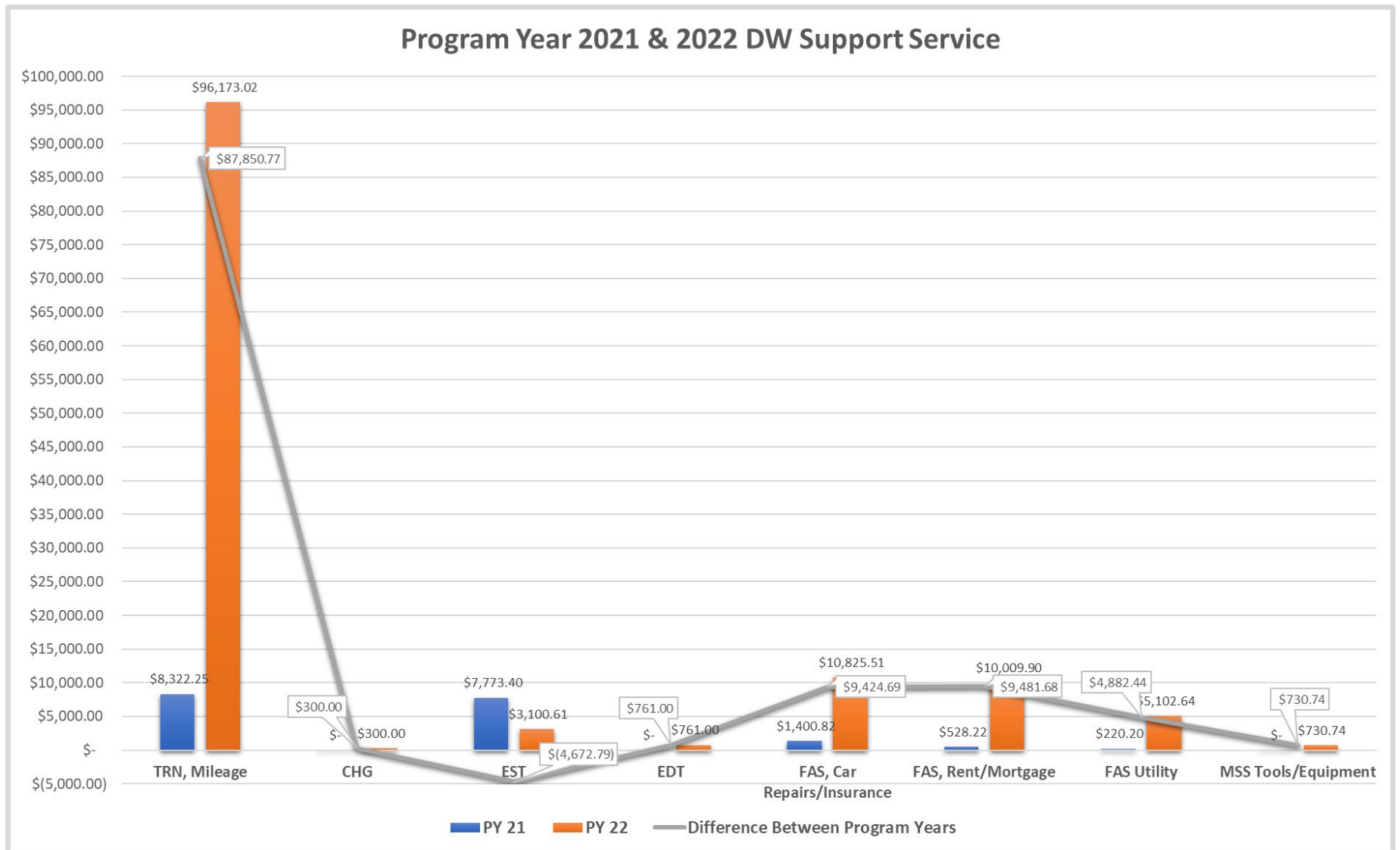
- 1. Participants enrolled in the Youth program must meet the following criteria to receive needs-related payments:
 - a. Be unemployed
 - b. Not qualify for or have ceased qualifying for unemployment compensation.

E. Approval of Support Payments

- 1. A WIOA Project Director and/or Operations Supervisor in each center will be responsible for reviewing and approving support payment request for WIOA Adults, Dislocated Workers, and Youth to ensure all WIOA requirements have been met, and the request is appropriate and to ensure sufficient funds are available.
- 2. In the event that any supportive service not previously outlined in this policy is requested or requires more than the allowable maximum amount or cap, as stated in policy a waiver may be submitted to the board Executive Director. In consultation with the appropriate committee chairs and authorization to exceed the maximum will be awarded on a case-by-case basis. Proper justification must be outlined on the waiver. Written justification from the customer is required prior to making the payment.

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

Support Services Data PY21 & PY22 by Category



Support Services Data PY21 & PY22 by Category

PY 22	TRN, Mileage	CHG	EST	EDT	FAS, Car Repair/Insurance	FAS, Rent/Mortgage	FAS, Utility	MSS, Tools/Equip
July	\$ 667.00	\$ 300.00	\$ -	\$ 175.00	\$ 1,621.14	\$ 650.00	\$ 561.13	\$ -
August	\$ 737.33	\$ -	\$ 1,059.24	\$ -	\$ 934.15	\$ 1,622.90	\$ -	\$ -
September	\$ 2,687.79	\$ -	\$ 689.57	\$ 352.00	\$ 763.00	\$ 650.00	\$ 1,321.90	\$ -
October	\$ 11,841.34	\$ -	\$ -	\$ 175.00	\$ 3,357.65	\$ 600.00	\$ 604.00	\$ -
November	\$ 13,631.00	\$ -	\$ -	\$ -	\$ 2,641.33	\$ 3,137.00	\$ 818.00	\$ -
December	\$ 16,697.35	\$ -	\$ 689.45	\$ -	\$ -	\$ 1,350.00	\$ 309.60	\$ 730.74
January	\$ 1,428.00	\$ -	\$ 662.35	\$ 59.00	\$ 121.90	\$ 2,000.00	\$ 210.78	\$ -
February	\$ 10,428.19	\$ -	\$ -	\$ -	\$ 981.29	\$ -	\$ -	\$ -
March	\$ 15,152.00	\$ -	\$ -	\$ -	\$ 405.05	\$ -	\$ 440.55	\$ -
April	\$ 11,018.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 836.68	\$ -
May (As of 5/25/23)	\$ 11,885.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June								
Total	\$ 96,173.02	\$ 300.00	\$ 3,100.61	\$ 761.00	\$ 10,825.51	\$ 10,009.90	\$ 5,102.64	\$ 730.74

Support Services Data PY21 & PY22 by Category

PY 21	TRN, Mileage	CHG	EST	EDT	FAS, Car Repair/Insurance	FAS, Rent/Mortgage	FAS, Utility	MSS, Tools/Equip
July	\$ 328.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	\$ 33.98	\$ -	\$ 2,648.48	\$ -	\$ -	\$ -	\$ -	\$ -
September	\$ 833.39	\$ -	\$ 2,170.29	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ 1,350.23	\$ -	\$ 587.43	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ 1,084.00	\$ -	\$ 673.03	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ 1,798.00	\$ -	\$ -	\$ -	\$ 92.90	\$ -	\$ 220.20	\$ -
January	\$ 1,006.00	\$ -	\$ -	\$ -	\$ 92.90	\$ -	\$ -	\$ -
February	\$ 992.58	\$ -	\$ -	\$ -	\$ 92.92	\$ -	\$ -	\$ -
March	\$ 1,934.43	\$ -	\$ -	\$ -	\$ 488.76	\$ -	\$ -	\$ -
April	\$ 2,347.91	\$ -	\$ 70.07	\$ -	\$ 327.64	\$ 528.22	\$ -	\$ -
May	\$ 2,097.42	\$ -	\$ 1,379.10	\$ -	\$ 237.24	\$ -	\$ -	\$ -
June	\$ 219.35	\$ -	\$ 245.00	\$ -	\$ 68.46	\$ -	\$ -	\$ -
Total	\$ 14,025.91	\$ -	\$ 7,773.40	\$ -	\$ 1,400.82	\$ 528.22	\$ 220.20	\$ -



Mississippi Valley Workforce Development Board

Support Services Desk Aid

Maximum Support Cap Amount: \$6,000.00 per participant, per program year.

Updated 12/19/2022

Support Item	Breakdown	Acronym	Description	Documentation Requirements (other than receipts/invoices)	Maximum Expenditure	Per	Maximum Expenditure	Per Day	Maximum Expenditure	Per Day
Clothing		CHG	Clothes, and shoes necessary for participation in WIOA Title I activities		\$300.00	per activity				
Dependent Care		DPC	Child or adult care for which the participant is normally responsible. Dependent care includes child or adult care for which the participant would normally be responsible. If an unemployed parent of the child resides in the home, no childcare support will be provided.	Case manager will verify the childcare provider form. Documentation of the days/hours the care is provided Attendance/progress form from the training provider verifying that the childcare is necessary.	\$500 Per week for 2 or more dependents	per week	\$50	per person/day	\$100 per day	family
Educational Assistance		EST	Books, fees, school supplies, *laptops, *and internet access for students enrolled in postsecondary education classes	written documentation required from training site for laptop and/or internet access		Per program year				
Education Testing		EDT	high school equivalency testing, vocational testing	Itemized invoice or receipt is required						
Health Care		HLC	made available when a lack of assistance will affect their ability to obtain or maintain employment - physical exams, drug tests, co-pays for prescription drugs	Itemized invoice or receipt is required	\$300.00	per program year				

Support Item	Breakdown	Acronym	Description	Documentation Requirements (other than receipts/invoices)	Maximum Expenditure	Per	Maximum Expenditure	Per Day	Maximum Expenditure	Per Day
Services for Individuals with Disabilities		SID	special services, supplies, equipment, and tools necessary to enable a participant with a disability to participate in an education or employment-related activity (not general improvements)	Itemized invoice or receipt required						
Transportation	Total Cost of Transportation	TRN	transportation necessary to participate in WIOA Title I activities and services - job searching, and job interviews. Fuel purchase orders, ride-share services like Uber/Lyft One-day bus passes, mile reimbursement (.625/mile), bus passes (not more than 30 days in advance), bicycle and safety equipment purchases (capped at \$500)	Expenses must be supported with a map from a web mapping service. Itemized receipts/invoices are required for other transportation.						
	Vehicle				\$0.625	per mile				
	Bicycle				\$500	per participant				
Housing/Rent/Utilities	Rent		Deposits are not allowable. Late fees and/or interest charges are not allowable.	A copy of the signed lease with the participant's signature, the monthly amount due, and notice of late payment from the landlord is required. Applicant statement needed to explain the relationship between the person on the lease if it is not their name.	\$850.00	for rent - per program year				
	Mortgage				\$1,000.00	for mortgage - per program year				
	Utilities				\$500.00	utilities - per program year				
Car Repairs/Insurance	Vehicle Repair		Only one allowable activity - not cosmetic.	Copy of title or registration showing client, spouse, parent/guardian legally owns the vehicle, proof of car insurance. Two quotes for repairs are required unless the vehicle has to be towed.	\$1,000.00	per program year				
	Insurance		premiums for up to 6 months are allowable as a one-time payment							

Support Item	Breakdown	Acronym	Description	Documentation Requirements (other than receipts/invoices)	Maximum Expenditure	Per	Maximum Expenditure	Per Day	Maximum Expenditure	Per Day
Tools or Equipment			Proof must be submitted that the employer or training provider requires the specific tools or equipment to perform job duties or complete training.	Proof must be submitted that the employer or training provider requires the specific tools or equipment to perform job duties or complete training.						
Employment Related Expenses			Various fees are not covered in other categories that are related to education/employment - licensing, bonding, background checks for work-based learning, and application fees. Cost of required identification documents for education or employment allowed.	Itemized invoices required	\$500.00	per program year				
Supported Employment and Training		SET	Only allowable to provide individuals with one-on-one individualized occupational skill training to retain competitive employment. - hiring a tutor to assist with classes, hiring a job coach for someone placed in competitive employment. (Cannot exceed six months per enrollment. The service provider must have an established rate for the service and must be in alignment with charges for similar services in the area.)	Itemized invoice or receipt is required	Prevailing rate - request from Title I vendor					
Needs Related Payment		NRP	General living expenses to support successful WIOA program completion are available for eligible adults, dislocated workers, and youth. Approved by Project Director and/or Operations Supervisor		\$500.00	per program year				

***PY23 Budget Priorities**

*Board Member Review



Mississippi Valley Workforce Development Board

BOARD MEMBER REMOVAL ACTION

Background

Brad Quigley was appointed to the Business Committee on 1/12/23, which he was not present for, has not attended any Business Committee meetings or the last two Board meetings, and has not requested an excused absence for any meetings.

Business Committee Attendance	1/12/2023	2/9/2023	3/9/2023	4/13/2023	5/11/23
	U	U	U	U	U
Board Meeting Attendance	8/15/22	11/21/22	2/20/22	5/15/23	
	1	1	U	U	

After 3 unexcused absences, Brad was sent a letter on 4/28/23.

MVWDB Bylaws

ARTICLE XIII REMOVAL

The CLEO will remove MVWDB members in the event any of the following occurs:

- A. Documented violation of conflict of interest.
- B. Failure to meet MVWDB member representation requirements, as defined in the WIOA and in accordance with Iowa Local Board Membership Requirements.
- C. Documented proof of fraud and/or abuse.
- D. A member of the board or committee has 4 or more unexcused absences in a one-year period.
 - a. If a member is unable to attend a board or committee meeting, they must notify the board executive director or board chair prior to the meeting in writing via email to receive an excused absence.
 - b. Each meeting will have an agenda item to approve absences and is at the discretion of the board or committee to approve.
 - c. When the member has 3 unexcused absences, they will be notified by the board executive director in writing via email.
 - d. When a member reaches four (4) unexcused absences the executive committee shall review the circumstances and recommend termination or retention of a member to the CEOs.
 - e. A member can protest the removal to the CEOs at the meeting where the removal is on the agenda or submit a written protest to be reviewed at that same meeting.
- E. MVWDB members may be removed for other factors that are deemed to have a negative impact on the board.
- F.

Action Needed

The executive committee shall review the circumstances and recommend termination or retention to the CEOs.

Social Media Update

Rotary Grant Update

Youth Performance

MS Valley Specific Youth Strategies

- Increased enrollments result in a higher denominator.
- Work-based learning focus
- Youth incentives aligned with common measure performances.
- Cohort approach
- Analysis of successful partnerships and best practices with training providers and educational institutions that result in mutual positive performance
- Real-time tracking of measurable skills gains and credentials through supervisor and quality assurance reviews.
- Utilizing predictive reporting to “scrub” data and identify participants who may have a positive impact on performance prior to end-of-year final performance data
- Use of supplemental verification for employment, including the Work Number

*Employee Annual Reviews