



Mississippi Valley Workforce Development Board

Quarterly Board Meeting Minutes May 15, 2023

The meeting of the Mississippi Valley Workforce Development Board (MVWDB) was held on Monday, May 15, 2023, at 1:00 p.m. in-person at Hon Headquarters in Muscatine with a Zoom conferencing option.

CALL TO ORDER

Duke called the meeting to order at 1:11 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, Jana Wittenberg, Jacob Nye, Cynthia Whalen, and Ryan Drew

Board Members Absent: Cory Bergfeld (excused), Brad Quigley (unexcused)

CEO Present: Jim Irwin, Chuck Holmes, Danny Chick, Don Schwenker, Jean Dickson, Chad White, and Shane McCampbell

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

Contractor Staff: Cherisa Price-Wells, Regional Project Director, Kendra Schaapveld, Project Director, Tabytha Siegfried, Quality Assurance, Taylor Longstreth, Operations Supervisor, Shannon Weaver, Operations Supervisor, Nick Clayton, One-Stop Operator, Jennifer Schuster, Business Service Consultant, Autumn Fjeld, Career Navigator

Guest: Ken Petersen, Brianna Lee

QUORUM

A quorum was established for the board to conduct business.

EXCUSED ABSENCES

Nicol made a motion to excuse the absence of Bergfeld, seconded by Reynolds, and the motion carried. Quigley had an unexcused absence.

APPROVAL OF AGENDA

Drew made a motion to approve the agenda, seconded by Reynolds, and the motion carried.

APPROVAL OF MINUTES

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

SUCCESS STORY

Schuster presented a success story with Fjeld about an on-the-job training success with Ken Petersen Insurance in Burlington. The participant was also present to give her experience in the program including how the career navigator helped her after a referral from her HISED teacher

with more than she expected from resume help to finding her job. The participant shared how happy she was that she was referred and how well it has been going. Ken Petersen spoke very highly of the participant and the process for the job placement, he said the participant has been a great asset to his office.

EXECUTIVE COMMITTEE REPORT

Duke summarized the report advising the policies that have been updated and approved. Duke advised the committee voted for the board to serve as the local grant recipient. Duke advised they approved the \$30,000 transfer from the adult budget to the dislocated worker budget.

FINANCE COMMITTEE

Bassow advised she was not at the last finance meeting and requested Swafford present the committee report. Swafford presented the information from the packet advising the invoices are on track and there was nothing to note.

YOUTH COMMITTEE

Nye advised we continue to struggle with performance measures, possibly due to taking on people who may meet eligibility criteria but are not suitable for the program to follow through with the requirements. The committee continues to try to work through the challenges as they are presented.

OPERATIONS COMMITTEE

Nicol advised the last meeting did not have a quorum. He stated the biggest change for the operations committee is they will be testing a new format for reporting out the data and trying to have a narrative from the numbers to make sense of it and use it to shift the focus.

BUSINESS COMMITTEE

Parchert advised they welcomed two new members to the business committee this past month, Stacy Borgeson from Grow Clinton, and Stephanie Torrance from Goodwill. The main focus of the committee has been reviewing the Retrain & Retain grant applications, so far two have been approved: Carl A. Nelson Co and Novelis.

NEWSLETTER QUESTIONS

There were no questions and Swafford advised this will replace the report-outs to save time at full board meetings moving forward.

NEW BUSINESS

***BOARD ELECTIONS**

Duke requested nominations for new board officer positions, but none were given. Nye made a motion to continue with the current board officers Dennis Duke, Kirby Phillips, Matthew Nicol, and Lori Bassow, Parchert seconded, and the motion carried.

MONITORING AND PERFORMANCE

Tripp presented the IWD monitoring report with a broad overview of 6 findings, none that were significant and no disallowed costs. Reynolds asked for clarification on the EOO finding and Swafford provided clarification and that it was removed due to the documentation not being a

board document, but a state document that was missing the EOO information. Swafford presented the performance goals and Phillips asked how the goals are connected to the performance and felt they should be directly correlated. Bell asked a question about the goals being based on everyone enrolled in the program. Price-Wells answered that yes, they do count everyone enrolled. She gave an overview of how they can get to the end goal. Swafford advised that a subject matter expert will be brought in to train at the annual board training on this topic for a better understanding.

***CONTRACT EXTENSIONS**

Duke advised they needed to vote on extending the current contracts for the OSO, and Title One provider. Nye made a motion to extend the contract by one year, Bell seconded the motion and the motion carried.

***IN-DEMAND INDUSTRIES**

Tripp presented the information that was provided in the packet and broke it down by explaining where the documents in the packet about labor market information for in-demand industries were from IWD, LightCast, and Future Ready Iowa's website. Tripp advised the industries chosen need to meet the self-sufficiency threshold or be a career path that will lead to self-sufficiency.

Swafford advised this is the first time the board is completing this task and is required by WIOA. It will affect where participants can be placed by Title One Staff for OJT and WBL.

Reynolds liked the "next steps" portion of the In-demand form and requested it be in all packets so they know what their role is and what should be discussed during the meetings to get things accomplished. She liked the idea of an executive summary overview.

Parchert advised she felt in our area Manufacturing, IT, Healthcare, Logistics, and essential jobs that were determined during the pandemic should be considered in-demand industries, and while she felt it was important to have broad industries, she was not opposed to it being narrowed down. Reynolds felt the Future Ready Iowa list was sufficient for a starting place. Swafford requested Weaver explain the last dollar scholarship process since that is a part of the Future Ready Iowa program. Weaver advised it is FAFSA based, and the last dollar scholarship will pay 90% of the tuition, but WIOA pays first which would present a challenge to investing our WIOA funds. Whalen clarified that even if someone is not going to college, they could still choose to participate in a field that doesn't result in a degree, Weaver clarified that yes that still is an option with consumer choice still being required. Irwin requested Tripp send out only the LMI data to the board to review for further discussion. Bell made a motion to table the decision until the August 21, 2023, meeting, Reynolds seconded that motion and the motion carried.

***OUTREACH POLICY AND STRATEGY UPDATE**

Nicol advised this policy covers funding sources and what can be purchased for swag with WIOA funds. Nye requested the information from the Buy American Act be included in this policy. Bell and Irwin asked if there was a limit on cost for the Buy American Act, Swafford and Nye did not know for sure. Drew made a motion to table this topic until the August meeting when the policy can be updated with that language, seconded by Bell and the motion carried.

***YOUTH WORK EXPERIENCE POLICY MODIFICATION**

Nye advised the policy was amended due to an updated TEGL that now included Supportive Services for work experience. That was the only addition to the policy. Reynolds made a motion to approve the policy modification, seconded by Nicol, and the motion carried.

***RECORDS RETENTION POLICY**

Swafford presented the policy advising it is required to retain all WIOA records for 5 years and an additional 5 years if there is litigation. Participants always have access to their files and the board must comply with the Iowa Open Records law. Bassow asked if it had a specific form that had to be submitted, Swafford advised it did not. Bassow made a motion to accept the policy, seconded by Drew and the motion carried.

PY23 BUDGET

Swafford advised we have not received our official allocations for PY23, but these are the estimates given by IWD in the last couple of weeks, they advised the budgets may increase, but at this time this is a rough estimate. Reynolds asked for clarification on the carry-over estimates and Swafford explained what the carry-over funding means.

INFRASTRUCTURE FUNDING AGREEMENTS

Swafford advised starting July 1, 2023; the state will release guidance on creating Infrastructure Funding Agreements (IFA). Swafford advised all the partners will come together to do a budget for each center for all the costs associated with running the centers. Swafford shared the types of costs included and that it will be in a cost allocation format. Swafford advised the State wants to require it to be reconciled quarterly, but other states only do it semi-annually, so she has asked the state to reconsider this when they release the guidance.

IN-PERSON FULL BOARD MEETINGS

Duke advised the proposed dates for in-person quarterly board meetings be moved to 1:00-2:30 p.m. for PY23 are August 21, 2023, in Davenport, November 20, 2023, in Muscatine, February 19, 2024, in Burlington and May 20, 2024, in Muscatine. No opposition was raised during the discussion.

BOARD STAFF REPORT

Swafford advised we were accepted to the Job Quality Academy and the first session is June 27-30th in Washington D.C. Taylor and Tripp did not have any updates.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

There were no public comments.

***ADJOURNMENT**

Nye made a motion to adjourn the meeting, seconded by Drew, and the motion carried. Duke adjourned the meeting at 2:38 p.m.