



Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes February 20, 2023

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, February 20, 2023, at 5:00 p.m. via Zoom.

CALL TO ORDER

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

ATTENDEES

Board Members Present: Dennis Duke, Kirby Phillips, Matthew Nicol, Joyce Stimpson, Lori Bassow, Heather Halbrook, Andy Sokolovich, Martha Bell, Regina Matheson, Carol Reynolds, Mandy Parchert, Patrick Stock, Jacob Nye, Jana Wittenberg, and Ryan Drew

Board Members Absent: Tim Brown, (unexcused), Cory Bergfeld (Unexcused), Brad Quigley (unexcused) Cindy Whalen (excused)

CEO Present: Jim Irwin, Danny Chick, Don Schwenker

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

Contractor Staff: Kendra Schaapveld, Project Director, Tabytha Siegfried, Quality Assurance, Taylor Longstreth, Operations Supervisor, Nick Clayton, One-Stop Operator

Guest: none

QUORUM

A quorum was established for the board to conduct business.

EXCUSED ABSENCES

Sokolovich made a motion to excuse absences for Whalen, seconded by Nicol, and the motion carried.

APPROVAL OF AGENDA

Nicol made a motion to approve the agenda, seconded by Nye, and the motion carried.

APPROVAL OF MINUTES

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

NEWSLETTER QUESTIONS

Swafford advised this will be sent out at the beginning of each quarter and in the packet from now on for the Full Board meetings. Irwin asked where the UI data came from and Wittenberg advised it is from the State LMI data.

EXECUTIVE COMMITTEE REPORT

Duke summarized the report and asked if there was any discussion, but there was none.

NEW BUSINESS

***DAVENPORT ONE-STOP CERTIFICATION**

Nicol advised the OSO Certification Team for the Davenport AJC evaluated the standards and interviewed staff. Their team recommends full certification with suggested improvements in effectiveness and continuous improvement to formalize cross trainings and formats of trainings. Nye made a motion to accept the recommendation for full certification, seconded by Matheson, and the motion carried.

***BURLINGTON ONE-STOP CERTIFICATION**

Wittenberg advised the Burlington Center OSO Certification Team also recommends full certification based on the standards they evaluated. The team provided recommendations in effectiveness and continuous improvement as well. Parchert made a motion to accept the recommendation for full certification, seconded by Nicol, and the motion carried.

***BUDGET MODIFICATION POLICY**

Swafford advised this policy was put before the finance committee and is a policy that formalizes the processes already in place. Bassow advised she did not recall this policy, so Tripp presented the minutes from the meeting on 1/4/23 in which the committee approved the policy. Phillips made a motion to approve the policy, seconded by Nicol and the motion carried.

***ADULT MENTORING POLICY**

Nye advised the biggest piece of this policy is the lack of mentors for youth, this policy allows for career navigators to be used for that role when there are no mentors available. Drew made a motion to approve the policy, seconded by Reynolds and the motion carried.

***UNLIKELY TO RETURN**

Nicol reviewed the policy and the criteria used to determine if a person is unlikely to return to a previous industry or occupation for determining eligibility for the Dislocated Worker Program. Nye made a motion to accept the policy, seconded by Parchert and the motion carried.

***CUSTOMER SURVEY POLICY**

Nicol advised after it was brought to the Operations Committee, it was suggested a flow chart be added to show the flow of complaints through the system. The complaints that are system-related will be removed from the customer satisfaction equation. Wittenberg made a motion to accept the policy, seconded by Matheson and the motion carried.

***JOB QUALITY ACADEMY**

Swafford gave an overview presentation of the Job Quality Academy opportunity that the Department of Labor has put out for applications. 16 Workforce boards across the Country would commit to a 4-5 month academy where a team would work on a strategic plan to increase the job quality of the local area. Nicol supported it from the perspective of this team being a consultant to bring back information from the academy. Reynolds voiced concerns about it saddling small and mid-sized employers. Reynolds stated she does not support the board

applying for it. Sokolovich was concerned with how it would be marketed as a good job, not a great job, and that it would be in every company's window that they have "good jobs" because they participated. Swafford advised the board could do a recommendation program without participating in this academy. Schwenker added that it is already hard enough for employers to find employees, he was concerned this would make it harder for employers. Nye advised he sees it as an opportunity to improve and educate employers, the intent is to possibly fill the gap. Reynolds reminded everyone that businesses are in business to be profitable. Drew added it allows for more collaboration and the ability to funnel employees to those employers who participate. Swafford clarified that the team would be from our local area that would create strategic plans for our area. The hope of the DOL is that the 16 teams would develop plans that could be replicated nationwide. There were a lot of questions to be asked of the DOL, but with a tight turnaround for the application with less than 3 weeks to put in the application, Swafford advised she would email them, but did not expect a quick response. Nicol posed the question of if we participate, but decide not to implement it, are there any repercussions? Drew made a motion to apply with contingencies of if awarded, having the right to reject it and should we develop a plan, what are the expectations? Nye seconded the motion, and a roll call vote was conducted with 9 yes votes and 4 no votes, the motion carried. The 9 yes votes were: Nicol, Stimpson, Drew, Nye, Sokolovich, Wittenberg, Bell, Matheson, and Parchert. The 4 no votes were: Phillips, Bassow, Halbrook, and Reynolds

PERFORMANCE LEVELS

Swafford presented the performance levels drawing concern in the youth areas. Nye advised he was concerned that the delay in data for reporting has an effect on the decision made, they are trying to make decisions on data that is 6 months old. Nye advised they have taken measures to try to boost performance. Schaapveld added that measurable skill gains decrease at the start of a semester, but the goal is always MSG.

BOARD STAFF REPORT

Swafford advised that Nick Clayton is the new OSO. IWD conducted monitoring and had 6 findings, but no disallowed costs. The board begins local monitoring next week. Statewide board training will be June 1, 2023, in Ankeny with more details to come. NAWB will be March 25-28 with board staff and 3 board members attending (Nicol, Parchert, and Matheson). The business committee has launched. The system as a whole is working on an outreach strategy. The Disability Access Campaign is being worked on by DAC. The OSO is working with the core partners on developing an overarching plan and strategy, and the board's social media plan will fit into this plan. The board applied for a grant through the Community Foundation of Des Moines County to assist with the launch and implementation of the Disability Awareness Campaign.

OTHER BUSINESS

Irwin advised that Western, Northwest, and North Central workforce boards voted unanimously to disband and will refuse their WIOA funds. IWD will now oversee the 34 counties affected by this change.

PUBLIC COMMENT

There were no public comments.

***ADJOURNMENT**

Nye made a motion to adjourn the meeting, seconded by Nicol, and the motion carried. Duke adjourned the meeting at 6:43 p.m.